

2024-25
Preschool
Participant Handbook

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



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 and principal, 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, 2010.
 - (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 Options

Preschool

Preschool offers full-day programming for three, four, and five year-old children on a two-day, three-day, or five-day schedule. Qualified, experienced early childhood professionals use Creative Curriculum activities designed to address each child's individual development needs in a 1:8 teacher student ratio. Children will engage in a variety of age appropriate tasks that focus on literacy and language development. Children will attend all assemblies and activities with the Elementary students that are age appropriate.

GSRP



Free Preschool is available to qualifying families. This State funded program allows children who meet risk factors such as income eligibility to attend preschool Monday thru Thursday free of charge. Students will learn in a classroom with a 1:8 teacher student ratio. This screening is done in collaboration with the Headstart program. To make your appointment please call 1-800-632-7334.

Program Goals

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 interest and needs of the children,

stressing 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, study 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

Philosophy

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

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.

Admission Policy

Open registration will be handled on a first-come, first-served basis until the program reaches capacity beginning first with in district students, followed by out of district students, and then out of ISD*. Out of ISD students require approval by the Program Director. The program is open to students who are 30 months to school age. The tuition base program has no income or geographic requirement as it is pay to attend. Each child enrolling in the program must have the following forms completed and on file before he or she can attend:

- MDHHS Child Information Record Form
- Registration forms and non-refundable registration fee of \$50 (where applicable)
- Preschool Health Appraisal Form with up-to-date immunizations
- Signed Participant Handbook Parent Consent Form
- Birth Certificate
- Kingsley Enrollment Form

Please call 231-263-5261 ext. 2100 to begin registration.

GSRP program slots will be decided in collaboration with Head Start. 1-800-632-7334

***Pre-registration is necessary.**

Days and Hours of Operations

Kingsley Preschool will begin with the first scheduled day of school 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, as well as any snow days. 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.

Program hours for Tuition-based students will be available from 7:45 am till 3:45 pm. GSRP students will run 8:15 am till 3:15 pm.

Registration Fees

All new families will register and pay a non-refundable registration fee of \$50. This fee contributes to the cost of supplies and materials used in the programs. Complete registration includes all the forms required for admission as listed on page 7 of this handbook.

Fees will be based on the schedule submitted at the time of enrollment. **Fees are charged based on enrollment, not attendance except in the instance of inclement weather cancellations.**

If a student withdraws from a program and decides to re-enroll in the same or another program the parent/guardian is required to pay the registration fee a second time.

If the student withdraws from programming at the district's request and subsequently the student returns to the program later in the same school year, the parent/guardian will not be required to pay the fee again.

Parents/guardians must give one-week notice (or pay the fees of two-weeks attendance) if they are withdrawing.

Tuition Preschool Fees

Fees are subject to change annually. We operate on a prepaid basis. You are responsible to pay in advance for days your child is scheduled to attend. Payment must be received by the 1st and 15th of each month. All payments are to be placed in the payment drop boxes at each site, or mailed directly to the administrative office. Cash, check, or money order are all accepted made payable to Kingsley Area Schools. **Fees are charged for all the days a child is enrolled, regardless of an absence; refunds or credits will not be given.** Adjustments will be made when the program is not in session (such as in the case of inclement weather cancellation or illness exceeding two-weeks doctors note required.) Those who wish to discontinue the program are responsible to give two weeks' notice, or pay fees for two weeks to make up for lack of notice. There should be no past due balance. If you are contacted two times or more by the child care billing department regarding an outstanding balance, a late fee of \$10 will be applied to your account (this does not include contact by automated messages.) Additional late payments will result in discontinuation of services.

Preschool Payment Schedule

Payment must be received by the 1st and 15th each month. Late payments will result in discontinuation of service or a late fee. Fees are based on \$36 per day. Chart below is approximate.

Five full days per week (M, T, W, TH, F)		
Yearly \$6354	Monthly (divided over 9 months) \$706	Bi-Weekly (1 st and 15 st of each month) \$353
Three full days per week (M, W, F)		
Yearly \$3672	Monthly (divided over 9 months) \$408	Bi-Weekly (1 st and 15 st of each month) \$204
Two full days per week (T, Th)		
Yearly \$2682	Monthly (divided over 9 months) \$298	Bi-Weekly (1 st and 15 st of each month) \$149

**Payment is due by the 1st and the 15th of each month. Payment will also be accepted in monthly increments due the first day of class of that month. Fees are subject to change. Yearly tuition is divided into 9 equal monthly payments, September through May. Holiday and non-scheduled school days have been factored into this tuition rate. An adjustment will be made to the May payment in the event of snow days.*

Statements

Each month a statement of your account payment activity is available upon request.

