



## Explore, Create, Connect “Where Exploration Begins”

2020-21

248-823-3000

<https://tsdpreschool.troy.k12.mi.us/>

Troy School District Preschool provides a world class early learning experience for all learners. Your child will receive a high-quality foundation of learning in a nurturing, literacy-rich environment directly aligned to our K-12 TSD curriculum. Troy Preschool teachers work with our Kindergarten staff to ensure that we are empowering our youngest students for a seamless transition into the TSD Kindergarten classroom.

### **CURRICULUM & PHILOSOPHY**

The TSD Preschool curriculum is designed from a comprehensive approach; we've incorporated the best of several philosophies to ensure the highest quality programming for our students. Authentic, balanced literacy is at the heart of our daily interactions with students. The influence of Reading Recovery and the work of Marie Clay echoes throughout our work with preschoolers by having their interactions with literacy be meaningful and imbedded. We emphasize the importance of each child's oral language development, and partner this with intentional and developmentally appropriate interactions with print. Teachers implement the Essential Instructional Practices in Early Literacy, which is in direct alignment to the Early Childhood Standards of Quality for Pre-Kindergarten. Our commitment to the Essential Instructional Practices in Early Literacy is coupled with use of the High Scope framework which ensures a consistent daily routine for all students. The High Scope approach supports active, play-based learning and builds on children's interests. During active learning, children construct knowledge through immediate hands-on experiences, scaffolded by adults. The components of High Scope include: Approaches to Learning, Social and Emotional Development, Physical Development and Health, Language, Literacy and Communication, Mathematics, Creative Arts, Science and Technology, and Social Studies.

In Troy School District Preschool, we are proud of the connections and partnerships which support our vision. TSD students and staff benefit from our long-lasting University partnerships with Oakland University and Teachers College at Columbia University. Our programming has an ongoing connection to resources within our Troy Community including Troy Public Library, Stage Nature Center, and Troy Youth Assistance. We strive for an inclusive environment in which students see themselves as active members in both our learning environment and the larger Troy Community.

Troy School District preschools are licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA), and must meet the requirements of the state regarding record keeping and procedures. Because the department has a commitment of offering a quality program to meet the needs of Troy families, it has been our practice to exceed the standards set by the state.

### **ADMISSION**

Any child 3-5 years old, who is fully potty trained, who has not attended kindergarten, and who has completed the enrollment process and required forms, is eligible for admission to preschool. Enrollments are limited to licensing regulation.

The following documents/information will be completed electronically when registering at <https://troyc.ce.eleyo.com/preschool>

1. Child Information Record
2. TSD online student enrollment
3. TSD student Technology use form
4. Health Appraisal\* – immunization dates must be listed on form. This form must be signed by the physician and is required on the child's first day in attendance.
5. Immunization Disclosure
6. Parent Agreement
7. Family & Social History
8. Medical Authorization (as needed)
9. FARE allergy/asthma for (if applicable)
10. Authorization for Automatic Credit Card Payment
11. Parent Handbook 2020-21
12. Concussion Awareness
13. Pre-Application Pesticide Notification
14. ASQ-3 Developmental Screening Consent
15. Written Documentation form

**Child Information Record\*/Emergency Information** – Families will complete all required fields online in ELEYO during registration. **The Michigan Department of Licensing and Regulatory Affairs (LARA), Bureau of Children and Adult Licensing will accept the words NONE or UNKNOWN, in fields, but will not accept a space left blank or N/A. Be sure to complete all fields for your child's safety and well-being.**

In the event of an emergency, the preschool staff will contact you or someone you have designated as an emergency contact or as a release contact on your ELEYO account. In order to release a child to parents/guardians, emergency contact or authorized "release" person, a valid photo ID is required. Please update your contact information regularly in your ELEYO account at <https://ecollect.accelaschool.com/troysd>.

**Troy School District Online Enrollment** – each student attending the Troy School District must have the Online Enrollment (PowerSchool) completed. <https://ecollect.accelaschool.com/troysd>  
Students are assigned a school number once the online enrollment is completed.

**Health Appraisal** - This form must be completed and signed by the physician. This form is valid for two years. **Students may not attend class in person until a completed health form and immunization record is provided to the teacher.** Be sure to inform the teacher of all health and behavioral concerns regarding your child.

**Parent Agreement** - This indicates you have read our Parent Handbook and agree to our policies.

**Family and Social History** – This information helps us to know your child. This information helpful to the preschool staff, particularly if there have been recent changes concerning your child or the home. All information will be held in confidence.

