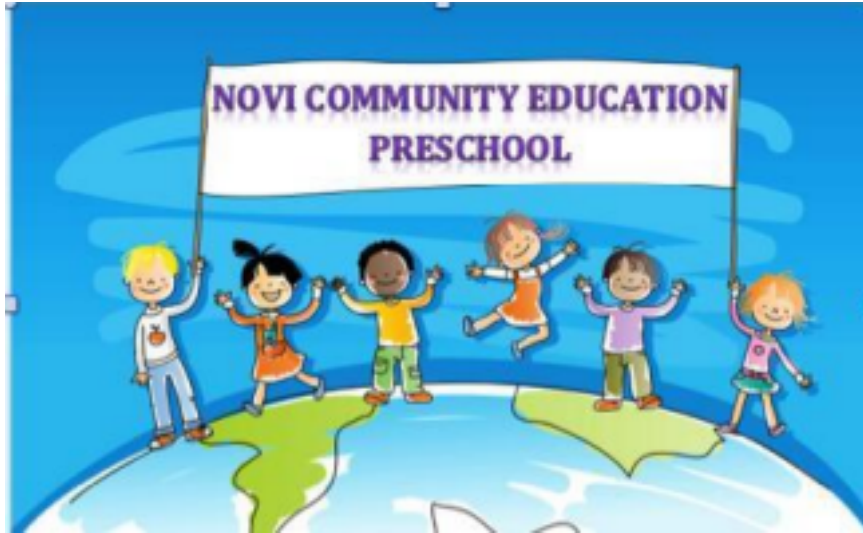


**NOVI COMMUNITY SCHOOL  
DISTRICT Early Childhood  
Education Center**

25745 Taft Road



**Preschool Parent  
Handbook 2025-2026**

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## WELCOME

During the pre-kindergarten years, children's experiences in communication and literacy begin to form the basis and love of learning and school. Novi Community Preschools program provides a warm and inviting atmosphere to learn. Children are encouraged to express themselves and to connect with their teachers and other children. We value the uniqueness of each child. Ultimately the goal of the program is to provide children with the building blocks that foster confidence in their abilities and an enthusiasm for learning.

## MISSION STATEMENT

The mission of the Novi Community School District's Early Childhood Program is to promote the physical, emotional, and cognitive development of children.

We believe:

- We believe that the positive experiences of infants, toddlers, and young children are critical to healthy development
- We believe our Early Childhood Program will establish a foundation from which children can reach their full potential
- We believe our Early Childhood Program will provide a safe, nurturing, stimulating environment that accommodates and embraces individuality and cultural differences.
- We believe that children benefit from practices that are well-grounded in research and based upon a developmentally appropriate curriculum.
- We believe that with a quality Early Childhood Program, children become curious, well-rounded learners able to make independent choices and act responsibly.
- We believe that parents are their child's first teachers, and as a professional staff, we will work together in a partnership to promote the physical, emotional, and cognitive development of each child.

We hope that your family will have a wonderful experience with the Novi Community School Preschool program.

Sincerely,  
Novi Community School Preschool Staff

### Staff Directory

Teacher: \_\_\_\_\_

Teacher Aide: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Preschool & Child Care Services

Kristen Meier, Director (248) 675-3430

Email: kristen.meier@novik12.org

Rachelle Shafer, Secretary (248)675-3431

Email rachelle.shafer@novik12.org

[Website-www.novi.k12.mi.us](http://www.novi.k12.mi.us)

## Admission Information

**Discrimination Policy, Religion and School:** It is the policy of the Novi Community School District that no person shall, based on gender, race, color, religion, national origin or ancestry, age, disability, height, weight, or marital status or any other status covered by federal, state, or local law be excluded from participation, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. Every effort will be made to have parents provide information regarding the celebration, traditions, and history of a variety of religious beliefs to present to children, so that many nationalities are represented.

**Tuition:** All payments will be made in Arux (<https://novi.arux.app/>). Billing will begin for all classes on July 1st, 9 payments for a full-day class ending March 1st, and 6 payments for our half-day classes ending December 1st. Please note that a \$20 late payment fee will be issued to any accounts that are 3 days past due.

Families are expected to pay the annual tuition in full. Tuition is not adjusted or refunded for absences due to illness, vacation, travel, or other personal reasons. This includes extended absences when families are out of the country for any period of time. Enrollment and tuition secure a child's space in the program, and that space remains reserved regardless of attendance.

