



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 or guardian, 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 black ink that reads 'David Lee' in a cursive script.

David Lee
Head of School

August, 2023

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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

Diversity:

- We cultivate a vibrant, inclusive community of diverse voices and experiences. We create equitable opportunities for children and staff of all backgrounds. We instill a sense of humanity that both honors and transcends differences.

Learning:

- Our children gain a lifelong, ingrained love of learning. They are empowered to follow their passions and interests. 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 future. 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 nurture our children so they develop a strong sense of self-esteem.

Work ethic:

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

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.

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 differences.

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

CLASS TITLE	AGES	HOURS
HALF DAY TODDLER	15 mos. to 33 mos.	8:30-12:00 p.m.
FULL DAY TODDLER	15 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:	5 yrs. to 6 yrs.	8:15 – 3:15 p.m.
ELEMENTARY	Grades 1 through 6	8:15 - 3:30 p.m.

ATTENDANCE

Regular attendance by students is a priority at Daycroft especially for our youngest students. In order to form healthy 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 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, but the student's participation in class also 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 and social well-being. The importance of regular, daily attendance as a basis for academic achievement and social-emotional development can not be overemphasized.

In the event of an absence, the parent/guardian must contact the school office by phone or email, preferably before the beginning of class. Please report the child's name, class, reason for the absence, and approximate or anticipated duration of the absence.

All schoolwork missed due to the absence must be discussed with the classroom teacher and reasonable accommodations will be made to complete missed work.

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 this important skill. Tardiness can create stress in a student and interrupts instructional time for all students and affects school performance. Promptness to school allows the community of learners to begin their instruction as planned.

Attendance at every level 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. A staff member will escort the student to his or her classroom.

PROCEDURES FOR EXCESSIVE ABSENCES AND TARDINESS

1. As each child and situation is unique, we rely upon the teacher's professional judgment 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/guardians, by letter, email, or telephone.

2. Should the absences and/or tardiness continue, a meeting will be held with parents/guardians, teacher(s), and the division director or head of school.

Parents/guardians should be aware that attendance and remarks concerning attendance are recorded on report cards, which are kept in each students' CA60 file. This permanent Kindergarten through twelfth grade file transfers with the student when they enroll in a new school.

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**
 - **11:45am-12 p.m. for half day preschool and toddlers (no lunch)**
 - **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 while in the car line.
- 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 or 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 to the front door.
 - o Please use sidewalks and crosswalks when you are walking.
 - o The student profile form 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 or by the people you have listed in the "pick-up" section of the student profile form.

Note – please watch for cars backing out of parking spots.

BEFORE/AFTER SCHOOL CARE

Monday through Friday. Before-school care is from **7:30 - 8:00 a.m.** for elementary students and **7:30 - 8:30 a.m.** for toddler/preschool students 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/guardians can call the school office and sign their child out. School personnel will retrieve your child from class and escort the child to the front door. Children having early dismissal 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 their parents/guardians from the classroom.

HEALTH AND SAFETY

CRISIS INTERVENTION

Should children's safety be threatened by external or internal intrusion, siege, etc., staff will follow lockdown instructions. 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.

PETS

With the exception of Service Animals, pets of any kind are not allowed on school grounds. If you have a pet in the car, they must stay in the car and may not be brought out even on a leash. This is both for the safety of our community and children with severe allergies to animals.

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 lockdown drills. The staff will introduce these

drills very carefully so that the children will not be overly alarmed. Your support and cooperation in interpreting these drills to the children is essential.

EMERGENCIES

Accidents or other medical emergencies 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 by communicating any changes by email to your child's teacher or an administrative staff member. 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.

COMMUNICABLE DISEASE NOTIFICATION

If a physician has determined a student's illness is a communicable disease, the student's parent or guardian must report this disease by phone or email to an administrative staff member or the student's teacher. The administrative staff will notify by email all families in the student's class and all staff members of the disease (but will not identify the particular person who contracted the disease) and will attach a disease fact sheet to the email.

COVID PROTOCOLS

As we return to school we will follow the safety steps outlined by the CDC, the State of Michigan, and the Washtenaw County Health Department (WCHD). 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. Daycroft School will comply with all state and local health department guidelines regarding class closures, re-entry of students after exposure to COVID or those who are infected. These protocols are outlined on the following pages.