**Concussion Awareness** – This is to inform families of the signs and symptoms of a concussion, and the follow up needed to keep your child healthy.

**Pesticide Application Notice** –Families may request notification when pesticide applications are made at your child's school location.

**Authorization for Medication** - *This form is required whenever your child will need medication while at school. Additional copies are available upon request.*

**Written Information Packet Documentation**\* - Your electronic signature ( when registering in ELEYO), means you agree with and have access to our Parent Handbook including our policies for admission and withdrawal; fee policy; hours of operation; discipline policy; food service; program philosophy; typical daily routine; parent notification for accidents; illnesses; incidents and illnesses; exclusion policy for child illness; availability of the center's licensing notebook, etc.

**TUITION**

Tuition is assessed to cover the reasonable costs associated with offering a quality program. For both the full and half day programs, tuition is divided into 10 installment payments from August 1, 2020- May 2021. No refunds are given after December 1, 2020.

**FEES:**

Annual registration fee	\$100/child <b>non-refundable</b>
Full day preschool	\$50.00/day- \$9000 for the school year
Half day preschool	\$28.33/day- \$5100 for the school year
Annual Explorers registration fee	\$100.00/child <b>non-refundable</b>
School Break SPECIALS 8:30-3:30	\$50/day
Explorers AM childcare 6:30am-8:30am	\$7.00/day
Explorers PM childcare 3:00-6:00pm	\$10.50/day
Late tuition fee	\$45
Late pick up fees	See section on late pick up fees
Virtual Preschool AM/PM	\$1500 per semester/ 2 equal payments due Sept/Oct 1, 2020 <b>*non-refundable</b>

All fees are due on or before the first (1<sup>st</sup>) day of each month. Fees unpaid by the first of the month are subject to a \$45 late charge.

**WAIT LIST**

When maximum enrollments are reached, names will be placed on a waiting list for the current school year only. A child may be put on the waiting list when age eligible. Should an opening become available, families are contacted in wait list/date order. Families have 48 hours to respond and confirm acceptance of the opening. If no contact is received by our office (248-823-3000), the next family on the wait list will be contacted.

**LATE PICK-UP FEES**

When you are late picking up your child from preschool, your child and the staff become concerned about your safety. In addition, when you pick up late, staff may not be able to honor their personal commitments after work or get home to their own waiting families.

Be sure to list a neighbor, relative, or co-worker on your child information form. Having an approved release person will allow you to contact them to pick up your child if you find yourself running late and unable to pick up by the close of class.



**We will refer to the clock in the classroom when assessing late charges.** For every five minutes or any portion of five minutes after the end of class, a late fee of \$5.00 is charged. For example, if class ends at 3:00pm and your child is picked up at 3:18pm you will be charged \$20.00 on your next invoice. **Parents/guardians will be required to sign a late pick-up form upon arrival. Your cooperation is appreciated. Children not picked one hour after class ends may be released to the Troy Police or Children’s Protective Services. Late fees will be added to your account. Fees must be paid on the next tuition due date in order to continue in the program.**

- Late pick up fees will be strictly followed.
- Lateness of 3 or more times may result in dismissal from the program without any refund of tuition.

**EXTENDED ABSENCES**

We will not reserve or hold a space due to absence, travel or delayed start without payment. Payment is required to be enrolled.

**Withdrawal:** Two-week written notice is required for withdrawal from the program. Email written withdrawal notices to [hkochanski@troy.k12.mi.us](mailto:hkochanski@troy.k12.mi.us) or [jhill@troy.k12.mi.us](mailto:jhill@troy.k12.mi.us). The withdrawal will become effective two weeks from the day

we receive written notice. You will be responsible for all fees until written notice is received, plus the two following weeks.

### **CREDITS**

Credits will not be given for absences including illness of the child or family member, emergency closings such as weather, power outages, building issues, etc.

### **READMISSION**

If a child has been withdrawn from the program and then wishes to return, they may do so, space permitting. Families must contact the Early Childhood Department to check on availability at 248.823.3000.

