



Traverse City
Cooperative Preschool
LEARNING HAND IN HAND

HANDBOOK

2015-2016

Traverse City Cooperative Preschool
720 S. Elmwood Ave. Suite 1
Traverse City, MI 49684
(231) 946-3950

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I. INTRODUCTION

This handbook contains the policies and procedures of the Traverse City Cooperative Preschool, and as required by the Michigan Department of Human Services for Child Care Services. It is meant to serve as a reference guide. It is not meant to cover every aspect of the program or every situation that may arise. Parents are free to contact the Board of Directors with questions concerning the contents of this handbook.

The Traverse City Cooperative Preschool Board of Directors reserves the unilateral right to add, delete, or amend the policies and procedures in this handbook.

This handbook is the exclusive property of the Traverse City Cooperative Preschool and is intended for the exclusive use of the parents/guardians of enrolled children. This handbook may not be copied or distributed to any third party without the express written permission of Traverse City Cooperative Preschool.

II. PHILOSOPHY

The Traverse City Cooperative Preschool philosophy is based on the belief that parents play an integral role in their child's educational experience. This direct involvement promotes confidence and increases a child's self-esteem as well as educates parents on child development and successful parenting techniques.

The philosophy is supported through the belief that children learn best:

- Through playing, observing, imitating, exploring, and using all five senses;
- When they are surrounded by responsive, caring adults whose behavior is predictable, dependable, and consistent;
- When they feel accepted and valued;
- By building on past experiences; and
- When they feel a sense of achievement and self-worth.

The Traverse City Cooperative Preschool appreciates childhood as a valuable stage of development by:

- Accepting and supporting children at their unique stage of physical, emotional, and cognitive development;
- Creating and maintaining a safe and healthy setting for children;
- Supporting the right of children with special needs to participate, consistent with their ability, in the preschool; and
- Developing meaningful relationships with other member families in order to give support in the task of nurturing children.

III. CODE OF ETHICS

As a member of the Traverse City Cooperative Preschool (TCCP), all parents, volunteers, staff and board of the TCCP should strive to adhere to this code of ethics and values set forth by the Board of Directors on this 19th day of May 2015.

Members shall...

Conduct themselves and activities in a professional manner which includes all business on behalf of Traverse City Cooperative Preschool (TCCP) in accordance with the bylaws, policies and procedures, laws of the land and this code of ethics and values, including;

- Accepting, supporting and valuing children at their unique stages of physical, emotional and cognitive development.
- Exercising strict confidentiality in regards to all student(s) and parent(s) conduct on school grounds.
- Supporting and respecting the connection and diversity among members, teachers, children and families, and striving to develop meaningful relationships to benefit our students
- Contributing their time, talent and knowledge by fulfilling their assigned assist-day and work committee duties in a professional and timely manner.

- Maintaining a safe and healthy setting for children and supporting the right of children with special needs to participate consistent with their ability.
- Addressing all personal issues or student conduct to the President and/or Teacher-Director only, in a discreet manner during non-school hours.

IV. GENERAL INFORMATION

A. LOCATION/PHONE

Location and Mailing Address: Traverse City Cooperative Preschool
720 S. Elmwood Suite 1
Traverse City, MI 49684

Phone: (231) 946-3950

B. ORGANIZATION AND ADMINISTRATION

The Traverse City Cooperative Preschool is a member of the Michigan Council of Cooperative Nursery Schools (MCCN). MCCN defines a cooperative preschool as: “a non-profit educational and developmental program for young children owned and operated by parents and licensed by the State of Michigan.”

A Board of Directors operates the Traverse City Cooperative Preschool. The board, consisting of elected volunteer members, adheres to the policies and procedures stated in the bylaws.

The Traverse City Cooperative Preschool employs one certified teacher who meets state licensing requirements for preschool teachers and program directors as required by the Michigan Department of Consumer & Industry Services and the State of Michigan.

V. MEMBERSHIP

A. ADMISSION

The Traverse City Cooperative Preschool (TCCP) admits students of any race, color, handicap, nationality, or ethnic origin to all programs and activities and affords all rights and privileges generally accorded or made available to students at the school, provided the school can meet the needs of that child.

