

Parent Handbook

Please retain your handbook each year you are with the school. When we update any section we will send home just the pages that need replacing.

Dear Families,

Brookfield Academy is a school with a long-standing tradition of academic excellence. In addition, Brookfield offers parents and students an atmosphere that fosters social and emotional growth. Well-trained, caring teachers and assistant teachers as well as a prepared environment provide the fundamentals for your child's success in school.

Brookfield Academy uses the materials and philosophy of Maria Montessori to deliver our time-tested curriculum developed by our founders, Dr. Weinberg and Mrs. Weinberg. The Montessori approach consists of "hands-on" materials, small group instruction, and self-paced learning where children are challenged according to their individual capabilities.

Bright Horizons Family Solutions, Inc. owns and operates Brookfield Academy. The company is committed to the Montessori philosophy and method.

Parents are an essential part of the success that our school has had with children. Your concern for your child's education and your support of the staff and of the school's policies and procedures is equally important to the academics that we provide.

This parent handbook has been designed to help parents navigate through the school's policies and procedures. It is considered an addendum to the enrollment agreement and as such should be read carefully and saved for reference throughout the year.

On behalf of the Brookfield Academy staff, we are pleased to welcome our returning parents as well as our new parents to another successful year of partnership in the education of children. We welcome your questions. We hope that you will take advantage of the many opportunities to join us for field trips, conferences, projects and social events.

Sincerely,

Lisa Winkel, Principal of West Bloomfield
Dawn McComb, Principal of Rochester Hills
Lisa Luther, Principal of Troy
Erin Akers, Principal of Livonia

Welcome to Brookfield Academy: A world of discovery for your child

At Brookfield Academy, we work in partnership with parents to provide the best developmental program for the growing child. Our time-tested Montessori curriculum is implemented by a highly trained and professional staff. The year will be filled with fun, friends and opportunities to learn for every child.

The family-teacher partnership at Brookfield Academy helps children build a positive attitude toward themselves, toward language, literacy, and all other areas of the curriculum. Together, we can provide a stronger program for your child to foster a lifelong love of learning. The best teacher and family partnership are based on frequent opportunities to share information. You can strengthen your family's role as your child's first and most important teacher and share in learning by participating in activities at home as well as at school.

Programs Offered

Pre-primary classrooms are referred to as "Children's House," the original term used by Maria Montessori

#1	Children's House Half-day	9:00 - 11:30	or	12:30 - 3:00
#2	Children's House Half-day plus Club Brookfield or	7:00 - 12:30 12:30 - 6:00		
#3	Children's House Full day	9:00 - 3:00		
#4	Children's House Full day plus Club Brookfield	7:00 - 6:00		
#5	Elementary	8:15 - 3:15		
#6	Elementary plus Club Brookfield	7:00 - 6:00		
#7	Toddler	Between 7:00 and 6:00		

Toddler programs are offered at our Livonia, Troy and Rochester campuses.

Children's House students and Toddlers will have "line time" during which they will do a variety of group activities or lessons. After "line-time," the teacher will meet with small instructional groups while the assistant teachers help students choose activities. Activities are balanced between free choice and those directed by the teacher.

Elementary students will begin their day with class instruction. After class instruction, the teachers will meet with smaller instructional groups, while the remaining students follow a work plan provided by the teacher. The primary emphasis for the morning is Language and Math. All students are free to move about the classroom as needed as long as movement is purposeful and courteous to the group. Afternoon class time is an extension of the morning with more emphasis placed on Science, Geography, History and Geometry.

Club Brookfield is Brookfield Academy's before and after school program.

Club Brookfield (Morning): Children's House and elementary students will have supervised access to Club Brookfield materials before their school day begins. A table will be provided for students bringing breakfast with them to school. Toddlers will have access to their own gross motor area.

Club Brookfield (Afternoon): Students enrolled in afternoon Club Brookfield will participate daily in the following: outdoor free play (weather permitting), snack time, arts and crafts, study time (Elementary only), and free play with the indoor materials. The children will also be eligible to enroll in club and enrichment activities at an additional cost. Lesson plans and activities revolving around monthly themes will be presented.

Special Classes

Students enrolled in the elementary programs participate in art, music, foreign language, technology and physical education classes.

Students enrolled in the Children's House participate in music, foreign language, and physical education classes. The art program is taught under the direction of the classroom teacher.

Enrichment Programs

Enrichment programs will run simultaneously with Club Brookfield allowing both club members and non-club members to participate.

Admissions Procedures

1. Please call to schedule an appointment to attend a Parent Orientation. The Parent Orientation is a necessary step of the enrollment procedure.
2. Applicants are required to submit all parts of the Admission Application by visiting <https://www.brookfieldacademy.net/admissions/> or scanning the QR code below.
3. After submitting your application online please submit a non-refundable \$500 registration fee to the school office 1263 S. Adams Rd, Rochester Hills, MI 48309. Please make checks payable to Bright Horizons.
4. Your child's application will be accepted once both the application and the registration have been received. First round applicants will be notified by mid March. Applications received after February 28th will be given consideration as space permits.

Once your child's enrollment is accepted further instructions will follow.

Toddlers have their own unique forms which you receive during your "intake visit," specific to toddlers. (Livonia Campus only)

Tuition/Fees

Tuition is due in advance with no deductions for any absences, holidays, illness, or closures due to inclement weather, power outages, or other situations beyond Brookfield Academy's control.

Tuition paid after the 1st of every month will be assessed a \$25 late fee. Livonia tuition for toddlers is paid monthly and is due by the 20th of each month in advance of service. Payments may be brought to the office or mailed to the school address if paying in full (Plan A). Parents who choose payment option B or C will pay through the ACH Online Payment Solution. Payments will be drafted from your bank account on the 1st of the month. When a payment is delinquent for one week or more, care may be suspended until the balance is current and your child's space will not be reserved. Tuition is due regardless of a child's absence from the program for any reason, and is required to hold a child's space.

A fee will be charged for insufficient funds. If this occurs, Brookfield will have the option to refuse any future checks and require a money order for payment.

There may be additional fees associated with special summer activities or field trips for the children.

Program Changes

Program changes for your child may be made. If you need to change your child's program, please inform the school office at least 2 weeks before the program change is required. All changes will become effective on the first of the month. A \$25.00 program change fee will be assessed. Questions regarding your account may be directed to the school's Business Manager.

Any unpaid portion of tuition or late fee may result in the withholding of the report card.

Academic Programs

Brookfield Academy places children in an academic program according to a Montessori model. After the toddler level, there are three possible programs into which a child may be placed. In the Children's House (ages 2 yrs. 9 mos.-6), children are accepted into the program according to age and ability. All three to five year olds are automatically enrolled in the Children's House program. Children five and above are evaluated to ensure the most appropriate placement within the classroom or building. In the Elementary program (ages 6-9), children are evaluated and placed to promote the best fit for the child's ability and social maturity. The Upper Elementary program (ages 9-11), is filled with children who are independent workers and who are mature enough to organize their time.

Parents should note the overlap in the age parameters of each program. This overlap is designed to give the school more latitude when placing children in classrooms, taking into account their academic history and resulting readiness for a particular course of study.

Final placement decisions are made in the summer. Parents are informed of those decisions in late August. Children remain in the same program while school is in session. Since the enrollment changes each year, the age and ability range of our classrooms change accordingly.

Within each classroom we strive to maintain a three-year age span. This is characteristic of Montessori programs. Each teacher is responsible for the academic path of the children in his or her program. Upon arrival in the classroom, the child is evaluated informally by the teacher and placed into academic groups.

The skill areas of Reading, Math, Spelling and Penmanship are taught according to the child's ability. Children progress at their own rate in small groups. They are periodically tested for advancement and may move between groups during the year. All other courses of study are offered in cycles. There is a three-year cycle of work for children 2 yrs. 9 mos.-6, 6-9, and 9-12. Subjects that are taught by cycle include Science, Geography, Geometry, History, Grammar and Composition. The broad subject matter is divided according to traditional Montessori philosophy based on the needs and interests of children at certain ages. The children are presented with the same information but generate research, written work and projects according to their ever-developing ability. These subjects have Montessori curriculum levels, but should not be confused with "grade levels" used by traditional school systems.

As a non-graded school, there is never a need for students to be held back or to skip a grade. Children are challenged within their classroom either by progressing at their own rate in the ability-based subjects or by the difficulty level of the assignments in other subjects.

