

2024-25

Preschool

Participant Handbook

311 Clark Street
Kingsley, MI 49649
(231) 263-5261



These materials were developed under a grant awarded by the Michigan Department of Education.

Vision Statement

We are a TEAM...learning for life! Together Everyone Accomplishes More

Mission Statement

Kingsley Area Schools, together with family and community, share the responsibility to educate all students to become productive responsible citizens and life-long learners.

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Welcome

We are happy to have your child enrolled in our program, and look forward to creating a lasting partnership with you and your child. We are glad that you have chosen Kingsley Area Schools to meet your child's educational needs. All of our programs are licensed by the State of Michigan and provide excellent care.

Working with you and your child to provide the best possible experience is our goal and responsibility. To better serve you we are providing you with this handbook so that you may become better acquainted with the policies and procedures related to the Preschool Program.

The rules and guidelines included are necessary to make our program run effectively and smoothly, and to ensure that your child is given the best educational experience possible. Please be sure to read this handbook carefully and keep it handy for future reference.

If you have any questions or concerns regarding the program, please check with the Program Director or contact your child's teacher. You may reach the Program Director, Mrs. Kristin Goethals at 231-263-5261 ext. 2100.

MDHHS RULE R400.8146 - Information provided to parents

(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:

- (a) Criteria for admission and withdrawal
- (b) Schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided
- (c) Fee policy
- (d) Discipline policy
- (e) Food service policy
- (f) Program philosophy
- (g) Typical daily routine
- (h) Parent notification plan for accidents, injuries, incidents, illnesses
- (i) Exclusion policy for child illnesses
- (j) Notice of the availability of the center's licensing notebook. The notice shall include all of the following:
 - (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2015.
 - (ii) The licensing notebook is available to parents during regular business hours.
 - (iii) Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at **www.michigan.gov/michildcare**. The website address must be in bold print.

(2) Written documentation that the parent received the written information packet as required by sub rule (1) of this rule shall be kept on file at the center.

- (3) For infants and toddlers, parents shall receive a written daily record that includes at least the following information:
- (a) Food intake; time, type of food, and amount eaten
 - (b) Sleeping patterns; when and how long child slept
 - (c) Elimination patterns, including bowel movements, consistency, and frequency
 - (d) Developmental milestones
 - (e) Changes in the child's usual behaviors
- (4) Parents of children with special needs may request a written daily record that includes at least the information required by sub rule (3) of this rule.
- (5) Parents shall be notified before each field trip.

Program

GSRP- Great Start Readiness Program



Free preschool is available to qualifying families. This state funded program allows children who meet eligibility factors such as income eligibility to attend preschool Monday through Thursday free of charge. Students will learn in a classroom with a 1:8 teacher student ratio. Application for the GSRP program is done in collaboration with Head Start. To make your appointment please call 1-800-632-7334 or call 231-263-5261 ext. 2100.

Program Goals & Philosophy

Activities in Kingsley Preschool Programs are designed to be flexible enough to meet each child's individual developmental needs. The programs are designed to provide quality preschool options for parents/guardians. The environment is child centered with individual, small and whole group activities. Activities will be selected based on the interests and needs of the children, emphasizing fun, safety and the importance of peer interaction. Children may work in a variety of hands-on, self-directed activities including: arts and crafts, games, science and nature projects, sports, large and small motor activities, life skills, computer projects, individual projects, recreation (playground), academics, school readiness skills, and rest time.

Kingsley programs strive to meet the following goals:

- Increase student achievement
- Assist children in school readiness skills
- Support skill development and provide children with academic support
- Provide fun learning activities in a positive environment
- Provide work time for children to engage in desired activities

The philosophy of Kingsley Preschool Program is based on the Creative Curriculum approach. Students will be engaged through a hands-on approach to explore the world around them while developing their social, emotional, mental, physical, and creative self.

Programming

Kingsley Area Schools State of Michigan licensed programs provide a preschool program that offers opportunities for the developmental growth of each child in the following areas:

- Physical development, including large and small muscle
- Social development, including communication skills
- Emotional development, including positive self-concept
- Intellectual development

Additionally, provisions are made to offer the following in the program:

- Permit parents to visit the program for the purpose of observing their children.
- Children in attendance for three or more continuous hours per day shall be provided daily outdoor play, unless prevented by inclement weather conditions.
- Provide children under school age in attendance for five or more continuous hours a day with an opportunity to nap or rest.
- Provide children less than three years of age with an opportunity to nap or rest regardless of the number of hours in care.

Curriculum

The Creative Curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. This curricula applies the latest theory and research on best practices in teaching and learning and the content standards developed by states and professional organizations. While keeping the original environmentally-based approach it clearly defines the teacher's vital role in connecting content, teaching, and learning for preschool children.

Developmental Screening & Ongoing Assessments

Upon entry into the program children will be screened using the ESI-R screening, Early Screening Inventory. This identifies additional supports or services that children may need. Our program utilizes Teaching Strategies GOLD as an assessment tool. Assessments will be ongoing and document the child's growth through authentic assessment. Authentic assessments are more natural. They provide teachers with valuable and practical information to understand and plan for the developmental needs of their students. Because information on children's progress is gathered in the course of everyday classroom activities the results can immediately be

put to work to strengthen the classroom program. Information regarding the child's development will be shared with the parents at conferences and upon request.