If a family withdraws from the program prior to March 1, they may receive a refund for any prepaid tuition, provided the required notice is given. Families must submit a minimum of ten (10) days' written notice of withdrawal. If a child's last day of attendance occurs with fewer than ten days' notice, the family is responsible for tuition payment for the full ten-day notice period, regardless of whether the child attends during that time.

**Parking:** Everyone is expected to drive slowly in the school area. In order to provide a better traffic flow during drop-off and pick-up times, **no parking** is allowed in front of the Building. **Park in the parking lot only.** Please be mindful of service trucks or buses in our parking lot and follow safety protocols. Children should be supervised at all times in the parking lot area. Our class times are staggered to accommodate enough parking spots for families. Please exit our parking lot after pick up so other families will have access to the parking spots.

**Voluntary/Involuntary Withdrawal from Program:** Voluntary-Our program is a school-year commitment. Early withdrawals will be charged a 2-week early withdrawal fee. No refunds will be issued after March 15th. Involuntary-We will make every effort to accommodate the needs of your child and collaborate with parents. If we cannot provide appropriate services for your child/family, we reserve the right to withdraw your child from the program.

**Class Size:** 3's class- 2 teachers per 15 students

**PLEASE NOTE:** Inclement Weather

**In case of inclement weather and school is canceled, all Community Education preschool classes will also be canceled. Announcements of school closings will be made by 6:00 a.m. on WJR-760 AM and WWJ-950 AM. You will also receive notification of school news from our School Messenger.**

**Website:** [www.novi.k12.mi.us](http://www.novi.k12.mi.us)

## Preschool Curriculum

Novi Community Preschool program utilizes the Creative Curriculum approach along with the Michigan Early Learning Expectations from the Early Childhood Standards of Quality of Pre-Kindergarten, as developed by the Michigan Department of Education, Michigan Department of Education Kindergarten Benchmark,s and the

Creative Curriculum. We focus on the importance of the young child in Social and Emotional Development, Cognitive Development, Creative Development, and Fine and Gross Motor Skills.

**Program Goals:** Our program will:

- Enhance positive self-esteem and self-concept
- Encourage interaction with peers
- Promote physical, social, emotional, and intellectual development
- Provide stimulating and creative experiences
- Help a child grow towards independence
- Provide positive parental opportunities to interact with parents and staff

**Learner Opportunities:** Each child will have the opportunity to:

- Develop curiosity about and appreciation for the arts and the natural world
- Develop a sense of self-worth and positive feelings about self in order to feel secure and competent
- Develop the ability to share thoughts and feelings

**Learner Expectations:** Develops the ability to share thoughts, ideas, feelings, and perceptions both verbally and non-verbally

- Listens and follows directions
- Listens attentively to the ideas of others
- Takes part in small and large group discussions
- Shares feelings orally
- Achieves knowledge, skills, attitudes, and behaviors related to a healthy lifestyle
- Demonstrates many age-appropriate gross motor skills (walking, hopping, galloping, throwing, and catching, etc.)
- Demonstrates many age-appropriate small motor skills (cutting, pasting, coloring, lacing, etc.)
- Identifies appropriate safety procedures for home, school, and outdoors
- Develops a sense of high self-esteem and value of themselves as enthusiastic learners in a nurturing environment where risk-taking is encouraged
- Demonstrate through words and actions that he/she likes to come to school
- Shows the ability to make friends, to be a friend, and to empathize with others

**Developmental Screening:** We are providing you with the link to a great developmental screening tool on the preschool website. The Ages and Stages Developmental Screening Questionnaire is available for all children through age 5. This research tool gives parents information about where their child is in many areas of development. After you answer some questions about your child, you will receive feedback with some ideas to implement to keep your child moving forward. If there are any areas of concern, you will also receive suggestions on things to do or where to go to seek additional help. Join parents nationwide who want to know how to best support their child as they grow!

**Discipline Policy:** The goal of our discipline policy is to encourage each child to develop appropriate social behavior skills and to become more successful members of society. Any child participating in the preschool program will be treated in a respectful and nurturing manner. While each child is given opportunities to develop academically through a variety of activities, we also have certain behavioral expectations for each student.

Classroom rules will be explained fully to each child to guide behavior to protect a child's safety, health, property and rights. If, after working with a child who is misbehaving and he/she continues to challenge the rules, the child's family will be notified to discuss the situation. A teacher consultant may be called in to observe and recommend some strategies. Then the teacher and the parents will try to implement a student plan.

If, after following the steps listed above, there is not adequate improvement, we reserve the right to dismiss the student from our preschool program.