Daycroft School utilizes a layered approach to keeping our community safety. The following steps will be taken by the school to mitigate the potential spread of COVID and other viruses.

- 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.
- The HVAC system will be circulating continuously during the school day to refresh the classroom air.
- Individuals with cold-like symptoms will be asked to test with rapid tests either at school or home.

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 must stay home. 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, diarrhea, nausea, or taking many trips to the bathroom, the teacher will isolate the student in our wellness room and the parents/guardian will be called and asked to arrive at the school within 20 minutes.
- If a student complains of not feeling well and has been lethargic in the classroom 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/guardian 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 or other contagious related virus and has a negative COVID test.
- If any student tests positive for COVID-19, that individual must stay home for at least 5 days after symptoms first started or tested positive. The student may return between Days 6-10 and they must wear a tightly fitted surgical mask. We will notify our community keeping the confidentiality of this person and follow the Washtenaw health guidance and tracing protocols.
- If there is a close contact in the classroom, we will ask that all close contacts take rapid tests (either at home or school) as soon as possible and then again 2 days later to remain in school. If a student develops any cold-like symptoms after a close contact they should take a rapid test.

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

Parents/guardians who test positive for COVID-19 need to notify the school, and their children needs to wear a tightly fitted surgical mask and take rapid tests on Day 1 and 3. If a parent/guardian is going for a COVID test due to symptoms, their children should be tested as well and receive a negative test before returning to school.

If there is a case of COVID-19 or any other communicable virus in the Daycroft community, this information will be shared with the classroom only; 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 non-invasive digital thermometer. If the reading indicates a fever, you will be contacted to pick up your child as soon as possible.

If a student complains of being ill, but doesn't have a fever, the classroom teacher or an administrative staff member will determine if the illness is serious enough to send the student home. If there is a recommendation for a student to go home, the teacher or an administrative staff member will call the parent/guardian and ask for the student to be picked up.

Teachers of ill toddler and preschool students will complete an "Illness Observation and Return to School" form to give to the parent/guardian. This form lists the symptoms the teachers observed and guidelines for the student's return to school. Parents/guardians of young 5/kindergarten - 6th grade students do not receive this form.

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 without the use of medication to bring down the fever 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, diarrhea, lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.
4. The child should remain at home for 24-hours following an incident of diarrhea or vomiting.

Emergency Illness:

In the event a serious medical condition would require emergency and licensed professional healthcare assistance, a staff member will call 911 and contact the family following the procedures outlined in the EMERGENCIES section of this handbook. For toddler and preschool students, and during before- and aftercare hours, Daycroft will make a verbal report within 24 hours, followed by a written report in 72 hours, to the Department of Human Services Office Children and Adult licensing.

MEDICATIONS

1. Medication or individual special medical procedures shall be given or applied only with prior written and signed permission from the parent/guardian. Forms are located in the office. This [form](#) must be completed and returned to the front office administrator for any medication to be administered at school.
2. Medication must have the original label and packaging, and should indicate the child's name, medication name and strength, instructions for age appropriate dosage to be given, and a recent date.
3. Parents/guardians must directly hand medicines to the administrative assistant or your child's teacher for safekeeping.
4. **Medications should never be sent through a child's backpack.**
5. Any medication for life-threatening allergies including epi-pens should include an "action plan" signed by your child's pediatrician indicating when and how a medication should be administered.
6. Student emergency medications such as epi-pens will be included in first aid backpacks for lunch/recess, and all student medications will be included in first aid backpacks when students leave school on field trips.
7. Students are not allowed to take another student's medication.

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.

PHYSICAL INJURY AT SCHOOL

If a student is physically hurt due to an accident, the staff member who was responsible for the student at the time of the injury will complete an accident report, a copy of which will be sent home. Copies will also be placed in the student's file and provided to the student's teachers and program director. For a serious injury, or any head injury, the staff member will also promptly contact the family following the procedures outlined in the EMERGENCIES section of this handbook to inform them of the injury and verbally notify the head of school or program director.