Brookfield Academy's academic program is based on a 100-year-old proven system of Montessori education and is designed for children to succeed academically and to build the self-esteem and independence needed for life.

FAMILY INVOLVEMENT

A Community of Caring

Each Brookfield Academy school becomes a community of caring, with policies and practices that reflect the community ideas and values of the population served, while respecting the diversity of families and individual differences. Brookfield Academy provides a strong vision of quality, appropriate educational practice, and the fundamental characteristics of the community.

The partnership between families and schools consists of the continual exchange of communication. In the process, families learn a lot about child development and curriculum, and the school learns what parents/guardians feel is important for their children to grow up to be the kind of people they expect them to be. We encourage dialogue with parents/guardians about curriculum, care giving practices, guidance, cultural events, and celebrations of holidays. The goal of full family partnership is to build a community and recognize and respect the differences of families and children.

Family Communication

We are committed to creating a strong home and school connection by developing a process of open, honest communication with you regarding your child's development and experience at the school. This includes a continual exchange of information between you and the school staff and management.

My Bright Day Daily Communication – Toddler only

It is important that everyone who cares for your child has a sense of his or her daily experience, both at home and in the school. Staggered scheduling of staff makes the daily experience sheet, which provides written information on your child's experience at school and at home, a critical communication link. The daily notes will give you a sense of your child's day and keep you informed about his or her experiences.

Electronic Communication

In our toddler program, parents will receive daily communication through "My Bright Day". This app will provide daily communication and pictures. In our pre-primary and elementary programs you will access to Parents Web. Parents Web will provide information about lessons and grades. The school will also use an app called BLOOMZ to communicate important information to parents.

Partnership Groups

Family Partnership Groups provide an opportunity for you to be part of a forum in your school to discuss school-wide activities, family education, school updates, and much more. Ask school management for more information about the Family Partnership Group and other ways you can become involved.

Notice Boards

Bulletin boards may be located throughout the school (in foyer, hallways, and classroom entrances) to communicate news, daily events, staff notes, holiday closing dates, school visitors, etc.

Conferences

Toddler's, Children's House and Elementary conferences are held at the end of the first and third quarters of the school year. However, if you have a special concern that you wish to discuss with your child's teacher, please make an immediate appointment through the school office. Children's House and elementary teachers are available prior to 8:15 a.m. and after 3:30 p.m. Writing and academic examples of your child's work are kept in his/her folder in the classroom. Please call the office to arrange a time to examine your child's work. Conferences may be scheduled by parents or teachers when a need arises.

Classroom Observations

Parents are encouraged to observe the classroom any time. If you would like to observe in a classroom, please make an appointment with the office. At your observation time please obtain a visitor's pass and an observation feedback form. Observations are limited to 30 minutes. Please return the filled out Parent Observation Form to the office.

Field Trip

Elementary classes take field trips to support and extend classroom studies. Well in advance of a planned field trip, relevant information will be sent home to parents along with a permission slip. In order to attend, the child must return the signed permission slip by the date stated on the form. Parents wanting to attend need a background check. There will be a one time cost to the parent. We welcome your participation in field trips. Please let your classroom teachers know if you are interested in becoming a chaperone. Transportation is provided by a licensed bus company.

Conflict Resolution

In any community, and in the routine and regular process of daily living, there are inevitable situations or conflicts that are potentially negative for individuals or for the community. It is critical that long before conflict arises; an environment already exists that fosters mutual respect, tolerance, and clear, honest communication. The emotional health of a school is determined not by the absence of conflict, but by quick and intelligent resolution.

Brookfield Academy is committed to responding to all family grievances within a 24-hour period and resolve any grievance as quickly as possible.

Concerns and grievances are most effectively addressed within the school. If a specific classroom concern arises, you should discuss the issue with the appropriate teacher. We encourage you to discuss more general school concerns with school management, who will involve staff members as needed.

If you feel that your problem is not yet resolved, you may then wish to speak with a Regional Manager. If concerns are not satisfactorily resolved at this level, the division vice president is available to pursue the matter further.

Communication Flow Chart

Brookfield Academy strives to be the best school for your child. Excellent communication is the key for success.

Families are often hesitant to share concerns and problems. Sometimes they view a problem as minor and believe it will just go away. Sometimes they are afraid that a complaint will have negative repercussions for their child. This is not true. Often families turn to people who do not have the authority to address their concerns such as other parents in the school. This is ineffective because the information does not reach the correct person. The best policy for families is to address all concerns immediately according to the communications flow chart.

Please follow this chart when communicating questions, comments or issues to the school. Always see your child's teacher first regarding assignments, homework and everyday classroom issues.

Academic Matters: Principal

- School Policies
- Teachers
- Classroom Activities
- Curriculum

- Achievement Tests
- Student Records
- Report Cards
- Volunteer Opportunities
- Parent Partnership Group
- Special Programs

General Facilities: Business Manager

- Fundraising
- Lunch
- Tuition

PROGRAM STANDARDS

Positive Guidance

Brookfield Academy consistently emphasizes basic respect for the individual child. Young children are striving for understanding, independence, and self-control. Children learn by exploring, experimenting, and testing the limits of their environment and experiencing the consequences of their behavior. In this way, they begin to understand how the world works, their own limits, and appropriate assertiveness, and self-control. Brookfield Academy helps children learn these lessons by offering a relaxed, positive atmosphere of support and understanding that recognizes the child's struggle.

Children are accepted as they are – development is viewed as a process of growing, with each age and stage having its own characteristics, its own challenges and needs. Positive guidance is viewed by adults as an important aspect of teaching and learning. Through positive guidance and modeling staff members help children to feel good about themselves and to behave in responsible ways.

In our approach:

- Expectations are limited to what is realistic for the developmental level of the child, and clarified for children so they understand what is expected
- A “yes” environment enhances and encourages children's positive behavior
- Teachers model appropriate behavior
- Teachers use redirection by providing alternatives that enable them to turn destructive situations into constructive ones
- Natural and logical consequences motivate and empower children to make responsible decisions
- Cooperation, helping, negotiation, and problem solving are encouraged

The following methods of discipline are prohibited:

- Subjecting children to cruel, severe, corporal or frightening punishment such as shaming, humiliation, threats, derogatory remarks, verbal or physical abuse, neglect, or abusive treatment including any forcible restraining, hitting inflicted in any manner upon the body, shaking, jerking, squeezing, spanking, yelling, choking
- Labeling, such as indicating a child is a “bad” boy or girl, or otherwise implying that he or she, rather than the behavior, is the problem
- Bribes, false threats, or false choices
- Depriving children of outdoor time or, unrelated activities such as special events

- Depriving children of meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence. Neither will food be used as a reward to get child to behave in a certain way
- Retaliating or doing to the child what he or she did to someone else
- Punishment for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting
- Confining a child to a high chair, crib, or any other piece of equipment for an extended period of time in lieu of supervision or as punishment

Even in the best environments children will stray from accepted behavior. When this happens in the classroom the teacher will take the following steps:

Redirection: The teacher will work with children to redirect them to positive behavior. If the children are older, they will be asked to assess their own behavior and come up with a plan of action to correct it. hallway with a teaching associate or to the principal's office, depending on the severity of the problem. There, once

Peace Corner: If children continue with unacceptable behavior after being counseled, if children become very angry, or if they need to come to an agreement with another student, they will be sent to the Peace Corner. This is a special place in each classroom where children can go until they are ready to speak to the teacher about behavior. Children sit in the Peace Corner for one minute per year of age or until they state that they are now ready to discuss the issue.

Next Steps: If unacceptable behavior continues, the teacher may remove children from the classroom, often to the they get past their emotions, they can be counseled and encouraged and return to the classroom.

Parent Contact: Teachers usually attempt to correct discipline issues by working with the child. If this is ineffective, the parents will be asked to come in for a meeting, where the entire family can work on a solution to the problem together.

Suspension/Dismissal: If the problem is not resolved after parent meetings or if the child poses a physical threat to himself/herself or others, the parent will be contacted to remove the child immediately. A conference will be required to determine re-admittance.

The goal of the positive guidance approach is not punishment, it is training through the use of modeling, counseling, class meetings, and encouragement.