### **PAYMENTS**

Tuition payments are **due on or before the first (1<sup>st</sup>) of each month.**

Payment options are:

1. One lump sum payment at the time of enrollment
2. Ten (10) installment payments (August through May 2021)

Invoices are emailed to the email address associated with your ELEYO account. Invoices are sent prior to the 1<sup>st</sup> of each month. Families will have the option to save their credit card/debit card to their ELEYO Account. Payment made with a credit card/debit card are charged a 3% service fee per transaction. Payment is due on or before the first (1<sup>st</sup>) day of each month. **a \$45 late charge (see Past Due policy) will be assessed to all accounts not paid by the 5<sup>th</sup> day of the month. Late payment charges will be posted on the 6<sup>th</sup> and will be due with the next month's payment.**

#### **Payment Options:**

- **online** at <https://troy.ce.eleyo.com/preschool> 24 hours/day using either credit card or debit card.
- Pay by check in person at the Troy School District Preschool building.

A credit/debit card payment that is declined is considered late and will be assessed a \$45 late fee. The card holder assumes the responsibility to keep credit/debit card information current on their ELEYO account. Call the TSD Preschool 248.823.3000, if you have questions about your account.

### **YOUR CHILD CARE ACCOUNT**

**Our Tax ID# is 38-6003099.** Use this number for yearly tax purposes and childcare reimbursement accounts.

If you need help understanding your account, please call 248-823-3000. Our office hours are Monday through Friday from 8:00 am -4:00 pm.

### **FLEX/CHILDCARE REIMBURSEMENT ACCOUNTS**

If you need documentation or a form for reimbursement signed, please be sure you have fully completed your portion, including the amount to be reimbursed. **Please allow at least two days for our office to complete the paperwork.** Email forms to [Jhill@troy.k12.mi.us](mailto:Jhill@troy.k12.mi.us) or [Hkochanski@troy.k12.mi.us](mailto:Hkochanski@troy.k12.mi.us)

**MDHHS CHILD CARE PAYMENTS-** Payments are accepted. Families must apply for childcare assistance at [https://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_73804---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71547_73804---,00.html)

### **LATE CHARGES**

**All fees received after the first (1<sup>st</sup>) day of the month will be assessed a \$45 late charge.** Accounts more than five (5) working days overdue may be dropped from the program. Re-admission is possible only after the account balance and all late charges have been paid in full, providing space is available.

### **PAST DUE ACCOUNTS**

Accounts more than 30 days past due will be turned over to a collection agency.

### **OPERATING HOURS**

#### **Monday-Friday**

8:00am-3:00pm

Full day preschool

8:30am-3:30 pm

Full day preschool

08/2020

8:00/8:30am-11:00/11:30am	AM-Half day preschool
12:00/12:30pm-3:00/3:30pm	PM-Half day preschool
6:30am-8:30 am	Before school childcare
3:00pm-6:00pm	After school childcare
9:00-11:00am	AM Virtual preschool
1:00-3:00pm	PM Virtual preschool

**Please check the Troy School District website at [www.troy.k12.mi.us](http://www.troy.k12.mi.us) for unexpected school closing information.**

**We offer a summer program that requires a separate registration-more information will be available to families in February.**

**Holiday Closings:** Labor Day, Thanksgiving Day and the Friday following day, Christmas Holiday Break, New Year's Day, MLK Day, Good Friday, Memorial Day, and Fourth of July

**BEFORE AND AFTER SCHOOL CARE- The Explorers** - A separate registration and fees are required. Before and after school childcare is available for students enrolled in Troy School District Preschool. Before and after school childcare operating hours are 6:30am-8:30am and 3:00-6:00pm. Childcare is available on half days, early dismissal days and non-school days, requiring a separate registration and fees. A separate \$100 registration is required to attend before and/or after childcare. **Families will receive one card to gain access into the building. There is a \$15 fee for an additional card. All Troy School District Preschool policies are applicable to the Explorers program.**

Childcare is available for preschool students during most school breaks. Registration for school break specials requires a separate registration for each date. The cost for a school break special is \$50/day. (6:30am-6pm). **These are listed as SPECIALS when registering and are subject to cancellation if minimum registration numbers are not met.**

**DROP OFF AND PICK UP FROM CHILD CARE**

Parents (designated adult, 18 years of age or older) must accompany each child into the Preschool room each day to sign the child in for the day. Parents (designated adult) must sign the child out and accompany the child out of the room at the end of the day. **Parents must initial in/out and record the time of arrival and departure.** For the safety of your child, please be diligent in letting the childcare staff know your child is leaving for the day. Failure to sign a child in/out more than 3 times is cause for dismissal from the program.

