

# *Beverly Hills Academy*

2022-2023 Parent Handbook



*The Middle School staff consists of creative teachers with strong content knowledge and a diversity of teaching styles, who are trained to work with girls and boys in this age group. Students are encouraged to become leaders, and teachers will provide opportunities for many hands-on and student-led activities. The accelerated college preparatory core curriculum in the Middle School will be supplemented by a variety of exploratory subjects, including Computers, Music and Art. Arabic Language and Islamic Studies programs will foster a sense of community, and students will maintain their Islamic dignity and character while continuing to grow in Islamic traditions and values. Respecting that students have different learning styles, a variety of testing methods will be used to facilitate the development of thinking and writing skills.*

*Beverly Hills Academy instills social and moral awareness in its Middle School students, increasing their*

*awareness of the needs of others, and encouraging their service and involvement in the community. Within the school community, Middle School students are given the opportunity to host visiting students, and to serve as tour guides at school functions throughout the year. Their participation in various school-sponsored activities will also help to raise money for local charities. Opportunities will exist for individual and group service within the Metro-Detroit area. Students are encouraged to search out their own opportunities to serve, and on school-scheduled service days they will volunteer at local agencies such as assisted living facilities, shelters and food banks.*

*In order to succeed in the classroom, even the most intelligent students need to develop effective study skills. Middle School students at Beverly Hills Academy will discover ways to use their time more efficiently and effectively. They will learn how to study, how to do research, how to explore, how to think, and how to learn.*

*The Practical Life and Sensorial areas give each child the preparation necessary for success in both Language and Math. As students progress through the Primary program, they will also engage in Language, Reading, Mathematics, Life Science, Physical Science, Geography, and History.*

*Students will participate in whole group, small group, and individual learning activities and lessons with guidance from the teacher.*

*Per licensing, the ratio of staff to students is 1:10 at these age groups. However, in reality, our classrooms are generally 1:8.*

### ***Elementary Program***

*The Montessori elementary curriculum is, by nature, interdisciplinary. It is carefully structured and integrated to tie the separate disciplines of the curriculum together into studies of the physical universe, the worlds of nature, and the human experience. There is an emphasis placed on making connections between different areas of study versus the mere presentation of isolated facts. Dr. Montessori referred to this approach as Cosmic Education. The Elementary Montessori curriculum encompasses the full mastery of basic skills and goes well beyond to promote independent thinking and creativity. In addition, Montessori imparts other valuable life lessons such as how to work with others; peaceful resolution to conflicts; teaching and leading others; service to the community and social responsibility.*

*Students engage in a variety of subject areas including: practical Life, reading, grammar, writing, mathematics, biology, physical science, geography, and history.*

### ***Middle School Program***

*The Middle School years at Beverly Hills Academy are a time of thoughtful transition for 6th, 7th and 8th grade students. Middle School students will be challenged and supported, both academically and personally, as they progress from the more protective elementary school setting to the more demanding atmosphere of the Middle School. A rigorous curriculum, plus exploratory experiences inside and outside of the classroom, will prepare Middle School students to become creative, independent thinkers. A strong partnership between student, parent and teacher will help to establish a safe and positive environment.*

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## ***Mission Statement***

*The mission of Beverly Hills Academy is to promote academic rigor, moral leadership and student responsibility.*

*Beverly Hills Academy is a unique educational institution, which adheres to the Montessori Method for Infant, Toddler, Primary, and Elementary programs, and a College Preparatory program for Middle School. BHA students also receive instruction in Islamic Studies and Arabic Language as a part of their moral and cultural development as global citizens of the world.*

***“The essential thing is to arouse such an interest that it engages the child’s whole personality. Whole child education understands the connections between the body and mind. Only through freedom and environmental experience is it practically possible for human development to occur.”***

***-Maria Montessori***

## ***Program Overview***

*Beverly Hills Academy was founded in September 2008 with one Primary and one Lower Elementary classroom. In 2009, we founded our Toddler Program, which is designed to educate children 18 months to 36 months, and added an additional Primary classroom. In 2010-2011, we introduced our Upper Elementary program, which includes 4th grade and 5th grade. In 2012, we were then able to begin our College Preparatory Middle School program that includes 6th through 8th grade students.*

*Parents are welcome and encouraged to be an active part of their child’s education. In addition to a monthly newsletter, an active Facebook and Instagram page, and a school website, we invite parents to volunteer on field trips, help PVG organize events, and connect with each other informally; cre-*

## ***Toddler Program (18 Months to 36 months)***

*Children under the age of three join the toddler community where basic motor, coordination, independence, and language development are fostered, and where individual personality is respected. It is not just a classroom; it is a nurturing social community where very young children learn to participate in a cooperative group. It is a developmentally appropriate learning program with warm, nurturing and responsive care for children between the ages 18 months to 36 months.*

*With low teacher to children ratio, (1:4) our Montessori certified teachers and assistants observe and work with the children, providing guidance as the toddlers engage in their “work”, growth, and development.*

## ***Primary Program (3 years old-6 years old)***

*The foundation for learning in a Montessori classroom begins with three to six year olds working in the Practical Life area.*

*The refinement of the senses, which is a prerequisite for learning, begins in the Practical Life and Sensorial areas. Through exploration, manipulation, and discovery in the sequential use of prescribed materials, each child progresses at their own rate.*

*Visual and auditory discrimination is developed using Practical Life materials that are related to the “real world”, and give the child a sense of success, and the ability to independently care for himself, and his environment.*

*Social skills are enhanced through lessons of grace and courtesy. The multi-aged grouping of children allows the younger students to look up to and admire the older students, and the older students to become the “teachers” of the younger children.*

- **Volunteer Driver Agreement & Form**
- **Chaperone's Responsibility Form**

You may bring a copy of these items to your school's office or email them to school personnel. The appropriate staff member will be notified when your application has been processed.

### **Infant Program** (6 weeks to 18 mos)

Nido (or "nest" in English) describes the nurturing classroom environment designed for infants aged around 6-12 weeks up to 18 months old. All of the young child's developmental needs are met with warmth and care by expert staff, such as their desire to walk and talk, eat and drink independently, and understand the world around them.

#### **Beautiful by design:**

When you first visit a Nido environment, you will be struck by its calmness and serenity. The classroom is open, with natural light, and is furnished with beautiful child-sized furniture and objects. Soft rugs, plush mattresses, and low comfortable chairs for growing bodies to sit on.

**Building Confidence and Feeling Loved:** Following your infant's natural schedule encourages them to trust their body, and also helps them to develop a healthy relationship with sleep, eating, and toileting. In the Nido class, all of your child's natural cycles — like feeding and sleeping — are followed. This way, young children develop a strong sense of security and trust in their teachers, as they learn that their needs will always be taken care of.

**Learning Materials:** Infants unconsciously use their hands to fuel the development of their brains and nervous systems. The Nido classroom carefully nurtures your baby's developing intelligence by offering increasingly more complex objects to explore and manipulate in intriguing ways. You'll be amazed at how your child will learn by practicing certain activities and exercises.

