Alpine Academy
Love Lives here.

3100 W. Gunn Rd., Lake Orion, MI 48363
www.myalpineacademy.com
248-814-1111

Family Handbook
Revised 8/19/26

Philosophy

- We are family.
  - We have been a family-run daycare and preschool since 1995.
  - Our groups are very small so your child will make close friends.
  - Each teacher gets to know her small group of children and their families very well.
  - Since our small groups stay together for the entire school year (and sometimes all summer too), they become little families.
  - We offer a lot of family events such as picnics, pumpkin painting and movie nights because parents like having friends too.
  - We are here for you nearly every day of the year from 7 a.m. to 6 p.m.
  - We share pictures and texts throughout the week..
- We are experienced.
  - All of our teachers are mature and experienced.
  - We know how to create a safe, peaceful environment.
  - We plan academic lessons in reading, writing, math, science, cultures, art, sports, music and more.
  - We are great at teaching children self-help skills such as how to wash your hands and put on your snow pants.
  - We are experts at building self-confidence.
  - We have been MI-licensed since 1995.
  - Best of all, we love kids, and they love us too.

Communication

- Our names and pictures are on the Alpine website.
- Contact us in the office between 7:45 am and 4:30 pm.
- Contact your child's teachers through the free app called Seesaw. We will share an invitation so you may get started.
- We have Parent Teacher Night in September.
- We write progress reports twice per year.
- We offer conferences twice per year.
- We send emails from the office once every couple of weeks.
- We are happy to talk on the phone and meet in person.

Ratios

• Infants	2 to 12 months	4 children / 1 teacher
• Toddlers	1 year to 2 ½ years old	4 children / 1 teacher
• Older Toddlers	2 ½ years to 3 years old	8 children / 1 teacher

● Preschool	3 years old	10 children / 1 teacher
● Preschool	4 & 5 years old	12 children / 1 teacher
● School-age in summer	5+ years old	12 children / 1 teacher

Calendar & Schedule

- For the school calendar, please see the Alpine website.
- Morning-only enrollment is from 9 am to 12:30 pm.
- All-day enrollment is from 9 am to 4 pm.
- Please arrive by 9 am since we start the academic portion of the classes at that time, and late arrivals can be disruptive.
- If your child will be absent, arrive late or get picked up early, please inform the teacher through Seesaw.
- We do not offer make-up days or reimburse families for days missed.

Extended Care

- Before-care is from 7 am to 9 am.
- After-care is from 4 to 6 pm.
- Please contact us to organize before-care and/or after-care.

Required Health & Vaccination Forms

- Summer: most summer-only families do not need to turn in the health and vaccination forms. Please ask the manager about your family.
- School year: you must submit the below forms for your child to attend school.
- If your child is…
    - One, two or three years old on September 6 = submit a Health Appraisal form dated June 5, 2026, or later. This includes a vaccination record.
    - Four or five years old on September 6 = submit a vaccination record or official waiver. The Health Appraisal form is not required.
- If you need the Health Appraisal form:
    - You may find the form on the Alpine website.
    - Give the form to your child's doctor.
    - If your child is up-to-date on well visits and shots, you will not need a doctor's appointment.
    - Your doctor may fax the form to us at 248-475-1616.
- If you need the vaccination record only:
    - Your doctor can print it out and sign it.
    - Your doctor may fax it to us at 248-475-1616.
- If you need the vaccination waiver:
    - If your child has a medical reason, talk to your child’s doctor.
    - For other situations, go to www.oakgov.com/health.

Anaphylaxis Emergency Action Plan

- This form is mandatory for children who have an allergy that may require an Epi-pen or Auvi-Q.
- The form is on the Alpine website.
- The form must be signed by your child's doctor and updated annually.
- Children in this situation may not attend school without the form and the Epi-pen or Auvi-Q set, which must be left at school.

Medical Action Plan

- This form is mandatory for children with medical issues beyond the above Anaphylaxis Emergency Action Plan. Examples include diabetes and epilepsy.
- This form is on the Alpine website.
- The form must be signed by you and your child's doctor, and the school must approve and sign it. Please contact us to get approval at least two weeks before your child starts school.
- This form must be updated annually.
- Depending on your child's medical situation, you may need to organize a nurse to train us.
- Children in this situation may not start school without the form (signed by all parties) and all necessary medication.

Medication Permission & Instructions

- This form is mandatory for children who store and/or use medication (such as Tylenol or antibiotics) at school.
- You may find this form on the Alpine website.
- You may submit the form anytime throughout the year, as needed.
- If we have a current Anaphylaxis Emergency Action Plan or Medical Action Plan, you do not need to submit this form for the same medication.