A Child Information Record must be completed each school year for each child, including permission to seek emergency medical treatment and designating who may pick up each day. The preschool staff will not, under any circumstances, release a child to an individual who is not designated by the parent in writing. Persons picking up a child must provide picture identification. In cases where there are custody concerns, a dated and official copy of the court documentation is required whenever a child is not to be released to a parent.

When dropping off or picking up, please do not leave children unattended in your car or leave your car running. For your child's safety, please hold your child's hand when going in and out of the building.

**CELL PHONES**

**Please make your drop off and pick up time a NO CELL PHONE ZONE.** Your child has much to share at the beginning and end of the school day. Those brief moments of conversation increase your child's understanding of the world around him/her and how things work. They are excited to tell you about their day. Vocabulary and language comprehension increase when children have opportunities to express their ideas, especially with thoughtful questioning and reflection by the adult role model. Actively listening to your child sends the message that what your child has to share is important to you! We hope you will give your child your undivided attention while listening about their day. Putting down the phone will also help keep your child safe walking through the parking lot.

**ABSENCES**

Please call the Early Childhood office @ 248.823.3000 when your child will be absent for the day.

**EXCLUSION DUE TO ILLNESS**

We appreciate a phone call and information about your child's illness, should your child not feel well enough to attend school. A child exhibiting or experiencing any of the following symptoms may not attend school. **The symptoms include vomiting, diarrhea, undiagnosed rash, green or yellow discharge from nose, an inflamed throat, persistent cough, redness or discharge from the eyes, or an elevated temperature. A child may also be excluded if he/she exhibits any other conditions which may be considered contagious to others.** Please refer to the COVID19 Section below for details.

We ask that you follow these rules to help keep everyone healthy. Please keep the staff informed of any medical concerns your child might have. Parents will be notified if another student, staff, or volunteer has contracted a communicable disease. Families will be notified by a notice posted in the center or by email.

### **COVID-19**

TSD Preschool will follow CDC guidance regarding student & staff health screenings & positive COVID cases. If your preschool classroom is quarantined for any reason, your instruction will continue virtually for the duration of the exclusion, until we return. Tuition will not be reimbursed during this time.

Upon arrival to the program, staff and families are required to report if they or anyone in their household: have received positive COVID-19 results; been in close contact with someone who has COVID-19; and/or have experienced symptoms such as persistent cough, fever, difficulty breathing, chills, change in smell or taste, diarrhea, and/or vomiting.

#### **The procedures we will use to screen staff for symptoms and exposure include:**

When staff members arrive each day, they will document a personal temperature check and will complete the screening for symptoms or exposure.

#### **The procedures we will use to screen children/families for symptoms and exposure include:**

Before children enter classrooms, each day parents will check their child's temperature and any symptoms

Upon arrival parents will document their child meets the safety requirements

Children will be rechecked throughout the school day if there are symptoms of COVID-19 displayed

#### **If families or staff are absent or otherwise off-site but experience exposure or symptoms, they should**

**contact:** If a child, staff member, family member or visitor becomes ill with COVID-19 symptoms or tests positive for the virus, Erin Keyser, Early Childhood Director, will be contacted (248) 823-4502 or ekeyser@troy.k12.mi.us. The Director will contact the OCHD and LARA consultant for further guidance.

As fever is the key indicator of COVID-19 in children, parents will be required to take their child's temperature prior to each school day and document it upon arrival. Staff will also be asked to take their own temperatures upon arrival to work. Staff will re-check children's temperatures throughout the day if they appear ill or "not themselves" (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, or extreme fussiness). When children arrive to the program, temperature checks will occur by parents prior to arrival. Each child's temperature will be taken by: Their parent or guardian.

#### **Responding to COVID-19 Symptoms On-Site**

If a child or staff member has a temperature above 100.4 degrees and/or symptoms such as persistent cough, difficulty breathing, chills, diarrhea, or vomiting, they will be sent home immediately with the recommendation to contact their primary care physician/medical provider. If anyone shows emergency warning signs (e.g., trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately.

#### **If a child develops symptoms during care hours:**

- Parents will be contacted for prompt pick-up.
- The child will be isolated from other children and as many staff as possible (the child will not be left alone).
- The child will wait with the following designated staff member(s): Front office staff
- The child and designated staff will wait in the following safe, isolated location: Clinic

#### **If a staff member or child exhibits multiple symptoms of COVID-19, possible exposure is expected, OR an individual tests positive for COVID-19, the individual must stay home until:**

They have been fever-free for at least 72 hours without the use of medicine that reduces fevers AND Other symptoms have improved AND at least 10 days have passed since their symptoms first appeared.

