

## **Family Handbook revised 9.14.2020**

Dear Alpine families,

One key to a strong relationship between families and teachers is regular and open communication. This handbook is one of many ways in which we will communicate with you. We encourage you to voice your hopes and suggestions as well.

All items listed in this handbook are our school's rules, whether they are stated as rules, requests, or suggestions. When we make changes, we will provide an updated statement in an email. The contents of this handbook and its updates are part of the contract you sign upon enrollment.

Thank you for the opportunity to share in your children's lives. We will do our best to make your child's time with us safe, healthy and special.

Sincerely,  
Cathy Hammond

### Our Mission

- Our mission is to:
  - Help each child for a strong sense of confidence
  - Give each child an excellent academic foundation
- To reach these goals, we strive to create a community where we:
  - Teach in very small groups
  - Have experienced and caring teachers
  - Offer challenging academics
  - Encourage in-depth thinking
  - Use the best teaching methods
  - Use of Creative Curriculum
  - Use hands-on activities
  - Integrate technology
  - Teach Spanish at all levels
  - Celebrate diversity
  - Keep the joy
  - Communicate often and well with parents
  - Plan a lot of family events

## Communication

- Our teachers use Seesaw to share private and group messages, photos, videos and documents.
- Twice per year, the teachers write individual progress reports and offer conferences.
- Our manager sends home occasional emails with information about what is happening around the school.
- You may communicate with us in person and through email, phone calls, and the Seesaw app.
- We are also happy to set up private meetings any time. Just let us know.
- Our manager, Michelle Schepke, may be reached at 248-814-1111 or [mschepke@myalpineacademy.com](mailto:mschepke@myalpineacademy.com).
- 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 school's website at [www.myalpineacademy.com](http://www.myalpineacademy.com).

## Hours & Calendar

- We are open Monday through Friday from 7 a.m. to 6 p.m.
- We are closed on the following days in 2020: July 3, Sept. 7, Nov. 26-27, Dec. 23-25, and Dec. 31.
- We are closed on the following days in 2021: Jan. 1, May 31, July 5, Sept. 6, Nov. 25-26, Dec. 22-24, and Dec. 31.
- 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 and closed.

## Programs

- Children may attend MWF or TTh or all five days.
- Morning classes are from 8 a.m. to 12 p.m.
- All-day classes are from 8 a.m. to 4 p.m.
- Before care is 7 to 8 a.m.
- After-care is from 4 to 6 p.m.
- The manager approves all children's schedules and schedule changes.

### Typical Preschool Class Schedule

**8:00-9:00am-Welcome**

**9:00-9:30am-Clean up/Circle Time**

**9:30am-1<sup>st</sup> Snack**

**9:50am-Bathroom breaks**

**10:00-10:30am-Curriculum/Centers/Art**

**10:30-10:55am-Spanish**

**11:00-11:50am-Outside/gym**

**11:30pm-Lunch**

**12:00pm-Departure for morning kids**

**12:00pm-Bathroom Breaks**

**12:15-2:30pm-Rest**

**2:30pm-Bathroom Breaks**

**2:45pm-Second snack**

**3:00-4:00 Outside/Gym/Departure**

### **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	5 years old and older	14 children / 1 teacher

### **To Enroll**

To start the enrollment process, send us an email or submit the application on our website. When we have an opening, we will send you an email with a link to the FACTS online program, where you will complete the student and family info forms, sign the contract, and link your bank account. Please click on the link and complete the enrollment process within a week, so you do not lose your child's spot.

### **Doctor's Statement of Good Health**

- The Health form, including your child's immunization history, is due before the first day of school.
- It must show that your child is current on shots according to MI state law.
- If you do not immunize your children, please follow MI state law to obtain a waiver.
- If your child is current on his shots and well visits, your doctor will probably fill out the Health form and return it to you without an appointment.
- Please update the Health form whenever your child gets additional shots or when the form expires.

### **Other Required Forms**

- Please turn in the "I Am Special" survey, so we can plan activities that best suit your child.
- If your child has an allergy for which he may have anaphylactic reaction, please turn in the Anaphylaxis Emergency Action Plan and any medications before the first day of school.
- If your child has a medical condition for which our staff must take extra care, please turn in a Medical Action Plan and any medications before the first day of school. The plan must be signed by you, your child's doctor and our owner.

## **When a Child Will Miss a Day**

If your child will be absent, please let the teacher know through Seesaw. You may also call the office or send an email to the manager. We do not offer make-up days or reimburse families for days missed.