*ating a network that links the classroom to the community and in turn, to the world.*

*We are invested in creating respectful relationships among teachers, administration, staff, parents, and children. Throughout the year, surveys will be sent to parents in order to get valuable feedback about the school and your experience.*

### **Educational Goals**

*At Beverly Hills Academy we aim to provide a high quality, comprehensive, education that fosters your child's love of learning and addresses the whole child-academically, emotionally, and socially. Beverly Hills Academy curricula varies by program, however the goals for our school are consistent:*

- *To enter into an educational partnership with parents and children*
- *To lead children towards mastery of individually identified intellectual, social, physical, and daily life skills.*
- *To foster in children a deep and persistent curiosity that will lead to a lifelong pursuit of knowledge*
- *To help children develop self-confidence*
- *To assist each child to develop a habit of concentration*
- *To instill in each child a sense of personal responsibility for the world in which we live*
- *To spark wonder, imagination, and joy in our children*

## **Curriculum**

*Beverly Hills Academy implements both a philosophy towards children and a method of educational philosophy based on the research of Maria Montessori, an Italian physician and educator. Classroom spaces are purposefully designed and materials carefully curated in pursuit of an educational partnership. Multi-age classrooms provide benefits that are readily apparent when visiting the classroom. Younger children in the classroom have an opportunity to observe and imitate the older students as they work. Older students have an opportunity to reinforce their own knowledge by explaining what they are doing, and assisting and mentoring younger children. Each child can learn and develop at his or her own pace within a classroom that accommodates many levels of ability and complexity. The Montessori guide is specially trained to observe each child and to design lessons based on that child's natural curiosity and love for learning. The guide is responsible for preparing the educational environment within each classroom, and for presenting lessons in that environment. Lead teachers demonstrate a wide array of concrete, sensorial materials and sequential activities through individual instruction. The students soon learn to associate abstract concepts with hands-on experiences.*

## **Our Core Values**

*We believe that the pedagogical principles and practices developed by Dr. Maria Montessori fundamentally respond to developmental characteristics and needs of children. We seek to utilize her educational principles and methodologies in all of the programs offered at Beverly Hills Academy in order to:*

- *Inculcate a deep-seeded love of God and respect for His creation*

hazards that require us to take special precautions. The school reserves the right to refuse to be responsible for children off campus when past behavior patterns indicate an inability to follow directions and basic rules. If we are concerned about the safety of a child based on observed behavior, development and/or maturity, we may require the parent/guardian or another responsible adult in lieu of the parent to take sole responsibility for their well-being during the field trip. Lead Teachers and administration can exclude a child from an outing if this parental supervision is not available.

Parents are required to complete a permission slip prior to a classroom field trip. The Lost Child Procedure outlines the protocol anytime a child is separated from the group. [https://www.michigan.gov/-/media/Project/Websites/lara/CCLB/BCAL\\_PUB\\_687\\_1\\_16.pdf?rev=bc87a2db6f2f42c29a2b28ac34652ee1](https://www.michigan.gov/-/media/Project/Websites/lara/CCLB/BCAL_PUB_687_1_16.pdf?rev=bc87a2db6f2f42c29a2b28ac34652ee1)

### **Parent Volunteer:**

All parents/family members volunteering in the classroom or during school-sponsored functions or field trips must complete the [Guideline and Information Form](#) prior to any activities.

All volunteers must be cleared on the Public Sex Offender Registry.

Parents driving for or chaperoning a field trip, athletic event, etc., must have the [Volunteer Driver Agreement for Beverly Hills Academy](#) and [Guideline and Information Form](#).

**The Volunteer Release Form must be accompanied with a copy of your valid driver's license or state-issued ID, which will be submitted for a background check.**

Parents who plan to serve as a volunteer driver for a school-sponsored field trip must be on our list of approved volunteers AND submit the following documents:

- **Michigan Drivers License**
- **Proof of Insurance**

### **Food Safety:**

<https://www.oakgov.com/health/services/environmental-health/Pages/food-safety.aspx>

### **Family Educational Rights & Privacy Act (FERPA)**

Parents have the right to access their child's educational records. Beverly Hills Academy has the obligation to inform parents annually their rights to access.

Parents have rights to:

- Inspect and review the students educational records
- Seek amendment to the students educational records that the parents believe to be inaccurate, misleading or otherwise in violation of the students privacy rights.
- Consent to the disclosure of personally identifiable information contained in a student's education records.

### **Parent Notification of Licensing Notebook Requirement:**

Beverly Hills Academy maintains a licensing notebook for all licensing inspections, records, special investigations reports and all related corrective action plans.

The notebook will be available to parents to review during regular school hours.

Licensing inspection and special investigations reports from the past two years are available on the Bureau of Children and Adult Licensing website at:

[www.michigan.gov/michildcare.com](http://www.michigan.gov/michildcare.com)

### **Special Events**

#### **Field Trips**

Ample notice for field trips will be given. If you wish to have alternative care for your child for the duration of the outing, parents will be responsible for making those arrangements.

The safety and protection of the students is very important at Beverly Hills Academy. Off- campus trips create potential

- Lengthen each child's attention span
- Refine and develop each child's physical and mental capabilities and interests
- Use the model of our own behavior to serve as the most distinct teacher to the child.
- Develop whole, healthy individuals, which requires that our many dimensions be nurtured including: the spiritual, intellectual, physical, social and emotional dimensions.
- Offer a flexible learning environment that responds to individual needs, has an adaptable curriculum, and honors diverse learning styles.
- Strive to create a true balance among freedom, order and responsibility in each classroom.
- We believe in the fullness of life and value of a diverse community, which promotes an understanding and acceptance of all people.
- We believe that the technology of the "information age" must be made available to children as is appropriate for their developmental level. Access to, and instruction in the use of computers and Ipads are fundamental to the Elementary and Middle School program.
- We nurture an extended family community within the school whose participants are supported at all levels by the whole community.

### **Family Commitment**

Beverly Hills Academy believes that parents are a fundamental part of the well-being of our school and a key component to the successful educational experience for their child(ren). We have the expectation that all members of our community participate and support the school.

*We expect parents to familiarize themselves with the Beverly Hills Academy philosophy, policies, and procedures contained in the Parent Handbook and other school publications, including our email and text communications.*

*There are committees and a parent group formed to help the school meet long-term goals, and carry out student and staff activities. Both parents and students are enriched by parents' involvement in school activities. In addition, each family is encouraged to contribute to fundraising efforts at the school. We are a non-profit and rely on our parents and alumni families to help ensure the successful future of our school.*

### **Governance**

*Beverly Hills Academy is a Michigan 501(c)3 non-profit organization operated by a Board of Directors and Head of School. The Board of Directors is in charge with ultimate responsibility for financial, legal, and strategic planning and policy issues for Beverly Hills Academy. The board sets policy to be implemented by the administration and staff. The Board ensures the integrity of Montessori philosophy within the school. The Board currently consists of 5 members (founders, parents, and alumni parents of the school).*

*The board holds regular meetings 10 times per year for the teachers, typically on the second wednesday of each month in the conference room.*