**Please refer to our COVID-19 Response Preparedness Plan for more information**  
here:<https://tsdpreschool.troy.k12.mi.us/notices-reports/covid-19-response-preparedness-plan>

### **LICENSING NOTEBOOK POLICY**

As required by the Michigan Department of Human Services Rule R.400.5114 (1), dated May 28, 2010, each center must comply with the following rules:

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Parents/guardians may review the Licensing Notebook and licensing inspection reports for your student's childcare center as indicated above.

### **UNSCHEDULED SCHOOL CLOSINGS**

When school is unexpectedly closed for the entire day, childcare programs will not open. When inclement weather threatens, please listen for school closing announcements. We advise making alternate childcare arrangements in advance in case of unplanned school closings. Please check the Troy School District website for school closing information: [www.troy.k12.mi.us](http://www.troy.k12.mi.us) **Credits are not given for unscheduled school closings, including, but not limited to: weather, power outage, building problem during a school year.**

### **EMERGENCY SCHOOL CLOSING**

On rare occasions, district administration may determine it is necessary to dismiss school early after the regular school day has begun because of threatening weather conditions or other emergencies. On those occasions, the Early Childhood office will contact families. Please be sure to keep your emergency forms updated with current phone numbers. If we are not able to contact you, we will contact someone listed on your emergency form.

### **MEDICATION**

It is the Troy School District policy that all medications (prescription and over the counter) dispensed at school require an authorization from the physician. Parents need to ask their physician to complete an Authorization for Medication Form, and we will be pleased to dispense the medication to your child. All medications must be in the original packaging with the pharmacy or packaging label intact. Medications must be presented to the child's teacher. Medications may not be in the possession of children. Please keep the staff informed of any medical concerns your child might have while in school.

### **SUNSCREEN/INSECT REPELLANT**

If your child will require sunscreen or insect repellent while in our care, the parent must complete a Medication Authorization form. (The physician does not need to give authorization for sunscreen.) For sunscreen: Please advise staff if your child tends to have sensitive skin. Staff can then watch for any allergic reaction that might occur. Please be sure to use a long lasting, non-stinging, waterproof sunscreen whenever possible. Sunscreen may be applied at home prior to coming to childcare. The sunscreen/insect repellent container must be labeled with your child's name.

**SERIOUS INCIDENT, ILLNESS, INJURY, ACCIDENT** If a child experiences a minor injury/incident, while in childcare, the teaching staff will communicate to the child's parent/guardian through email, text, written note or the See Saw app. A copy of the communication with the parent/guardian will be kept on file in the child's classroom for reference. If a child experiences a serious incident, illness, injury, or accident while in childcare, the parent will be notified first either by phone, email, or text. Upon contact with the parent, the parent will decide if they will come and transport the student to a hospital or home, or if the child will be transported immediately to a hospital where the parent will meet the ambulance. If the incident, illness, injury, or accident is life-threatening, 911 will be called and the child will be transported to the nearest hospital. Continuous attempts will be made to contact the parent or guardian. If the parent or guardian is not reached, an emergency contact person will be contacted. If a child is transported to the hospital, a staff member will go with the child to the hospital and remain with the child until the parent/guardian arrives. If the parent decides to transport the child, and while waiting for the parent to arrive, the

child will be isolated from other children if there is concern for a contagious illness. The child will be comforted and monitored by staff until the parent or an authorized release person arrives.

### **COMMUNICATION**

Teachers will communicate with families through phone, email, in person and through the See Saw App. Parents will receive an invitation from their child's teacher to join the See Saw classroom community. Please be sure the teacher has your correct contact information.

### **PHOTOGRAPHS/ VIDEO/SOCIAL MEDIA**

There may be occasions when we will take photographs and videos in the classroom. Photos/videos may be used in Troy School District publications, general news articles and/or on our website. Whenever possible, we will notify the parents of our intent to publish their child's photograph/video.

### **FOOD POLICY/SNACKS**

Parents are expected to provide nutritious snacks each day. Children attending half day programs will need to bring one snack/day. Children attending full day programs will need to bring two snacks per day. Please keep the staff informed of any food allergies or dietary food restrictions your child may have. It is important that we take precautions for students that may have food or another type allergy. Occasionally teachers and students enjoy hands-on simple cooking activities during class. Teachers will inform families of the activity by posting the cooking activity and ingredients one day prior to the activity. Typically, children will eat the food that is made in class. Please let the teacher know if your child has food allergy or restrictions.