## **Dropping Off and Picking Up**

- If you leave a vehicle unattended in front of the building, you might get a ticket.
- The pick-up person must be able to provide photo identification every day.
- Any parent listed as “father” or “mother” on the Student and Family Information forms will be allowed to pick up his or her children at any time unless you provide a current court order which specifically denies this right.

## **Food and Drink**

- Children in the morning program should bring a big snack and all drinks.
- Children in the full-day program should bring two snacks, one lunch and all drinks.
- Please put all snacks and lunches in a lunch box.
- We send leftover food and drink home at the end of each day. We may throw away anything that did not go home at the end of the day.
- Children may not have gum, soda, coffee, or any other hot drinks.
- For children under 2½ years old, please do not send popcorn, whole nuts, whole grapes or whole hotdogs.
- If an Alpine child has allergies, we may limit what foods and drinks the other children in that classroom may bring.
- Please do not send glass containers.
- Please prepare all food and drink in advance. For example, we will microwave pre-made mac n’ cheese, but we will not mix the ingredients.
- For health reasons, please send items that the child can open by himself. For example, avoid juice boxes with straws that the teacher must open and insert.
- Send sippy cups or drink containers that children may open without touching the top with their fingers.
- Please label all lunch bags, Tupperware, sippy cups, etc... with the child’s full name.
- If you do not send enough food, and we supplement a snack or meal, we may bill you for it.

## **Diapering and Potty-Training**

- Children do not need to be potty-trained.
- Send disposable diapers, disposable pull-ups, wipes and diaper cream in a disposable plastic bag. Label all items and leave them at school; have a different set for home use.
- When your child is toilet training, talk to the teacher to create an individual routine.
- If you do not bring enough supplies, we may use our supplies and bill you for them.

## **Medication Administration Procedures**

- If a child needs to take medication while at school a Medication Permission and Instructions form needs to be filled out by the parent.
- All medication shall be in its original contain, stored according to instructions, and clearly labeled with the child’s name on it.

## **Sunscreen, Lip Balm & Bug Spray**

- Please apply sunscreen and lip balm to your child before dropping him off.
- If you would like us to apply sunscreen or lip balm, please label them and send them in a disposable plastic bag. Leave these items at school; have a different set for home use.
- During the summer, we strongly recommend sending sunscreen.
- By signing the family contract, you are giving Alpine's staff permission to apply sunscreen and lip balm provided by you.
- Please label your child's sunscreen and/or lip balm with your child's name.
- You may apply bug spray to your child before you drop him off. Alpine's teachers do not apply bug spray.

## **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. You may bring a small blanket and/or a very small pillow. Please wash them at least once a week.

## **Clothing**

- We have no dress code for the children. We prefer that the children are ready for messy projects and muddy days.
- Please bring spare socks, undies, pants, shirt, and sweaters or sweatshirts. For health reasons, all children should bring several extras of everything.
- Potty-trainers should bring even more undies, pants and socks.
- Please put all spare clothes in disposable bags. Please label the clothes and the bag.
- When the season changes, please bring a hat, gloves or mittens, boots and snow pants to be left at school.

## **Belongings**

- For health reasons, do not bring diaper bags or backpacks to school.
- Besides snack and lunch boxes, put all other items in disposable bags.
- Please do not bring toys, pacifiers, teethingers or other "home" items to school.

## **Outdoor Play**

We take the children outside each day, weather permitting. We do not usually go outside when it is raining, very cold, or very hot.

## **Lost & Found**

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.

## **Discipline**

- Our goals are to help children grow, prevent recurrent misbehavior and protect everyone.

- We supervise closely, state the rules in a positive way, teach and remind the children to use words, offer alternatives, redirect attention, mediate conflicts, put away equipment, reassign seats, separate children and stop activities.
- How we handle each situation or child depends 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.
- If we cannot meet your child's needs, we may contact you to pick him up.
- We do not allow our staff to hit, shake, bite, pinch, bind, confine, deprive, humiliate, threaten, neglect, abuse, molest or inappropriately touch children.

### **Holiday Parties**

- If a child wants to wear a costume (or any special clothing), please put it on before he arrives, and bring a change of clothing.
- We do not allow face paint, masks or weapons.
- If you want to bring a treat for a holiday party, please communicate with your child's teacher.
- No siblings at school parties, please.