BROOKFIELD ACADEMY DOES NOT TOLERATE THE USE OF PHYSICAL PUNISHMENT. We further ask that parents refrain from the same while on school grounds.

Handling of Confidential Information in Incidences of Children's Aggressive Behavior

In social settings where young children are just beginning to explore and experiment with peer interaction, it is not unusual for incidents of aggression to occur. At certain stages in early childhood development, children may express their feelings and needs in non-constructive ways. Children may sometimes express themselves by hitting another child, grabbing toys, or even biting. As an organization committed to the education and development of young children, we at Brookfield Academy understand the developmental context in which these behaviors may occur, and provide an environment in which children can both develop and grow as individuals, and learn more constructive ways of interacting with their peers.

When incidents of aggression do occur, Occurrence Reports; will be completed for each child, only if someone was injured. Each child's identity will remain confidential and staff will communicate with each family involved. The information shared typically includes the details of the incident itself (e.g., the time and the place, preceding and subsequent events, the specific steps taken to comfort the child who was hurt, and how the situation was handled in general). Plans are developed to teach more appropriate interactions and to prevent the recurrence of aggressive behavior, and are shared with parents/guardians.

If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings). An agreed-upon Action Plan between the school and parent/guardian will be implemented to address how best to keep all children and teachers safe while working toward improvement. If we are unable to achieve positive change, our goal is to both maintain a safe environment and connect the child with the professional support needed for his/her success. If the Action Plan is not successful and unsafe behavior has not resolved within a reasonable time despite our efforts, suspension of enrollment may be required.

Our policies are designed to promote respect for every child and family we serve. Each child's record is confidential. Consequently, we will not reveal the identity of a child who has engaged in an aggressive act against another, even at the request of the parent/guardian of the targeted child. Knowledge of the aggressor's identity is necessary neither for parents/guardians' understanding of an incident of aggression nor for the actions taken by the school staff to ensure the well-being of the child. In fact, given the context of such behaviors, such knowledge may only serve to inappropriately stigmatize the aggressive child, and may even add to the stress of this child's parents/guardians (who already find themselves in a difficult situation). The interfamilial conflicts that could also result add nothing constructive to the situation and may hinder its speedy and natural resolution. Therefore, it is in the best interests of all involved that confidentiality be strictly maintained.

WE CARE: HEALTH AND SAFETY

Brookfield Academy maintains strict health and safety practices based on Caring for Our Children, National Health and Safety Standards; Guidelines for Early Care and Education; A Joint Collaborative Project of the American Academy of Pediatrics, the American Public Health Association and the National Resource Center for Health and Safety in Child Care and Early Education. We Care: The Bright Horizons Program for Caring is an umbrella for our policies and practices that nurture children and keep them healthy and safe. Bright Horizons risk management department and health consultant are available to advise on all health and safety issues. Comprehensive health and safety checklists are completed, and routine fire and emergency drills are conducted on a regular basis. In addition, each school has an individual "Ready to Respond" emergency response plan in place, which includes evacuation and lock down drills, secured entrances, and a team at the school assigned to specific tasks in an emergency. If an emergency requires the school to evacuate and leave the premises, families will be informed regarding the safety and location of their children via the center's emergency notification system. Families of enrolled children are welcome to visit at any time during the day; however, this "open door" policy may not be used to supplement a custody or visitation schedule. In addition to security measures promoting indoor and outdoor safety on the school grounds, Brookfield Academy provides its own security keypad system and secured access; this system ensures that access to the school is available only to parents/guardians and authorized personnel. To make certain that the school is kept as secure as possible, we ask parents/guardians not to allow others to "piggyback" on entrance or departure from the school. School management will review your school's security program with you upon enrollment. When dropping off/picking up, we ask that your vehicle be turned off and your keys removed while the car is parked. Do not leave your child in an unattended vehicle.

Staff members undergo a thorough screening and hiring process, including a Bright Horizons background check and state-required background check. Staff members who are certified in first aid, CPR, and blood borne pathogens (infection control) are present in the school at all times.

Medical Records

In order to protect the health of all children and to satisfy child care regulations, current medical information for each child is required prior to enrollment. These records need to be updated annually, when new immunizations are given to younger children or as required by state licensing.

Child Illness

If a child appears to be ill upon arrival or becomes during the day, you will be asked to pick up your child within a reasonable amount of time (usually within 90 minutes). If we feel that your child is well enough to attend the school but may be becoming ill, we will monitor your child and update you.

Reportable Communicable Diseases

When Brookfield Academy is notified that a child enrolled in one of our schools or an employee has a (suspected) reportable disease, it is our legal responsibility to notify the local health department. Authorities may require further information, testing, or preventive measures.

In order to promote the health and safety of staff members and the children and families we serve, Brookfield Academy will give serious consideration to all recommendations made by the public health agencies. Notification will be consistent with the requirements of the local health department.

Reportable illnesses Included but are not limited to the following:

- | | |
|--------------------------------------|---------------------------------------|
| • Bacterial meningitis | • Pertussis |
| • Chicken Pox | • Poliomyelitis (including suspected) |
| • Rabies (human only) | |
| • Haemophilus influenza (invasive) | • Rubella congenital and non- |
| | Congenital (including suspected) |
| • Hepatitis A | • Tetanus (including suspected) |
| • Measles (including suspected) | • Any cluster/outbreak of illness |
| • Meningococcal infection (invasive) | |

Child Illness Policy

On average, babies experience eight to ten illnesses a year; preschoolers experience almost as many. We know that managing the demands of work can be challenging when your child is ill. We strive to limit the spread of communicable disease in our schools and are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances.

Our Child Illness Policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics.

Brookfield Academy understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up

due to illness. Exclusion from the school is sometimes necessary either to reduce the transmission of illness or because the school is not able to adequately meet the needs of the child. Mild illnesses are common among children, and infections are often spread before the onset of any symptoms. In these cases, we try to keep the children comfortable throughout the day. Reasons for Brookfield Academy to exclude children include (but are not limited to) the following:

- Illness that prevents the child from participating comfortably in program activities, such as going outdoors.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spread of harmful disease to others
- Severely ill appearance
- Fever of 100 degrees or above (axillary); 101 or above (orally) or an equivalent measure accompanied by behavior change or other signs and symptoms.
- Fever of 104°F or greater in a child of any age (requires immediate medical attention)
- Diarrhea; watery stools or decreased form of stool not associated with change of diet; stool not contained in the diaper; child unable to reach the toilet; or stool frequency that exceeds 2 or more stools above normal for that child.
- Cases of bloody diarrhea and diarrhea caused by Shigella, salmonella, Shiga toxin producing E coli, Cryptosporidium or G intestinalis must be cleared for readmission by a healthcare professional.
- Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
- Vomiting more than 2 times in the previous 24 hours (unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration).
- Mouth sores with drooling (unless the child's medical provider or local health department authority states that the child is noninfectious).
- Abdominal pain that continues for more than 2 hours; intermittent abdominal pain associated with fever, dehydration, or other signs of illness.
- Rash with fever or behavioral changes (unless a physician has determined it is not a communicable disease).
- Skin sores weeping fluid and on an exposed area that cannot be covered
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours.
- Impetigo until 24 hours after treatment has been started.
- Strep throat (or other streptococcal infection) until 24 hours after treatment has been started.
- Head lice or nits until after removed.
- Rubella, until 7 days after the rash appears.
- Scabies until 24 hours after treatment has been started.
- Chickenpox, until all lesions have dried or crusted (usually 6 days after onset of rash).
- Pertussis (whooping cough) until 5 days of antibiotics.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Hepatitis A virus until 1 week after onset of illness or jaundice or as directed by the health department (if the child's symptoms are mild).
- Tuberculosis, until the child's medical provider or local health department states the child is on appropriate treatment and can return.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1.5 hours of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

Children need to remain home for 24 hours without symptoms before returning to the program, unless the school receives a note from the child's medical provider stating that the child is not contagious and may return to school. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child's medical provider may be required before the child can return.

Unless specified otherwise above, children who have been excluded may return when:

- They are free of fever, vomiting, and diarrhea for a full 24 hours.
- Re-admission after diarrhea can occur when diapered children have their stool contained by the diaper (even if stools remain loose) and when toilet-trained children do not have toileting accidents.
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual program activities, including outdoor time.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless the child's medical provider signs a note stating that the child's condition is not contagious, and the involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child is excluded because of a reportable communicable disease, a note from the child's medical provider stating that the child is no longer contagious and may return is required.

