



**LEARN** -n- **GROW**

*Early Childhood Education Center*

Handbook for 2023-2024

Tuition Payment Schedule 36 Weeks (The 2023-2024 school calendar is pending. Below is the 2022-2023 schedule for reference.)

Payment due:		Covers
Aug. 8th	4 weeks	(Aug. 15th-Sept. 9th) 4 year olds prorated for 3 weeks this period
Sept. 6 <sup>th</sup>	4 weeks	(Sept. 12th-Oct. 7th)
Fall Intersession October 17th-21st		
Oct. 3rd	4 weeks	(Oct. 10th-Nov. 11th)
Nov. 7 <sup>th</sup>	4 weeks	(Nov. 14th-Dec. 16th)
Dec. 12 <sup>th</sup>	4 weeks	(Dec. 19th-Jan. 27th)
Jan. 23rd	4 weeks	(Jan. 30th-March 3rd)
Winter Intersession February 13th-17th		
Feb. 27th	4 weeks	(Mar. 6th-March 31st)
Spring Break April 3rd-7th		
March 27 <sup>th</sup>	4 weeks	(April 10th-May 5th)
May 1st	4 weeks	(May 8th-June 2nd)

Discounted rates are available for families enrolling more than one child.

**3-year-old class (two options)**

Tuesday & Thursday, 8:30 a.m. - 12:30 p.m.

Tuesday & Thursday, 9:00 a.m. – 1:00 p.m.

Tuition: \$185 / month

Must be 3 years old by September 1, 2021

**4/5-year-old class (four options)**

Monday, Wednesday & Friday, 8:00 a.m. - 12:00 p.m.

Monday, Wednesday & Friday, 8:30 a.m. - 12:30 p.m.

Monday, Wednesday & Friday, 9:00 a.m. - 1:00 p.m.

Tuesday & Thursday, 8:30 a.m. - 12:30 p.m. and Friday, 12:00 p.m. - 4:00 p.m.

Tuition: \$250 / month

A yearly calendar of school days and holidays is available at the Learn ‘n Grow Early Childhood Education Center or online at [Ing.otsegops.org](http://Ing.otsegops.org).

## **Enrollment Policy:**

All class openings are available on a first-come, first-served basis. Students are accepted without discrimination as to race, color, ethnic or religious background. The following must be completed and returned before a child can attend preschool:

- Child Information Card
- Payment of Registration Fee
- Registration Form
- Medical form signed by physician

All necessary forms are available at the Early Childhood Center. Parents must keep the teacher/Director informed of any changes to their enrollment information.

## **About Learn 'n Grow Early Childhood Education Center**

Our nature-based preschool will provide outdoor exploration experiences for three and four year olds. Throughout the year we will enhance students' understanding and connection to the natural world while building skills and the needs of the whole child.

Preschool plays an important role in a young child's growth and development. Children learn socialization skills that are so important for future peer relationships. They learn there is more than just "me" and that others have needs and feelings, too. Children learn to share their toys, their space, their thoughts and their love. They learn rules and limits in relation to their surroundings.

Our teachers will introduce early literacy skills. Children will learn that letters are in their name and will begin to write their names. Children learn about numbers and counting, they learn to cut, paste and paint. These activities are part of our program but are not the focus of the program. The program is age- appropriate and children all have different developmental levels.

Preschool is a time when young children sing, play, make friends and learn to explore more about their world.

## Learn 'n Grow Preschool Curriculum

### Thematic Units Centered On Six Habitats

Forest, tundra, ocean, grasslands, wetlands and desert. Within each unit we will explore more about seasons, living and non-living things, animal homes, parts of the body, fire safety, personal safety, nutrition, five senses, magnets, simple machines and more!

### Math Skills

Counting, shapes, sorting, spatial relations, sizing/comparing words, patterning, graduated order, one-to-one correspondence and following three-step directions.

### Reading Readiness

Literacy: Recognizing first name in print, scribble writing, concepts of print, letter sounds, letter identification, write some letters from own name, recognizing last name in print, rhyming and dramatic play.

### Fine Motor

Beginning scissor skills, introduction of writing tools and pencil grip.

### Gross Motor

Running, jumping, hopping, galloping and catching a ball.

### Self Help Skills

Personal health and role-playing.

### Social/Emotional

Solving conflicts, interactive social skills and manners throughout the year.