## School Information

### Arrival & Dismissal of Students

**Arrival:** Parents are expected to arrive only within 5 minutes of the scheduled start and dismissal of class. The doors will open right at the start of class time. Teachers need time to organize their classroom and are not available to supervise children before or after class. **The Teacher will let families into the building at the beginning of class.**

**Dismissal: The teacher will meet parents at their assigned pod door for dismissal at the end of their scheduled class time.** Children must be picked up on time at the end of class and exit the building with a parent or guardian unless they are signed up for CARE. Please exit our building after your child's class has been dismissed. We need the parking spaces for the following dismissal time. Parents who arrive tardy to pick up their student will be issued a late pick-up fee of \$20.00 up to the first 15 minutes. An additional \$20.00 is accrued for every 15 minutes after. If this becomes an ongoing issue, it will result in termination from the program.

Your child will only be released to those persons listed on their application. Anyone who is picking up your child should be prepared to show a picture ID.

**Attendance/Tardiness:** Your child should attend class regularly for optimum learning. Arrive on time so that your child will not lose instructional time. Please try to schedule vacations and trips during school holidays or during the summer.

**Appropriate Clothing:** Children should wear comfortable play clothes to class. Smocks are provided for messy art projects. Children should come prepared to go outside each day, except in inclement weather. Please label all outdoor clothing with the child's name. Occasionally, accidents do happen; please send a change of clothing (shirt, underwear, pants, and socks) in a clear plastic bag with your child's name written on the outside. Please change the clothing so it is appropriate during the changes of the seasons.

**Example of Daily Schedule:** Our program is carefully planned to meet the needs of the preschool child. Each session may include art or craft projects, finger plays, songs or music, stories, and discussion of the weekly or monthly "theme".

- Arrival, sharing, circle time
- Small group table activities and art projects (ie, painting, cutting, puzzles, learning centers)
  - Snack time
  - Outside Play
- Large group activities (ie: free play, story, music, creative movement)
- Cleanup time
- Review of the day and dismissal

**Field Trips:** Field trips are considered a part of the educational program and will be taken periodically to nearby places. Parents will be notified prior to each trip. **Transportation will be provided by the parent for Field Trips.**

**Photography:** Photos may be taken at school and during events. They may not be sold or copied for distribution. Signed permission forms will be given. Photos may be displayed in hallways, classrooms, and the classroom website link and district social media.

**Meals & Snacks:** Lunch will be provided to full-day students only. Parents are responsible for sending in a nutritious snack and drink. Parents of full-day students need to send in 2 snacks and a drink per day. Please advise your child's teacher of any food allergies. All water bottles and snacks **MUST** be labeled with the child's first and last name.

**Communications from Teachers:** Your teachers will send home field trip notices and monthly calendars informing parents of special news, coming events, and classroom happenings.

Parents should *call the classroom* phone number or email the teacher (see the classroom directory) with concerns, absences, etc. Parent suggestions and feedback are encouraged.

**Custody Divorced/Separated/Guardians:** According to the Michigan Department of Child Day Care Licensing, "Until custody has been established by a court action, one parent may not limit the other from picking the child up from your (preschool program) care. It is not within your (preschool program) legal right to withhold a child from a parent, unless there has been court action which limits one parent's right to the child." Novi Preschool will request a copy of the Judge's order establishing custody be on file in order to prevent a non-custodial parent from accessing their child.

If you request notes and information sent to both parents, please let the parent and the office know so we can mail out newsletters and school information.

**Parent Involvement:** Parent participation is greatly appreciated and encouraged. They may work directly with the children on an assigned basis, present a special activity in the classroom, or supervise computer use.

Here are some suggestions on how you can help:

- Prepare special materials at home for upcoming events
- Send in everyday items as directed by the teacher for use in art projects or special events
- Prepare a batch of play-dough
- Share occupations or hobbies

**Questions/Concerns:** Any questions, requests, or concerns a parent/guardian may have should first be addressed with your child's teacher. Any issues that cannot be resolved by the teacher may then be addressed to the Preschool Director.

**Security:** For the security of your child, Novi Community Schools has cameras throughout the building and will have doors locked during school hours. You will need to "buzz in" at the front office if you are late to have access to the building.

## **Health Information**

**Accident, Incidents, and Emergencies:** When a child experiences an accident, injury, or incident, the staff evaluates and cares for the child. The parent/guardian will be notified immediately, first by phone or email.

Emergency Medical Service (EMS) and the parent or emergency contact person will be called if a child needs emergency treatment. Emergency phone numbers and evacuation procedures are posted in each classroom.