Applications are made available each February and may be obtained by contacting TCCP or the Admissions Chairperson. A lottery system is used to select members. Priority status for enrollment is given in the following order: current TCCP Board of Directors, current members, former members, and new members. Once open enrollment begins, admission is based on a first-come, first-served basis. The Admissions Chairperson will maintain a waiting list.

B. CLASS SESSIONS

<u>SESSIONS</u>	<u>TIME</u>	<u>AGE</u>	<u>CLASS SIZE</u>
Mon./Wed a.m.	9:00-11:30 a.m.	4 by Dec. 1	16
Mon./Wed. p.m.	1:00-3:30 p.m.	4 by Oct. 1	16
Tues./Thurs. a.m./Fri. a.m.	9:00-11:15 a.m.	3 by Dec 1	16
Tues./Thurs. p.m.	1:00-3:30 p.m.	4 by Dec 1	16
Fri. p.m.	12:30-3:30 p.m.	4 by Oct. 1	16
Enrichment – Thurs. a.m.	11:00-11:50 a.m.	4 by Dec. 1	18

TCCP classes typically begin in mid-September and run through May with any changes to be made by the Board of Directors. Class sessions, age restrictions and class sizes are subject to change at the discretion of the board and will be handled on a case by case basis.

C. ENRICHMENT PROGRAM

TCCP offers an optional enrichment program for children, age 4 and up. Enrollment is open, with current members having priority. To be eligible, children must be at least four years old – but not older than six – by Dec. 1. The enrichment program exposes children to a number of different activities, such as: gymnastics, tennis, ice skating, horseback riding, science, art, Tae Kwon Do, soccer, etc.

One 50-minute section of enrichment is offered on Thursday mornings, with start time of 11 AM. Each activity takes place at area locations, instructed by skilled professionals and aided by a TCCP facilitator. Parents will receive a schedule of events at orientation and are required to assist their child as needed. Participation is for enrolled children only; siblings must remain in the observation area (if available).

Payment for enrichment may be paid in full or included in monthly tuition. The cost is \$45 per child per month or \$405.00 total for the year. No discount is given for families with more than one child in enrichment.

D. TUITION AND FEES

A non-refundable registration fee of \$30.00 is due with the application. This fee is \$30.00 regardless of the number of children per family applying for admission.

<u>SESSION</u>	<u>MONTHLY TUITION</u>	<u>YEARLY TUITION</u>
ENRICHMENT ONLY	\$45	\$405
1 DAY	\$55	\$495
2 DAYS	\$110	\$990
2 DAYS + ENRICHMENT	\$155	\$1,395
3 DAYS	\$165	\$1,485
3 DAYS + ENRICHMENT	\$210	\$1,890

- Checks and money orders should be made payable to Traverse City Cooperative Preschool; tuition may be placed in the tuition box at the preschool or sent to the Income Treasurer’s home. Do not send cash.
- Tuition is due by the first day of each month. Tuition may be paid in full at any time.
- Non-sufficient Funds checks will be charged a \$15 handling fee.
- TCCP reserves the right to increase tuition and fees with thirty (30) days written notice.

The payment schedule is as follows:

PAYMENT: Tuition may be paid in full or monthly. If paid per month, tuition is due on the first day of each month, one month in advance of class attendance. **The first (September) month’s tuition is non-refundable and is due by June 27, 2015. If tuition is not received by June 27th, the child will be removed from the class roster and placed at the bottom of the waiting list. There is no tuition payment due in September; the second month’s tuition is due by October 1, 2015. The last tuition payment for the year is due on May 1.**

AUTOMATIC PAYMENTS: Families paying tuition in monthly installments are strongly encouraged set up automatic monthly payments through their online banking system. Automatic scheduled payments reduce the number of late and forgotten tuition checks, which saves our volunteer board members time spent tracking down those payments.

CLEANING FEE: Added to the first month’s tuition (due June 27, 2015) is a \$50 cleaning fee that is only refunded upon completion of a required cleaning bee. Refunds will be processed in December and June. The refund will be in the form

of a check. If a family withdraws after October 1 and before completing a cleaning bee, the cleaning bee fee is non-refundable. The cleaning bee fee, if paid, will be refunded if a family withdraws before October 1.