Learn 'n Grow Early Childhood Education Center is operated under licensing requirements of the State of Michigan, and administered by Otsego Public Schools. The school is operated on tuition, scholarships and grants.

The Learn 'n Grow office staff handles all business dealings of the preschool and its operations, oversees applications and the well-being of the children, and works closely with the teachers in determining the needs of the preschool.

## Health Care Policy

### Medications

Written permission is required for all prescription and non-prescription medication (this includes sunscreen and bug spray). Parents must complete the 'Authorization for Medication and/or Treatment' form. The medication will be stored according to the label instructions and must be in the original container. All medication is stored out of the reach of children and returned to the child's parent if it is no longer needed or has expired.

### Immunizations

Parents are required to provide their child's health information, including immunizations and a physician's health examination report including the doctor's signature. The school must have this information before the child may start preschool. This information is required by the Department of Social Services.

The following vaccine doses are required: Diphtheria, Tetanus, Pertussis (DPT) 4, Polio Vaccine (OPV) 3, Measles, Mumps, Rubella (MMR)1, Hepatitis B, (the three shot series is required prior to entrance) and PCV7 (Pneumococcal Conjugate Vaccination which is a new requirement as of 01/07). The Varicella vaccination (chicken pox) is also required to enter preschool. If the child has already had the chicken pox disease, parents must submit a note with the date the child was sick.

### Hand Washing Procedure

The hands of children and staff shall be thoroughly washed prior to handling food and before eating.

The following procedures are considered best practices for hand washing:

- ❖ Have a clean paper towel available.
- ❖ Turn on the water to a comfortable temperature between 60 F to 120 F.
- ❖ Moisten hands with water and apply soap.
- ❖ Rub hands together until a soapy lather appears and continue for at least 10 seconds.
- ❖ Rub areas between the fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- ❖ Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- ❖ Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- ❖ Dispose of the paper towel in a lined trash container.

### Handling Bodily Fluids and Sanitation

The following procedures are used when handling children's bodily fluids:

We use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Latex gloves are available and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

The following procedures are used when cleaning and sanitizing of all equipment, toys, and other surfaces:

- ❖ Wash the surface or article with warm water and detergent.
- ❖ Rinse the surface with clean water.
- ❖ Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- ❖ Let the article or surface air dry.

All toys, equipment, and surfaces are cleaned once every three months. Tabletops are cleaned daily.

To help control infection in the classroom children need to be able to blow and wipe their own nose, try to cover their mouth and nose when coughing or sneezing, and be able to use the bathroom without help.

### Clothing

It is important that your child come dressed ready for outdoor play. Throughout the year, clothing may be covered in mud, paint, and/or other natural materials. Your child will need comfortable, closed toed shoes so he/she is able to run, jump and climb through nature. It is recommended that an extra set of clothing be left at school in case nature becomes messy.

**NOTE:** Parents are responsible for applying sunscreen or bug spray before the child is dropped off at our center.

### Field Trips

Each preschool class will have two scheduled field trips (Fall and Spring). We will use Otsego Public Schools transportation system for these trips. Each preschooler may bring one adult as his/her chaperone. No younger siblings are allowed to participate with class field trips.

### Drop Off/Pick Up Policy

If you are dropping off or picking up for preschool class, please use the back door of the classroom through the gated playground. Gates will be opened 10 minutes before class and 10 minutes before class is released for the day.

If you are dropping off or picking up from wrap around, please use the first entrance off the parking lot and enter your code. Codes will be distributed at Parent Orientation or you may call our office for more information.

Our office is open at 7:30 a.m. and closes at 4:00 p.m.

### Weather Conditions Policy

Preschool snow days will coincide with Otsego Public Schools snow days, and are announced on TV Channels 3 and 8 and radio stations B-93, 105.7 and WKZO radio 590 AM, as well as other local stations. In case of a 2-hour delay, we will still be open.

## Severe Weather

The following procedures will be used in a severe weather situation:

Every spring the District faces the possibility of severe weather and tornadoes. A minimum of two (2) tornado safety drills is required for the center. At least one (1) drill shall be conducted during March. Three drills shall be conducted for the purpose of preventing fires and related hazards and injuries caused by severe weather. Our school will monitor a weather-alert radio for severe weather conditions and the Director is responsible for setting up procedures for notifying the staff and students about severe conditions and maintaining proper safety.