### **Rule 400.8340 (1) (e) FOOD SERVICES PROVIDED BY PARENTS**

This rule now requires that when parents provide food for snacks, parents must label the snack container/bag with the child's first and last name, and the date. The rule was established to ensure that each student is eating the snack intended for them, and by labeling the packaging/bag with the date, allows for the monitoring of spoilage. Please send your child's snack in a paper or Ziploc bag with their first and last name. The bag must be dated daily.

It is the responsibility of each family to provide their student with a nutritious snack. Having good nutritional habits sets the tone for a healthy lifestyle, helps children acquire the energy to participate in play, and provides good thought processing to help when engaging in all activities. Here are some nutritious snack suggestions: veggies, granola bars, fresh fruit, applesauce cups, cheese & crackers, peanut butter (provided there are no peanut allergies) and crackers, yogurt, string cheese, trail mix, hummus and chips. Of course, there are many more healthy choices too. Items can be purchased in individual servings, making for a quick and ready snack. Please keep your childcare staff informed of any food allergies your children may have.

### **FOOD POLICY/LUNCH (Full day preschool only)**

Parents have the option to purchase a school hot lunch or provide a lunch for their students. Teachers will provide school hot lunch information to families. On days when the district food service does not operate, families must provide lunch.

**When parents provide food for lunch, parents must label the lunch container/bag with the child's first and last name, and the date. Lunches must be dated daily. The rule has been established to ensure that each student is eating the snack intended for them, by labeling the packaging/bag with the date, this allows for monitoring of spoilage.**

As part of our Food Policy, we ask that children are provided a nutritious lunch each day. It is the responsibility of each family to provide their student with a nutritious lunch. When packing a lunch, it is best to select foods from each food group: grains, milk/dairy, fruits and vegetables, protein/meat. Please limit sugary items. Be sure to inform staff if your student has any food allergies.

### **DAILY SCHEDULE**

We provide a wide variety of developmentally appropriate activities to strengthen the cognitive, social-emotional, and physical domains of development. We want your child to take part in as many experiences as possible. Having your child arrive on time will insure your child is present for the overview of the day. By arriving on time, your child will feel a full connection to his/her class community.



A typical full day will include the following:

AM Schedule	Activities		PM Schedule	Activities
8:45-8:55	Greeting/Message Board		12:15-1:45	Rest time
8:55-9:20	Small Group		1:45-2:10	Large Group
9:20-9:35	Planning Time		2:10-2:20	Planning Time
9:35-10:35	Work Time		2:20-3:15	Work Time
10:35-10:45	Clean-up Time		2:20-3:15	Open Snack
10:45-10:55	Review Time		3:15-3:25	Clean-up Time
11:00-11:30	Outdoor Time		3:25-3:35	Review
11:30-12:15	Lunch		3:35-4:00	Outdoor Time/Gym Time

A typical half day will include the following:

AM Schedule	Activities
8:00-8:15	Greeting/Message Board
8:15-8:45	Small Group or Large Group
8:45-8:55	Planning Time
8:55-9:45	Work Time
9:45-10:00	Clean-up /Review Time
10:00-10:30	Outdoor/Gym Time
10:35-10:50	Snack
10:50-11:00	Review

**ITEMS FROM HOME**

Please do not send toys from home unless requested by the teacher. We cannot be responsible for lost or broken items from home.

**TOILETING**

A child enrolled in preschool must be fully toilet trained. Fully trained implies that the child is aware of the need to use the bathroom and can use the bathroom independently. A child should be able to get on and off the toilet by him/herself, attend to toilet needs, and redress themselves. A child wearing pull-ups is not considered fully toilet trained.

**DRESS**

Have your child wear clothing that is comfortable for indoor or outdoor play, or messy activities. Clothing should be easy for your child to dress themselves. Your child must wear closed-toed shoes with socks each day (sneakers are preferable). For your child's safety sandals are not permitted. Please mark your child's outerwear with your child's name on the inside label.

Please dress your child for the weather outdoors because we love to be outside; it's a great place for preschoolers to learn about themselves, each other, and the world! On occasion preschoolers may get his/her clothing wet or soiled. To keep each child comfortable, we ask each family to provide an extra pair of pants, shirt, socks and underwear in a shoebox labeled with your child's name.

**WEATHER/OUTDOOR POLICY**

Please dress your child for the weather outdoors. We go outside whenever the weather permits. Most days, children will have two thirty-minute periods to play outdoors, unless prevented by inclement weather conditions such as heat, rain or wind-chill.