For All Medications

- Give the medicine and dispenser (such as a spoon) to the manager.
- Please put the medication in a clear Zip-top bag. Label each item and the bag.
- Any medication in a bottle must have a child-proof lid.
- Over-the-counter medications must be in the original container and have the following information on the container: expiration date, type of medication, contraindications and warnings.
- Prescription medicine must be in a pharmacy container and have the following information on the label: doctor's name, doctor's phone number, child's name, expiration date, type of medication, dosage and instructions, contraindications, warnings, pharmacy name and pharmacy phone number.
- Please check your child's supply and the expiration dates. We are not responsible for keeping track of how much medication your child has available or for making sure it is not expired.
- Please be aware that the temperature in the school building may go up and down drastically when the building is closed. Thus, you may want to take your medications home during long weekends or vacations.

Pick-up People

- Only the parents, legal guardians and people listed as pick-up people on the enrollment paperwork may pick up.
- If you want to add a pick-up person, please send an email to the classroom teacher and the business director with your child's name, the authorized person's name, and the authorized person's phone number. State clearly that this person "has permission to pick up my child."
- Be prepared to present valid photo identification every day.
- Our staff is not responsible for assessing the competency or condition of any individual picking up a child.

Drop-off and Pick-up

- In good weather, you may pick up and drop off at the front doors or the classroom doors.
- If it is snowy or icy, please drop off and pick up at the front door only.

Fees

- The rates are on the website.
- Children begin paying the three-year old rates the semester after they turn three years old.
- Tuition payments are due on the first day of the month.
- Families pay all fees through Amilia online.
- The registration fee is $200 per child. It is due the child's first year only. It is due the same day as the first tuition payment. Children who attend only in the summer do not pay this fee.
- If you pay a bill late, Alpine or Amilia may charge you $30 per month until you are current.
- If a hard copy check is returned to Alpine due to insufficient funds, there is a one-time $30 fee in addition to any late fees.
- We charge $30 each time you wire money to us.
- If you arrive late to pick up your children, we may bill you $1 per minute per child, even if you contact us to say you will be late.
- If you do not send enough food, diapers or wipes, we may use our supplies and bill you for it.
- Lost or damaged books of any size cost $30 each.

Communicable Diseases

- Children with communicable diseases or symptoms of communicable diseases should not come to school.
- If we notice symptoms, we may require you to keep your child home or come back to pick up.
- Please communicate all situations to the office.
- If you discover that your child has a communicable disease, please email the manager with the child's name, the name of the illness, the symptoms and the dates and times of the symptoms (especially the fever).

Situation	Directions
If you have one or more of these symptoms: chills, headache, cough, fatigue, sore throat, fever of 100+, feeling hot, stomachache, lethargy, diarrhea, vomiting, congestion or runny nose	Return when: 1. You have followed your doctor's directions. 2. And the symptoms are better. 3. And any fever 100+ has been gone for 24 hours (without fever-reducing medication).

Health

By enrolling your child at Alpine, you are guaranteeing:

- Your child is up-to-date on all immunizations (or has a waiver) as required by the state of Michigan.
- You will keep your child's immunizations current (or have a waiver) throughout enrollment at Alpine.
- Your child is in good health.
- Your child has no communicable diseases.
- You will not bring your child to Alpine while he has a communicable disease or is showing symptoms of a communicable disease.
- You will leave contact phone numbers through which the school will be able to contact you within 10 minutes.

- If Alpine asks you to take your child home, you will do so immediately (if you are present) or within 30 minutes.
- Alpine does not have a trained nurse and is not responsible for the consequences of administering (or not administering) care or medication.

Notifying Families

We make every effort to notify families about accidents, injuries, incidents and illnesses. Sometimes, the teachers call the family or send messages through email or Seesaw. Sometimes, the manager calls the family or sends messages through email.

Security

- Please do not leave your child unattended before or after school.
- Talk to your children about who they are allowed to go home with.
- Tell your children each morning who will be picking them up.
- Please do not leave your vehicle unattended in the loop. The fire department may ticket you.
- Do not bring weapons on school property, even if you have the proper government permits.
- When your child reports a problem at school, tell a teacher or the manager immediately.

Protect the Children

- We do not allow smoking, vaping, drugs, alcohol or firearms in the building, on the playground, in the parking lot, on the school grounds or within 200 feet of our property.
- Alpine asks all employees to sign a document stating that they have never abused or neglected a child; that they know that abuse and neglect are against the law; and that they know that they are mandated by law to report suspected cases.
- Alpine asks any employee who suspects that a child has been neglected or abused to report the specific information to our manager and the MI Department of Family Services.

Playgrounds

- The U.S. Consumer Safety Product Commission (CSPC) recommends that children not wear strings on their clothing or winter gear when on the playground.
- Our playground equipment does not meet all CSPS standards. For example, the CSPC recommends that all swings have seat belts, and our swings do not have seat belts. Any parent who enrolls a child at Alpine allows his or her child to play with and on our playground equipment and will not consider the school or its staff negligent or responsible.