### Tornado Watch

A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. When a tornado watch is in effect, the center will continue normal activities but move recess and physical education activities indoors. Our center shall designate someone to be responsible for continuously monitoring the watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

### Tornado Warning

A tornado warning signals that a tornado has been sighted and may be approaching. Staff shall open all classroom windows and doors and proceed with all students to the pre-designated tornado shelter areas and remain there with the students until further notice. Disabled students who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of his/her designated area unless his/her parent comes to the school and requests that the student be released. A student is to be released only to his/her parents.

Emergency procedures for fire, tornado, serious accident and crisis are posted on the parent bulletin board in the lobby. If evacuation is required due to a natural or man-made disaster, parents will be notified of the event by phone and/or text message through Infinite Campus. The location and method for reuniting families will be included in the message.

### Pest Management Plan

Pesticide application may occur during the school year. You will receive an advanced notice of these applications through newsletter and school postings. The notice will inform you of the target pest, information about the pesticide, and date of pesticide. Pesticide would only be applied to concerned areas during off-school hours.

### Accident, Injury, Incident and Illness Notification Policy

If your child isn't feeling well or displays symptoms of fever, diarrhea, vomiting, lice, etc., the student will not be allowed in class. You will be called to pick up your child if they are running a fever of 100 degrees or more, if they are vomiting and/or in pain. Accommodations will be made for the child to rest comfortably and be supervised while waiting for a parent or designated person to arrive. The staff may give medication only after the proper forms are filled out.

Should your child become ill, sustain an injury, or if an incident occurs impacting your child, the parent will be contacted first and as soon as possible following the illness or injury. This contact will be made by phone. If we are unable to contact you, we will contact the person you have listed as your emergency contact on the Child Information Record. If we are unable to reach you or the emergency contact by phone, we will keep your child at school and care for them until we can reach you. However, if your child requires immediate medical assistance and we are unable to reach you, we will call for emergency assistance (e.g. 911) and continue to try to reach you.

### Lunch/Snacks

Students will be required to provide their own lunch. However, the school district does have breakfast and lunch available for purchase through our food service program. A snack will also be served to the children each day. A calendar will be sent home with an assigned day for your child to bring the snack for the class. Please provide a healthy snack from our list that complies with USDA, Food and Nutrition Services and Adult Care Food Program.

### Parent Information

We ask that you escort your child directly to the teacher upon arriving, and pick him or her up at the room at the end of each session. This way we can assure the safety of your child. Your child will not be allowed to leave the school at any time with anyone who is not designated on the registration form, unless the teacher has been notified before the end of the session.

If it is necessary to notify the teacher during a class session, please call the center at 269-694-7960. If your child will be absent for an extended period of time, please notify your child's teacher.

### Discipline Policy

Students enrolled in Learn 'n Grow are expected to adhere to the classroom rules. Failure to comply with these rules will lead to disciplinary action:

1. Act safely at all times
2. Follow directions
3. Respect yourself and others

### Consequences

If a student breaks a rule, the following consequences will apply:

- 1<sup>st</sup> Consequence: Verbal Warning
- 2<sup>nd</sup> Consequence: Time out from the activity
- 3<sup>rd</sup> Consequence: Loss of entire activity, disciplinary note is sent home, and/or a meeting is set up with parent/guardian.

### Parent Participation

A variety of interesting and educational field trips will be offered to the children. Any trip involving transportation will be posted in advance on the class bulletin board. Extra helpers are always needed on field trips.



Parents may be encouraged to participate in the various activities that are planned for holidays and other special occasions.

Parent-teacher conferences will be scheduled twice for four year olds and once for three year olds. If, at any time, you would like a conference with the teacher regarding your child, please make arrangements with the teacher in advance.

### Staff

Our teachers hold an Elementary Education Degree and/or Early Childhood Education certification credentials.

### Withdrawal Policy

Parents are asked to provide 30 days notice to the office, in writing, of intention to withdraw once the preschool has begun. Upon withdrawal, any prepaid tuition will be refunded (except the non-refundable registration fee). Tuition will be billed up to the date of formal written withdrawal received by the office.

Learn 'n Grow Early Childhood Education Center reserves the right to dismiss any student at any time for disciplinary issues and/or other matters.

### Payment Procedure

Preschool invoices are issued on a monthly schedule and will be emailed directly to the parent. Parents can also pick up their statements at the office. Payment schedule is in this handbook. A late fee of \$25.00 will be assessed to statements not paid within 10 days of the due date. Failure to make payment can result in dismissal from the preschool.