Admission & Registration Policy

The program is open to students who are 4 years old by September 1st. Information given at the intake appointment will help make a decision about placement for your child. Admission into the GSRP program will be done using a series of eligibility factors including income level.

Students not meeting the initial income requirement may receive a spot during second round or receive a sliding tuition scale for enrollment. Preference will be given in the following order based on availability of slots: in district, out of district, out of ISD. Students who are selected from out of ISD will require approval by ISD and Program Director.

***Pre-registration is necessary.**

All students interested in the GSRP program will register by calling 1-800-632-7334.

Registration forms will be completed at the time of application. Lunch and snacks are included as part of the GSRP grant. Families that don't qualify for first round of GSRP with income requirements may be offered a sliding tuition scale based on other eligibility factors. To withdraw from the program requires written notice to the Program Director.

Program	250% of FPL and Below:	251% - 300% of FPL:	301-350% of FPL:	351-400% of FPL:	401% of FPL and Above:
School-Day Annual	No tuition may be charged	\$10	\$360 5% of GSRP Allocation	\$580 8% of GSRP Allocation	\$720 10% of GSRP Allocation

Days and Hours of Operations

Kingsley Preschool will begin September 5, 2023 and will end with the last day of the school year. We will operate on the same calendar as the normal school year. The center will be closed on major holidays including Thanksgiving Break, Christmas Break, Spring Break, and Memorial Day. There will also be scheduled professional development days reflected in the school calendar. An updated calendar will be given out at the beginning of each school year. In the event of inclement weather, we will follow the schedule of Kingsley Area Schools.

GSRP student will run 8:15 am till 3:15 pm. Half days will release at 11:30. The Kingsley Area School calendar can be found at www.kingsleyschools.org

Late Pick-Up Policy/Fees

Parents/Guardians who arrive before or after regular program hours to drop off or pick up their children will be charged a fee of \$1.00 per minute starting one minute before or after the regular program hours.

If a child is not picked up at closing, we will begin calling parents/guardians and other emergency contacts. Please be considerate of our staff.

Health Regulations

MICHIGAN IMMUNIZATION REQUIREMENTS

The following immunization requirements affect all new kindergarten and other school children of any age moving into our school district. Compliance with the following must be reported annually to the Grand Traverse County Health Department, who monitors district compliance with immunization requirements. While we want all kids to come to our school, students may not enroll or attend our school without the required immunizations or initiation of an immunization program. Following are the current requirements:

- DPT – 4th dose 6 months from 3rd dose; last dose at or after 4 years of age.
- POLIO - Four doses unless the third dose is received after the 4th birthday; last dose on or after 4th birthday and 6 months from previous.
- MMR - 1st dose after 12 months and 2nd dose at least one month later or 4 weeks apart
- HEP B - 3 doses over a 1 year period; 1st dose required before school entry
- Varicella Chicken Pox – 2 doses prior to school entry unless child has had the disease
- Pneumococcal – all children before age 5 (as of January 2011)

If your child needs any of these immunizations, you may take him/her with his/her immunization records to either: Your family doctor, Munson Medical Center @ 935-5000 or the Grand Traverse Health Department @ 922-4831. Parents may also access the K-Town Youth center at 263-5895.

There are two types of reason for a waiver, religious and medical. If you have a religious or medical objection to any of the immunizations, a waiver form is required and available from the school office and must be updated annually. The medical waiver will require a physician's authorization. Your child will be excluded from school for their protection for a minimum of 18 days with an outbreak of diphtheria, pertussis, tetanus, polio, measles, mumps, or rubella. Please direct any questions regarding required immunizations to the program director.

Head Lice

Head lice is a common infestation that finds its way into our school frequently each year. Any person/student can be a host for head lice regardless of living conditions, apparent cleanliness, or good/poor hygiene. Head lice has the ability to spread somewhat easily from one child to another and there is no guaranteed procedure to determine where a child may have come into contact with head lice.

Head lice has the potential to cause anxiety and anger among parents. We are deeply sympathetic with the feelings and perceptions that parents of children with head lice may be feeling. We have

many resources available in our school and community to assist families in eradicating head lice infestations. Parents need to know that most children come into contact with head lice at one time or more during his/her school-aged years. Parents should not be embarrassed or feel singled out, but rather comfortable knowing that it can be common and the treatments are highly effective.

It is our responsibility to protect all our children from possible infestations of head lice. Therefore the following guidelines have been adopted by the board of education and will be **STRICTLY ENFORCED**:

For the protection of all students:

- All children at Kingsley Preschool are subject to routine “healthy head” inspections.
- This procedure is done as quickly as possible. Students found to have head lice are treated with kindness and granted as much confidentiality as possible.
- Children who have head lice or nits must be sent home.

Children who are sent home with head lice or nits will need to be rechecked by school staff before reentry.