**Health and Communicable Diseases:** Children enrolled in the preschool program must have received all

age-appropriate immunizations **before the start of school**. The green Health Appraisal form must be **completed and signed by a physician after June 1st**. The **Health Appraisal Form** needs to be turned in to the **Preschool office by September 1st**.

**Please do not send an ill child to class, or if he/she does not feel well enough to participate in all activities both inside and outside.**

If a child becomes ill while in class, the parent will be notified to pick up the child as soon as possible. If the parent cannot be reached, the emergency contact person will be called to pick up the child.

If a child will not be attending class due to illness or another reason, please leave a message for the teacher.

The teacher and/or Child Care Services department must be notified if a child has a contagious disease such as chicken pox, measles, pink eye, head lice, etc. Please keep your child at home for at least 24 hours after the fever breaks or upon taking medication for contagious illnesses.

Parents will be notified by the teacher if students have been exposed to a contagious disease such as chicken pox, measles, pink eye, head lice, etc.

Children are not permitted to have any medication, prescription, or nonprescription medication in their possession during school hours.

The following is a list of specific communicable diseases or illness symptoms that exclude a child, staff, or volunteers from attending school:

Illness	When Child May Return
Pink Eye (Conjunctivitis)	When eyes are mucus-free or after 24 hours on prescribed medication
Ringworm / Pinworms	After 24 hours of physician-prescribed treatment and affected area is kept covered
Lice	When the infestation is completely cleared and nit-free after treatment with medicated shampoo
Unidentified Rash	With the physician's clearance
Influenza (Flu)	With a physician's clearance or being fever-free for 24 hours without fever-reducing medication
Roseola	After the rash has cleared
Croup	After being free of viral infection and child is no longer having difficulty breathing
Fever (100°F or above)	Fever-free for 24 hours without a fever-reducing medication
Vomiting	24 hours symptom-free
Diarrhea	When stools are formed and symptom-free for 24 hours

Nasal Discharge (yellow or green mucus) Discharge is not thick yellow/green, and/or the child has been on an antibiotic for 24 hours

Chicken Pox After all skin lesions have dried

Parents will be notified via telephone when the school observes changes in the child's health, the child experiences accidents, injuries, or incidents, or when the child is too ill to remain in the group.

**Staff and Volunteers** will be excluded from our program if they have symptoms of illness (see chart above) or have a communicable disease. Parents will be notified that a child, staff, and/or volunteer has contracted a communicable disease and the symptoms of that disease. All staff members have had a criminal record check through the Michigan State Police, a comprehensive background check required by licensing, and an abuse and neglect check through the Michigan Department of Human Services. All staff and volunteers have sex offender registry clearance before having contact with a child. Any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in care. In addition, all staff participate in bloodborne pathogen training and receive 16 clock hours of continuous education training annually.

**Medication:** If it is necessary for your child to take medication while attending our programs The following applies:

- We will not give the first dose of any medication
- We do not give over-the-counter medicine
- All medication must be in the original pharmaceutical container with the Doctor's name and the child's name, and the prescribed dosage.

Please do not give your child any medicine (this includes aspirin, Tylenol, throat lozenges, etc.) to take on his/her own.

**Background Screening:** Every employee will be submitted to a background/criminal screening and fingerprinting. A staff member or volunteer shall not be present in the program if he or she has been convicted of any of the following:

- (a) A listed offense, as defined in section 2 of the sex offender's registration act, 1994 PA295
- (b) Child abuse or child neglect
- (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the hire date.

**All Staff and volunteers** must have documentation from the Department of Human Services on file at the center that they have not been named in a central registry case as a perpetrator of child abuse or child neglect before having unsupervised contact with a child in our program.

Volunteers will not be unsupervised with children who are not their own. Volunteer clearance forms can be found at

<https://www.novi.k12.mi.us/community/volunteer-background-check-authorization-form>

**Mandatory Reporting:** Novi Community Schools 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.

**Screening Available:** The Oakland County Health Department will schedule vision and hearing screenings for the preschool children. They will contact parents if a child is identified as having a problem. Parents will be notified prior to the screenings. Teachers will also contact parents if they have a concern about a child's speech or hearing.

**CHILDREN WITH SPECIAL NEEDS** The preschool program collaborates with the school's Special Education Department. As part of the Novi School District's commitment to providing the best education for all students, and in keeping with the special education laws of the State of Michigan and the federal government, the Early Childhood Center ensures that children with special needs have the opportunity to interact with same-age peers. This process frequently involves giving children who participate in a special education preschool program the opportunity to go into a general education preschool classroom for both social and academic learning experiences. The benefit of this type of programming is significant for all students. Our preschool promotes an inclusive community of young learners!