Payment in the form of cash can be made **ONLY** at the Early Childhood Education Center. Please make all checks and/or money orders payable to:

**OTSEGO PUBLIC SCHOOLS/Learn 'n Grow  
485 18<sup>th</sup> Street  
Otsego, MI 49078**

### Late pick-up fee

A late fee will be charged for picking up your child after dismissal time is complete. The extra charge will be \$5.00 for each 10-minute period. The staff will contact the emergency persons designated on the Child Information Record after 10 minutes.

### Tax credit

The Learn 'n Grow Early Childhood Education Center qualifies for the Child Care Tax Credit. Please call 269-694-7960 for this number.

### Phone numbers:

Learn 'n Grow Early Childhood Education Center (269) 694-7960  
Otsego Public Schools Central Office (269) 694-7900

**Please contact the center or teacher if your child will not be in attendance.**

### Daily Schedule- Sample

9:00-9:15	Greetings/Free Time
9:15-9:45	Morning Circle Time
9:45-10:05	Snack
10:05-11:05	Learning Centers
11:05-11:30	Green Time
11:30-11:40	Cool Down
11:40-12:05	Lunch
12:10-12:40	Nature Time
12:40-12:55	Afternoon Circle Time
12:55- 1:00	Goodbyes/Dismissal

**Allegan County Health Department**

3255 122nd Ave. Suite 200

Allegan, MI 49010

Phone: (269) 673-5411

Fax: (269) 673-4172

[www.allegancounty.org/health/index.htm](http://www.allegancounty.org/health/index.htm)

**Allegan County Health Department Programs**

**Bioterrorism Preparedness and Emergency Planning**

(269) 686-4530

**Preparedness Education Presentations**

(269) 686-4580

**[www.allegancounty.org/bioterrorism/index.htm](http://www.allegancounty.org/bioterrorism/index.htm)**

- ❖ Preparation and Planning
- ❖ Agents/Diseases -Natural Diseases
- ❖ Radiation -Extreme Weather Precaution

**Environmental Health Services (269) 673-5415**

**On-Site Sewage Disposal**

- ❖ Site evaluation for suitability
- ❖ Permits, Evaluations, Consultations
- ❖ Mortgage Evaluations

**Groundwater Contamination**

- ❖ Analysis, Consultation, Education

**Water Supply**

- ❖ Commercial, Private Well Permits
- ❖ Water Analysis, Mortgage Evaluations
- ❖ Evaluation, Consultation

**Licensing and Inspections**

- ❖ Food Establishments, Mobile Home Parks
- ❖ Campgrounds, Public Swimming Pools

**Allegan County Resources Recovery**

Recycle/Solid Waste Planning

**Personal Health Programs**

**Children's Special Health Care Services (269) 673-5440**

**Vision and Hearing (269) 673-5411**

**Communicable Disease/TB Control (269) 673-5411 or (269) 673-5526**

**Immunization and TB Testing for Adults and Children (269) 673-5411 or (269) 673-5526**

**Lead Testing \*By Appointment (269) 673-5411 or (269) 673-5526**

**Clinic for International Travel \*By Appointment (269) 673-5411 or (269) 673-5513**

**Health Promotions (Education) (269) 673-5411**

## Wrap-Around Program

Wrap Around is our before and after-preschool child care program. It is a licensed daycare designed to provide quality care for three and four year olds. We are licensed through the Department of Health and Human Services and qualify for a childcare tax credit. It runs Monday-Friday 6:30 a.m. -5:30 p.m. Our registration form is available at the school office. Our Wrap-Around staff are responsible, competent adults who share a love of children.

### PROGRAM PURPOSE

1. Enhance children's physical, intellectual, social and emotional development.
2. Reinforce and extend the skills introduced in preschool.
3. Provide child care at a reasonable cost.

### FINANCIAL POLICIES

The Early Childhood Education Center operates on the philosophy that programs offered must be financially self-sufficient. This means that fees generated by programs must offset costs such as instruction, material, supplies and administration.

### LOCATION

Wrap-Around Services take place on site at the Early Childhood Education Center. Dix Street and Washington Street Elementary schools may be used during snow days and holiday breaks.

