

## Family Handbook revised 8.1.2021

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## What We Do

- We believe that love is the greatest teacher. Therefore, we:
  - Give hugs
  - Listen
  - Sit on the floor and play
  - Use gentle voices and gestures
  - Maintain a peaceful environment
- Our mission is to find the perfect balance of work and play. Therefore, we:
  - Teach in very small groups
  - Have experienced and caring teachers
  - Offer strong academics
  - Use hands-on activities
  - Celebrate diversity
  - Have fun

## Communication

- The teachers use Seesaw to share messages, photos, videos and documents. Please ask your child's teacher for access.
- In September, we offer Parent Teacher Night, during which the teachers describe the curriculum and give examples of activities.
- Twice per year, the teachers write progress reports.
- Twice per year, we do Parent Teacher Conferences.
- We are happy to set up meetings. Just let us know.
- Our owner, Cathy Hammond, may be reached at 248-969-3333 or [catherinehammond@outlook.com](mailto:catherinehammond@outlook.com).
- All forms are available on the "Forms" page at [www.myalpineacademy.com](http://www.myalpineacademy.com).

## Calendar, Hours, and Schedule

- The calendar is on the website.
- In the case of inclement weather or emergency closings, we post information on popular news sites. We may also send emails or Seesaw messages.
- At any time, we may change the days we are open.
- Children may attend MWF or TTh or all five days.
- Regular enrollment is 8 am to 4 pm.
  - 8 to 8:30 Free-play
  - 8:30 to 3 Class
  - 3 to 4 Free-play
- Before-care is 7 am to 8 am.
- After-care is 4 pm to 6 pm.
- The prices for regular tuition, before-care, and after-care are on the website.

## Ratios

- |                        |                          |                         |
|------------------------|--------------------------|-------------------------|
| ● 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+                       | 12 children / 1 teacher |

## Required Forms

- Anaphylaxis Emergency Action Plan
  - Submit this form annually if your child has an allergy which may require an Epi-pen or Auvi-Q. The form must be signed by your child's doctor.
  - You must turn in the form and the Epi-pen or Auvi-Q (which will stay at school) before your child may attend.
- Medical Action Plan
  - Submit this form annually if your child has a medical situation. The form must be signed by you, your child's doctor, and the school.
    - Do not do both the Anaphylaxis Emergency Action Plan and the Medical Action Plan. Choose one.
  - Depending on your child's needs, you may also need to organize a nurse to train our staff.
  - You must turn in the form and the medicine (and we must have completed any necessary training) before your child may attend.
- Health Appraisal
  - For summer, this form is required for children who will be enrolled for longer than 30 days.
  - For the school year, all children submit this form.
  - Submit this form annually. If your child is up-to-date on shots and well visits, your doctor will probably complete the form without an appointment.
  - Children may not attend without this form.
  - If you do not immunize your children, please obtain a waiver and submit it to Alpine before your child's first day. For more info, call 800-848-5533 or visit <https://www.oakgov.com/health/services/disease-prevention/immunizations/Pages/rule-change.aspx>.

#### Timing and Absences

- Please arrive by 8:30 am since we start the class at that time, and late arrivals can be disruptive. Thank you!
- 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.

#### Drop-off and Pick-up

- Please use the front vestibule, the front foyer, or any classroom's exterior door. Please talk to your child's teacher about the best option for your family.
- Please do not park in the loop in front of the building.
- Be prepared to present valid photo identification every day.
- When you enrolled, you had the opportunity to list approved pick-up people. If you want to add a pick-up person, please send a Seesaw message to your child's teacher AND an email to the school manager 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."
- Our staff is not responsible for assessing the competency or condition of any individual picking up a child.

#### Fees

- Children begin paying the three-year old rates the month after they turn three years old.
- Tuition payments are due on the first day of the month.
- Families pay all fees through FACTS online. There is an annual FACTS enrollment fee.