Positive Discipline

We create a positive environment by:

- Recognizing good behavior
- Supervising closely
- Reviewing the rules regularly
- Stating the rules in a positive way
- Teaching the pillars of good character
- Teaching children to use words
- Teaching conflict resolution
- Role-playing new and difficult situations
- Redirecting attention
- Offering options
- Offering rewards
- Planning family events

Misconduct

We expect children and their families to encourage respect, help create a safe environment, report incidents to the teachers and the manager immediately, communicate openly and cooperate with consequences. Some examples of misconduct are:

- Disrespect
- Defiance
- Fighting, play-fighting, wrestling, pushing, throwing things, inciting a fight
- Damaging property
- Stealing
- Harassment
- Profanity
- Hurting others, threatening to hurt others, bullying
- Physical or emotional aggression

Consequences

- We use consequences to help children grow, prevent recurrent misbehavior and protect everyone.
- The consequences depend on the nature of the situation, the child's age, the child's developmental level, the child's behavioral history and the level of parent support.
- Possible consequences include:
    - Verbal reminder
    - Talking with a teacher
    - Think sheets
    - Taking away equipment or materials
    - Stopping an activity
    - Reassignment of seat
    - Time away from the group
    - Loss of a privilege
    - Parent notification
- We may suspend or expel any child who, in the administration's sole discretion, interferes with the smooth operation of the school. We may also suspend or expel any child whose parent or other family members, in the administration's sole discretion, interfere with the smooth operation of the school.
- We do not allow our staff to hit, shake, bite, pinch, bind, confine, deprive, humiliate, threaten, neglect, abuse, molest or inappropriately touch children. However, our staff may use force for self-defense; to protect property; to prevent children from hurting themselves or others; to prevent children from threatening to hurt themselves or others; or to obtain possession of a suspected weapon or other dangerous object.
- If we cannot meet your child's needs, we may contact you to pick up.

Topicals

- By signing the family agreement, you allow us to apply any topical creams you supply, including sunscreen, diaper cream, bug spray, lip balm, etc.
- Please label all bottles and creams.
- If you would like us to apply a topical, please let us know.

Lost & Found

- We throw away or donate all unclaimed items to charity monthly.

- We are not responsible for lost, stolen, thrown away or donated items.

Parties
- We do not allow face paint, masks or weapons.
- Families may not distribute invitations to private parties while at school unless every boy and girl in the class is included.
- Families may not give or exchange gifts at school unless every boy and girl in the class is included.

Food and Drink
- If an Alpine child has an allergy, we may inform you of restrictions for your child.
- All children should bring lunch, snacks and drinks.
- We send leftover food and drink home (or throw it away) each day.
- Children may not bring popcorn, gum, soda, coffee or any hot drinks.
- No glass containers.
- Please prepare food and drink in advance. For example, we will microwave pre-made mac n' cheese, but we will not mix the ingredients.
- Please label all lunch bags, Tupperware, sippy cups, etc... with your child's full name.

Clothing
- We prefer that the children are ready for messy projects and muddy days.
- For all ages, please bring spare pants, shirts, undies and socks.
- Put spare clothes in disposable plastic bags. Label the clothes and the bags.
- When the season changes, please bring a hat, gloves or mittens, boots and snowpants to be left at school.

Belongings
- Please do not bring toys, pacifiers, teethers or other "home" items to school.
- We throw away or donate all unclaimed items to charity on the first of every month.
- We are not responsible for lost, stolen, thrown away or donated items.

Licensing
Alpine is licensed by the state. Parents may consult the preschool licensing reports for the last 3 years at www.michigan.gov/michildcare. If necessary, the internet is available onsite.

Sample Day
Each day, we strive to include:
- Circle time (greeting, weather, calendar, songs, movement, etc)
- Language time (sounds, letters, words, sentences, writing, stories, puppets, etc)
- Works (puzzles, manipulatives, games, etc)
- Art
- Math
- Science and social studies
- Outdoors
- Free play

Potty-Training
- Children do not need to be potty-trained.
- If your child is potty training:

- Talk to the teacher to plan a routine.
- Send disposable pull-ups and wipes in a disposable plastic bag.
- No plastic pants.
- No potty seats. We have kid-size toilets.
- Bring spare undies, pants and socks.

Napping

- We do not require any child to nap; however, children always have the opportunity.
- If you have a specific request, please talk to your child's teacher.
- If your child naps or rests, you may bring a small blanket. Please wash it once a week.

Loyalty

- We do not allow children or their families to exchange, trade or sell personal or business merchandise or services on school property. Please do not hang or distribute flyers.
- Please do not share our class lists or family contact information with any person, business or entity outside our school community.
- Our staff members are not allowed to babysit, tutor, nanny, chauffeur, clean house, mow grass, snowplow or do any work, paid or unpaid, for any past or current Alpine family.

Discrimination

Alpine does not allow discrimination in its admission policies, educational policies, school activities or other privileges. Report all concerns in writing to the manager within forty-eight hours.

We love your kids!