If a student is physically injured by another student by accident, intentionally or because of a conflict, an incident report will be sent home to the parents/guardians of both the injured student and the student causing the injury. All parents/guardians are required to sign and return the incident report to the school. This report will be placed in the student files of all students involved. The students' teachers, program director, and head of school will also receive copies.

Incident reports are not used for toddler and preschool students, because the age of these students and the nature of the incidents at this age level do not warrant their use.

An incident report will also be sent home for gross violation of the school rules. The adult who observed the incident will promptly contact the family and notify the head of school and division director. Repeated incidents will result in additional reports. The parents/guardian may be called to set up a conference with the child's teacher, program director, and/or head of school, or to take the child home.

In the event an injury or accident would require emergency and licensed professional healthcare assistance, a staff member will call 911 and contact the family following the procedures outlined in the EMERGENCIES section of this handbook. For toddler and preschool students, and during before- and aftercare hours, Daycroft will make a verbal report within 24 hours, followed by a written report in 72 hours, to the Department of Human Services Office Children and Adult licensing.

REPORTING OF CHILD ABUSE

Daycroft staff, as caregivers, are mandated by law to report abuse and neglect of children. Staff members who suspect abuse or neglect must immediately report this concern to a supervisor and Daycroft must contact Michigan Children's Protective Services.

According to the Michigan Child Protection Law, "CHILD ABUSE" means harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare... or by a teacher or teacher's aide that occurs through non-accidental physical or mental injury, sexual abuse, or sexual exploitation or maltreatment.

“CHILD NEGLECT” means harm or threatened harm to a child’s health or welfare by failure of the parent, legal guardian, or any other person responsible for the child’s health or welfare that occurs through either of the following:

- Negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
- Placing a child at an unreasonable risk to the child’s health or welfare by failure of the parent, legal guardian, or other person responsible for the child’s health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

STUDENT CONDUCT AND DISCIPLINE

Daycroft utilizes the principles of the Positive Discipline approach in dealing with student conduct and discipline.

Positive Discipline 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 Positive Discipline 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
- We care for 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, and 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 follow the directions of teachers promptly. At all times, in school, in carpools, on field trips, during lunch and in special classes, students are expected to express thoughtfulness and consideration. Respect for the rights, properties, and feelings of others is consistent with our DEI goals. Children are also expected to use good manners when engaging peers and adults.

In cases where Positive Discipline proves ineffective in transforming student behavior, the following 4 - Step process maybe used.

Level 1: Reminder of classroom and school rules and discuss rationale. We will have the student restate the rule 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 will be required to leave the group and will meet with the program director until he or she is ready to participate in a prosocial manner. Teachers will notify the parent(s)/guardian(s) by email, phone call, or use of Daycroft Incident Report Form.

Level 3: The child is sent to the head of school to be counseled about behavior. Parent(s)/guardian(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 program director or 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 (as defined [here](#)), 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 "cyberbullying," is also prohibited and may violate a number of other school policies. Elementary 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 supervision. Misconduct occurring outside of school may also be subject to discipline if it substantially interferes with the learning environment at school. Bullying, including cyberbullying, harassment, or other aggressive behavior that is not initiated on school premises or through the use of the school's technology resources is also prohibited if it disrupts the 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, or 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, or aggressive behavior can encourage

such behaviors and must be avoided. School employees, students and parents/guardians who observe such 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 or aggressive behavior, and any parent/guardian, student, faculty or staff member who is aware of such behavior in violation of this policy is expected to immediately contact a teacher, division director or head of school. Reports will be promptly investigated. Consequences for a student who commits an act of bullying, harassment or aggressive behavior will be determined on an individual basis and may vary in method and severity according to the nature of the behavior, the 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/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, harassment or aggressive behavior is prohibited. Retaliation is a serious violation of this policy, regardless of whether any underlying complaint 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, harassment 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 family-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/guardians 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 as well as the bottom of every weekly newsletter.

DIRECTORY

The Daycroft Family Directory will be emailed to all families in early Fall. Parents/guardians may choose to omit directory information including home address and telephone numbers. The school directory can also be found in the bottom section of Daycroft's school-wide newsletters.

