



LITTLE PIRATES PRESCHOOL

Parent Handbook 2023-2024



Pinckney Community Education Office

Phone: (810) 225-3950 Fax (810) 225-3905

Preschool Handbook

Little Pirates Preschool Our State of Michigan licensed programs are located within our elementary schools, Country and Farley to give our youngest learners exposure to the elementary school setting. In addition, our teachers work closely with our K-2 teachers in order to help all students be ready for the next step in their learning, kindergarten!

Philosophy of the Program We believe that all children are unique individuals and have a right to learn within a safe, healthy, nurturing, and secure environment. This environment, composed of parents, teachers, preschool aides, and the community, promotes the positive self-concept and self-expression of the children.

Our Belief Learning takes place not only within the classroom walls, but also on the playground as well as within the community. Learning begins with parents; therefore parental involvement is encouraged. Because the diversity of all families is valued and celebrated, parents are encouraged to share their culture within the classrooms. Working together, parents and teachers provide a quality program for young children. Communication between home and school is of utmost importance. Parents and teachers share successes as well as concerns in order to meet the changing needs of the child.

Curriculum Pinckney Community Education Preschool program follows the State of Michigan Standards of Quality for Early Childhood Education. The curriculum is composed of quality experiences in language, art, music, motor skills, social-emotional, and intellectual development. Our highly qualified teachers use the Orton-Gillingham methodology and all five pillars of literacy plus language comprehension – to drive measurable gains for all students. We provide a warm, nurturing setting that encourages children to learn through developmentally appropriate hands-on learning experiences. Our structured and literacy-rich environments allow children to explore the world around them, while they grow socially, emotionally, and academically.

Criteria for Admission Eligibility for enrollment is as follows:

Three year-old Program—3 years of age by September 1, 2023

Four year-old Program—4 years of age by September 1, 2023

Preference is given to children currently enrolled in our program. Once the program is filled, a waiting list will be started. As openings become available, children will be admitted to the program by the position on the waiting list.

All children in the preschool program must be completely toilet trained and be able to independently use the restrooms. No Diapers or Pull-ups.

Registration Fees Registration is completed online at pinckney.ce.eleyo.com. A registration fee must be paid to complete the registration. This fee reserves your child's place in our program. When a child is registered, we assume it is for the entire year and our budget is planned. The registration fee of \$75.00 is nonrefundable and nontransferable. In addition to completing the registration paperwork, a health appraisal form signed by the doctor and up-to-date immunization record is required. These forms need to be turned into the Community Education office before the child begins school.

Class Structure The preschool program operates from September – May. The program follows the Pinckney School Calendar. A preschool calendar will be included in welcome letters to parents.

Three Year Old Programs

1. Three Year Old Half Day Class: Two days/week (9:00 AM-12:00 PM)

1. Two day a week morning class is offered Tuesday and Thursday (location TBD based on enrollment)
2. Tuition: \$1422.00 (payable in 9 payments of \$158.00)
3. Maximum class size is 18 students.

2. Three Year Old Full Day Class: Four Days/week (9:00 AM - 4:00 PM)

1. Four full day a week class is offered Monday - Thursday (location TBD based on enrollment)
2. Tuition: \$4797.00 (payable in 9 payments of \$533.00)
3. Maximum class size is 18 students

Four Year Old Programs

1. Four Year Old Half Day Class: Three days/week (9:00 AM -12:00 PM)

1. Three day a week morning class is offered Monday, Wednesday and Friday (location TBD based on enrollment)
2. Tuition: \$1854.00 (payable in 9 payments of \$206.00)
3. Maximum class size is 18 students.

2. Four Year Old Full Day Class: Four days/week (9:00 AM -4:00 PM)

1. Four full day a week full class is offered Monday - Thursday (location TBD based on enrollment)
2. Tuition: \$4797.00 (payable in 9 payments of \$533.00)
3. Maximum class size is 18 students.