### **Admissions and Enrollment**

#### **Admission Guidelines**

### **Beverly Hills Academy Nutrition**

*Beverly Hills Academy uses the nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) as a tool for all the foods we serve. The CACFP nutrition standards for meals and snacks are based on the Dietary Guidelines for Americans, science-based recommendations made by the National Academy of Medicine, cost and practical considerations. We also encourage healthy eating habits within our curriculum. All levels of students engage in cooking activities with the children as part of our Curriculum interest areas. Every cooking activity follows the CACFP guidelines that are listed below. Our nutrition plan meets the needs of the children, families, and staff by providing a healthy and balanced intake that includes fruits, vegetables, and whole grains, and limits foods and beverages that are high in sugar, and/or fat. We offer the following:*

#### **Vegetables and Fruit**

*We serve fruits daily.*

*We offer vegetables at least three times per week.*

#### **Grains**

*We serve whole grain foods at least once a day.*

#### **Beverages**

*We limit juice intake to once per day.*

*Any child under 2 years of age receives whole milk, while any child over the age of two receives 2% milk, per federal guidelines.*

#### **Meat and Meat Alternatives**

*We serve lean meats, such as turkey and chicken.*

*We limit serving processed meats, such as hot dogs, to only once per week.*

*All meats are also halal.*

### **Nutrition and Resource**

#### **Child and Adult Care Food Program:**

[https://horizonsfoodprogram.org/wp-content/uploads/2017/08/cacfp\\_usda\\_fact\\_sheet\\_best\\_practices.pdf](https://horizonsfoodprogram.org/wp-content/uploads/2017/08/cacfp_usda_fact_sheet_best_practices.pdf)

We have a nutrition plan in place that follows the guidelines of the Federal Child Development Food Program. There is a copy of our menu in the main office and on our website [www.beverlyhillsacademy.org](http://www.beverlyhillsacademy.org).

If your child has any kind of food allergies, please make us aware at the time of enrollment. Beverly Hills Academy is a **peanut and nut-free school**.

Lunch and snack times are planned so that no child will go more than four hours without being offered food. Meal times are as follows:

- Open morning snack between 8:30 am – 10:00 am (Only in Toddler and Primary classrooms)
- Lunch 11:30 am – 12:30 pm
- Open afternoon snack before the children go home

### **Monthly Menus**

All of this information will be shared with the children, families, and staff through our monthly menus that are carefully planned to follow the child care nutrition guidelines at every meal. Menus are provided each month that provide the children with a balance of variety and familiarity.

### **Nutrition Plan Policy**

The purpose of our nutrition plan is to provide the best possible nutrition environment for the children in our facility in order to promote the children's overall development and well-being. It is important to the children, families, and staff that our nutrition plan is in place so that Beverly Hills Academy can encourage the development of good eating habits that will last a lifetime.

If you are interested in enrolling at Beverly Hills Academy, children must be 6 weeks or older to enroll in our Infant Program, and 18 months of age or older to enroll in our Toddler Program. Enrollment preference will be given to families with a firm commitment to Montessori philosophy. Classes are multi-age, and the school will make every reasonable effort to balance each class with respect to age and gender. Beverly Hills Academy is open to all children regardless of race, sex, religion, national origin, ancestry, ethnicity or handicap.

### **Admission Process**

- 1.) **Tour and observation:** Although not required, a tour of our school is strongly recommended. During your tour, you will meet our teachers, and have an opportunity to observe a classroom.
  - 2.) **Application:** Families are encouraged to submit a complete application accompanied with a \$1,000 (Toddler, Primary, Elementary) or \$1,200 (Middle School) non-refundable fee. If the cost of tuition is a concern, you are invited to fill out a tuition assistance application.
  - 3.) **Enrollment:** The school will notify you when accepted. If tuition assistance is requested, it will be reviewed and a decision will be emailed to you along with the paperwork. Signed contracts, along with an enrollment deposit are due back on the due date to hold your child's spot in a classroom.
  - 4.) **Required Forms:** Depending on the program level, certain forms must be completed and returned to the office before a child can be admitted to classroom.
- Emergency Contact/Parental Consent (All students, yearly)

- *Daytime Contact Information (All students, yearly)*
- *Extra Services (All students, yearly)*
- *Medical Release (All students, yearly)*
- *Publicity Release (All students, yearly)*
- *Child Health Assessment (All students, yearly)*
- *Family Mailing Addresses (All students, yearly)*

### ***Meeting Students' Needs ( Disabilities)***

*The Americans with Disabilities Act requires that reasonable accommodations be provided to students with disabilities.*

*Montessori environments are unique. They work to cultivate an inner discipline in children that is the foundation for further learning and social development. Occasionally the learning style of an individual child is not compatible with the climate of Montessori classrooms. If the Lead Teacher becomes concerned about an issue, they will contact you to set up a meeting.*

*If your child is not functioning successfully in the classroom, we will make educational recommendations to your family. If we believe that Montessori will not meet your child's needs, we will recommend alternative environments to you.*

### ***Withdrawal***

*Beverly Hills Academy is dedicated to maintaining a safe, harmonious classroom environment for the optimum development of the students. Parents of students with excessively disruptive or harmful behavior will be asked to seek professional assistance.*

### **Enrollment Termination Process:**

*Beverly Hills Academy requests avoiding the use of commercial characters on school items such as lunch bags, backpacks, school supplies, etc. Dr. Montessori expressed very strong beliefs that children should be grounded in reality. Our school environment is one where students are exposed to hands-on learning, and focusing on exploration. As the child develops a degree of intellectual consciousness, s/he moves from the concrete to the abstract. Our staff requests that parents reinforce the values taught at school.*

### **Nutrition: Lunches and Snacks**

***“Beverly Hills Academy encourages parents to establish healthy eating habits at an early age. “***

#### ***Lunch and Snacks***

*Parents are responsible for their child's lunch and snacks. However, Beverly Hills Academy does have a chef on site for lunch. The hot lunch program is \$6 dollars a day. You are more than welcome to have your child bring lunch and opt out of the hot lunch program. Snacks are parents' responsibilities.*

*The cost of food is NOT included in the program. When a parent elects to supply food from home, no fee adjustment will be made. Beverly Hills Academy will provide the parent with a full menu used at the center. Beverly Hills Academy reserves the right to substitute menu items on a given day dependent upon supply. Any chosen replacements will adhere to the healthy menu concept determined by the school.*

#### ***Lunches and Snacks from Home***

*If Beverly Hills Academy doesn't provide the food option needed for a special diet in the optional for purchase meals, options should be provided by the parent. There is no refrigeration in the classroom. **Lunches and snacks brought from home MUST be labeled with the student's first and last name. This includes water bottles too.** Food will not be shared with other children.*

### **Outerwear**

All students go outside most days, as nature is a critical component of Montessori philosophy. Outerwear should be appropriate to the weather. When there is snow or mud, boots are required. When it is very cold ( winter), snow pants, mittens and hats are required. Children play outside as long as the wind chill factor is above 20 degrees; if it is below that temperature, students will stay inside. Elementary and Middle School students may go outside in colder weather at their teachers discretion.