ART MATERIALS FEE: To keep tuition costs down, we require an art materials fee of \$35 to keep our little artists supplied with paint, paper and other art materials throughout the year.

MULTIPLE-STUDENT DISCOUNT: A family with more than one child enrolled in the preschool will pay full tuition for the child attending the most sessions and 75% of the regular tuition for the other(s). This policy excludes the enrichment program. The full amount for the enrichment program is due for each child. *NOTE* Assist parents may choose to WAIVE the discount (25%) per extra child. In doing so, the assist parent will assist in classroom like they ONLY had ONE child in TCCP. Requests to waive the discount and reduce assisting duties must be approved by the Board on a case by case basis.

LATE PAYMENT: Late payment may result in dismissal from school. After the first month, if tuition is late, the Income Treasurer will follow the procedure listed below:

1. A reminder notice will be sent home via backpack mail or e-mail;
2. A phone call will be made within five days of first reminder;
3. President of the board will be notified and the parent will be contacted to discuss possible solutions and establish payment date; and
4. If payment is not received by an agreed upon date, the child will be dismissed from TCCP.

SCHOOL CLOSINGS/CANCELLATIONS: There are no refunds for school closings or enrichment cancellations caused by inclement weather or absences. The total monthly fee is required whether or not a child attends that month; however, special considerations may be given to unusual circumstances such as an extended hospital stay, serious illness, or accident at the discretion of the board. We follow the TCAPS school cancellation policy. The TCAPS school cancellation hotline is (231) 933-1955.

E. TUITION WAIVER

A tuition deferment or waiver is available to qualifying TCCP members. Both options are available for a maximum time period of two months per school year. All member information relating to payment will be kept confidential.

To be considered for a deferment or waiver, members must meet one or more of the following criteria:

1. Unexpected unemployment by one or both parents during school year;
2. An extended illness or incapacitating injury of an immediate family member;
3. Death of student's parent(s); or
4. Financial hardship.

The procedure for applying for a deferment or waiver is as follows:

1. Member will contact the Income Treasurer for an application;
2. A committee consisting of the Income and Expenses Treasurer and the President of the Board will review the application;
3. Applicant must supply any financial records or written documentation requested by the committee;
4. Committee or applicant may request a meeting; and
5. Assistance beyond one month's time shall be reviewed monthly.

Receiving a deferment or waiver does not release members from performing other TCCP member requirements such as assisting, fundraising, parent education meetings, cleaning bee, etc.

F. WITHDRAWAL

A verbal or written notice of withdrawal must be given to the Admissions Chairperson two weeks prior to the last anticipated date of attendance. If proper notice is given, TCCP will *refund* tuition paid beyond the last date of attendance, **excluding the non-refundable first (September) month's tuition.** If proper notice is not given, the

parent will *forfeit* two weeks of tuition beyond the actual date of last attendance. If proper notice is not given and tuition is owed to TCCP, the parent will be billed for the remaining tuition due plus a fee equal to two weeks of tuition. No reimbursement of the first month's tuition will be made.

G. DISMISSAL

TCCP reserves the right to dismiss a child in extreme cases of behavioral problems; however, TCCP will provide reasonable accommodations to resolve behavior problems. If accommodations are not successful, then a two-week notice of dismissal will be given. TCCP may dismiss a child without notice if the child's continued participation in the program creates a direct threat to the safety of other children, preschool staff, or volunteers.

Another cause for a child's dismissal without notice is if his or her parent behaves in an inappropriate manner, or in a manner inconsistent with TCCP's Code of Ethics and Values. The following actions are considered grounds for immediate dismissal (This is not an exhaustive list of inappropriate behaviors):

- Acts of violence, including assault and battery;
- Harassment of or threats against the staff, children, or other persons;
- Possession of illegal substances or firearms;
- Verbal or physical abuse of any child;
- Profanity; or
- Indecent exposure.