Typical Daily Routine A typical day at preschool will include the following:

- Arrival/Greeting of students
- Classroom jobs, calendar, phonics instruction
- Free Choice/Art (teacher directed)/academics (teacher directed)
- Story time
- Snack time (Full day programs will include breakfast, snack and lunch)
- Finger plays, phonics reinforcement, music
- Gross motor

Tuition Monthly invoices will be emailed to parents on the first Friday of the month. The invoices will be due on the following Monday. Payments not received within ten days of the due date will be charged a \$25 late fee. Payments are made at pinckney.ce.eleyo.com. For your convenience the auto pay feature is available for you to set up on your account. If a parent chooses to pay tuition in full in September, they will receive a 10 percent discount.

Your child will not be allowed to attend class if payments are not paid within 15 days of the due date. If you drop your child from the program please call the Community Education office at 810-225-3950.

School Closings/Inclement Weather The Preschool program follows the same calendar/guidelines as the Pinckney Community Schools. In the event of unusual weather conditions, such as heavy snow or ice, which cause the Pinckney Community Schools to close, the preschool program will also be closed. A form will be provided to parents to add their contact information to receive district notifications of school closings. Parents should also listen to local radio and television news for school cancellations.

Tuition is not reimbursed for snow days or temporary closures. Snow Days will only be made up if the school district extends the school year due to an extreme number of days missed. In the event of a temporary closure, our preschool staff will be prepared to continue with virtual lessons that support our preschool curriculum. Snow days are not considered temporary closures.

If, in a parent's judgment, weather conditions represent a threat to the child's safety, the parents should keep their child at home

Tornado Watches When a tornado WATCH is in effect during the school day, students will remain in their regular school settings, such as classrooms or play areas. When a tornado WATCH is in effect at the conclusion of the normal school day, students will be released via regular dismissal procedures and transportation plans.

Tornado Warnings When a tornado WARNING is in effect during the school day, students will be placed in the safest locations available at their school. When a tornado WARNING is in effect at the conclusion of the normal school day, students WILL NOT be released from school until appropriate officials cancel the tornado warning. Children may not leave school by any means (i.e. school bus, car pools, private vehicles, walking etc.) until the WARNING is canceled. In order to keep all building occupants safe, children, staff and parents will not be released from the shelter during a tornado WARNING.

Drills Tornado drills shall be held in each school during the school year, with at least one of the drills being conducted during the months prior to the normal tornado season. Fire drills will be conducted at least four times during the school year. Information about fire and severe weather drill procedures will be posted in each classroom and explained to the students. Evacuation routes will also be posted. Lockdown and intruder drill procedures may be practiced depending on the site. The procedures will be with the teacher of each classroom and explained to the students in an appropriate manner.

Withdrawal/Termination The building principal has the right to suspend and/or expel any child who exhibits destructive or inappropriate behavior which interferes with the quality and/or process of the preschool program. This will not be done, however, without prior consultation with the child's parents or guardians. The child may be withdrawn from the program after the conference, either at the request of the parent or the principal of the preschool program. Any prepaid tuition which has not been used by the date of withdrawal will be refunded. Any tuition due will be billed to the person responsible for the tuition. A child's attendance may also be discontinued if the parent does not abide by our published tuition policy. Students that need to withdraw from the preschool program may be withdrawn with a minimum of two weeks' notice. If any prepaid tuition has not been used, a refund will be made. Refunds or prepaid tuition may be forfeited with less than a two week notice.

Clothing/What to Wear Think of your child's comfort and provide simple clothing that is free of complicated fastenings. We get involved in activities and should not be overly concerned with staying clean. Dresses with ruffles and bows and pants with difficult belts and fastenings should be avoided. Footwear such as sandals, jellies and clogs are not recommended for active play. We go outside, weather permitting, every day, and your child will need clothing that is sturdy and appropriate. Provide sweaters and jackets even on the first sunny fall days. It is much easier to remove an unneeded item than to put on something you do not have. Please leave a complete extra set of clothing at school (including socks and underwear). Remember to change the size/season around January or February. PLEASE LABEL ALL CLOTHING (extra clothing as well as jackets, snow pants, sweaters, boots, etc.) WITH YOUR CHILD'S NAME.