Because we operate on a prepaid basis, you should not plan to have past due balances. The Program Director will issue you a monthly statement of the prior month's account payment activity upon request. Parents may receive verbal/written reminders of need to make a payment. Accounts with significant past due balances may be referred to a collection agency, subject to a late fee, or result in discontinuation of services.

Parents/guardians experiencing payment difficulties are encouraged to work with the Program Director or business office as soon as possible so as to avoid having to withdraw a child from the program.

Credit Balances

Please be aware that we rely on your financial support to maintain our programs. If your fees are not paid, we cannot pay our expenses. It is necessary to have fees paid, in full and on time. At the end of the school year families will be issued a refund if over \$10.00. Thank you for your understanding and cooperation.

Registration for School Year Programs during Summer Months

For requests of school year registration during the months of June, July and August, please call (231) 263-5261 to request an enrollment packet. The packet will be mailed to you with instructions for registration. Complete the packet according to instructions and return with registration fee of \$50 made payable to Kingsley Area Schools.

Returned Check Charge

Checks returned to the school from the bank for non-sufficient funds will be charged a \$25.00 returned check fee. This fee will be added to your next payment. If this occurs repeatedly, you will be asked to make all payments with cash or a money order.

Payment Records

All participants are asked to keep track of their own payments and receipts if this information will be used for tax purposes. You will be provided with an annual statement regarding your account that can be used for tax purposes. Additional statements will be provided upon request. If you should have any questions, please call the Program Director.

Program Fees

Program fees are established for each school year. The daily fee for the 2023-24 school year is \$32 per day. Fees are subject to change annually.

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 BE EXCLUDED UNTIL THEY ARE FREE OF HEAD LICE AND NITS.

- 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 supplies 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.

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 – NO EXCEPTIONS!
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. If your child becomes ill while at school, the classroom teacher will notify you via phone call and alert you of your child's symptoms. If you cannot be reached, we will call the next available contact on the child information card.

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 (excepting 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.

Reminder: tuition is charged based on enrollment, not attendance.

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.

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 and Tuition 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. Your child may bring their own lunch if they choose, however it will not affect the daily preschool rate. A morning snack will be served around 9:00 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.

Check-In/Check-Out Procedure

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.

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 led to accomplishing the learning outcomes;
- Providing a school and home environment, this encourages learning and augment, at home, the learning experiences provided by the school.

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.

The Board needs parents to assume and exercise responsibility for their children's behavior. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct. For the benefit of the child, the Board encourages parents to support their child's career in school by:

- Participating in school functions, organizations, and committees;
- Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- Requiring their child to observe all school rules and regulations;
- Supporting or enforcing consequences for their child's willful misbehavior at school;
- Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- Reading all communications from the school, signing, and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

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 strongly encourage parents and children to leave 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 child care: this means do not hit; do not push; do not hurt anyone.

We have the right to be treated with kindness and respect at child care: 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 child care: this means do not interrupt; do not disturb others.

We have the right to have personal property respected at child care: 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 child care: 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 child care: 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. Time outs will not be used with children under the age of 3.

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 up to and including dismissal from the program.

If we feel that a child is not adjusting to the program, we will advise you and suggest other options.

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

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

Toilet Training

Children enrolled in the tuition-based preschool program need to be fully toilet-trained. Fully toilet-trained means that the child knows when he/she has to use the bathroom, and can manage most of his/her needs when toileting. They are also able to communicate their toileting needs with an adult in a timely manner.

Clothing

Parents/Guardians need 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.

Parents also need to provide a blanket or towel for use during rest time. Please label your child's items.

Daily Routine (subject to change)

Children will have opportunities throughout the day for teacher initiated and child directed activities. These activities will include times for active movement, noisy and/or 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 Sample Routine:

7:45-8:15 Open Investigation
8:15-8:30 Arrival/Sign In
8:30-8:50 Story Time
8:50-9:00 Bathroom/Getting ready for snack
9:00-9:20 Snack Time
9:20-9:30 Getting ready for outside play Outside Play
9:30-10:00 Outside Play
10:00-10:20 Small Group
10:20-10:30 Planning Time
10:30-11:30 Work Time
11:30-11:40 Clean-up
11:40-11:50 Recall Time
11:50-12:00 Large Group/Story Time
12:00-12:10 Getting Ready for Lunch
12:10-12:40 Lunch Time
12:40-12:45 Getting ready for outside time
12:45-1:15 Outside Time
1:15-2:00 Rest Time
2:00-2:15 Quiet Time
2:15-2:35 Snack Time
2:35-3:00 Planning/Work Time/Clean-up/Recall
3:00-3:15 Packing-up

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 form Central Registry.
- Volunteers shall have no unsupervised con

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.

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.

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.

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:** _____