### **Birthdays**

- Please put birthday treats in separate baggies so Alpine's teachers can send them home.
- The birthday child may enjoy special activities. For example, he may have the opportunity to choose a party game, sit in a special chair, wear a special hat, or be leader for the day.

### **Private Parties**

Families may not distribute invitations at school, or give or exchange gifts at school, unless every child in the class is included.

### **Licensing**

Alpine is licensed by the state of Michigan. Parents may consult the licensing notebook in the foyer7 "lk or online at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### **Protect the Children**

- No smoking, vaping, drugs, alcohol or firearms in or around the building, playground or parking lot.
- 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 child caregivers are mandated by law to report suspected cases.
- Alpine requires any employee who suspects that a child has been neglected or abused to report the specific information to our manager, our owner and the MI Department of Family Services.

### **Loyalty**

Please do not ask or use Alpine's employees to babysit, nanny, tutor, drive, clean house or otherwise work for free or for pay. Please do not refer them to other people or businesses for such services. If they accept such invitations, they risk losing their jobs. Please respect their situation.

## Tuition

The 20/21 rates are:

Monthly Tuition -- 3 Years Old to School Age -- Mornings Only -- 8 am to 12 pm:

Days	June 8-30, 2020	July 1-31, 2020	Aug. 1-31, 2020	Sept. 1-4, 2020	Sept. 5-30, 2020	School year 2020/2021 (per month)
T Th	\$242	\$350	\$350	\$64	\$286	\$350
M W F	\$363	\$525	\$525	\$95	\$430	\$525
M T W Th F	\$605	\$875	\$875	\$159	\$716	\$875

Monthly Tuition -- 3 Years Old to School Age -- All Day -- 8 am to 4 pm:

Days	June 8-30, 2020	July 1-31, 2020	Aug. 1-31, 2020	Sept. 1-4, 2020	Sept. 5-30, 2020	School year 2020/2021 (per month)
T Th	\$348	\$500	\$500	\$91	\$409	\$500
M W F	\$522	\$750	\$750	\$136	\$614	\$750
M T W Th F	\$870	\$1,250	\$1,250	\$227	\$1,023	\$1,250

Monthly Tuition -- 1 & 2 Years Old -- Mornings Only -- 8 am to 12 pm:

Days	June 8-30, 2020	July 1-31, 2020	Aug. 1-31, 2020	Sept. 1-4, 2020	Sept. 5-30, 2020	School year 2020/2021 (per month)
T Th	\$284	\$410	\$410	\$75	\$335	\$410
M W F	\$426	\$615	\$615	\$112	\$503	\$615
M T W Th F	\$710	\$1,025	\$1,025	\$187	\$838	\$1,025

Monthly Tuition -- 1 & 2 Years Old -- All Day -- 8 am to 4 pm:

Days	June 8-30, 2020	July 1-31, 2020	Aug. 1-31, 2020	Sept. 1-4, 2020	Sept. 5-30, 2020	School year 2020/2021 (per month)
T Th	\$406	\$586	\$586	\$107	\$479	\$586
M W F	\$609	\$879	\$879	\$160	\$719	\$879

M T W Th F	\$1,015	\$1,465	\$1,465	\$267	\$1,198	\$1,465
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### **Extended Care**

The 20/21 rates for extended-care for all ages are:

Days	Times	June 8-30, 2020	July 1-31, 2020	Aug. 1-31, 2020	Sept. 1-4, 2020	Sept. 5-30, 2020	School year 2020/2021 (per month)
T Th	7 - 8 am	\$45	\$60	\$60	\$15	\$45	\$60
M W F	7 - 8 am	\$70	\$90	\$90	\$15	\$75	\$90
M T W Th F	7 - 8 am	\$115	\$150	\$150	\$30	\$120	\$150
T Th	4 - 5 pm	\$45	\$60	\$60	\$15	\$45	\$60
M W F	4 - 5 pm	\$70	\$90	\$90	\$15	\$75	\$90
M T W Th F	4 - 5 pm	\$115	\$150	\$150	\$30	\$120	\$150
T Th	4 - 6 pm	\$90	\$120	\$120	\$30	\$90	\$120
M W F	4 - 6 pm	\$140	\$180	\$180	\$30	\$150	\$180
M T W Th F	4 - 6 pm	\$230	\$300	\$300	\$60	\$240	\$300