- The office staff will determine if a child is lice or nit free and this decision will be final. A note from a doctor will not guarantee re-admittance to school.
- Children/families with chronic head lice infestations may be referred to outside sources.
- Children returning to school must check-in at the office to verify they are lice and nit free.
- A head lice notice will be sent home with all children in the infected child’s classroom.

To assist families with treating head lice:

- The school carries supply of several treatment formulas, which are available at cost.
- We will provide referrals to other sources of help upon parent request.
- We do not maintain records of students who have had head lice and strive to protect the student confidentiality.
- A wide assortment of literature on head lice and treatments is available in the office.
- Referral to outside resources including but not limited to local doctor or the county health department. (231-922-4831)

What parents can do at home to protect all children:

- Check your child frequently for signs of itching and for live lice and/or nits.
- Consult your school office staff with any questions regarding head lice.
- Inform the office if your child has head lice.

OTHER COMMON DISEASES REQUIRING PARENT ACTION

<u>DISEASES</u> <u>& INCUBATION</u>	<u>SPREAD</u>	<u>SYMPTOMS</u>	<u>ACTION REQUIRED.</u>
Chicken Pox 2 – 3 weeks	Secretions of nose and throat, discharges	Mild fever at time of eruption which looks like water blisters	Exclude from school until all lesions are dry and crusted

Common Cold	Direct contact, secretions of nose water, and throat	Runny nose, eyes, slight fever, feels “bad”	Exclude if fever is present or if secretions are moderate to severe; excessive coughing
Fifth Disease 4 – 15 days	Personal contact with droplet	Usually an initial rash slapped cheek appearance, may spread to trunk	Parents check with doctor, no exclusion with approval from doctor
Impetigo	Discharge from Lesions	Blister like sores	Exclude until 24 hours after prescribed treatment
Influenza	Discharge from nose & throat	Fever, distress, aches, aching back, limbs	Exclude until fever is gone
Head Lice	Infected persons & clothing, combs, etc.	Lice, nits on hair itching, scratching	Exclude, may return when lice and nit free
Mononucleosis 30 – 50 days	Saliva passed by hands, kissing, etc.	Sever sore throat & enlarged glands	Written approval from doctor is required
Pink Eye	Discharge from eyes and nose	Red eyes and lids, crusty around eye	Excluded until 24 hours after prescribed treatment
Scabies	Close contact with Source	Extreme itching of skin	Excluded until treated and written note from doctor
Scarlet Fever 2 – 5 days	Discharge from upper respiratory tract	Sudden onset usually with fever, sore throat vomiting, headaches, strawberry tongue	Exclude until strep treatment for 24 hours
Strep Throat	Discharge from upper respiratory tract	Rapid onset of fever, sore throat, tonsillitis, or pharyngitis	Exclude if fever is present, may return 24 hours after treatment
Whooping Cough	Discharge from nose And throat	Ordinary cough becoming persistent, worse at night	Exclude, may return after a minimum of 21 days after development of whooping cough

Other diseases or Common ailments will be handled on an individual basis in consultation with a physician, or the Grand Traverse County Health Department Nurse.

Medication Policy

Any student requiring routine prescription medication to be dispensed at school must have the Kingsley Preschool Permission to Administer Medication form filled out and signed by the attending physician. Forms from other schools will not be honored (board policy). Forms are available in the office and they are also sent to area doctors each fall. The form is valid for one year only and only for the stated medication and dose. Due to the sensitive nature of dispensing medication, the following guidelines will be strictly enforced:

- The Kingsley Preschool Permission Form must be used – no substitutions.

- All medications must be delivered and retrieved by the parent or designated adult.
- All medications must be in the original bottle.
- A student may not transport medication at any time.
- Refill of the prescription shall be the responsibility of the parent or guardian.

Students who require administration of prescription medication on a short-term basis (illness, infection, antibiotic) must follow the following guidelines:

- The medication must be delivered and retrieved by the parent or designated adult.
- The medication must be in the original bottle. Parents should keep remaining medications at home.
- A student may not transport medication at any time.
- The parent must provide written verification of the medication including the child's name, time of dosage, and amount of dosage.

In order to provide the safest distribution of medication, the following practices have been established:

- Only designated preschool staff shall distribute medication.
- All prescription medications are locked during non-use hours.
- Preschool staff will record and document administration of all medications.
- The preschool teacher will attempt to contact parents when medication supplies are low. However, ultimately it is the responsibility of the parent to maintain an appropriate medical supply at school.

Over the counter medications, such as aspirin, decongestants, cough syrup, and topical treatments are also applicable to these guidelines. Parents wishing for their child to receive over the counter medications at school shall abide by all of the previously listed guidelines (except for the permission form for Tylenol at the end of the handbook) and the same administration practices shall be adhered to.

Parents shall provide over the counter remedy in the original container with a written note explaining the dose(s) and time(s) for distribution of over the counter medications.

Preschool staff are permitted to administer children's Tylenol as needed with parent permission if the parent has completed and returned form 5330 F1b (Authorization for Administration of Tylenol). Parents will be notified before Tylenol is administered to ensure that medication has not been given at home and that the proper dosage is distributed.