- If you do not use FACTS, there is a 3% handling fee for all charges.
- 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.
- Late fees
  - If a payment through FACTS is returned unpaid, FACTS may bill you several times, depending on how many times they try to collect.
  - If you pay a bill late, Alpine 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 \$25 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 are \$25 each.

### Communicable Diseases

- Children with communicable diseases or symptoms of communicable diseases should not come to school or school-sponsored events.
- If we notice symptoms, we may require you to keep your child home from school or come back to pick up.
- Some symptoms of communicable diseases:
  - Red or running eyes
  - Pain or stiffness of neck
  - Headache
  - Sneezing and running nose
  - Persistent and productive cough
  - Sores and crusts
  - Difficult or rapid breathing
  - Skin eruption or rash
  - Sore throat
  - Swollen or tender glands
  - 100\* F fever or higher
  - Grey, white, dark or tea-colored urine
  - Nausea
  - Vomiting
  - Yellow eyes or skin
  - Diarrhea or abdominal pain
  - Persistent itching
  - Unusual behavior
- If your child has a communicable disease, please email the school secretary with the child's name, the name of the illness, the symptoms, and the dates of the symptoms (especially fever).

### COVID-19

Please check the "Health" page on our school website for:

- Symptoms of COVID-19
- Rules on isolating (and returning to school) due to COVID-19

- Other rules due to COVID-19

## 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.
  - In these situations:
    - If your child's temperature is 100.4 F or above...
    - If your child exhibits symptoms of a contagious disease, including COVID-19...
    - If your child has been in close contact with anyone who has or develops COVID-19 or a similar disease...
    - If anyone in your child's household tests positive with COVID-19...
    - If your child tests positive with COVID-19 or a similar disease...
- You will:
  - Inform the school secretary immediately through email.
  - Follow the guidelines on the document called "When to Stay Home and When to Return to School" which can be found on the "Health" page on our website.
  - Follow the school's request to keep your child home longer, if necessary.
- 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.

## Medicine at School

- If you would like us to give your child medicine, please:
  - Complete and sign a Request to Administer Medication.
  - A doctor's signature is not required.
  - Give the form, the medicine, and the dispenser (such as a spoon) to the school secretary.
  - If we already have an Anaphylaxis Emergency Action Plan or a Medical Action Plan, you do not need to submit this form for the same medication.
- If your child needs to store medication at school (such as Benadryl, an EpiPen, or an inhaler), please put the medication in a clear Zip-top bag. Label each item and the bag.
- Over-the-counter medicine must be in the original container and have the following information on the container: expiration date, type of medication, contraindications and warnings. If the container is a bottle, it must have a child-proof lid.
- 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. If the container is a bottle, it must have a child-proof lid.

- Please check on 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 building may go up and down drastically when we are closed. Thus, you may want to take your medications home when we are closed.

### 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 school principal and the MI Department of Family Services.
- Please read the concussion information that is posted on the "Forms" page on our website.

### 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 swing sets have seat belts, and our swings do not have seat belts. Any parent who enrolls a child at Alpine allows his child to play with and on our playground equipment and will not consider the school or its staff negligent or responsible.

### Security

- Talk to your children about who they are allowed to go home with.
- Tell your children each morning who will be picking them up after school.
- Do not bring weapons on school property or to any school-sponsored event, even if you have the proper government permits.
- When your child reports a problem at school, tell a teacher or administrator immediately, especially if it involves:
  - Physical contact
  - Physical or emotional aggression
  - Threats
  - Abuse, neglect, molestation
  - Sexual harassment
  - Discrimination
  - Excessive discussions, writing, or images about guns or violence
  - Comments, writing, or images about death or suicide

### A Sense of Community

Research shows that the majority of violence in schools is a result of stressed or depressed children. Teaching children that the school is a trusted community goes a long way. Here are some ways to create a sense of community:

- Create strong relationships with the teachers and administrators.
- Avoid making negative comments about the school, school staff, other children, or other families in front of children.
- Volunteer.
- Teach your child to appreciate and celebrate people of other cultures and religious beliefs.

- Be a guest speaker.
- Chaperone a field trip.