### **Gym Wear**

All students have required gym days. Please make sure that on those days your child is wearing the Beverly Hills Academy gym uniform (navy sweats with BHA t-shirt) and appropriate gym shoes. Leggings and yoga pants are not permitted in place of sweatpants. Students may wear gym shorts over their leggings, but knees must be covered for both male and female students.

### **Extra Clothes**

Parents are responsible for providing the following items below:

- Extra underwear
- Two changes of clothes
- Jacket
- Extra pair of shoes
- Sunscreen/insect repellent (**if wanted**)

**To avoid confusion and prevent the loss of items, please label all of your children's items that are brought to school with the child's first and last name.** The Lost and Found clothing will be donated at the end of the school year.

- 1.) *The Lead Teacher will consult with the Head of School at the earliest opportunity to identify an at-risk student.*
- 2.) *The Head of School will observe the student in the classroom and/or outside activities and provide the Lead Teacher with information and recommendations to address the child's needs.*
- 3.) *Staff will document specific incidents of behavior that are worrisome or problematic.*
- 4.) *If needs or problems are significant, the Head of **School and Lead Teacher will meet** with the parents. Using observation of patterns of behavior, a plan will be created to address the needs of the child. The need for specific professional consultation may be identified. If the need for professional support is requested, parents are expected to respond in a timely manner to acquire those services.*
- 5.) *A written statement of goals and strategies for achieving goals will be created with parents, the School and consulting professionals. A date for a progress review will be required.*
- 6.) *If support from the family is not forthcoming, and the problems are of such severity that the climate of the classroom and safety of other children is in jeopardy, parents will be given a date by which the student will be removed from the classroom and parents will need to obtain alternate care for the child.*
- 7.) *If a family is asked to leave the school, the student will be considered withdrawn after the last date of attendance. Tuition will be prorated for the time attended.*

**Late Payment/Non-Payment: The school operates on tuition and fees paid for ser-**

*vices. If a family's account is 60 days or more past due, the child will be withdrawn from the school until the account has been brought up to current status. If the account is not paid in full or efforts are not made to arrange a payment plan, the account will be sent to collections.*

## **School Policies**

### **Program Hours**

**Toddler Program:** 8:45AM to 3:30PM

- *Arrival: 8:30-8:45am*
- *Dismissal: 3:30-3:45pm*

**Primary Program:** 8:45AM to 3:30PM

- *Arrival: 8:30-8:45am*
- *Dismissal: 3:30-3:45pm*

**Elementary:** 8:15Am to 3:45PM

- *Arrival: 8:00-8:15am*
- *Dismissal: 3:45-4:00pm*

**Middle School:** 8:10Am to 3:45PM

- *Arrival: 7:55-8:10*
- *Dismissal: 3:45-4:00pm*

*Before Care: 7:00Am to 8:30am (Additional fee)*

*Extended Care: 4:00pm to 6:00pm ( Additional fee)*

*Beverly Hills Academy is open 7:00Am to 6:00PM*

- *Spring. Parents are given the opportunity to select a convenient time for the conference. Lead Teachers are available for special conferences as necessary. Speak directly with your child's teacher to make arrangements.*

- **Problem resolution:** *Open communication between parents and school is very imperative for the full development of a child. However, if there might be an issue, question, or concerns that you would like to address, please start by contacting your child's Lead Teacher. You may schedule a meeting if you wish. If you are not comfortable with the outcome after meeting with the Lead Teacher you are more than welcome to contact the Head of School.*

### **Dress Code**

*Beverly Hills Academy uniforms are required to be worn for all levels with the exception of the Toddler and Infant Programs. Dress Code for shoes requires that students wear black or navy flat dress/loafers/velcro or gym shoes. Navy slacks/pants and/or jumper or skirt with white collar shirt or burgundy collar shirt for Primary-Elementary students (see <https://www.dennisuniform.com/collections/hba/>). Khaki pants/skirt and white collar shirt with logo for Middle School students. \*Leggings may only be worn underneath a jumper or skirt, they may not be worn as pants. All students must cover their knees.*

- *1st Offense- A note will be sent home to parents.*
- *2nd Offense- A phone call will be made to parents to request a change of clothing brought to the school.*
- *3rd Offense- The student will be sent home.*

*You may order uniforms from DennisUniform.com. Parents are responsible for the purchase of uniforms. Please request Beverly Hills Academy School Uniforms. **The school's code is HBA.** If you have any questions you can contact Dennis Uniform at 248-340-8890.*

### **Classroom Placement:**

The final decision for classroom placement is made in the best interest of the child, along with priority given to any parent requests that accompany the yearly deposit. This is done on a first-come, first-served basis. Changes in classroom assignments will only be made if the well-being of the child, or class is seriously affected.

### **Communication:**

The home-school connection is vital! Beverly Hills Academy provides numerous avenues for the exchange of information, the majority of which are electronic. The administrators and lead teachers are available to discuss any concerns or questions at any time during the school year. **Please read the monthly electronic newsletter as it will contain important information about what is occurring at Beverly Hills Academy.**

- **Website:** General information, the calendar of events, and other useful Montessori links can be found on our website: [www.beverlyhillsacademy.org](http://www.beverlyhillsacademy.org)
- **Electronic Newsletters:** You will receive electronic newsletters monthly via text/email. These newsletters will communicate information on school-wide activities events, academics, updates, and information on specific activities occurring in your child's classroom.
- **Social Media:** Beverly Hills Academy provides information about school events as well as other items of interest to the community via an active Facebook and Instagram page. We encourage parents to follow our Facebook page.
- **School Calendar:** A calendar for the school year is available on our website.
- **Voicemail:** The main telephone number has voicemail capability. Voicemail is also convenient for leaving us after-hour messages.
- **Student conferences:** Parent-teacher conferences are scheduled in the Fall and early

Monday through Friday. All calls will be answered from 8:00AM to 4:00pm. Any recorded messages will be handled promptly by administrative staff. You may also email the Head of School.

### **Accounting Policies**

**Supply Fee:** To assist with the expense of consumable and Montessori products that will be utilized by all students in the classroom, an annual materials fee is charged at the time of enrollment or re-enrollment. The materials fees are as follows and are payable directly to Beverly Hills Academy (with the exception of MS, which went through Edukit).

Toddler: \$100

Primary: \$50

Lower El: \$75

Upper El: \$115

Middle School: \*Through Edukit

**Overdue Accounts:** If a payment is late, you are given a 2 week grace period. After your 2 week grace period, a late fee of 1.5% will be added to the unpaid balance. Without arrangements being made for payment, after 60 days past due, you will be required to withdraw your child. Accounts that remain unpaid will be referred to collections. For any payment related questions or concerns, please contact our business manager in the Main Office at 248-433-9470.