### **Fees**

- There is a \$200 registration fee per child. For each child, it is due his first year at Alpine only. It is due the same day as his first tuition payment. Children who attend only during the summer do not pay this fee.
- Children begin paying the three-year-old rates the month after they turn three years old.
- Tuition payments are due on the first of each month, one month in advance. For example, the family pays on August 1 for care during the month of September.
- If the child does not start on the first of the month, Alpine will prorate the cost.
- The family may cancel with 30 days' written notice through email to the manager. The family will be liable for payments for 30 days after giving written notice.
- 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.
- If you arrive more than 10 minutes late to pick up your children at 12 p.m., 4 p.m. or 5 p.m., we will bill you \$.50 (50 cents) per minute per child, even if you contact us to say you will be late.
- If you arrive late to pick up your children at 6 p.m., we will bill you \$1 per minute after 6 p.m. per child, even if you contact us to say you will be late.
- If a payment through FACTS is returned unpaid, there may be a returned payment fee of \$30 to \$90, depending on how often FACTS tries to collect.
- If you are 30 days past due for tuition, extended care or any other fee, you may also pay a \$30 late fee per month to Alpine.



- If a hard copy check is returned to Alpine due to insufficient funds, there is a one-time \$25 returned payment fee, in addition to any late fees.
- If successive attempts to collect fees fail, Alpine may require the family to remove the child until Alpine has received all past due payments and late fees. In this case, the family is still responsible for all financial obligations. In addition, Alpine may not forward student records if the account is past due.
- There may be other fees for guest speakers, field trips, lost library books, or other incidentals.
- Alpine may change its tuition, extended care rates, or other fees.

### **Complete Obligation**

- Families sign a contract binding them to the entire agreement regardless of participation in any extended payment plan (such as paying tuition over many months).
- Alpine does not excuse or refund any financial obligations for any reason, including but not limited to vacations, job transfers, change of teacher, change of school schedule, change of student body, moving, job loss, disciplinary action, suspension, withdrawal, school transfer, inclement weather, terrorism, natural disasters, child illness, family illness, or community outbreaks of illness.
- The exception to the above: if Alpine closes the building due to health issues, Alpine will prorate the cost to the day Alpine closes and hold any remaining funds for future credit (when the building reopens). No money will be refunded.

### **No Guarantees**

- Alpine makes no guarantee or promise that the child will have a specific teacher, be in a specific group, be with a particular friend, have a certain number of boys or girls in any group, have a certain number of children in any group, be in a certain classroom or any classroom, or do any particular activities.
- Should Alpine determine in its sole judgment at any time that it is not in the best interest of the child, a fellow student, the school community or Alpine for the child to continue to be enrolled at Alpine, Alpine may ask the family to stop bringing the child. Alpine reserves the right to determine, in its sole discretion, whether or not to offer a child a place in the future.

### **Health Plan**

The health and safety of your child and our staff is one of our top priorities. The purpose of our health plan is to ensure that children, families, and staff are not spreading illnesses at Alpine. We encourage families to stay up to date on well-child checkups and their immunizations. A copy of a current physical is required to enroll at Alpine. We can provide information on health screenings, as well as local pediatricians or health centers you can take your child to in order to meet this requirement. Alpine also can provide information of what immunizations are required or recommended. We will review your child's health record quarterly and let you know if your child is in need of any updates to their immunizations or health record. Please notify Alpine if your child receives a new physical or immunization so we can update our records.

Part of our Health Plan will be to minimize the spread of any communicable disease. We will be doing our part at Alpine by washing our hands often with soap and water for 20 seconds. If soap and water are not available, we will use an alcohol-based hand sanitizer of at least 60 percent alcohol. We will

avoid touching our eyes, nose, and mouth with unwashed hands. We will be coughing and sneezing into a tissue, then throwing it into a trash receptacle immediately, or coughing and sneezing into our upper shirt sleeve, completely covering our mouth and nose. We will wash our hands after coughing, sneezing, or blowing our noses. We will also be disinfecting frequently touched surfaces and objects such as toys and doorknobs.

### **Communicable Diseases**

- Symptoms of typical communicable diseases include red or running eyes; sneezing or discharging nose; persistent or productive cough; sores on the scalp, face or body, particularly if red, swollen or draining; any skin eruption; sore throat; swollen or tender glands; 100°F fever or higher; nausea and vomiting; pain and stiffness in the neck; headaches; yellowing of the eyes or skin; diarrhea and persistent abdominal pain.
- If we notice symptoms after you have dropped off your child, we will contact you to pick him up.
- If your child is diagnosed with a communicable disease, please report it and the days your child was feverish to the manager. We may share this information with other parents and the appropriate authorities.
- Depending on the symptoms and diagnosis, we may ask you to keep your child home from school for one or more days.
- Sick children usually wait in the office with a staff member, so other children will not be exposed.