The final decision on whether to exclude a child from the program due to illness will be made by the school.

Note: Notes allowing for a child's return to school after exclusion due to illness must originate from the child's medical provider. A note written and signed by the child's parent/guardian who is also a physician is **not** acceptable.

Infection Control

All teachers are trained in proper hygiene practices, which include hand-washing procedures, general infection control, safe food handling, and diapering and toilet procedures. In addition, you may find hand sanitizing stations conveniently located at adult height in the hallways and by classroom doors. Adults are encouraged to sanitize their hands before entering classrooms and other common areas as an additional precaution to prevent the spread of germs; however, this does not replace hand washing with soap and water. Teachers will also engage children in learning activities designed to teach healthy habits.

Brookfield Academy will sanitize certain equipment, items, and surfaces using soap and water followed by disinfectant on a regular schedule. The disinfectant can be either a bleach solution or a commercial disinfectant registered by the Environmental Protection Agency (EPA).

Health Care Policy

Hand Washing

All children and staff will be required to wash their hands before preparing food, prior to eating meals, after using the bathroom or diapering, after playing outside, after handling bodily fluids, and whenever soiled.

The following procedures will be used for hand washing:

- Staff and children will wash their hands with soap and water.
- Hands should be washed on all surfaces of the hand (back of hand, wrists, between the fingers, under fingernails) for at least 20 seconds.
- Hands will be rinsed well.
- Dry hands with a paper towel.
- Teachers will wash the hands of toddler where they cannot.

Sanitizers have been placed throughout the building for adult use only as an extra precaution.

Handling Bodily Fluids

The school will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps include:

- Staff will put on gloves.
- Staff will clean up bodily fluid with a disposable paper towel.
- The area will be washed with soap and water, rinsed, and sanitized.
- The child's hands will be washed.
- Staff will remove gloves and wash hands.

Cleaning & Sanitizing

Classroom tables will be cleaned and sanitized before and after eating and whenever soiled using the 3-step sanitation process of washing with soap and water, rinsing with water, and sanitizing with bleach and water. At the end of each day, all the toys and equipment will be sanitized. In the event a child puts a toy in their mouth the toy will be immediately removed and sanitized. To minimize the spread of infection the building will be sanitized each evening. Periodically we will air out the building to control the spread of germs.

The following steps will be followed:

- The surface will be washed with soap/detergent and water.
- It will next be rinsed with clean water.
- The surface will be wiped or sprayed with a sanitizing solution. Toys and small items may be submerged in the solutions.
- The area or items should be allowed to air dry. If they must be wiped, allow three minutes before wiping, so that the sanitizing agent has time to work.

Sanitizing Solution:

- Water and unscented chlorine bleach solution with a concentration of one tablespoon bleach to one gallon of water, or one teaspoon of bleach to 32 oz. of water.
- Commercial sanitizers specified on the label to be safe for food contact surfaces and not hazardous to children; used according to manufacturer's mixing and usage directions.

Controlling Infections:

- See universal precautions above.
- Toys that are mouthed or otherwise exposed to bodily fluids will be removed, washed, rinsed and sanitized.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots and mats will be washed, rinsed and sanitized daily if soiled or contaminated with bodily fluids, or used by different children; weekly if used by one child.
- Children who have any type of communicable disease/condition will be removed from care and may only return to care with a doctor's note.

- Children who become ill will be moved away from the other children until picked up.
- Parents will be informed of any communicable diseases in the facility.

Health Care Resources

Oakland County Health Division
248-858-1280
www.oakgov.com/health

National Capital Poison Center
1-800-222-1222
www.poison.org

Medication Administration

Policy on Administering Medication and Ointments

Medications are to be administered to children in accordance with Bright Horizons Policy on Administering Medications and Ointments, Hand Washing Guidelines and Michigan state licensing regulations.

One faculty member is designated to dispense medication, usually the Principal or the Business Manager. Medications are dispensed once per day during the noon hour unless otherwise directed. Whenever possible, plan medication schedules to avoid taking medication at school. The first dose of a new medication should be given at home to ensure there are no side effects.

A parent/guardian may come to administer medication to his or her own child during the day. If this is done in a toddler room, it should be done in an area away from other children. Before leaving the area, the parent should make certain that all medication and medication devices (i.e. droppers, medication spoon) are removed from the area before leaving.

- All medication must be brought to the school in the original container.
- Medication will not be given to the child if the medication spoon/device is not provided as the proper dosage cannot be given as prescribed using other measuring devices.
- The parent/guardian should complete the **Authorization for Administration of Medication** form for *all* types of medication to be administered. Medication and the Authorization form should be dropped off in the Director's office.

If while taking a medication, the child's dosage should change, a new **Authorization for Administration of Medication** form is required. This will also require an updated prescription or note from the child's medical provider.

Note: A prescribed medication or an Authorization for Administration of Medication written and signed by the parent/guardian who is also a physician is **not** acceptable. All prescribed medications and written authorizations for both prescription and non-prescription medications must originate from the child's medical provider.

A medical authorization form can be found in the appendix and should be filled out for any type of medication administered in school. Please bring this form to the main office.

The Six Rights of Medication Administration

Any person administering medication to a child must be knowledgeable in the Six Rights of Medication Administration and these must be checked each time a child is given medication in any form, i.e., oral or topical:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Method (i.e., orally)
6. Right Documentation

When a parent brings a new medication to the school, to be certain that the child receives the correct dose while in our care, the parent should review with at least one of the medication administrators, how to measure the proper dosage of oral medications. Parents should provide directions with any form of medication that requires special administration.

A log is kept for each dose of medication given to a child. Two signatures are required on the log, one from a witness stating that the Six Rights above are all answered “yes” and one from the administrator who signs after the medicine has been given.

Medication is stored in a locked box in a refrigerator or in a locked closet out of the reach of children. This includes insect repellents.

Epi-Pens should be stored away from the children’s reach in a prominently marked and easily accessible area within the classroom. Due to the emergency nature of these medications, they should not be in a locked area (unless required by your state licensing regulations). Epi-Pens are brought along on walks and field trips as well. Epi-Pens should be labeled with the child’s full name.

Please replace all ongoing medication when it reaches the expiration date.

Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

Non-prescription drugs such as cough drops, aspirin, vitamins, etc, require the same signed authorization form as prescription medicine.

Any topical lotion, such as sunscreen, Chapstick or insect repellent, will require a permission slip. Lotions must be labeled with the child’s name and will be stored out of children’s reach. Please note that insect repellent and sunscreen must be labeled by the manufacturer for children’s use. Otherwise, a physician’s signature will be required.

Children with chronic illnesses such as diabetes or asthma or those children with unusual circumstances, i.e., monitors or catheters, must have a care plan on file from their physician. Additionally, training by a medical professional should be arranged for staff as necessary depending upon the situation and state requirements. Such training is also required for the administration of unusual medications not typically prescribed for children of that age.

Note: All authorizations, both prescription and non-prescription must originate from the child’s health-care provider. An **Authorization for Administration of Medication** written and signed by the parent/guardian who is also a physician is not acceptable.

Diaper Cream

Before School faculty can administer any diaper cream ointment to a child, Brookfield Academy requires written authorization signed by the parent/guardian. The parent/guardian should provide:

- A diaper cream ointment designated for use as a diaper cream on the label; otherwise a physician's note is required after three consecutive days of use.
- A completed **Authorization for Administration of Medication** form specifying the dosage and the time(s) the ointment should be administered .
- The ointment, labeled with the child's full name .

Diaper cream may be applied to a child as a protective measure after diapering to prevent diaper rash and to a child who has a mild diaper rash. If a child has a diaper rash that persists and/or has a rash that is red, irritated and has open, oozing areas, that child should be seen by a physician.

If a medication is not recommended for the age of the child or the label recommends consulting a physician for children under the age of that child and/or the parent/guardian is requesting that the school administer a higher dosage than what is recommended, Brookfield requires a written order from the child's physician.

Requirements for Administering Homeopathic/Herbal Medications

Before school staff can administer any form of homeopathic or herbal medications, Brookfield requires written authorization signed by the parent/guardian as well as a written order from the physician. The parent/guardian should provide: a completed **Authorization for Administration of Medication** form specifying the dosage, the time(s) the medication should be administered, start and end date, method and the physician's signature.

