

**Sand Creek Community Schools
Four Year Old Program
2020/2021**



**RUTH McGREGOR
ELEMENTARY SCHOOL**

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1. PRESCHOOL MISSION STATEMENT

The purpose of our preschool program is to provide a developmentally appropriate education program for young children and support for their families. Our program seeks to provide a carefully planned, nurturing environment that facilitates the emotional, educational, and physical development of young children.

2. ENROLLMENT

- Any child who will be four years old on or before December 1, 2020 is eligible to enroll for the 2020/2021 school year.
- The first two weeks will be considered probationary. During this time the parent or teacher may remove a child from the program if it appears that the program is not meeting their needs.
- The director reserves the right to terminate enrollment at his/her discretion.
- After the probationary period, the parents are required to give a two-week written notice prior to withdrawal to the director.

The following forms must be completed before you are put on the list:

- Online Application and Registration forms
- Signed contract and payment agreement
- Registration fee of \$15
- Proof of residency
- Certified birth certificate
- Up-to-date immunization record
- Health Appraisal signed by a physician no later than 14 days after the child's 4th birthday.

3. TUITION AND PAYMENT METHODS

- Tuition is due at the beginning of the month.
- Payments not paid by Friday will be assessed a \$10 late fee for each week payment is late.
- Tuition must be paid monthly at the beginning of each month online at www.myschoolbucks.com. Payments not paid on the Friday of the first week will be assessed a \$10 late fee for each week payment is late.
- Non-payment of tuition is grounds for dismissal from the program.
- You will not be charged tuition for Christmas Break or Spring Break.
- In the event of inclement weather that exceeds five days, you will receive a credit for one week of the tuition rate.
- In the event of school closure to shut the program down, tuition will be reimbursed from the date of closure.
- All parents will need to pay the full tuition or receive daycare assistance through DHS. We have no scholarships available for the 2020/2021 school year.

Tuition fee per week is:

- Full day preschool cost \$120 per week for the 1st child and \$105 for the second child 7:45 am – 3:00 pm (Includes free breakfast and lunch is offered for a fee)
- Half day preschool costs \$55 per week for the first child and \$45 for the second child 7:45 am – 11:00 am (Includes free breakfast)

Ruth McGregor Elementary is excited to offer **MySchoolBucks@ School Store!** This online payment service provides an easy way to pay for items such as **PRESCHOOL TUITION** using your credit/debit card or electronic check.

MySchoolBucks provides:

- **Convenience** - Available 24/7 on the web.
- **Efficiency** - Make purchases for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
- **Flexibility** - Make payments using credit/debit cards and electronic checks.
- **Security** - MySchoolBucks adheres to the highest security standards.

Enrollment is easy and you are not charged a fee!

1. Go to www.MySchoolBucks.com and register for a free account.
2. Add your students using their school name and student ID.
3. Make purchases with your credit/debit card or electronic check.

A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

How to view your monthly invoice:

1. Click on School Store
2. Click on School Invoices
3. **Select the correct month of the invoice**
4. Click on Payment Option
5. Select to pay the remaining amount on that invoice or select pay other amount.
6. All tuition payments are due at the beginning of each month or you will be charged a \$10 late fee.

If you have any questions, contact Andrea Marken

Andrea.marken@sc-aggies.us

(517) 436-3108

Visit myschoolbucks.com and click Help

4. ARRIVAL/ATTENDANCE

- Half Day Session: Students will attend Monday through Friday from 7:45 am – 11:00 am.
- Full day session: Students will attend Monday through Friday from 7:45 am – 3:00 pm.
- For your child's safety, a parent/guardian should escort their child to Room 10 by entering through the main entrance or the classroom door hall by the playground. Parents/guardians must sign children in and out daily.
- If your child will be absent, please call (517) 436-3121 ext. 357.
- Although we do not want sick children at school, good attendance is important to your child's development.

5. **TRANSPORTATION**

Parents are responsible for transporting students to and from the program unless they have an older sibling riding the bus.

6. **SNACK**

Children are asked to participate in a rotating snack schedule. Approximately every three weeks your child will be asked to send in a nutritious snack for the class to share during the snack time. If this is a financial hardship notify the classroom teacher privately.