Absences and Sick Days

If your child is sick or will not be attending, please notify us in advance whenever possible. We need to know who will be attending each day for record keeping and daily planning. You can report absences during school hours to the Program Director or classroom teacher by leaving a message on her voicemail.

It is important that we know when your child will not be attending the program. If we are not notified of your child's absence, the staff will begin trying to locate the child. We strive to

maintain a minimum of 80% attendance rate. After your child is absent for 10 days you may be asked for a doctor's verification of illness or to meet with the program director. Your help in keeping us informed of absences will save a lot of worry and time for everyone involved. Thank you for your understanding.

Emergency Procedure for Accident/Incident/Serious Injury

In the event of an accident or emergency, we will seek 911 emergency medical care. Parents/guardians will be contacted as soon as possible. If we are unable to reach the parent/guardian, we will contact those listed on the Child Information Form. The parent/guardian will be responsible for any incurred expenses. **For your child's sake, please keep the teacher updated on any change in emergency phone numbers. Voicemail numbers are listed on the back inside cover of this booklet.**

In the event of an emergency, the following steps shall be taken:

- Call 9-1-1 if the situation is critical.
- Immediate first aid will be given.
- Evaluate the situation and call for back-up assistance as needed. Assistance could be from the office, classroom assistant, custodian, or any staff member, depending upon the urgency of the situation.
- Notify parent(s) or legal guardian as soon as possible. If not able to reach parents, call emergency contact as listed on BCAL Child Information Form.
- Determine what action parents or emergency contact would like taken.
- Contact the Program Director (during office hours).
- Complete an Incident/Accident Report Form (MDHHS) and if an injury or suspect an injury a KAS accident form within 72 hours of a verbal report.

Incident, Illness, or Other Non-Emergency

In the event of a non-emergency, the following steps shall be taken:

- Notify the parents as soon as possible and describe the situation. Make available the choice to come and pick up student. If it is non-emergency and the child is not ill the classroom teacher may wait until pick up time to notify the parents.
- Determine what action the parents would like taken.
- Contact the Program Director.

Playground Notice

School-age centers operating in school buildings approved by the Michigan Department of Education are exempt from sub rule (11) of this rule, provided the licensee informs parents, in writing at the time of enrollment, if the center plans to use a public school's outdoor play area

and equipment that does not comply with this rule. Our center has been inspected and preschool students will play only on approved equipment.

Field Trips

Kingsley Preschool may include walking field trips as part of their program activities. Information on all field trips, including dates and times, can be obtained from the Program Director or classroom teacher, and parents will be notified prior to all trips. If you do not want your child to attend one of the scheduled trips, you will need to arrange alternative care for your child on that day.

Please note that smoking or vaping shall not occur in or during either of the following:

- a. In the child care center or on real property that is under the control of the child care center and upon which the child care center is located.
- b. On field trips and in vehicles when children are present.

Meals and Snacks

GSRP Preschool students will have two snacks and a lunch provided to them by Kingsley Area Schools. For your information, a daily menu for lunch and snack will be posted in the classroom. A morning snack will be served around 8:30 am, lunch around 12:00 pm, and an afternoon snack at 2:15 pm.

Nutrition Policy

USDA approved lunch and snacks will be offered each day. If your child has special dietary needs, you must share this information with the Program Director and your child's teacher. Food and beverages served will comply with your child's needs. Food and beverages provided by the center shall be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the child and adult care food program as administered by the Michigan department of education based on 7 C.F.R. Part 226, 1-1-11 edition, of the United States department of agriculture, food and nutrition services, child and adult care food program and is hereby adopted by reference. A copy can be obtained from CACFP at www.michigan.gov/cacfp.

Parents supplying food for their children are encouraged to provide nutritious food for their child. Parents will need to check with the teacher regarding food allergies that other children may have.

Students will engage in physical activity throughout the school day. Physical activity will include a minimum of two outdoor recess play times where students can run, and climb on approved playground equipment. Students will also be encouraged to move throughout the classroom and engage in appropriate physical exercises.

Check-In/Check-Out Procedure

GSRP students will have two options for transportation:

Parent/Guardian drop off/pick-up

Children being picked up must be signed into and signed out of our programs each day.

Parents/Guardians must escort the child to and from the designated program area each day. When children are being picked up from the program at any time, you must come into the room, notify the teacher and sign your child out on the “attendance sheet.” We will not release the child to anyone without proper authorization and identification, **and** if they are not listed on their Child Information Form. If staff suspect that the person picking up the child is intoxicated the child will not be released and another adult from the child information card will be contacted.

Kingsley Area Schools Bussing

GSRP students will be escorted to and from the bus by a preschool staff member. Parents must be visible when the bus is dropping the child off.

The safety of the children in our care is of the utmost importance. If there is any suspicion of intoxication involving the parent/adult picking up the child, staff will work with this adult/parent to contact another adult (from Child Information Form) prior to releasing the child from care. If the adult/parent suspected of intoxication insists on leaving with the child, staff will be required to inform local law enforcement.

Parent/Guardian Involvement

We encourage you to visit often, join us for field trips and take part in various activities.

Parents/guardians who are willing to share their talents with the children are always welcome.