**District Policy:** Outside recess will not occur during inclement weather or EXTREME cold (District policy states that there will be no outdoor recess when temperatures are below 15° Fahrenheit; and, if temperatures are between 15° and 20° Fahrenheit, the wind-chill factor will be considered.) **It is important that children have boots for use in snowy or muddy weather and dress appropriately.**

Outdoors is a great place for preschoolers to learn about themselves, each other, and the world! The outdoor play area is considered an outdoor classroom and an extension of the learning environment. During the outside-time adults intentionally support and extend children's plans.

### **REST-TIME (full day preschool only)**

Children will have a rest-time each day. Children should bring a crib sheet for the cot; a small blanket and a soft quiet toy. Bedding must be taken home at the end of each week for laundering. Please be sure all items are labeled with your child's name. Rest time typically is 30-45 minutes.

### **BEHAVIOR EXPECTATIONS**

We believe that children learn best in a well-ordered environment that is free from disruptions. To promote such an environment, the Early Childhood department, teachers and staff work together to help children to:

- Respect all persons & property
- Act in a courteous and cooperative manner.
- Use acceptable and appropriate language.
- Be safe & learn to act responsibly.

These student rules are described in the Troy School District's Student's Rights and Responsibilities Code of Conduct booklet and apply to all schools in the district. This can be found on the Troy School District's website at [www.troy.k12.mi.us/about/codeofconduct.pdf](http://www.troy.k12.mi.us/about/codeofconduct.pdf).

Teachers will handle the majority of discipline within the classroom. Repeated and/or harmful behavior to others or self, will be called to the attention of the Early Childhood Director and/or Coordinator and parents will be notified.

Behavior will be monitored, with daily communication with the family.

1. If significant behavior changes do not occur, teaching team, director, and family, meet to discuss alternative options, strategies, classroom supports, next steps.
2. If the placement in the preschool classroom is not the recommended environment for the safety of the child, students and staff, and all intervention measures have been implemented without improvement in behavior, a final recommendation for permanent suspension from program may occur.
3. A child who has not been able to adjust to behavioral recommendations may be dismissed from the preschool/CARE program.

### **WITHDRAWAL**

Two-week written notice is required for withdrawal from the program. Email written withdrawal notices to [hkochanski@troy.k12.mi.us](mailto:hkochanski@troy.k12.mi.us) or [jhill@troy.k12.mi.us](mailto:jhill@troy.k12.mi.us). The withdrawal will become effective two weeks from the day we receive written notice. You will be responsible for all fees until written notice is received, plus the two following weeks.

### **PROGRAM DISMISSAL**

The following circumstances may result in a child being dismissed from the preschool.

- **Incomplete forms.**
- Dropping off a child before the start of class.
- Late pick-up (after class ends) more than three (3) times.
- Physical or verbal abuse/harm to another child or staff member, according to developmental expectations.
- Physical or verbal abuse/harm to another child or staff member by either a child or a parent.
- A child who does not adjust to behavioral recommendations as stated in the discipline procedures.
- Failure to sign a child in or out of the program more than three (3) times.
- Accounts more than five (5) working days overdue may be dropped from the program.

## **DISCIPLINE POLICY**

Staff shall use developmentally appropriate positive methods of discipline that encourage self-control, self-direction,

self-esteem and cooperation. Staff shall be prohibited from using the following as a means of punishment:

- Hitting, spanking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by tying or binding him/her.
- Inflicting mental emotional punishment, such as humiliating, shaming or threatening a child.
- Depriving a child of meals, snacks or rest or necessary bathroom use.
- Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

## **VOLUNTEERS**

- We welcome parents/guardians as classroom volunteers. Research indicates that children who are successful in school have strong and positive interconnections between family, school, and community. If you would like to volunteer in our classroom, we would welcome you. Refer to the Staff and Volunteer Screening section below for requirements for volunteering.

## **ADDITIONAL INFORMATION**

The Troy School District preschool and childcare programs are licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA). The following information is provided to inform you of our practices.