Allergy Prevention

Families are expected to notify the school regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma are required to provide the school with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication (see Medication Policies for more information) A list of children allergies with their pictures is posted in all classrooms throughout the school, including the kitchen. Staff members are trained to familiarize themselves with the list and to consult as appropriate to avoid the potential of exposing children to substances to which they have known allergies.

Contact with nuts, or products containing traces of nuts or oil, can be critical or even fatal to a child with a severe nut allergy. Brookfield Academy schools are a nut-safe. This means we do our best to keep nut products out of the school. All families and staff are asked to carefully monitor all product ingredients to avoid nut-containing products (including almond milk and products containing nuts in any form, such as lotions).

Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Ultimately, in light of the risks that cannot be eliminated, parents/guardians will need to decide whether group care is appropriate for their child with allergies.

Food Preference and Intolerances

As a part of our program, Brookfield Academy strives to provide healthy food offerings that meet or exceed state licensing requirements. Lunch and snack menus are posted, as required by licensing.

Although food may be available to address food allergies, Brookfield Academy cannot provide or manage other food substitutions for religious or cultural requirements, food tolerances, or a child's preferences. Parents are welcome to bring nut-safe food from home.

Cultural/religious/vegan or vegetarian preferences will be listed throughout the school, including the kitchen. Although children are monitored at mealtimes, Brookfield Academy cannot guarantee a child will not eat another child's food.

Children's Injuries

If your child sustains an injury, you will receive an Occurrence Report outlining both the incident and the course of action taken by the staff member. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool, running water and then rinsed. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention. You will be presented with the Occurrence Report to review and sign at time of pick-up. A copy will be provided to you at the time of signature (if requested). If a serious medical emergency occurs, the child will be immediately taken to the hospital by ambulance, accompanied by a staff member. A staff member will contact you (or a designated emergency contact if you cannot be reached).

Reporting Abuse and Neglect

Individuals working with children are mandated reporters and are required by law to make a report to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. All staff receives training in identifying and reporting suspected abuse or neglect. The particular state child protective service agency involved will determine appropriate action and may conduct an investigation. It is the agency's role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. Brookfield Academy will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our foremost concern is always the protection of the child.

Pesticide Policy

State of Michigan law requires schools that may apply pesticides on school property to provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that Brookfield Academy utilizes an integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by the state of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance to the school. The second method will be by email.

Please be advised that parents or guardians of children attending the school are entitled to receive advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please contact the school office.

Please be advised that parents or guardians of children attending the school may review the school's integrated Pest Management program and records of any pesticide application upon request.

POLICIES AND PROCEDURES

Arrival and Dismissal

ARRIVAL

Toddlers may arrive at any time between 7:00 am and 9:00 am. Toddler parents are especially encouraged to do this to take advantage of the daily curriculum for their child.

Children attending the Children's House Program (3) may arrive as early as 8:40 but no later than 8:55. Students attending the elementary program (5) may arrive as early as 7:55 but no later than 8:10. Siblings of elementary students may arrive at 8:00.

Club Brookfield students arriving between 8:10 a.m. and 8:40 a.m. must be accompanied by an adult to the Club Brookfield room. Children may not enter the building by themselves. Students arriving between 7:55 a.m. and 8:10 a.m. and 8:40 a.m. and 8:55 a.m. will be met by a staff member at your car. ***Parents must use the parking lot whenever coming into the building. Please do not park in the valet area as it interferes with arrival/dismissal procedures.***

Please be prompt in both arrival and dismissal times. When your child arrives late in the morning, he/she will miss a vital part of the class day during which new materials are introduced and demonstrated. ***All late arrivals must report to the office and a staff member will escort the child to class.***

Each time a student is late for class a late notice will be sent home. After three late arrivals the principal will call the family to assist with arriving on time for school. Chronic tardiness is not permitted at Brookfield Academy.

Please respect teachers' necessary morning planning time by making an appointment if you would like to speak with your child's teacher.

TODDLERS: Please drop your child off and pick your child up inside the school so that the required communications may take place.

SCHOOL DISMISSAL – CHILDREN'S HOUSE 3:00 - 3:15
ELEMENTARY 3:15 - 3:30

During dismissal times, a staff member will bring your child to your car. A card with your child's name in the windshield will greatly help with identification. Please do not get out of your car and park in front of the building. Parents may be requested to show identification if staff members are unfamiliar with them. After 3:30 your child will be placed in a designated place to wait for your arrival. This time is subject to late fees. After 3:30 p.m., please park your car in the parking lot and come into the building to pick up your child.

Please note: children must be under direct adult supervision at all times while on the premises and parents or guardians are responsible for children once they are checked out. Children will be released only to parents, legal guardians, or persons whose names are listed on the Child Information card on file in the school office. Authorized persons picking up children will be required to show photo ID.

For the safety and trust of the children in our care, we will not release children to a person they do not know.

On occasion, you may wish to allow friends, coworkers, or family to visit your child(ren) at the school. The names of those permitted to visit must be specified in writing. All visitors will be asked to present a photo ID and sign the Visitor's log.

Child Custody

Brookfield Academy strives to remain neutral in all custody disputes so that all parents/guardians feel equally welcome at the school. Parents/guardians are required to provide a current custody order (including any active restraining order, court-ordered visitation schedule, or other court orders impacting the arrangement), which will be kept on file at the school. Without this on file, the school cannot deny a parent or guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Brookfield Academy's primary concern is the safety of all children and staff at the school. For that reason, the school cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

Transportation

During dismissal, Brookfield Academy staff will walk the children from the building to your car for your child's safety. Parents are responsible for buckling children into their seats or car seats and complying with Federal or State regulations regarding automobile child restraint safety, including fastening a child in his/her own seatbelt before operating the vehicle. Parents/Guardians and other authorized persons are responsible for transporting children to and from the school in an appropriate child restraint system. If someone other than yourself will be picking your child up from school, please ensure adequate child restraints either by leaving your child's car seat with us or confirming that the individual picking up has an appropriate child safety seat.

Late Pick-Up

Children should be picked up at their scheduled time. Because it can be distressing for a child to be left in the care of others after hours, late pick up should be considered an unusual occurrence. Please allow enough time to arrive at the school, pick up your child, and leave the school by closing time.

We do, however, understand that special circumstances arise. If, in the case of an emergency, you cannot pick up your child on time or send one of your emergency contacts, please notify the school immediately.

Children left in our care after hours will be supervised for as long as possible. In the absence of contact from a parent/guardian, we will call all the numbers listed on the Child Release form. Please make sure these numbers are up to date. Child Protective Services will be called if we are unable to reach you or an emergency contact after two hours.

Parents who arrive late to pick up their child during the day will be charged \$10.00 for each 5 minute period or any portion thereof per student. At 6:00 p.m. dismissal, there will be a \$10.00 charge for each 5-minute period or any portion thereof per family. This also applies to toddler parents after 6:00.

Parents who are late picking up from an enrichment class will be charged a \$10.00 late fee per 5 minute period per student. Parents who arrive late on more than 2 occasions will be dismissed from the enrichment class and no refund will be extended.

Absence

Please call the school if your child is going to be absent or arrive after his/her normal arrival time. If we do not hear from you, we will be concerned about your child. If your child has a contagious illness, please let the school know so other families can be alerted to look for symptoms in their children.

Non-Discrimination/Confidentiality

Brookfield Academy programs are designed to support children's growth and to challenge them to learn. Brookfield Academy views each child as an individual with a unique learning style and way of responding to the world. Given the diversity of the families and communities we serve, it is incumbent upon us to recognize and appreciate the characteristics and behaviors that each child brings to our programs. Our hope is to build programs that are responsive to the wide range of individual learning styles and needs in our classrooms — programs that truly celebrate and value the individuality of each child.

Brookfield Academy provides full-day and part-day care (where available) to children between the ages of toddler and twelve years without regard to race, religion, color, creed, gender, cultural heritage, parent/guardian marital status, parent/guardian political beliefs, parent/guardian sexual orientation, disability or special needs, medical condition, HIV status, or any other consideration made unlawful by federal, state, or local laws.