Parents/guardians may consider doing presentations about their work or hobby for their child’s program. Kingsley Preschool is always ready to listen to parents/guardians and eager to involve you whenever and wherever possible.

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student’s parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation in developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- Providing a home environment that encourages learning and augments the learning experiences provided by the school.

Please note that smoking or vaping shall not occur in or during either of the following:

- c. In the child care center or on real property that is under the control of the child care center and upon which the child care center is located.
- d. On field trips and in vehicles when children are present.

Opportunities for Parent Involvement will be available in the following ways:

- **Home Visits:** Families will participate in two home visits per school year. Teachers will make every effort to have the initial home visit take place before the child begins the program. Teachers will be seeking feedback from parents, and participate in the sharing of information regarding the child and family.
- **Parent/Teacher Conferences:** Parent teacher conferences will be held in the fall and spring, and when requested by parents. Conferences are scheduled to meet the mutual needs of parents and staff. Information regarding the child's progress will be shared and parents will also be invited to share.
- **Local Advisory Committee:** The advisory committee annually reviews and makes recommendations regarding the GSRP components. The advisory committee also makes recommendations to the GSC regarding other community services designed to improve all children's school readiness. There will be a minimum of two meetings per year.
- **Data Analysis:** Data analysis is an integral part of our program and early childhood system. There are multiple ways in which we do this including: GSRP Parent Advisory Committee, 5toONE Friends and Neighbors, Great Start Collaborative, Great Start Parent Coalition, School Readiness Advisory Committee, and regular Multi-Tiered Systems of Support meeting.
- **Multi-Tiered Systems of Supports (MTSS):** This is a process that uses data-based problem-solving to integrate academic and behavioral instruction and intervention for students who are in need of additional supports within the classroom. If a parent or teacher has concerns about a child's academic, behavior, or social progress at any time throughout the year, this child may be brought up at MTSS in order to put in place helpful interventions. Parent permission is required to bring up your child at these meetings. **Student names are kept confidential.**
- **SRAC School Readiness Advisory Committee:** Due to the rural nature of the 5 county region, this committee consists of multiple collaborative efforts of existing groups including: Great Start Collaborative, 5toOne Parent groups, Great Start Parent Coalition, Great Start Readiness Program Parent Advisory Committees, Great Start to Quality Northwest Resource Center and continuous opportunities for feedback using technology. The School Readiness Advisory Committee meets as needed for special issues not currently addressed within existing structures.
- **Great Start Collaborative:** Every county in Michigan is part of a Great Start Collaborative. Every Collaborative includes parents, service providers, partners and stakeholders who contribute their time and expertise to help make sure children receive the best care and education we can provide.
Locally the Great Start Collaborative Traverse Bay consists of: Antrim, Benzie, Grand Traverse, Kalkaska and Leelanau counties.
- **Great Start Parent Coalition:** A volunteer group of parents *working to ensure that all families have access to information, programs and services in their communities.*

If you would like to be involved in any of these committees, please contact TBAISD Early Childhood Office at 231-922-6437 or find us at www.facebook.com/greatstartparents

Cultural Competence Plan

We at Kingsley Preschool strive to incorporate our student's family culture as well as the community culture into our daily classroom environment through many forms. We bring in guests to present on topics, ask families to participate by providing props from their home, family traditions, or parent jobs, special ethnic foods as snacks and invite parents into our classroom to partake in study celebrations throughout the year.

Special Needs Plan

Kingsley Area Schools including Kingsley Preschool Program has a partnership with Traverse Bay Area Intermediate School District. The purpose of this partnership is to aid teachers and parents in finding support for a child that may be struggling in their daily schooling. Whether the struggles are academic, speech, physical, behavioral, or social-emotional, measures are put into place after consent has been granted by parents to find the best avenue of success for each child in need. For children requiring special needs supports there will be specific emergency plans written to support them during an emergency.

Dress and Personal Belongings

In general, the rules of the season and good taste should prevail with regard to student dress. For safety reasons, appropriate footwear must be worn at all times. During winter months, students should be dressed appropriately including outdoor, warm clothing and boots. Please label your child's belongings as the program is not responsible for lost items. Items should not be brought from home without permission of the program director. We encourage parents and children to leave all toys from home, at home. **Valuable items should not be brought to the program as Kingsley Area Schools is not responsible for lost or stolen items.**

Elementary Behavior/Discipline Policy

Kingsley Area Schools' preschools have been developed to provide a warm, positive, safe learning environment to meet your child's needs. There are times when discipline problems occur and need to be dealt with. The following discipline guidelines have been developed to support this learning environment.

We have the right to be safe at school: this means do not hit; do not push; do not hurt anyone.

We have the right to be treated with kindness and respect at school: this means to be kind to all; be fair to all; do not hurt others' feelings.

We have the right to hear and be heard at school: this means do not interrupt; do not disturb others.

We have the right to have personal property respected at school: this means be careful with all things; do not take or mistreat things that belong to others.

We have the right to attend a clean and orderly school: this means show respect for school property; clean shoes before entering the building; do not litter.

We have the right to know that everyone is respected at school: this means be considerate; cooperate with adults and children; do not talk back.