Arrival and Dismissal Arrival: (You will be notified if this procedure changes)

Each teacher will provide drop off/ pick up procedures to parents that are specific for their school.. It is important that the children arrive on time so they do not miss the beginning activities of the day. Dismissal is at 12:00 PM. Parents/ caregivers are expected to pick up their child/children at the appropriate time. Please wait in the designated area assigned by the teacher for dismissal of your children. Please send a note if your child is to go home with a friend or is being picked up by someone else. No child will be released without written authorization from a parent. Please notify your child's teacher in writing about car pool arrangements. Written permission, or in an emergency, a phone call to the elementary office, is required if there is any change from the person(s) authorized to pick up a child as listed on the child's application form. Verbal messages from the child cannot be accepted.

Non Joint Custody Pinckney Community Education office must have a copy of any custody documents. Until the program receives such documents either parent may pick up the child and add names to the emergency list. In the case of joint custody, either parent may include names on the forms. Unless documentation is on file with the office, it is assumed that either parent may pick up the child.

Transportation Parents are responsible for providing transportation for their child.

Field Trips Field trips are designed to be a child-parent experience. You will be notified of field trips via written and/or verbal information from your child's teacher. We rely on parents to transport their children to all field trips. If you are not available to drive your child on a field trip day, we encourage you to make carpool arrangements with another parent in the program.

Health Policy The Preschool health policy is defined in order to protect the well child and promote the best environment for the sick child. Children in good health are expected to attend school each scheduled day. If a child shows obvious behavioral or dietary changes or symptoms, which could precede an illness, please consider keeping the child at home. Should a child exhibit any of the following symptoms within 24 hours before school, the child should remain at home: Fever (temperature of 100.3° or more), sore throat, diarrhea, nausea, vomiting, undiagnosed rash, ongoing cough, congestion, runny nose or eyes, excessively pink or red, irritated eyes (which might indicate conjunctivitis, commonly known as "pink eye"), head lice, or any contagious disease. The elementary school office is to be informed at once if the child contracts a communicable disease. Should you decide to keep your child home from preschool, please inform the office before the usual arrival time. Otherwise, please do so as soon as possible. Please refer to the guidelines below in determining when to allow your child to return to preschool.

Children may not return to school until...

Chicken Pox: All scales are dry Impetigo Lesions have healed

Measles: Return is advised by a physician

Pink Eye: Recovery is complete

Scarlet Fever: Adequately treated and temperature is gone

Mumps: All swelling has disappeared or upon advice of a physician

Strep Throat: Adequately treated and temperature is gone

Whooping cough: Return is advised by a physician and coughing is completely gone

Discuss with the teacher any allergies, medical problems, and/or home life changes that may affect your child's behavior. A child who, due to a temporary health condition, cannot play outside should remain at home. Please let your child's teacher know if medication has been administered to your child before attending school. This will help teachers to monitor the child for any problems. Should a child become ill while at school, a parent or caregiver will be notified to come pick up the child.

Among the symptoms we regard as serious enough to send a child home are: Diarrhea, vomiting, fever of 100.3° or higher, rash, pink eye, extreme tiredness, persistent cough, extreme congestion and/or other signs of a bad cold. By helping us observe these health standards, you will be protecting your child as well as the other children at the school. Thank you for your cooperation.

Medication Guidelines

When a parent/guardian requests that medication be administered at school, the teacher must be contacted prior to the medication coming to school. The teacher will work with parents/ guardians to make arrangements for the medication to be stored and given to the child. Medications should not be dropped off at school prior to the conversation with the teacher.

If your child has asthma and is prescribed a rescue inhaler, it should be at school with your child in the event there is an emergency.

Medication

1. The parent/guardian must provide a completed Authorization for Non-Prescribed or Prescribed Medication or Treatment form. Contact the Community Education office for the form. This written permission includes:

- The name of the medication.
 - Date, time, dosage and route to be administered
 - Instructions, restrictions/side effects and storage requirements
 - Phone number where the parent can be reached in case of an emergency
 - Dated physician and parent signatures
2. Medication must be in the original container (labeled with the child's full name) and brought to school by the parent/guardian.

3. Our staff will give the medication as indicated, in the presence of another staff member.

4. Non-emergency Medications will be stored in a locked box during the school day. Emergency medications will not be locked but they will be secured by staff for easy access in case of an emergency situation.