### **Payment Procedures**

1. *We accept credit card, check, and cash. You may also make arrangements to auto pay/pay your tuition on our online system, 1 core, with our Business Manager in the Main Office. Please note that there is a 4% service charge added to all credit cards. However, if you want to avoid the 4% fee, you may set up your 1 core account with your banking information.*

### **New Lunch Payment Process:**

*We will be utilizing a new system for our hot lunches. Each month you will receive a link to order hot lunches. You will be able to select your lunches and pay directly on the site. More information will be provided once the system is live.*

***Q: What if my child is absent from school on a day that they have purchased lunch?***

***A: You must notify the school before 10am and you will be credited for lunch, which means you can use it for a different day. If you fail to notify the school before 10am, the lunch charge will stand and no credit will be given.***

### ***Forgotten Lunches:***

***If you/your child forgot to bring lunch, there is a 9am cut off for ordering lunches-either via the new system or by calling the school to inform us. If you miss the 9am cutoff, an alternative lunch (supply pending) may be provided to your child, which you will be charged for.***

### ***Weapons***

*Beverly Hills Academy is private property. No weapons of any sort are permitted on the premises. Any individual who is found to bring a weapon on the premises will be prohibited from Beverly Hills Academy property and the proper authorities will be notified.*

### ***Discipline***

*Beverly Hills Academy uses the positive discipline approach to develop self control, self direction, self-esteem, and a spirit of cooperation within the classrooms. Staff will direct children with the correct behavior i.e “use walking feet” instead of “don’t run.” The teachers will use a variety of strategies in helping children handle their behavior. A positive approach to assist children in eliminating disruptive behavior will be our primary course of action. We use the six step process to resolve conflicts:*

- *Approach children calmly and stop hurtful actions.*
- *Acknowledge the child’s feelings,*
- *Involve children in identifying the problem by gathering information*
- *Restate the problem*
- *Ask the child/children for solutions and encourage them to choose one.*
- *Give follow up support when children act on their decision.*

*Staff may use non-severe discipline or restraint when reasonably necessary to prevent a child from harming themselves, others, or school items. All staff receive professional development yearly.*

## **Hazing**

- *Hazing means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another person, and in which both of the following apply:*
  - *The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization (team, association, club, etc) that is affiliated with the educational institution.*
- *The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.*

## **Threats**

*Threats against the life or health of another person are serious offenses and are subject to immediate removal from the school environment and investigation into the potential seriousness of the threat. Students who threaten the life of another student or staff member may be subject to expulsion. In cases of threats perceived to be of a serious nature, the parent may be asked to have their child psychologically evaluated to explore possible contributing factors in a student's aggressive behavior before placement decisions are made.*

***If you are being harassed, intimidated, threatened, or bullied:*** *Make your feelings clear; tell the person who is harassing, intimidating you, or bullying you to stop. A bully may think you support the behavior if you do not speak up. If the behaviors continue after you tell them to stop, report the activity to a teacher, principal, or other staff member.*

## **Important No School Dates: First Day/Last Day, Breaks,**

- ***September 6th:*** *First Day of School*
- ***October 21:*** *No School-MS Conference & PD*
- ***November 23rd-25th:*** *No School-Thanksgiving Break*
- ***December 2:*** *No School-Conferences & PD*
- ***December 23rd- January 2rd:*** *No School-Winter Break*
- ***January 16th:*** *No School-MLK Jr. Day*
- ***February 23rd-27th:*** *No School-Mid Winter Break*
- ***March 10th:*** *No School-MS Conferences & PD*
- ***March 17th:*** *No School-Conferences & PD*
- ***March 27th-31st:*** *No School-Spring Break*
- ***April 21:*** *No School-Eid*
- ***May 29th:*** *Memorial Day*
- ***June 16th:*** *Last Day of School-1/2 Day*

## **Attendance**

*Regular, punctual attendance is necessary for your child to receive the full educational benefits of Beverly Hills Academy. Parents should notify the office by 8:00AM if a child is unable to attend school. If they have purchased lunch, please also notify the school of no lunch needed for that day.*

***Primary students:*** *Daily attendance is vital for your child's development. If a student must be away for*

any length of time for reasons other than illness, parents need to contact the school.

**Elementary/Middle School:** Legally, all Middle School aged children must attend school daily. Parents should be aware that taking their children out of school for vacation could be detrimental to their education. If a vacation is scheduled, please discuss with the Lead Teacher the educational experiences and activities that will be missed during that time and arrange for your child to complete their assignments. Middle School students are required to arrive on time and check into their homeroom prior to going to their first hour class. Middle School absences will be considered excused if a student is unable to attend due to illness, religious reason, or death in the family.

*\*Excessive absenteeism may result in the failure to complete the requirements necessary to pass a specific grade. Extended vacations during the school year are highly discouraged for this reason\**

### **Technology**

Students in Elementary and Middle School at Beverly Hills Academy are provided devices that may be used during the school day. Beverly Hills Academy purchases and owns the devices. As long as the students follow the expectations of the program, they will be allowed to use them for educational purposes during the school year.

Beverly Hills Academy reserves the right to monitor the use of student devices to ensure that school policies are enforced. Students violating the guidelines presented here may be subject to suspension or expulsion. If deemed necessary, law enforcement may be contacted.

ate actions. Students found to be involved in these activities are subject to disciplinary action that will be determined based upon the severity and/or frequency of offenses. Counseling, mediation, community service, and other programs in which the student takes responsibility for their action may be used as alternative consequences to suspension and expulsion.

**Bullying** is defined as the repeated use by one or more students of a written, verbal, or electronic expression, or of a physical act or gesture, or of any combination of these directed at another individual that:

- Causes physical or emotional harm to that individual or damage to that individual's property
- Places that individual in reasonable fear of harm to himself/ herself or of damage to his or her property
- Creates a hostile environment at school for the targeted individual
- Infringes on the rights of the targeted individual at school
- materially and substantially disrupts the educational process or orderly operation of the school.
- The school reserves the right to take action to end bullying when such intervention is necessary and appropriate. The school's disciplinary response may range from warning and educational measures to expulsion. The school will report substantiated cases of bullying to the appropriate civil authorities in observance of all applicable federal, state, and local statutes.
- The school will also take preventative measures including but not limited to: lessons for classrooms, levels, or small groups, presentations and activities from contracted outside therapy/counseling services, etc.

*Fire Safety inspections are done on a yearly basis. Beverly Hills Academy conducts fire, tornado, and intruder drills regularly throughout the year. We follow safety and emergency plans that are reviewed on an annual or as needed basis. Staff is also AL-ICE trained in order to be prepared for an intruder in the building. During the day all entrances of the building are locked. There is a doorbell on the entrances, but during the school day everyone is asked to use the main entrance. All Crisis Management Plans are posted in each classroom of the building and an Emergency Preparedness Plan is outlined for what would need to happen in case of an emergency.*

### ***Visitors***

*Beverly Hills Academy welcomes and encourages visits to school from parents, outside teachers, prospective families, and the larger community. Classroom visits must be scheduled in advance with the teacher/school. When you arrive at the school for a scheduled visit, please sign in at the front office and you will receive a visitors badge. Office staff will call down to the classroom to announce your arrival. Meetings with the teacher must be coordinated with the teacher in advance.*

### ***Harassment, Bullying, Hazing, and Threats of Harm***

*Beverly Hills Academy has a zero-tolerance harassment policy. We are committed to providing all students and staff with a safe, school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of harassment, bullying, hazing, or threat experiences, and to have that report processed by a knowledgeable staff member. Children may not be cruel and/or abusive to each other in any way. If you believe your child has been involved in a harassment incident, please report it immediately to the Head of School and the school will investigate and take appropri-*