Kingsley staff will use positive re-direction and other methods of discipline, which will encourage self-control, self-direction, increased self-esteem and cooperation. The staff will explain to the child why certain behaviors may be inappropriate, and focus on what he/she should be saying or doing. Rules will be explained to the children.

In the case of unacceptable behavior, the staff will help the child understand the situation and restate the limits. If the behavior continues, the child will be removed from the situation.

Parents/guardians will be contacted if behavior continues to be a problem. If behavior problems persist the program director will consult with the building principal in order to determine appropriate actions.

Conflict Resolution Policy

Students are encouraged to engage in self-control and self-discipline. In the event of conflict students will be encouraged to act in a manner that allows them to practice conflict resolution with the direction of staff. Staff will:

- Encourage children to do things for themselves throughout the day;
- Treat conflict situations with children matter-of-factly;
- Approach children calmly and stop any hurtful actions;
- Acknowledge children's feelings;
- Involve children in identifying the problem by gathering information from children and restating the problem;
- Ask children for solutions and encourage them to choose one together; and
- Give follow-up support when children act on their decisions.

Exclusion Policy

Children are not excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions.

Student cases requiring special needs will be reviewed on an individual basis and staff will do their best to accommodate.

All school rules apply as outlined in Kingsley Elementary Student Handbook and in accordance with District Policy(www.kingsley.k12.mi.us).

Clothing

Parents/Guardians are encouraged to provide a change of clothing as appropriate for their child's needs. This should be kept in a gallon size Ziploc bag and can be left in their child's backpack or cubby.

Rest Time Policy

Full-day preschool children must have a rest period as required by the State. Parents are encouraged to provide a blanket or towel for use during rest time. Please label your child's items. Children who do not sleep shall be given a quiet object to play with on their mat.

Referral Policy

Children experiencing difficulties with educational development are referred, by a teacher or parent, to the Early Childhood Special Education Team at TBAISD. The team will then observe in the classroom and evaluate the child if necessary. The appropriate Special Education staff members will work with the family and teaching team to assist in the growth and development of the child. The team members may also provide direct services to the child. Families requiring additional resources will be referred to the corresponding agency whenever possible. Other resources may be solicited through the Kingsley Elementary counselor.

Daily Routine

Children will have opportunities throughout the day for teacher initiated and child directed activities. These activities will include times for active movement, noisy activities, and time for quiet/restful activities. Children are reminded throughout the day to take care of their personal needs such as hand washing and toileting.



Kingsley Preschool GSRP Subject to Change

8:15-8:30 Arrival/Sign In-Children are picked up from their bus and enter the classroom at their own pace. If you choose to drop off your child, parents/guardians are encouraged to stay until children are ready for them to leave. Children will have choices about where to work, read, or interact with adults or one another. Blocks and other manipulative will be available for children to explore.

8:30-8:50 Snack Time-Children wash their hands, get their own paper towel and choose a seat for snack. Children serve themselves and they are responsible for cleaning up their leftovers, table area, and pushing in their chairs.

8:50-9:00 Story Time/Drinks- Children take turns getting drinks while the adult is reading A story to the class.

9:20-9:30 Bathroom Break/Get ready to go outside- Children get their own coats, boots, snow pants, etc. and get themselves ready to go outside.

9:30-10:00 Outside Play- Children have many choices about how they play in the outdoor learning time, similar to Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving.

10:00-10:20 Small Group- An adult-initiated learning experiences based on children's interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

10:20-10:30 Planning Time- Children indicate their plans to adults in a place where intimate conversations can occur and where people and materials are visible. Adults use a range of strategies to support children's planning (e.g., props, area signs, tape recorders, and singing, planning individually, in pairs, in small groups).

10:30-11:30 Work Time (Children's uninterrupted Choice Time)- Children are encouraged to initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During work time, adults participate as partners in child-initiated play and encourage children's problem solving both with materials and during times of social conflict.

11:30-11:40 Clean-up-Children and adults clean up together utilizing a mutual form of respect and helpfulness. Children make many choices during clean up using problem solving skills. Adults accept children's level of involvement and skill while supporting their learning.

11:40-11:50 Recall- Gathered in small group settings, children choose Work Time experiences to reflect on, talk about, and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow children's lead and encourage children to share (e.g., individual props such as puppets, telephones or periscope, group games using hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting). Adults will try to complete Recall Time with four or five children each day allowing them time to support children's creativity.

11:50-12:00 Large Group/Music and Movement-Children will complete parts of the curriculum focusing on age appropriate skills. Students will be shown supplemental materials such as Zoo phonics to explore skills through song, posters, and/or cards. Adults and children will participate in activities planned around children's interest, developmental levels, music and movement, cooperative play and projects, and events meaningful to children.

12:00-12:10 Story Time/Wash Hands- Children take turns washing hands while the adult is reading a story to the class and getting them ready for lunch.

12:10-12:45 Lunch Time- Family-style meals support children doing things for themselves (e.g., serve themselves, open drinks, and wipe up spills). Children choose whether to eat, what to

eat, and how much to eat. Adults eat and have meaningful conversation with the children. Children are encouraged to clean their own space including disposing of leftovers, wiping tables, and pushing in their own chairs.