### SCHEDULE OF OPERATION

The program runs Monday - Friday, 6:30 a.m. to the start of school and after school until 5:30 p.m. Wrap Around will remain open through the entire school year including half days, teacher in-service days and holiday breaks. Notification will be made in the event of any schedule changes. In the event school closes early due to inclement weather, Wrap Around will remain open. Wrap Around will be open on snow days at Dix Street Elementary from 6:30 a.m. until 5:30 p.m.

### STAFF

The Wrap Around staff are responsible, competent adults who are well trained and demonstrate the personal characteristics for successfully working with children. All supervisors meet licensing qualifications such as education credits and are experienced in working with children. Volunteers will not be left unattended with the children.

### ENROLLMENT/WITHDRAW POLICIES

Any preschool student who is enrolled at the Early Childhood Education Center is eligible. A regular weekly schedule is required at the time of registration. A parent may enroll his/her child at any time during the school year provided there are openings in the program. Early registration will help to ensure a place in the program. Registration forms are available at the school office.

Parents must keep the Director informed of any changes to their enrollment information. A parent may withdraw his/her child at any time. To withdraw a student, one week's notice is requested.

### FEES (These fees are subject to change based on a financial review)

Students need to bring their own snacks. A 50 cent fee will be charged to students who don't have a snack and one will be provided. Rates are charged an hourly fee, anything after the first hour will be rounded up to the next hour.

Regular Hour Fee \$4.00

Sibling Fee \$3.25

Late Payment \$30.00

Late Pick Up \$5.00/10 minutes

Intersession daily rate \$35.00 (sibling rates not applied for full day)

### NO CALL/NO SHOW FEE

A fee of \$10 will be applied to your bill every time our office staff has to call a parent or guardian because the child was scheduled to be in attendance but did not show. Please contact Lacey Walbrook to change your schedule as needed.

### DAILY SCHEDULE (Schedule and activities may vary)

Morning: Free Play/craft time

Breakfast (available for purchase 7:30-8:00 by food service)

Afternoon: Check in, wash hands

Free play outside / organized centers

Rest time 1:45 p.m.

Snack (provided by student)

Free play outside / organized centers

### PAYMENT PROCEDURE

Wrap Around invoices are issued on a bi-weekly schedule. Wrap Around bills will be mailed or emailed, if email address is provided. Payments are due by the following Friday. A late fee of \$30.00 will be assessed on statements not paid on time. Failure to make payment can result in dismissal from the program. Payment in the form of cash can be made ONLY at the Early Childhood Education Center.. Please make all checks and/or money orders payable to: OTSEGO PUBLIC SCHOOLS, 485 18th Street Otsego, MI 49078.

Payments can also be paid online at [www.myprocare.com](http://www.myprocare.com), if you provided us with an email address.

### TAX CREDIT

The B.A.S.E. Program qualifies for the Child Care Tax Credit.

### LATE PICK-UP FEE

A late fee will be charged for picking up your child after 5:30 p.m. The extra charge will be \$5.00 for each 10 minute period. The staff will contact the emergency persons designated on the Child Information card after 10 minutes.

Please contact the school office to change your schedule as needed. A parent is notified immediately if his/her child does not report to the program as scheduled.

## RELEASE OF CHILDREN

A child is released only to those authorized on the registration form.

## SIGN IN/SIGN OUT POLICY

Your child must be signed in by a parent or authorized adult upon arrival in the morning and signed out by a parent or authorized adult upon departure in the evening. Attendance information is very important in the event of an emergency and to correctly calculate the number of hours used each week. Children not clocked in or out by the parent will be clocked in by a staff member at 6:30 am or 5:30 pm respectively. Repeated failure to sign your child in or out could result in dismissal from the program.

## RULES AND REGULATIONS

Students enrolled in Wrap Around are expected to adhere to the rules and regulations stated in the current preschool handbook. Failure to comply with these rules will lead to disciplinary action.

## CONSEQUENCES

If a student breaks a rule, the following consequences will apply:

1st consequence: Verbal Warning

2nd consequence: Time out from special activities

3rd consequence: Loss of entire activity, disciplinary note is sent home, a meeting is set up with parent/guardian.

Three disciplinary notes may result in dismissal from the program. Violence will not be tolerated and can result in immediate dismissal from the program without any prior disciplinary notes.

## HEALTH/ACCIDENT POLICIES

The same preschool rules and policies apply for wrap around.