### **Health Guarantees**

We ask each family to guarantee:

- The child is current on all immunizations as required by the state of Michigan, and his family will keep his immunizations current as long as he is attending Alpine.
- The child is in good health and has no communicable diseases. His family will not bring him to Alpine while he has a communicable disease or is showing symptoms of a communicable disease.
- The family will check the child's temperature with a thermometer each day 30 to 60 minutes before bringing him to Alpine. If the child's temperature is 100 F or above, his family will inform Alpine immediately through email to the school manager, and the child will not come to school for 72 hours.
- If the child exhibits a fever of 100 F or above AND another symptom of COVID-19 (persistent cough, rapid breathing, difficulty breathing, diarrhea, vomiting, chills, flushed cheeks, fatigue, or extreme fussiness) or any contagious disease similar in scope to COVID-19, the family will inform Alpine immediately through email to the school manager, and the child will not come to school until all symptoms have improved considerably and ten days have passed since the symptoms first appeared.
- If the child has been in close contact with anyone who has or develops COVID-19 or any contagious disease similar in scope to COVID-19, the family will inform Alpine immediately through email to the school manager, and the family will not bring the child to school for 14 days after the moment of contact.
- If the child tests positive for COVID-19 or any contagious disease similar in scope to COVID-19, the family will inform Alpine immediately through email to the school manager, and the child will not come to school until he tests negative two times, at least seven days apart.

- If anybody in the child's household has close contact with anybody who has COVID-19 or any contagious disease similar in scope to COVID-19, the family will inform Alpine immediately through email to the school manager. Depending on the situation, the family understands that the child may not be able to attend school for some time.
- If anybody in the child's household is or becomes a healthcare worker, first responder or other worker who routinely has contact with people who may have COVID-19 or any contagious disease similar in scope to COVID-19, the family will inform Alpine immediately through email to the school manager.

### **Possible Pick-up**

Please give us contact phone numbers through which we will be able to contact you within ten minutes, and have a plan for picking up your child within 30 minutes of being contacted.

### **Releases**

We ask families to sign a contract giving Alpine permission to:

- Include your children's names and ages, and your family members' names and contact information in directories for other Alpine families and for prospective families
- Use your family members' and children's names, photos, and school work in Alpine's student portfolios, school decorations, marketing, press releases, emails and other electronic communication (such as Facebook and Seesaw)
- Post a list in prominent locations of children with allergies and other medical conditions
- Share your child's personal information, immunization levels, and instances of communicable diseases with school, city, county and state officials
- Apply suntan lotion (that you supply) as often as necessary
- Provide and secure whatever emergency medical and surgical treatment Alpine determines in its sole judgment is necessary for the care of your child; share your child's personal and medical information; and treat and transport your child. (All medical treatment and transportation will be at your family's expense.)

### **Participation and Risk**

We ask families to sign documents stating:

- Family members and children may participate in all Alpine activities.
- Families assume all risk of injury, illness, damage, and loss to all family members and children, without limitation, including the loss or theft of personal property, and the catching or spreading of any disease.
- Family members who volunteer at school have never been accused of, tried for, or convicted of child or adult harassment, stalking, endangerment, abuse, neglect or molestation.

### **Pandemic Policies**

- Children over three years old are not required to wear masks, but they may wear them if you supply them.
- Children under two years old may not wear masks at school.
- Only one adult from each family may drop off or pick up at a time, and they must wear masks during drop-off and pick-up.

- During drop-off and pick-up, please do not come into the building. We will meet you at the door.
- If you walk past another family outside, please give that family 6' of clearance, even with your mask on.
- To read more of our health policies, please go to our website and click on the Health page.

## **Conclusion**

In conclusion we would like to thank you for choosing Alpine Academy. Our goal is to provide the highest quality childcare and preschool for your family. Encouragement, kindness, and love build self esteem and trust and will be part of your child's positive experience here. If at any time you are concerned or unsure of some aspect of your child's care, it is imperative that you come and discuss it with the teacher or manager. We are partners in your child's school experience. Only through open communication can we best meet your family's needs.