*This permission form is an agreement that families have reviewed the documented materials outlining the expectations and financial responsibilities to participate in the program.*

### ***Cost of Devices***

*Students are responsible for the care of the assigned and utilized devices during school hours. Damage can occur at any time, and families are responsible for the repair and replacement of the devices. The following outlines the parent/guardian financial responsibility for the devices.*

### ***Damage/Loss***

- *All damage will be reported to your teacher(s).*
- *The parent/guardian is responsible to pay the fee for repair/replacement to Beverly Hills Academy.*
- *The school will provide a loaner device until the fee is collected and the device is repaired or replaced.*
- *BHA reserves the right to suspend use of the device if the damage is deemed (by BHA) egregious in nature.*
- *BHA is self-insuring the device and the repair/replacement fees offset these costs.*
- *Cost will be determined based on the repair/replacement costs that BHA incurs for the particular device.*

### ***Acknowledgement/Granting of Permission***

*Families will review this information with their students to understand both the behavioral and financial responsibilities. Parents/Guardians will acknowledge and grant permission by signing the Acceptable Use Policy and Computer Use Agreement forms.*

### ***Acceptable Use Policy***

*I accept and agree to abide by the following terms and conditions regarding the use of the Beverly Hills Academy technology and network. Further, I understand and agree that:*

- *Access to BHA technology is a privilege and responsible use is expected. I accept that inappropriate behavior may lead to consequences including disciplinary action, revocation of my account, or responsibility to make financial restitution to BHA.*
- *Technology use at Beverly Hills Academy is for educational purposes only. These include, but are not limited to: classroom activities, research activities, publishing of projects, and the exchange of class-related ideas, online applications, and questions via email, message boards, and other BHA sanctioned means. Online games, social networking, chat rooms, and personal (non-school related) emails do not meet the definition of educational use and are prohibited.*
- *Materials I create and/or store on the system are not private. If warranted, school personnel may access and review all network materials and student accounts.*
- *Beverly Hills Academy retains the sole right to determine content and configuration of school equipment. Destruction and alteration of school technology, including hardware, software, or data, is prohibited.*

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18. Participants and parents please review and keep the educational materials available for future reference.

### ***Emergency Medical Care***

*The parent gives permission to the teacher/staff member to call 911 in the event of a serious emergency. Any cost or charges incurred for 911 emergencies are the sole responsibility of the parent. The parent will be notified immediately in case of an emergency.*

### ***Child Abuse and Neglect***

*All schools, child care centers, and others who work with children are required by law to inform Child Protective Services at the Department of Human Services of any suspected abuse or neglect of children. By law, a suspicion of child abuse generally means that the reporter has “reasonable cause to believe or “to know” or “suspect” that a child is being maltreated physically, emotionally or mentally. All employees are trained in identifying abuse and neglect and are required to take courses on abuse and neglect yearly.*

### ***Employee Screening***

*All employees are subject to criminal screening through the State Police and fingerprinted as mandated by the State of Michigan. Potential employees are required to interview and provide references.*

### ***Building Security and Emergency Preparation***

that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact

Beverly Hills Academy

Sheet for Students provided by

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name Printed Participant

\_\_\_\_\_  
Name Signature Participant

\_\_\_\_\_  
Sponsoring Organization Date

\_\_\_\_\_  
Guardian Name Printed Parent or

\_\_\_\_\_  
Guardian Name Signature Parent or

\_\_\_\_\_  
Date

- *Downloading, installation, or use of software or files from outside sources requires permission from an authorized staff member.*
- *Use of personal hardware, disks, CDs, or DVDs on district equipment must be approved by an authorized staff member.*
- *Passwords are not to be shared; user accounts must not be shared or left open. If I share my password or leave my account open, and it is used by someone else, even without my permission, I may be held responsible for their actions as if they were my own.*
- *Private, commercial, offensive, or illegal use of district technology is not permitted.*
- *Participating in any form of bullying or threatening others is prohibited.*
- *Violation of copyright law or plagiarism is prohibited.*
- *Use of BHA technology is contingent upon return of this signed form.*

### **Device Use Agreement**

*Students:*

- *Agree to use the devices and tools in a safe, responsible, and ethical manner that meets the Acceptable Use Policy and the BHA Technology Use Agreement guidelines*
- *Agree to never leave the device unattended*
- *Agree that they are responsible for the care of their device*
- *Agree to never loan their device to other people*
- *Agree to protect their device from food, drink, water, and situations that increase the risk of damage*

- *Are expected to have their device fully charged and ready for each school day*
- *Agree to notify their teacher of any malfunction or damage to their device*
- *Agree to not share their ID's, passwords, or other security information to anyone except their parents and teachers*
- *Are expected to use their device in creative and collaborative ways that expresses their critical thinking*
- *Agree to use the device and tools to create an environment (physical or cyber) that promotes a caring and inclusive participation of others*
- *Agree to use the device and tools to transform and personalize their learning*
- *Agree to set an example of digital citizenship for themselves, their peers, and their family*
- *Agree to share their technology knowledge and skills with their peers and teachers when appropriate*
- *Agree to tell an adult if they witness inappropriate content or behavior with the device*

***Personal Electronic Devices, Tablets, Cell Phones/Smart Watches:***

*Use of personal electronic devices, tablets, cell phones, and smart watches are prohibited. We encourage parents to keep these items at home. Any student caught violating this policy will have his/her device confiscated. Parents will be notified and required to come into the office to pick up the device.*

***Parents and Guardians:***

bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional. Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cd.gov/concussion](http://www.cd.gov/concussion).

**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form**

**CONCUSSION AWARENESS**

**EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM** By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012

- Loses consciousness (even briefly)
- Is unsure of game, score, or opponent
- Shows mood, behavior, or personality changes
- Forgets an instruction
- Moves clumsily

### **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Repeated vomiting or nausea
- Becomes increasingly confused, restless
  - Is drowsy or cannot be awakened
    - Slurred speech or agitated
    - A headache that gets worse
    - Convulsions or seizures
    - Has unusual behavior
- Weakness, numbness, or decreased
  - Cannot recognize people/places
- Loses consciousness (even a brief loss of coordination consciousness should be taken seriously.)

### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a

- *Parents/guardians and students need to review, discuss, and agree to the Acceptable Use Policy and Device Use Agreement forms.*
- *Discuss the expectations regarding device use, online safety, and the appropriate use of the internet, emails, apps, and photos.*
- *Ensure that your children understand their responsibilities for use of the device at school.*
- *Agree to be responsible for the repair or replacement of the device.*
- *Agree to recognize that media and technology is a significant part of their children's lives and a critical component of their learning.*
- *Agree to talk with their children, teachers, and principal about issues or concerns in an effort to improve this experience for the student.*

### ***Arrival and Dismissal***

*It is important that children arrive on time, as the beginning of the school day sets the tone for the day. Children who are rushed, and arrive late may not be in the right frame of mind to begin their activities and may have missed some of their morning work. We ask for your cooperation in ensuring that your child has the opportunity to begin their work at the start of the class period. Parents should not enter classrooms or disturb teachers once the day has begun.*

***Arrival:*** *When arriving at Beverly Hills Academy, parents will be assigned arrival and dismissal areas per department. As a part of our building security protocol, parents will be asked to either valet or walk students to the door depending on their arrival*

time. From there, younger students will be walked down to their classrooms by a staff member. Parents will not be allowed to regularly enter the building at arrival/dismissal.