The Americans with Disabilities Act requires that reasonable accommodations be provided to people with disabilities. The law covers children with disabilities seeking reasonable accommodations in a school setting, as well as the parents/guardians served. Brookfield Academy will conduct an individualized assessment of particular needs of a child and family and engage in an interactive dialogue with parents, caregivers and medical professionals to identify reasonable accommodations and to safely integrate the child into the program, given each individual's capabilities, and to give the family full access to, and participation in, our programs to the extent feasible.

It is Brookfield Academy policy that any information regarding a child, a child's family, or other matters discussed with school management or staff will be held in the strictest confidence.

Children's Records

Confidentiality and Distribution of Records

The information in your child's record is considered privileged and confidential. Only those persons directly related to the care of your child, school management, or regulatory agencies will have access to the record unless your written permission is given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the school, files will be retained for seven years. A small fee may be charged, if necessary, to retrieve your child's file from off-site storage.

As a parent/guardian you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the school, school management will provide a copy of your child's record to you within a reasonable time of your written request.

Regulatory Agencies

Regulatory agencies may review your child's record in order to ensure the school has followed their requirements. All information in the record is kept confidential. Brookfield Academy is required to have a copy of all state regulations available at every school. These regulations are available to all parents/guardians.

“Babysitting” by School Staff

In an effort to maintain the professional status of Brookfield Academy staff, and to prevent any potential conflict of interest, Brookfield Academy strongly discourages babysitting by school staff. If, however, a school staff member elects to babysit for a family, all such activities must occur outside school premises and with the understanding that such arrangements and payment for services are solely between the staff member and the child's family, and that Brookfield Academy is in no way responsible for the child's care in connection with these activities. Such arrangements are not sanctioned by the school, by the corporate sponsor, or by Bright Horizons. Babysitting should not interfere with the staff member's school schedule. If a babysitting arrangement is made between a staff member and a family, the family is required to complete a Babysitting Release Form, which can be supplied by the school administration team.

Meals and Snacks

Brookfield Academy believes that meals and snacks are critical to a child's health and development. They are also an important part of the school's curriculum. When meals are provided by the school, they are carefully planned to provide children with the necessary nutritional content. Every effort is made to ensure that mealtime is enjoyable for children.

Brookfield Academy offers a hot catered lunch program at an additional cost. Hot lunch meals meet the state guidelines for nutrition and safety. Menus are posted online a month in advance and orders need to be placed by the posted due date. There is no refund for hot lunches on days when school is closed by weather, school emergency, or student absence for any reason.

If a child forgets a lunch, the parents will be notified. If the parent cannot provide lunch within the lunch/recess hour the school will provide a lunch for the child. Parents will be billed for the lunch purchase.

If you choose not to use the school's hot lunch program and you bring a meal from home, we offer the following suggestions. We have found that most children like “finger food” as an alternative to the traditional “lunch box” meal. Plastic food containers are a great idea for packing fruits and vegetable, cheese, pieces of meat or chicken and homemade leftovers from the night before. All food should be cut into bite-size pieces that are easy to swallow. Please make sure all lunch boxes, bags, and containers are labeled with your child's full name. Lunches are kept in your child's cubby. We suggest that you use insulated lunch bags and ice packs to keep food cool, and thermoses to keep food warm. When sending dairy products in your child's lunch, extra ice packs may be required to keep food at the proper temperature. We are not able to heat or prepare meals for children as this not only keeps the children waiting for their lunch, but also takes the staff away from their time with the children. Additionally, we strongly recommend avoiding foods that are high in fat or sugar in your child's lunch and using the USDA's MyPlate recommendations to ensure your child's meal is well-balanced. Providing a healthy lunch will ensure your child has energy and stamina to get through most out of their day and fully participate in all of the fun learning experiences.

Each morning and afternoon, children are provided with a healthy snack. If your child has special dietary needs or food allergies, please work with the school management to find suitable accommodations. (See Allergy Prevention for more information.)

Birthdays

Toddler children: Please contact your child's teacher to plan an appropriate birthday celebration.

Children's House and elementary children: Parents may send in nutritious treats for their child's birthday such as crackers/cheese, fresh fruit, or foods that may be easily passed out to the classroom by the birthday child.

Rest

Napping is designated by the parent at the time of application. If you have indicated that your child will be a napper, following lunch he/she will rest at least 45 minutes or as required by the licensing agency. Children who nap must

bring in a blanket and sheet in a sealable plastic container with all pieces labeled with the child's name. Your child's bedding will be sent home to be laundered every Friday.

Outdoor Play

We consider our playground to be an extension of our classroom and, as required by State licensing, we conduct programs outside whenever the weather permits. Children enrolled in a full day program are expected to go outside on the playground daily to enjoy fresh air, physical exercise, and companionship. Please provide your child with the necessary outdoor clothing appropriate to weather conditions. (See Clothing Suggestions/Items Needed for more information.) Children will play outside when the temperature is 15 degrees F or above factoring in wind chill. Proper jackets, snowsuits, boots, hats, gloves, etc., will provide your child with a comfortable and enjoyable recess period. Make sure he/she is prepared at all times.

Clothing Suggestions/Items Needed

Each child attending the program must have a complete change of clothing labeled with his or her name. Please permanently mark each item of clothing with your child's name and bring the items in a quart size Ziploc bag, also labeled, on the first day of school.

For newly toilet-trained children, it is helpful to keep an extra set of underwear on hand. When soiled clothing comes home please replace the items the next day.

We consider our playground to be an extension of our classroom and, as required by state licensing, we conduct programs outside whenever the weather permits. That makes it important for your child to dress for the elements; rain gear, including boots for wet weather; jackets/snowsuits, hats, mittens, and boots during the winter and snow. Though we limit outdoor time in winter, if the weather is extremely cold, it's also a good idea to send an extra sweater. We also ask that you leave a complete extra set of weather-appropriate clothing (shirt, pants, socks, and underwear) at all times.

When buying indoor or outdoor clothing for school, make sure older children can put them on themselves. Boots purchased a size larger than actually needed are easier to put on. If you are using shoe boots, please send slippers or school shoes so that your child will not have to keep his/her boots on indoors.

Check with school management for other items that may be needed.

With the use of a school uniform, it becomes almost impossible to identify an article of clothing without a label. Please label all articles of clothing with your child's name. Any article of clothing not claimed will be placed in the Lost and Found.

The school is not responsible for lost or damaged clothing. We will take all precautionary methods to be certain that your child's belongings are well cared for. Please keep in mind, clothes that look a little less clean at the end of the day are a sign that your child was actively engaged in learning.

Uniform Policy

Students will represent Brookfield Academy by wearing the signature plaid or the school logo at all times. Uniforms must be clean, must fit well, and be in good repair. School and gym uniforms are available through the Dennis Uniform Manufacturing Company, 1532 N. Opdyke Rd., Auburn Hills, MI 48326. Store hours are Tue-Thurs from 10:00 a.m. - 6:00 p.m. and Sat 10:00 a.m. - 2:00 p.m. You may also order via their web site, www.dennisuniform.com or by calling 1-800-854-6951. Please use the school code provided by your school office in the summer packet. Uniforms are also available from Lands End located within Sears stores or online at www.landsend.com

TODDLERS are not required to wear uniforms; however, if Dennis Uniform has their size, you are certainly welcome to purchase the school uniform as detailed below.

GIRL'S UNIFORM OPTIONS

(Girls are not required to wear a shirt with a logo if they are wearing the signature plaid.)

Dennis plaid jumper with a short or long-sleeve white blouse, turtleneck or polo.
Skort or pants with a short or long-sleeve white blouse, turtleneck or polo

- Girl's Brookfield appliqué sweatshirt option for cold weather months

Navy, Green or Yellow cardigan sweater with Logo (optional)
White or navy socks, knee socks, tights or Dennis leggings

BOY'S UNIFORM OPTIONS

Navy Blue Pants with green logo-ware shirt or long-sleeved shirt
Note: Dennis Uniform and Land's End pants for boys are made of durable fabric and have reinforced knees.
Navy v-neck Sleeveless sweater vest with logo (optional)
Land's End Navy long-sleeve sweater with logo (optional)
Navy dress shorts with green logo-wear short sleeved shirt: an option for warm weather months

GYM UNIFORM: Navy logo-wear sweatpants or cotton navy logo-wear gym shorts with a grey logo-ware t-shirt or navy logo-ware sweatshirt

NOTE: THE GYM UNIFORM IS TO BE WORN ON YOUR CHILD'S GYM DAY ONLY.