7. **CLASSROOM POLICIES**

- **School bags & notes from home:** Bags should have your child's name written on it and should be carried daily. Please note that teachers DO NOT routinely check bag content. If you have an important message for teachers, please pin it on the outside of your child's clothing or bag.
- **Extra clothing:** Even "big kids" sometimes have toilet accidents. They also are known to sometimes get wet during session activities. Therefore, we ask that you send a complete change of clothing (including socks and underwear) for your child. Please place these items in a small shoebox or sturdy plastic bag. All items should have names on them.
- **Naptime:** State law requires a 60 minute rest period. All full day students will receive one 60 minute rest period. Parents are required to provide a small pillow and blanket for their child. They are sent home each Friday to be laundered and returned on Monday. Cots will be provided by the school and sanitized weekly.
- **Toys from home:** Children may bring items to school for display and discussion during their assigned sharing time. No toys are allowed unless it is your child's assigned sharing day. Avoid toys that resemble weapons or may be dangerous for others to handle.
- **Birthday:** You are welcome to send a special treat on your child's birthday if you wish. Muffins, fresh fruit, yogurt or granola are popular, nourishing and "special". Messy sweet items are much less appreciated (but will be served if it is really important to your child). Please send in a note ahead of time to allow us to coordinate with any cooking projects. If your child is having a birthday party and would like to invite other students, the teacher will distribute the classroom invitations.
- **Toys from school:** You would be amazed at the number of things that disappear from the classroom. Anything small enough to fit in a pocket (puzzle pieces, math counters, small cars, people, polished rocks, cash register coins, etc.) usually does! Please show any U.F.O.s (Unidentified Foreign Objects) that turn up in your child's pockets, bag or your car to a teacher before discarding. Thank you!
- **Visiting:** Parents should feel free to visit the classroom at any time. However, if it is causing adjustment problems for a child, we strongly suggest making arrangements with the teacher prior to visitation.
- **Child Abuse:** Law requires us to report any suspected signs of child abuse or neglect to Child Protective Services. If abuse is suspected, it will be reported to the State of Michigan.
- **Confidentiality:** Family information is kept confidential and we ask that parents in turn respect other families and staff with the same courtesy.
- **Medication:** It is preferred that medication be given at home. If there is a need for daily medication at school or an emergency preventative medication (inhaler, bee sting kit, etc.), a form must be completed and signed by a doctor and parent.

- **Evaluation:** There will be parent-teacher conferences held through out the school year to discuss your child's progress. If you have any concerns contact the teacher immediately.

8. DISCIPLINE POLICY

Staff and classroom volunteers use positive methods of discipline which encourages self control, self-esteem, and cooperation. Methods of positive discipline include redirection, a friendly reminder or conflict resolution techniques.

Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming him/herself, or to prevent a child from harming other persons or property.

9. HEALTH POLICY

Superficial cuts and bruises, which can be safely cared for, will be reported to the parents at the end of the day. In case of more serious accidental injury, we will make an immediate attempt to contact a parent. If necessary, we will call an ambulance or paramedics after we have attempted to contact a parent and emergency contact person. Parents will be expected to assume responsibility for any resultant expense. Please keep the school up-to-date on parents' and other emergency numbers.

A child who becomes ill during the day will be isolated from the other children and discharged to the care of the parents as promptly as possible.

10. ILLNESS POLICY FOR CHILD, STAFF AND VOLUNTEERS

- A child with a fever of 100 degrees or above must stay at home. If a child develops a fever of 100 degrees or above during the day, she or he will be sent home.
- A child must be fever free for at least 24 hours without the use of medication.
- A child who has vomited within the last 24 hours must stay at home. A child who becomes sick and vomits during the day will be sent home.
- A child may return to school after they have been free from fever for 24 hours without the use of Tylenol or Motrin or any other antipyretics.
- A child with uncontrollable diarrhea, (3-4 stools per hour) needs to stay at home.
- A child diagnosed with strep throat must have been treated with antibiotics for 24 hours before returning to school.
- A child diagnosed with bacterial conjunctivitis (pink eye) must have medication for 24 hours before returning to school. Children with viral conjunctivitis must have a doctor's release/report before returning to school.
- In order for a child diagnosed with chicken pox to return to school, the lesions must be crusted over, fading and or disappearing 24 hours prior to return to school.
- The child diagnosed with ringworm must be treated for 24 hours before returning to school and the affected area kept covered until healed.
- A child with impetigo must be free from weeping lesions. The lesions must be covered and medically treated for 24 hours before returning to school.
- A child with head lice must have been treated with a medicated shampoo and be seen by the nurse before returning to school.
- A child must feel well enough to participate in school.

11. OUTDOOR PLAY AREA

The students will use the school's outdoor play area. All playground equipment is inspected and repaired as needed on an annual basis. Since the installation of the playground 16 years ago, codes have changed. Some of the features of the playground structure are not in compliance with today's codes. Because of this, the Department of Human Services Bureau of Children and Adult Licensing will only allow our 4 year old students to use the new equipment.

12. THE FOLLOWING ARE GROUNDS FOR DISMISSAL FROM THE PROGRAM:

1. Late tuition payments.
2. Incomplete paperwork and/or immunization records.
3. The child's behavior is a threat to other children and/or the instructor.
4. The child is not toilet trained.

13. ELEMENTARY STUDENT HANDBOOK

Please refer to the handbook for the following information pertaining to:

- Discipline code of conduct
- School Closings
- Emergency Drills
- Instant Alert System
- Volunteers procedure
- Pesticide application schedule

14. PRESCHOOL LICENSING NOTEBOOK

If you would like to review The Sand Creek 4-year old Preschool Licensing Notebook you may view it in the classroom or the superintendent's office at 6518 Sand Creek Hwy. Sand Creek, MI 49279 if you would like to review it.