**Toddler Class 1:** Arrival/dismissal area is located on the right, rear of the building. When entering the main driveway, keep right, and follow the lot around to the designated Toddler parking spots. Ms. Zainab's Toddler parents should park in the Toddler parking spots and use the Toddler entrance where a teacher will be waiting to greet you and your child. Doors will close at 8:45Am. After 8:45AM, proceed to the front of the school and walk your child to the Main Entrance where you will be greeted by a staff member that will walk your child to their classroom.

**Toddler Class 2 & Toddler Class 3:** Arrival/dismissal area is located on the left side of the circle drive at the green awning attached to the Multipurpose Room. When entering the main driveway, stay right and follow the circle drive around to the designated drop-off area under the Beverly Hills Academy green awning. At that time, please park your car in the circle, and walk your child to the door under the awning. You will be greeted by a staff member who will walk your child to their classroom. If you arrive after 8:45, walk your child to the Main Entrance instead of the green awning.

**Toddler Dismissal Time is 3:30-3:45pm. After 3:45pm, late fees will apply.**

### **Primary**

The Primary arrival/dismissal area is located on the left rear of the building. When entering the main

seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### **IF YOU SUSPECT A CONCUSSION:**

**1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

**2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

**3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Can't recall events prior to or after a hit
- Answers questions slowly
- Is confused about assignment or position- or fall

- Sluggishness
- Memory Problems
- Feeling Irritable
- Nausea/Vomiting
- Blurry Vision
  - Haziness
  - Confusion
- Slow Reaction Time
  - Dizziness
- Sensitive to Light
  - Fogginess
  - “Feeling Down”
  - Sleep Problems
  - Grogginess

## WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out. You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself,

*driveway, turn left at the first opening. Follow the lot around and proceed to the green awning located on the south side of the building near the playground. Please stay in your vehicle until a teacher greets you and assists your child into the building. Valet drop off ends at 8:45am. At 8:45Am, proceed to the front of the school and walk your child to the door where you will be greeted by a staff member that will walk your child to their classroom.*

***Primary Dismissal Time is 3:30-3:45pm. After 3:45pm, late fees will apply.***

### ***Elementary***

*The Elementary arrival/dismissal area is located on the left side of the circle drive at the green awning attached to the Multipurpose Room. When entering the main driveway, stay right and follow the circle drive around to the designated drop-off area under the Beverly Hills Academy green awning. At that time, please make sure that your vehicle is in park and the doors are unlocked. A staff member will arrive to assist your child in exiting the vehicle and escort them into the building. Drop off valet ends promptly at 8:15am. At 8:15am, proceed to the Main entry doors at the front of the school where you/your child will be greeted by a staff member who will walk your child to their classroom.*

***Elementary Dismissal Time is 3:45-4:00pm. After 4:00pm, late fees will apply.***

### ***Middle School***

*The Middle School arrival/dismissal area is located at the northwest (right, rear) entrance of the building behind the Toddler department. Middle School*

students will be required to arrive by 8:10AM to check in with their homeroom before proceeding to their first hour class. After 8:10, proceed to the Main entry doors at the front of the school where your child will be greeted by a staff member.

**Middle School Dismissal Time is 3:45-4:00pm. After 4:00pm, late fees will apply.**

### **Before(AM)/ Extended Care(PM)**

The extended care area is located on the left side of the circle drive at the green awning attached to the Multipurpose Room. **Morning Before hours are 7:00AM to 8:30 AM. Afternoon Extended care hours are 4:00pm to 6:00pm.**

**If you have not signed up for extended care on your enrollment document, you must sign up on the Sign Up Genius for that month by the given deadline. That is how staffing will be prepared and due to licensing requirements, we must remain within ratio. Therefore, drop ins for extended care will not be permitted.**

**Dismissal and Release of Children:** Please pick up your child at the designated time. If you will be late, please call the front office to notify us. Children who have not been picked up within 15 mins of the dismissal time will have their emergency contacts utilized. Parents that are habitually late, have not signed up for extended care, and have not made contact with the Main Office will be charged \$1/minute for each minute after the 15 minute grace period.

**Extended Care Dismissal:** For children that are

### **Parent Notification**

Student's authorized emergency contacts will be notified immediately of any accidents, injuries, or illnesses. Each child's information card will need to be filled out completely. If the child's information card was to change during the school year, it is the parents responsibility to call the office and make them aware. Behavior incidents will be communicated on a case to case basis, depending on the seriousness of the incident (determined by the Lead Teacher). You will be contacted by phone for urgent matters.

### **Beverly Hills Academy Concussion Information:**

**Educational Material for Parents and Students (Content Meets MDCH Requirements)** Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

## **UNDERSTANDING CONCUSSION**

### **Some Common Symptoms :**

- **Headache**
- **Balance Problems**
- **Sensitive to Noise**
- **Poor Concentration**
- **Not "Feeling Right"**
- **Pressure in the Head**
- **Double Vision**

1. *If you wish to celebrate your child's birthday in class, a plan must be approved by their teacher at least a week in advance.*
2. *Restricted Items: Please do not bring in any items that contain nuts or peanuts. We have several students in the building with severe allergies.*
3. *Most birthday celebrations are held at the end of the school day.*
4. *We do not have "birthday parties" at school.*
5. *Party invitations are not to be distributed in class unless the whole class is invited. If you are inviting the whole class and want to send an e-vite, your child's teacher can forward that to the whole class.*
  - a. *Individual invitations can be given to the teacher to place in students' backpacks. Other than that, you need to communicate with families outside of school.*
6. *Summer birthdays can choose a day during the school year to celebrate if they wish.*

***Non-Discrimination Policy:*** *Beverly Hills Academy values all employees and potential candidates as unique individuals and we welcome the variety of experience they bring to our school. As such, we have a strict non-discrimination policy. We believe that everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, genetic information, pregnancy, or any another protected class as designated by law.*

### **Child Safety**

*signed up for extended care and are not picked up by our closing time of 6:00 pm, we charge an additional late fee of \$1 per minute. If you are going to be late for extended care pickup, you must contact the school. In addition, if you are habitually picking your child(ren) up after the closing time of 6pm, your child may be exited from the program and no longer able to attend. Staff is only scheduled until 6pm. Of course, there may be a time where an accident or weather event occurs and has you running behind. However, this may not become a habit.*

### ***School Closing***

*In the event of a snowstorm, weather emergency or unforeseen school closure please stay tuned to local news channels 2,4, and 7 or radio stations WWJ 950 and WJR for announcements about school closings.*

*We will also post information on our Facebook and Instagram page as well as sending out an email and text message to notify you of any non-scheduled school closings.*

*During a power outage, the School is unable to receive calls. When a power outage occurs, we will assess the estimated time of restoration and weather conditions to determine if the school needs to be closed. Notifications of closure will be made via Facebook and emails.*

### **Health Policy**

***Immunizations:*** *According to Public Act 368 of 1978, any child enrolling in Michigan school for the first time must be adequately immunized. Exemptions to these requirements are granted for medical, religious, and other objections, provided that the*

waiver forms are properly prepared, signed and delivered to the school administrator.