Backpacks must fit in your locker/cubby. Please, no roll around school suitcases!

SHOES (ALL STUDENTS)

Dress Shoes: Plain black, brown or navy dress/school shoes (Dark athletic shoes are not considered dress shoes)
Gym Shoes: Plain gym or tennis shoes (please no lights)

Out of Uniform

The uniform policy must be observed daily. If your child is found to be out of uniform, a reminder will be sent home. If your child has a scheduled gym day, she/he will wear the school gym uniform as an alternative to the school uniform on that day.

Photographs

Brookfield Academy takes care that any use, display, or dissemination of photographs or videos of children is accomplished in a thoughtful and safe manner. Brookfield Academy regularly takes photographs and videos of children enrolled. They may be shared with you and other families on a Bright Horizons' website, e-mail, My BrightDay, by posting in the school, or in a parent newsletter. They may be used to better communicate with families, to illustrate the daily curriculum, to chronicle a child's development, or to document school activities. Additionally, photographs may be used for school business, marketing purposes, including social media. Brookfield Academy retains all rights, title, and interest in these materials and may use and disseminate them in a variety of ways, in its sole judgment. During the enrollment process will be give consent as to how we can use their child's photograph.

Parents are permitted to take pictures and videos of their children in their classrooms. However, prior to taking photos or videos of your child with other children, please check with the classroom teachers, as not all children have

permission to be photographed. Pictures and videos that include other children should not be posted to social media sites.

Process of Suspending a Child's Enrollment

Our school programs are centered on the children for whom we care. We seek to provide programs designed to support children's growth and to challenge them to learn as individuals with unique learning styles and ways of responding to the world. Given the diversity of families and communities we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our programs. Our hope is to build a program that is responsive to the wide range of individual learning styles and needs in our classrooms; one that truly celebrates and values the individuality of each child.

Our child-centered approach seeks to accommodate a wide range of individual differences; however, on occasion a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child cannot participate safely in our program or appears to be a danger to him or herself or others, despite our best efforts to reasonably reduce the risk of harm or injury.
- Medical, psychological, school district or social service personnel working with the school or child determine that continued care at the school could be harmful to, or not in the best interest of the child.
- Any other situation in which the accommodations needed for the child's success in the program conflict with the fundamental nature of our group environment, or when removal is in the best interest of the child or the classroom.

At any point that a child's behavior/circumstance is of concern to a teacher or administrator, written documentation and family/teacher communication will begin as the first steps to understanding the child's individual needs and challenges, and to evaluate these needs in the context of our program.

Process of Dis-enrolling a Family

We know that choosing a school for your family is one of the most important decisions you will make. We want to assure you that at Brookfield Academy your child will be cared for in a safe, warm, and nurturing place of wonder that enables children to learn and grow through fun and developmentally appropriate Montessori activities.

Brookfield Academy strives to form a partnership with you to foster the learning and healthy development of your child. You are welcome in the school at any time during the day to join your child for lunch, to observe your child in the classroom, or to speak with the teachers, school administration, or other families. Our aim is to make our school an active community that fosters friendships and creates a supportive network.

We value the need for close communication between families and teachers. All communication between a Brookfield Academy parent and a Brookfield Academy staff member should be civil and respectful.

Our programs are based on developing partnerships and supporting families; however, despite our best efforts, on rare occasions a parent's/guardian's actions or requests may warrant the need to find a more suitable setting for themselves and their child. Some examples of such instances include:

- The parent/guardian fails to abide by the school policies or those requirements imposed by the appropriate licensing agency.
- A parent/guardian demands special services which are not provided to other children and which cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program).

- A parent/guardian is physically or verbally abusive to school staff, children, or anyone else at the school.

Children may also be suspended for a time period if it is in the best interests of the child or the school. Before a child or family is suspended or dismissed from the school, the principal/director will consult with the regional manager. If a parent seeks to re-enroll a child, a conference between parents and school administration will be required.

Brookfield Academy reserves the right, at will, to dis-enroll, immediately and without notice to parents or students those who place a child, staff member, or other member of the Brookfield community in danger.

Family Behavior

If Brookfield Academy has reasonable cause to suspect that any persons picking a child up is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way and may endanger the child, we may refuse to release the child to that person. If this occurs, we will request that another adult (parent/guardian or someone listed on the Child Release form) pick up the child or we will call the police to prevent potential harm to your child. This will be done for the protection of your child.

Policy on Visitors/Volunteers

During times when children are present at the school, all visitors must be accompanied by a Brookfield Academy employee.

Visitors and Volunteers

All visitors must follow the visitor sign-in protocol at the school and sign in when entering the location. Upon entering the building, visitors must obtain management approval and an escort. Social visits are not permitted during the hours of school operation in work or common areas when teachers are responsible for caring for children. Individuals who wish to visit an employee who is at work will be asked to wait in the lobby area, or may leave a message for an employee. Former employees, who wish to visit former students or the location, may only do so during location events when authorized by the school director/principal. If an employee is terminated for cause, they are not authorized to visit the school at any time. Only those persons authorized in writing by the parent or guardian to visit a child in our care may be permitted to do so. Such persons may not be left alone with or be permitted to leave with the child without the written permission of the parent or guardian. These persons must be escorted when at school or otherwise complete the authorization process set out below.

Classroom/School Support

Regular visitors/volunteers at the school are expected to and must satisfactorily complete a Regular Visitor Authorization Form and a DHS background check as well as the background check done by Brookfield Academy. Regular visitors/volunteers include anyone who will have any contact with children or who may have access to areas where children may be located (such as hallways, lavatories, classrooms, playgrounds and other areas). This includes persons such as retirees/community members who read to the children, as well as any workers, janitors, suppliers, and the like who visit the location during the hours of operation and who may have access to areas where children may be located.

Visitors/volunteers who successfully meet these requirements will be considered Authorized Visitors and may be at the school unescorted. However, they are not considered employees of Brookfield Academy nor should they be included in teacher-to-child ratio.

In addition:

- Authorized Visitors should never be left unsupervised when they are in contact with children.
- Authorized Visitors are not responsible for supervising children.

- Authorized Visitors should not be responsible for any caregiving routines, i.e., feeding, diapering.
- Authorized Visitors should direct all questions from parents/guardians to the lead teacher, teacher, or member of the administration.

Authorized Visitors should sign in and out each day in the director's/principal's office.

Soccer Coaches must also have a background check and may supervise elementary students who are signed up for the soccer program as long as all practices and games are held on school property during the school's hours of operation.

School Closing

When snow and ice make road conditions hazardous or when temperatures drop to dangerous levels Brookfield Academy may close. In order to provide you with the most accurate information, Brookfield Academy closings will be posted by campus on our website and on local television stations Fox 2, WDIV, WXYZ and radio station WJR. The school phone will also have a current message.

Assessing Learning Differences

Every reasonable accommodation will be made by the school to meet the needs of the child with a disability, as long as the accommodation does not conflict with the fundamental nature of our program and the safety of all is not compromised. If a disability or suspected disability interferes with the child's education, the school will consult with parents and may recommend testing so that the school may determine how the child's needs can best be met. Parents are expected to partner with the school by taking immediate steps to implement the school's recommendations, sharing information openly and working collaboratively with the school to arrive at an appropriate solution.

Elementary Grading Policy

At Brookfield Academy students are given the opportunity to practice their lessons in order to prepare for assessments. These lessons include daily work as well as homework. All daily work and homework is graded complete or incomplete. All late assignments are reduced by 20% on the 1st day and an email is sent home informing parents of the late assignment. An additional 5% is deducted on the second day late and students turning in work after the third day will receive a zero. All assignments are expected to be completed regardless of the final grade. All assessments, which may include tests, projects, reports, and final compositions receive a percentage grade based on a 100% scale. Daily work and homework will count for 40% of the students final grade and tests and quizzes will make up the other 60%.

Homework Expectations

In order to produce lifelong learners, Brookfield Academy believes that learning should not be limited to the classroom, but should extend into the child's daily life.

Teachers assign homework to students on a regular basis. This homework serves to prepare a child for a lesson, practice a lesson already taught, or apply a skill to everyday life. Parents should expect homework to come home in the Children's House when the child is ready to read. This homework is comprised of word lists at first, followed by reading books to be practiced. When the child reaches the elementary level in his/her learning, homework expands to Math practice, Spelling practice, preparation and follow-up for Reading and the cultural subjects, test preparation, projects and application of skills and knowledge.