12:45-1:15 Outside Time- Children have many choices about how they play in the outdoor learning time, similar to Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving.

1:15-2:00 Quiet/Rest Time- Resting is a time for sleeping or quiet, solitary, on-your-own mat play. Rest Time plans are individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine motor manipulative.

2:00-2:15 Quiet Activities- Quiet play could include books, soft music, baby dolls, or fine motor manipulative. These activities will be available as children are transitioning from rest.

2:15-2:35 Snack Time- Children wash their hands, get their own paper towel and choose a seat for snack. Children are encouraged to clean up their own snack space including disposing of leftovers, wiping down tables, and pushing in chairs.

2:35-3:00 Large Group/Music and Movement-Children will complete parts of the curriculum focusing on age appropriate skills. Students will be shown supplemental materials such as Zoo phonics to explore skills through song, posters, and/or cards. Adults and children will participate in activities planned around children's interest, developmental levels, music and movement, cooperative play and projects, and events meaningful to children.

3:00-3:15 Packing Up-Children pack their belongings to take home. Adults take children riding the bus to their assigned busses.

Parent Consent and Program Guarantees

Staff/Volunteer/Parent Screening Policy

- Program Directors will submit the "Record Clearance Request" form to Central Office.
- PA digital scan (IDENTIX or equivalent) FBI fingerprint will be performed on all Kingsley Area Schools employees.
- Persons seeking employment will be checked for criminal history using the Michigan Internet Criminal History Access Tool (ICHAT). Kingsley Area Schools will not extend employment opportunities to persons with criminal background history regarding child abuse and/ or neglect.
- Staff members are required to obtain a MDHHS clearance form indicating they are not in the central registry for the abuse and/or neglect of a child before hire.
- Staff will sign a statement regarding knowledge of the Child Protection Law and understand their responsibility under this law before hire.
- Staff will sign a notice agreeing to abide by the Child Abuse and Neglect policy before hire.

- Individuals that seek to volunteer in licensed programs will be required to undergo a Michigan criminal history check (ICHAT), sign a Child Abuse and Neglect Statement, and get clearance from Central Registry.

- Volunteers shall have no unsupervised contact with children.

The employee can no longer be present at the center, if ICHAT reveals an employee has been convicted of the following offenses:

- A listed offense - defined by the Sex Offenders Registration Act (1994 PA 295).
- Child abuse under section 136b of the Michigan penal code (1931 PA 328, MCL 750.136b).
- Child neglect under section 145 of the Michigan penal code (1931 PA 328, MCL 750.145).
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire or appointment.

A staff member must supervise the volunteer, including parents, when the volunteer is around children if the volunteer:

- Has a criminal conviction of one of the following:
 - A listed offense - defined by the Sex Offenders Registration Act (1994 PA 295).
 - Child abuse under section 136b of the Michigan penal code (1931 PA 328, MCL 750.136b).
 - Child neglect under section 145 of the Michigan penal code (1931 PA 328, MCL 750.145).
 - A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire or appointment.
- Chooses not to submit to a criminal history check.
- Chooses not to sign a statement regarding his or her criminal convictions.

Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

Child Protection Policy

The law requires that child care providers and staff members as well as other professionals who come into regular contact with children must report suspected child abuse and neglect to the Department of Health and Human Services.

If a parent or other adult has concerns about the safety of children in child care at Kingsley Area Schools it would be the responsibility of the parent or other adult to initiate an investigation by contacting Child Care Licensing Consultants at the Department of Child Care Licensing Division of the MDHHS.

Non-Discrimination Statement

PROHIBITION OF DISCRIMINATORY PRACTICES

The Board of Education is committed to a policy of nondiscrimination in the Kingsley Area School district. Such policy is consistent with state and federal statutes that apply to schools. The

school district hereby notifies all citizens and students that it does not discriminate on the basis of gender, race, color, national origin, religion, religious beliefs, age, height, weight, or any handicapping disability.

FEDERAL REGULATION

No qualified handicapped person shall, on the basis of a handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

DRUG FREE SCHOOLS

In accordance with federal law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on the school grounds, in school approved vehicles, or at any school related event. Drugs include any tobacco product, alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, chemicals which release toxic vapors, or substance that could be considered a 'look alike' controlled substance. Any student who violates the policy will be subject to disciplinary action, in accordance with due process. When required by state law, the district will also notify law enforcement officials.

Licensing Notebook

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans. The licensing notebook is available to parents during regular business hours and will contain licensing inspection and special investigation reports from at least the past five years. Licensing inspection and special investigation reports from at least the past three years are available on the child care licensing website at www.michigan.gov/michildcare.

Grievance Policy

If you have concerns, you should first address them with your child's teacher in an attempt to resolve. In the event that the outcome does not meet your satisfaction a meeting with your child's teacher and the program director may be requested. To maintain open communication between home and school it is important to first talk with your child's teacher.