Beverly Hills Academy uses the program, 1 Core, to update and track immunization records and health appraisals we have on file for each individual child. We use 1 core to pull up these reports at least once a month to track any outdated or needed information for these records. The state of Michigan requires us to utilize the MCIRS system to log all immunizations records. The immunization records must be updated by your child's pediatrician.

We encourage you to stay up to date on your child's well-checks and immunizations. We make regular reminders once a month to parents to notify us if there are any changes to your child's health or allergies. If parents choose not to vaccinate their child, a state waiver is required for enrollment

### **Illness**

For the protection of all students, the school staff reserves the right to send a child home whose health (according to Department of Health guidelines) poses a threat to other children at school. Any ill child should be kept home. Children should not be brought to school if they:

- Have vomited or had diarrhea within the last 24 hours.
- Require more rest time than what is provided at school.
- Currently have a fever, or have had one within the last 24 hours, over 101 degrees.
- Are unable to play outside.

**\* If your child has a communicable disease including but not limited to: mumps, strep, chicken pox, hepatitis, pneumonia, measles, rubella, scarlet fever, encephalitis, COVID-19, or meningitis, you MUST REPORT THIS TO THE OFFICE.**

This website has information about communicable diseases:  
[http://www.michigan.gov/mdhhs/0,5885,7-339-71550\\_5104\\_53072\\_53073---](http://www.michigan.gov/mdhhs/0,5885,7-339-71550_5104_53072_53073---)

**Smoking Policy:** Cigarettes, marijuana and other smokeless tobacco products are not permitted on Beverly Hills Academy premises.

### **Alcohol Policy:**

1. If at any time we feel that a parent/guardian who is authorized to pick up or drop off the children is under the influence of alcohol and/or any other toxic substance, the school may refuse the release of the children. The school will contact another authorized person to come and pick up the child, explaining the circumstance. In some cases, an incident of this nature could lead to a referral to our governing bodies, and a call to child protective services.
2. There is no alcohol allowed on campus during regular business hours.
3. Intoxicated individuals on campus and at any school sponsored event will be asked to leave or the police will be called.

### **Birthdays**

We acknowledge that birthdays are special days for our students and families, who may wish to help them celebrate with their fellow students. Please adhere to the following rules:

and will return the medication to the parent or destroy it when no longer needed.

**D.)** The provider will not administer any over-the-counter medicines that, in the sole discretion of the teacher, may mask symptoms of illness.

**E.)** Under no circumstance should a child keep medicine in their own personal belongings, such as cough drops and chapstick.

### **Health Related Resources**

Oakland County Health Division: <https://www.oakgov.com/covid/resources/education/Pages/k-12.aspx#:~:text=OCHD%20recommends%20that%20schools%20send,viral%20test%20if%20symptoms%20develop>.

- This website has mandates and requirements for all things COVID, as well as information surrounding other illnesses and protocols.

CDC Travel Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Department of Health and Human Services website: [www.health.gov](http://www.health.gov)

- This website has information about medicine, illness, and disease. You can also find healthcare information: [www.webmd.com](http://www.webmd.com)

Fever of 101 degree or above	Fever free for 24 hours without medicine
Vomiting	24 hours symptoms free (on regular diet)
Diarrhea (3 times)	When stools are formed and symptom free for 24 hours (on regular diet)
Nasal Discharge (yellow or green mucus)	Discharge is not thick yellow or green and/or if the child has been on antibiotic for 24 hours
Chicken Pox	After all skin lesions have dried
Mumps	After swelling is gone(~9 days)
Strep Throat	After 24 hours of antibiotic treatment
Measles or German Measles	Not earlier than 4 days after onset of rash
Pink Eye or Conjunctivitis	When eyes are mucous free or on medication for 24 hours
Hepatitis A	With physician clearance
Impetigo	With physician clearance, after medication for 24 hours and infected parts covered
Ringworm or Pinworms	After 24 hours of physician prescribed treatment and kept covered
Lice	When infestation and nit free as the result of treatment with a medicated shampoo
Scabies	After 24 hours of physician prescribed treatment
Unidentified Rash	With physician clearance
Meningitis	With physician clearance
Influenza	With physician's clearance or fever free without medication for 24 hours
Roseola	After rash clears
Hand, Foot, Mouth	When lesions heal and drooling ceases
Croup	After free of coral infection and child is no longer having difficulty breathing
COVID-19	*Following OCHD guidelines. Current guidelines (8/2022) state that students may not return until Day 6 with improved symptoms (after 5 days of isolation), and then must wear a well-fitting mask for days 6-10.

All reports and data associated with serious disease such as HIV infection and AIDS, that are furnished by the Department of Health or local health officer are confidential. These reports are made solely to the Head of School. Any further disclosure about a serious disease can only be made with a written permission of the child's parent/guardian.

#### **Disease/ illness Symptoms and When a child May Return:**

**Hand washing:** Children and staff wash their hands each day upon arriving at school, before eating, after using the bathroom, and blowing their nose.

**Cleaning and Sanitizing Cots and Materials:** Cots and sheets are washed once a week and sanitized daily. Materials are regularly cleaned and sanitized to minimize the spread of disease. All student owned bedding will be sent home on the last day of each in order to be washed.

#### **Biting Policy:**

In order to provide a safe and healthy environment for your child, the school has a biting policy in place. If the child becomes a chronic biter, and it is determined that the child would be better served in a different setting, you may be asked to remove your child from school until the problem is under control. If your child struggles with biting, they may wear a teething/amber necklace in order to help to direct that energy away from other students or staff.

**Controlling Infection:** If a child is showing symptoms of an infectious disease, the child will be sent home immediately. When waiting for a parent/ guardian to arrive, the child will be separated from the other children and placed in a different room under staff supervision. Infographics showing proper disinfecting methods and detailed steps, and symptoms of ill-

ness are posted for easy reference. If necessary, or in severe cases, the school will contact the Health Department to discuss action for this particular illness.

**Medication Policy:** Beverly Hills Academy agrees to the administration of oral medications only. In the event that the child requires medication that cannot be administered orally, the child's parent/guardian or an authorized emergency contact (with written consent from the parent/guardian) **will be required** to administer the child's medication as needed.

When a parent requests that the school administer medication, the following provisions shall apply:

**A.)** Medication, including prescription drugs or individual special medical procedures, will be given or applied only with prior written permission from parents. Prescription medication must have the original pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions. Providers will not honor any instruction from a parent which contradicts the instructions of the physician (for prescription drugs) or the instructions on the label (for over the counter drugs).

**B.)** All providers will maintain a record as to the time and the amount of any medication given or applied.

**C.)** The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. Staff will keep the medication out of the reach of children