## **STAFF AND VOLUNTEER SCREENING POLICY**

- A Michigan Child Care Background Check/fingerprint for all employees.
- A live scan fingerprint through the Troy Police Department upon hire.
- A Michigan Child Care Background Check on all unsupervised volunteers (including volunteers who are parents of a child in our care).
- A supervised volunteer shall receive a public Sex Offenders Registry Clearance (PSOR) before having contact with a child in our care.
- Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in our care.
- Volunteers will always be supervised by employees.
- Volunteers are prohibited from assisting children during bathroom use, changing of clothes, and providing care to children who are injured or ill.
- *Volunteers may not be allowed during the 2020-21 school year, due to COVID-19.*

## **MANDATED REPORTERS**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Troy School District are considered mandated reporters, under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children. Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts or child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seatbelts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for a child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.

## **HEALTH CARE PLAN**

To control illnesses, the following procedures will be followed:

- Hand-washing posters are placed by each sink to remind children and staff to wash hands.
- Children will be taught how to wash hands using playful methods.
- Staff and children wash hands whenever necessary. Handwashing is done after using the restroom, after coughing or sneezing into the hand, after touching animals or classroom pets (if any), before and after snack time, lunch time, after playing outdoors, and as needed at other times.
- Liquid soap and one-use paper towels are available for handwashing. On field trips or when water is not available, a hand-washing gel may be used.
- A disinfecting solution of bleach and water is used to clean and sanitize tables and classroom supplies and equipment.
- It is our goal to maintain a healthy classroom environment. If staff suspect a child is ill, staff will contact the parent. The parent will be required to pick up the child immediately and the child excluded from the program until they are fever and symptom free for 24 hours (see Exclusion due to Illness section of the parent handbook for specific criteria). The child may be separated from other students until the parent/designated adult arrives.
- Parents will be notified of any communicable diseases within the classroom.
- Our programs use district resources and the Oakland County Health Department for guidance with health care concerns.

### **PLAYGROUNDS**

The Troy School District playground equipment has been certified to meet all safety standards required by the Michigan Department of Education. The Michigan Department of Human Services, Child and Adult Daycare Licensing requires centers to inform parents that the center plans to use a public school's outdoor play area. In some cases, the equipment may not comply with all childcare licensing rules. Only playground equipment certified and approved for children ages 3-5 will be used by the preschool program.

### **PEST CONTROL MANAGEMENT**

The Troy School District has adopted an Integrated Pest Management Plan. If a pesticide is applied during the year, including the summer months when school is not in session a public notice will be posted at the common entrances of the school buildings at least 48 hours prior to the application. You have the right to be informed by U.S. mail postmarked at least three days prior to any pesticide application that might be needed in your school. If you would like to receive notification by U.S. mail, please notify the TSD Operations Office (pesticide notification) at 1140 Rankin Dr. Troy, MI in writing. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. To receive notification, please complete Pesticide Pre-Application Notification Form, available with childcare forms on [www.troyceonline.com](http://www.troyceonline.com). If the form is not returned, we will assume you do not want to be notified. Should you have questions or concerns about pest management within your school/workplace, please contact the Principal or the Superintendent's office.

### **SUMMER EXPLORERS FOR PRESCHOOLERS**

We offer summer theme camps for students, ages 3-5-year old. Registration for the summer program begins in March. Children participate in crafts, cooking, science, small and large group activities, outdoor play, gym time, and more.

**VIRTUAL PRESCHOOL-** New fall 2020. The virtual preschool option is facilitated by a TSD preschool teacher.

This program is schedule for the fall semester September 1, 2020 through January 21, 2021. The program is aligned to the TSD Preschool curriculum, and includes authentic, balanced literacy, math & inquiry-based learning. Families register online at <https://troy.ce.eleyo.com/preschool>. This new program offers either morning or afternoon sessions that meet Monday through Thursday. Families agree to provide the technical device, minimal materials for learning, and utilize the instructional platforms provided by the teacher. Tuition is \$1500 for the semester and is non-refundable. Minimum number required for program to be available.

## **POLICY OF NONDISCRIMINATION**

Title IX of the Educational Amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance except as may be permitted by law.

Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) provides that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

It is the policy of Troy School District not to discriminate on the basis of sex or handicap in admission or access to, treatment or employment in its programs and activities. Troy School District periodically reviews its educational and employment programs and activities to assure compliance with Title IX and Section 504/ADA.

Troy School District has established a grievance procedure to provide for the prompt and equitable resolution of complaints by students, employees or members of the community alleging discrimination on the basis of sex or handicap. The grievance procedure is available through any school office or by contacting, the Coordinator for Title IX and Section 504/ADA matters listed below. In addition, a School District employee who is part of a bargaining unit may process a complaint through the grievance procedure established in the collective bargaining agreement.