Confidentiality Statement

To be confidential is to be entrusted with someone's personal information and not share it with others. GSRP staff must respect families', children's and colleague's privacy. All information and documentation necessary for GSRP enrollment will be only shared with the lead teacher and GSRP administrator for verification of eligibility only. Confidentiality also includes sharing any other information regarding a GSRP child including but not limited to, all child/family information and records, private conversations with a parent, or developmental information. The

GSRP lead teacher should discuss confidential information with other GSRP teachers only if they need to know the information to complete their job responsibilities. Employees should never discuss confidential information with anyone other than employees of Kingsley Preschool Program. Confidential information should not be removed by any employee unless approved by the Program Director.

Parent Notice of Program Measurement

Kingsley Preschool Program is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact:

- Kingsley Preschool Program Director Kristin Goethals 231-263-5261 ext. 2217
- The MDE Office of Great Start, Early Childhood Education and Family Services, at
 - Mde-gsrp@michigan.gov
 - 517-373-8483, or
 - 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909

Phone Numbers (area code 231)

District Program Resource Contacts

Preschool Program Director	Mrs. Kristin Goethals	263-5261 ext. 2100
Elementary Building Principal	Mrs. Kristin Goethals	263-5261 ext. 2100
Central Office	Mrs. Mary Bogart	263-5261 ext. 1101

Classroom Extensions

Mrs. King and Mrs. Boudot	263-5261 ext. 2023
Mrs. Brand and Mrs. Hamilton	263-5261 ext. 2024
Mrs. Porter and Mrs. Lidak	263-5261 ext. 2025
_____ and Mrs. Goethals	263-5261 ext. 2026

UNIVERSAL Parent Permission Form

STUDENT NAME: _____

KINGSLEY PRESCHOOL PROGRAM _____

TEACHER: _____

PARENT NAME(S): _____

PLEASE USE THIS UNIVERSAL PERMISSION FORM FOR THE FOLLOWING:

Form # 1: Acknowledgement of receipt of preschool handbook

Form # 2: Authorization for the administration of Tylenol (acetaminophen) and Topical Ointment (sunscreen)

Form # 3: Student Media Permission

Please see the Kingsley Preschool Parent and Student Handbook for specific information on each.

<p style="text-align: center;">UNIVERSAL PERMISSION FORM # 1: ACKNOWLEDGEMENT OF RECEIPT OF PRESCHOOL HANDBOOK</p>

We, the parent/guardian and student have received the Kingsley Preschool Parents and Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, policies, and practices outlined in this handbook. We also understand that this handbook supersedes all prior handbooks and other written material on the same subject.

_____ We acknowledge that we have received the Kingsley Preschool Parent Student Handbook.

PARENT SIGNATURE: _____

DATE: _____

**UNIVERSAL PERMISSION FORM # 2:
AUTHORIZATION FOR ADMINISTRATION OF TYLENOL (ACETAMINOPHEN) AND TOPICAL
OINTMENT**

We want to do all that we can to keep your child in school. There are many instances when your child might benefit from manufacturer's recommend dose of Tylenol. In order to administer your child this over the counter medication when he/she isn't feeling well, your permission is required. If you would like us to administer Tylenol to your child at school, please complete and return this form to the preschool teacher. School staff may not administer Tylenol without this signed authorization form. There may also be times when students spend a period of time outdoors and require topical ointment such as sunscreen. If you would like to send in your own sunscreen please indicate that below.

***Notice:** If your child requires administration of other over-the-counter medications, or routine prescription medications, please contact the elementary office and ask for authorization of over the counter medication form or authorization for administration of prescription medication form.

_____ Yes: I/we grant permission to administer Tylenol (acetaminophen) at the discretion of school staff and upon talking with the parent or guardian to ensure that correct dosage and time frame are abided by.

- I will notify the school immediately if there is any change in the use of this medication.
- Dosage will be determined by manufacturer's recommendations.
- I authorize designated school staff to administer acetaminophen (Tylenol) if it is determined to be appropriate and at the discretion of designated school staff and upon calling the parent.
- I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability and foreseeable or unforeseeable damages or injury resulting directly or indirectly from this authorization (if permission is granted).

_____ No: I/we DO NOT grant permission to administer Tylenol to my child at school.

_____ Yes: I/we grant permission for the staff at Kingsley Preschool to apply topical ointment/sunscreen as needed.

_____ No: I/we will supply sunscreen for our child.

PARENT SIGNATURE: _____

DATE: _____

**UNIVERSAL PERMISSION FORM # 3:
STUDENT MEDIA PERMISSION**

With this permission we grant the school and the school district permission to use our child's photo, video segments, original schoolwork products, and first and last name in the following formats: District, school, and classroom web pages and home web sites; and Local television, radio and newspaper publications

We also grant permission for the school to allow our child to be photographed, videotaped, and/or interviewed by school students, teachers, and local television, radio and newspaper organizations.

Without this signed permission, your child's photo and/or original schoolwork will not appear in newspapers, websites, radio, television or other forms of media.

Your child's name and photo can be used in district and building school newsletters, within the school building and/or classrooms without permission.

_____ Yes: I/we agree with and grant permission for this student media release.

_____ No: I/we DO NOT grant permission for this student media release.

PARENT SIGNATURE: _____

DATE: _____