6. Medications that are controlled substances will have additional requirements.

A doctor's signature will not be required for over the counter substances that are not medications.

Nutrition Food service will be provided by the program. Half day programs will be served a snack and full day programs will be served breakfast, lunch and pm snack. Mealtimes are considered an opportunity to learn! Children help set up, serve, and clean up for all meals. Children learn about math (how many people at the table), cultures (different types of food), the community (people who help grow the food), nutrition (what food helps your body grow), science (changes in food as it is prepared), and much more during mealtimes. Children and adults, including visitors and parents, sit together family style for all meals. A relaxed atmosphere is promoted through conversation. Food is never used as punishment or reward for any reason. New foods are introduced with cooking activities and children are encouraged to try all of their "creations."

Allergies If a physician has diagnosed food allergies for your child, the teacher must be notified prior to the first day of school to plan meals and snacks. Documentation from your child's physician is required. The food services will be notified to ensure extra precautions are taken to prevent cross contamination.

Special Diets A plan will be worked out between the parents and food services when a physician recommends a special diet. Required forms must be completed prior to the accommodation.

Milk With Every Meal Children are encouraged to drink milk at breakfast and lunch. A milk substitute will be available for those children who have a diagnosed milk or dairy allergy after documentation is on file. Contact the Community Education office to receive the required form.

Toy Policy We ask that you leave your child's toys at home or in your car, except for comforting toys that are needed in the very opening days of school to help ease your child's transition from home to school. We cannot be responsible for any items brought to school. Classes may have special "Show & Tell" or "V.I.P." days where personal toys are allowed. Your child's teacher will give you additional information about this. **NO GUNS, WAR TOYS, SWORDS, OR OTHER TOYS OF DESTRUCTION ARE ALLOWED IN SCHOOL AT ANY TIME!** Gum, candy, and money should also be left at home.

Birthdays Each child's birthday is recognized in his/her classroom. You may schedule the date of your child's classroom celebration with the teacher.

Emergencies In the event of an emergency, the elementary school office will contact the parents immediately. If the parents cannot be reached, we will call the person listed on the emergency form. If no one can be reached, the child's pediatrician will be contacted and his/her instructions will be followed.

Accidents Occasionally accidents will occur either on the playground or in the classroom. Parents will be notified via phone, or if unavailable, a note will be sent home. Any questions or follow-up by the parents are to be directed to the teacher, assistant teacher, or the school office.

Discipline and Behavior Management Policy We believe in a positive approach to behavior management. The following is a list of methods used in day-to-day interactions with children:

We praise, reward, and encourage the children.

We reason with and set limits for the children.

We model appropriate behavior for the children.

We modify the classroom environment to attempt to prevent problems before they occur.

We listen to the children.

We provide alternatives for inappropriate behavior to the children.

We provide the children with natural and logical consequences of their behavior.

We treat the children as people and respect their needs, desires and feelings.

We ignore minor misbehavior.

We explain things to children on their level.

We use short supervised periods of "time-out". We are consistent in our methods of behavior management.

Suspected Child Abuse or Neglect Policy Pinckney Community Education Little Pirates Preschool program is mandated by Michigan Law, Act. No. 238, governing all schools and child care programs to report any suspected abuse or neglect of children in their care. Legally, all staff members have the responsibility of reporting any suspected cases of abuse. In the event that the abuse is suspected, we will notify the Department of Social Services and other agencies when necessary, and the parents or guardians where appropriate. All information will be treated confidentially at all times.

State of Michigan Licensed Classroom The preschool classrooms are Michigan State licensed. The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.

Pinckney Community Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, height, weight, marital status or familial status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This policy shall prevail in all Board of Education policies concerning staff, students, educational programs and services, employment, and individuals and companies with whom the Board does business. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Basia Kiehler, Assistant Superintendent of Curriculum, Instruction, & Assessment, Title IX Coordinator 2130 East M-36, Pinckney, MI 48169 (810) 225-3900. Individuals may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114.

Contact the Community Education office if you would like a hard copy of this document. (810-225-3952)