Parents are expected to support their child's education by reviewing homework assignments with their child, providing a regular time and place for homework to be completed, and communicating homework concerns to teachers in a timely way. Teachers will want to know if the homework took too long, if the child did not understand the assignment,

or if the child did not have the materials necessary to complete the work. A note or a phone call may address the issue.

Suggested times for homework are as follows: Lower Elementary: 20-30 minutes per day; Upper Elementary: 30-60 minutes per day.

One of our educational goals is to help children become independent learners. That means the child must learn to be accountable. In the early years, a child may need support to remember to take homework home, but as children grow in maturity, it is important for them to grow in accountability. Your child's teacher, usually in the elementary classroom, will let you know when it is time for your child to stand on his/her own. Please work with your child's teacher as a team to accomplish this very important goal as it helps to prepare the child for life.

There will be no homework during the holidays except for reading and spelling.

Tutoring Policy

Brookfield Academy teachers do not provide onsite tutoring during the academic school year. Tutoring during the summer months is allowed. All tutoring agreements are private agreements between a parent and a teacher and are in no way a contractual agreement with Brookfield Academy.

TODDLER SPECIFIC POLICIES

Primary Caregiving

At Brookfield Academy we believe in the practice of primary care giving. Each child at a Brookfield Academy Family School is assigned a teacher as the primary caregiver who assumes special responsibility for that child and for communication with his or her parents/guardians, especially during conferences.

Primary care giving strengthens the link among families, children, and teachers. By assigning a primary caregiver to your child, we are encouraging you to establish a relationship with a particular staff member who will be especially focused on your child's needs and development and your concerns. At the same time, education is a team responsibility; all teachers on your child's team will interact with and provide learning experiences for every child in that classroom.

Biting

Biting is a normal stage of development, commonly seen in toddlers, and sometimes even among preschoolers. It is something that almost all young children will try at least once. When it happens, it's scary, frustrating, and very stressful for everyone involved. It is a natural phenomenon and not something to blame on children, families, or teachers.

Brief episodes of biting do not mean that a child is having a social or emotional problem. Nor does it mean the family is to blame. It does mean that your child is going through that particular stage in his or her development. As with developmental stages, biting soon ends.

Biting may occur for any of the following reasons:

- Oral exploration
- Teething
- Hunger
- Fatigue
- Lack of awareness that biting hurts

- Frustration, anxiety, or stress
- Inability to express feelings or needs verbally
- Mimicking behavior
- Inexperienced peer interactions
- A way of showing affection
- Exploring cause-and-effect relationships
- Exploring holding on and letting go of relationships
- Making an impact
- Impulsiveness and lack of self-control
- Excitement and over-stimulation

When biting happens, our response will be to care for and help the child who was bitten, to help the biter learn a more appropriate behavior, and to examine our program to maintain an environment that is consistent with children's needs. Our focus will not be on punishment for biting, but on effective techniques that address the specific reason for biting. We encourage you to talk to your child about this behavior, but we also caution that delayed punishment at home, hours after the incident, will not be understood by the child.

Occurrence Reports will be written for the child who was bitten and the biter. We will work together with the families of the biter and the bitten child to keep them informed and to develop strategies for change. This work may include the development of an Individual Action Plan and/or referral services. After Brookfield Academy feels that we have made our best effort to solve the biting behavior, without success, will we consider withdrawing the child from the program. (See Policy on Dis-enrolling a Child) We will make every effort to modify the behavior quickly. The name of the child who has bitten will remain confidential. (See Handling of Confidential Information in Incidences of Children's Aggressive Behavior)

Diapering

Children's diapers will be checked at least every two hours and upon awakening and will be changed promptly when soiled or wet.

We understand that as part of the diaper-changing process, you may request that we use baby powder. However, it is Brookfield Academy's policy not to use baby powder. While using baby powder, it can get into the baby's lungs, causing swelling and irritation, and could lead to breathing problems. It can also cause an inflammatory reaction in some children when exposed to the broken skin of a diaper rash. A better choice for reducing rubbing and preventing diaper rash is cornstarch, which is coarser and safer than powder. (See the Medication Policies for information regarding the use of diaper cream.)

Diapers will be changed:

- In accordance of requests of families
- Consistent with children's physical and emotional abilities
- In compliance with state regulations

Toilet Learning

Learning to control one's bodily functions is a childhood rite of passage, and it is of no small concern to all the adults in a child's life — at home and at the school. In our environment, a family-teacher partnership that supports the child is the most important factor in making this experience successful and as low-stress as possible. There are different views on the when and how of toilet learning, and every culture approaches it differently. Research indicates that young children cannot successfully learn how to use the toilet until they are physically, mentally, and emotionally

ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Thus, toilet learning is generally most successful when it is started around that age or later. Most positive toilet learning will occur only after children show signs of physical control (or awareness) of their bodily functions and when they demonstrate an interest or curiosity in the process. Bright Horizons' toilet-learning procedures follow the recommendations of the American Academy of Pediatrics and state regulations. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns. Procedures will be posted in each classroom.

The following guidelines will be followed:

- Children will be supervised during toilet learning, and will be encouraged for their efforts and accomplishments.
- Toilet learning will not be coerced. The individual developmental abilities of each child will be considered. Children will not be punished emotionally or physically for soiling, wetting, or not using the toilet.
- Families will provide sufficient extra clothing for their children to change into in the event of a toileting accident. Any extra clothes that are worn home should be replaced the next day.
- Families will be kept advised of their child's progress on a regular basis according to family wishes.

Policy Changes

BROOKFIELD ACADEMY RESERVES THE RIGHT TO MAKE ADDITIONS, DELETIONS AND MODIFICATIONS TO THESE POLICIES AND PROCEDURES. PARENTS WILL BE GIVEN REASONABLE WRITTEN NOTICE OF ANY CHANGES.

A PARENT HANDBOOK ACKNOWLEDGEMENT STATEMENT

I have received the Brookfield Academy Parent Handbook. I agree to abide by the policies and procedures stated herein.

Should I have any concern involving the school I will address it immediately according to the communications chart provided within this handbook.

I am aware that Brookfield Academy has an active Parent Partnership Group who meet to support the school. The Parent Partnership groups work in harmony with the teachers and the principal to provide support for teachers, educational programs, field trips and special events of all kinds. If you would like more information regarding group meetings and agenda, please indicate that below.

Child's Name and Classroom

Parent Name (please print)

Parent Signature

Date

_____ YES, Please provide me with more information about this wonderful opportunity to get involved.

Appendix

HEART Principles for School-Age Children

Communication is at the heart of all we do.

We listen carefully and are interested in and respect the opinions of classmates, teachers, parents, and others.



We welcome and celebrate diversity in our school community.

We appreciate and respect each other's individuality.



We are honest and trustworthy and take responsibility for our actions.

We admit and learn from our mistakes; we do not dwell on them.



We are always learning and improving ourselves.

We ask questions, look for answers, and try new ideas.



We are problem-solvers, not problem-dodgers.

We don't walk away from problems; we work together to fix them.



We are independent and critical thinkers.

We think before we automatically say "yes" or "no." This means we challenge our own and each other's thinking and don't always go with the crowd.



We count on each other.

We listen to each other's concerns and participate fully in the classroom and school community. We are kind, empathetic and inclusive in our actions.



We always do our best work. We take pride in our work and in ourselves.



We cheer each other on and celebrate our classmates' successes.



Our work is serious and important but we never lose sight of the fun in what we do.

BROOKFIELD ACADEMY

MANAGED BY:

BROOKFIELD ACADEMY LOCATIONS

Brookfield Academy
3950 Livernois
Troy, MI 48083
248-689-9565
248-689-3335 (fax)

Brookfield Academy
1263 S. Adams Rd.
Rochester Hills, MI 48309
248-375-1700
248-375-1020 (fax)

Brookfield Academy
2965 Walnut Lake Road
West Bloomfield, MI 48323
248-626-6665
248-626-3690 (fax)

Brookfield Academy
38954 Ann Arbor Road
Livonia, MI 48150
734-464-2789
734-464-3302 (fax)

BROOKFIELD ACADEMY'S WEBSITE

www.brookfieldacademy.net

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