### Teaching Self-confidence

Teaching children to be self-confident helps decrease conflict in schools. Here are some ways to teach self-confidence:

- Understand what positive discipline means. (Google “positive discipline.”)
- Have a specific approach to positive discipline at home. (Read *Love and Logic for Parents or Conscious Discipline*.)
- Share clear expectations with your children.
- Have expectations that meet each child’s age and developmental level (Google “developmentally appropriate practice.”)
- Give your children a specific avenue for expressing concerns to you, such as five minutes before bed every night, or a turn to talk at dinner.
- Teach conflict resolution skills such as listening, repeating what you hear, stating your concern in words, and finding compromise. (Google “conflict resolution.”)
- Teach children to stick up for themselves, their friends, and people who are not their friends.
- Teach your children to tell an adult immediately when another child or adult says or does something worrisome.
- Encourage your children to talk to school staff members.
- If an administrator or teacher suggests that you seek outside help, seek it.
- Decrease stress at home.
- Give your children specific compliments for specific actions.
- Give your children concrete awards for kind acts.
- Know the early warning signs of depression in children, and contact a teacher or administrator if you see them.
- Encourage your children’s passions in a concrete way.

### 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 or 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 administrators 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
  - Requiring child to write a letter
  - Confiscation
- If we are concerned that a child may be concealing a dangerous item, we may search his or her belongings.
- 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 family members 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 dangerous object.
- If we cannot meet your child's needs, we may contact you to pick up.

### Allergies

If a child has an allergy, your child's class may have restrictions. For example, if a child is allergic to peanuts, we may announce that no child in that class may bring nuts or nut products to school. We will let you know.

### Food and Drink

- 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.
- Send items that your child can open independently.

- Send drink containers that children may open without touching the top.
- 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 the child's full name.

### Potty-Training

If your child is potty training:

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

### Nap

- 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.

### 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, teethingers 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.

### Topicals

- Please apply sunscreen before drop-off.
- If you would like us to apply sunscreen later in the day, please label the bottle and let the teacher know.
- We do not apply lip balm and bug spray.

### Parties

- Please put birthday treats in separate baggies so we can send them home.
- We do not allow face paint, masks or weapons.
- Families may not distribute invitations to private parties while at school unless every child in the class is included.
- Families may not give or exchange gifts at school unless every child in the class is included.

### Developmental Delays and Special Needs

- Please share your concerns with us. We are eager to work with you.
- You may want to read the document called "Developmental Delays and Learning Disabilities" on the "Forms" page on our website.

- If your child needs speech therapy, occupational therapy, or social work, Rochester Community Schools (RCS) will probably send a specialist to our building to work with your child throughout the school year. The sooner you contact them to organize it, the sooner services will start. Call them at 248-726-3195. If you would like help with the process, let us know.

### Licensing

Alpine is licensed by the state of Michigan. Parents may consult the preschool and young fives licensing notebook, which shows licensing reports and action plans for the last 3 to 5 years, in the office during school hours or online at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### Discrimination

Alpine does not allow discrimination. Please email all concerns to the owner or manager within forty-eight hours.

### Loyalty

- We do not allow children or their families to exchange, trade, or sell personal or business merchandise or services on school property or at school-sponsored events. 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 tutor, babysit, nanny, chauffeur, clean house, mow grass, snowplow, or do any similar work, paid or unpaid, for any past or current Alpine family. In addition, they cannot refer you to other people or businesses for such services. Doing so is grounds for their dismissal. Please respect their situation.
- Our staff members are not allowed to accept gifts of more than \$100 in value from any one family during any one school year. If you would like to give the teachers gifts, please keep this in mind.

### Volunteering

We love family volunteers. Please ask your child's teacher about:

- Decorate our display case
- Be a guest speaker
- Read to the class
- Help with a messy science experiment or art project
- During the winter, arrive early to help the preschool children get dressed to go home
- Plan a class holiday party

### Donating

We appreciate gently used books, toys, and puzzles. To drop off your donations, please talk to any teacher or the manager. Thank you!

*We love your kids!*