Student Database Information

All students must have a student database account. This account provides important student and parent information required for all enrolled students. Early in the summer families will receive email instructions to create and/or update information in each of their students' accounts. This information must be completed before fall admission is finalized.

BIRTH CERTIFICATES, HEALTH AND IMMUNIZATION INFORMATION

Families must submit up-to-date health and immunization information for their children before the first day they attend school. Parents/guardians of young 5 through sixth grade students must also submit a copy of their child's birth certificate in addition to health and immunization information.

FAMILY EDUCATION NIGHT

At least one member of each family should be present at the Family Education Night. Families new and old meet with the head of school, program directors, and faculty. Class meetings are held at each level where information is shared about classroom policies and curricula.

Family COMMUNICATIONS/NEWSLETTERS

Daycroft uses email as a primary way to send information to families. 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.

STUDENT ELECTRONIC COMMUNICATION

Cell phones, smart watches, tablets, and other smart or internet devices may not be used or turned on by students 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. Exceptions to this rule may be made at the discretion of the school staff. Such exceptions would include devices that assist in managing a child's medical needs.

CLASSROOM NEWSLETTERS

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

REPORT CARDS

The Daycroft academic year consists of two marking periods. Toddler & preschool evaluations are sent home twice a year, as are Kindergarten-6th-grade report cards. The dates of each evaluation and report card are noted on the school 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 by students 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. Exceptions to this rule may be made at the discretion of the school. Such exceptions would include devices that assist in managing a child's medical needs.

CELEBRATIONS AND HOLIDAYS

Children love celebrations - they are times to anticipate, 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 program director, the head of school, the learning specialist or other service providers (where appropriate) and you, the parents/guardians. 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. Shorts or skirts should provide appropriate coverage. Undergarments should not be visible. 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. Families 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 families and with the faculty and staff. They sponsor various activities that complement our program. All parents/guardians 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/guardian 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/guardians often help drive on field trips. Please refer to the transportation guidelines and driver information forms provided by the teacher. The Michigan Department of Health & Human Services has stringent regulations regarding field trips, which must be observed by parents/guardians and staff.

FUNDRAISING

As a non-profit 501(c)(3) school, Daycroft operates with a budget that is supported by tuition, annual giving and fundraising events. Each year families 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.

HEARING AND VISION SCREENING

Each year a hearing and vision technologist from the Washtenaw County Hearing and Vision Screening department will spend a few days testing the hearing and vision of preschool through 5th grade students. If a result out of a “normal” range is detected, the department will send a written copy of that result to the students’ home and will recommend the student to be tested by a specialist. Daycroft School receives copies of these written reports, which are shared with teachers and kept in students’ files.

LOST AND FOUND

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

LUNCH

Students are expected to bring their own snacks & lunch to school. A purchased lunch option is available through a school vendor and a link is located on the school website under “Parent Page”.

BREAKFAST, SNACKS AND CANDY

We do not serve breakfast at Daycroft. We ask that children eat breakfast before they arrive at school so they can fully participate once they have arrived in the classroom..

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.
- Parents will be given the option to have their child opt out of special treats in the student database information they submit to Daycroft.
- Families 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, before care and after care. 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/guardians to decide if the child can eat it.

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 in sun, rain or snow. We expect all children to participate in outdoor activities. Toddler and preschool students will go outside **unless** the temperature or “real feel”/wind-chill is below 20 degrees. **For** young 5/kindergarten through sixth grade students, the cut-off will be 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/guardians to bring homework or items left at home to promote responsibility, knowing that in some instances it is unavoidable.

FAMILY INVOLVEMENT

Families are invited to participate in various facets of school life, including helping with field trips, special class projects, cultural events, and fundraising events. Parents/guardians 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 and send an email to all parent & guardians. School closings are usually broadcast before 6:00am.

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.

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/guardian 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 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/guardian 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 and after school or enroll 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 this 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 FAMILIES

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 the following 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 Michigan Department of Health & 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 toddler or 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 45 minutes.

TOILET TRAINING

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

www.daycroft.org

1095 N. Zeeb Road, Ann Arbor, MI 48103

734-662-3335

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 families in a timely manner.