A child may also be dismissed if the parent does not fulfill the obligations agreed upon in the parent contract. If obligations are not being met, including payment of tuition, the President of the Board of Directors will send a letter to the parents documenting all responsibilities outlined in the parent contract that are not being fulfilled. The letter will include all necessary remedies for resolving the situation. If the parents are unable or unwilling to adhere to the requirements stated in the letter within a specified time frame, then parents will be given a two-week notice of dismissal.

If a child is dismissed from the preschool, tuition paid past the date of last attendance will be returned in full.

VI. PROGRAM

TCCP's program is directed and implemented by a teacher who stays informed of early childhood practices and theories by attending conferences and through continuing education. TCCP provides funds for staff to attend at least two (2) in-state early childhood education conferences per year or an equivalent education plan requested by the teacher and approved by the Board of Directors in accordance with State of Michigan licensing rules R400.8131.4.

The program reflects TCCP's philosophy and provides a stable and safe environment in which parents support children in learning. Preschool children must be active learners with opportunities for hands-on, age-appropriate activities each day. To provide this environment, the preschool classroom is organized in such a way as to allow children to explore the following areas: gross/fine motor, housekeeping/dramatic play, blocks/truck, science, puppetry, art, snack, etc. Children also engage in the following types of activities each day: music, singing, show & tell, creative movement, and large and small groups. Morning schedule times are for the Tuesday/Thursday a.m. and Friday a.m. classes. The Monday/Wednesday morning classes dismiss at 11:30 p.m.

- | | |
|---|---|
| 8:30 a.m. / 12:40 p.m.: | Assist parents arrive <u>on time</u> for pre-session with teacher to receive their information for the day. |
| 9:00-9:20 a.m. / 1:00-1:30 p.m.: | Children arrive and are greeted by teacher and assist parents.
Open free play. |
| 9:20-9:35 a.m. / 1:30-1:45 p.m.: | Circle Time: Songs, welcome to new Star Friend and calendar/weather watch activities, show and tell, if applicable. |

- 9:35-10:20 a.m. / 1:45-2:20 p.m.:** Open Free Play continues with Assist Parent led snack, Gross Motor, and Art Activities
- 10:20-10:25 a.m. / 2:20-2:25 p.m.:** Clean Up Care of materials and equipment with parents and teachers.
- 10:25-10:35 a.m. / 2:25-2:40 p.m.:** Teacher leads finger plays, rhymes with movement while clean up care wraps up with parents.
- 10:35-10:45 a.m. / 2:40-3:00 p.m.:** Storytelling, puppet show/big books
- 10:45-11:15 a.m. / 3:00-3:30 p.m.:** Dress in outer wear then Hilly Hollow playtime
- 11:15 a.m. / 3:30 p.m.:** **DISMISSAL with Parent Pick Up at circle drive.**
***Please note that Mon/Wed a.m. classes dismiss at 11:30.**
- 11:15-11:30 a.m. / 3:30 - 3:45 p.m.:** Assist Parents finish clean up care in classroom

** Times are approximate and may be adjusted to fit the needs of each individual group.*

A. DAILY ROUTINE

CIRCLE TIMES: During Circle Time, children will have the opportunity to participate in two special activities: Show-and-Tell and Star Friend of the Day.

- Star Friends at School: Each class has a designated “Star friend for the day.” Throughout the year children will have several opportunities to be the Star friend. The day your child is the star friend, s/he will be given a school backpack of goodies to take home. It is imperative that you send the backpack, and its contents, back to school with your child so the next special friend is not disappointed. If your child is sick on the next scheduled day please find a way to get the backpack to the school before class begins.
- Show-and-Tell: All children are welcome to bring a show-and-tell item to school however, only Children of assisting parents and the Star Friend will be allowed to share one item with the rest of the class. All children are welcome to bring an item that will remain on the designated table for children to look at during free play.

It is acceptable for children to choose to pass on their turn for either activity. Any questions about either activity should be directed to the teacher.

B. DROP OFF/PICK UP OF CHILD

Parents have two options when dropping off and picking up their children. The first option is using the Circle Drive – the preschool’s parking area. Parents pull into the Circle Drive prior to the start of school. The first vehicle pulls **parallel with the sidewalk** while other vehicles form a “curving line” behind the lead car. Parents and children wait in the vehicle until the teacher exits the preschool. The teacher will then help each child out of the car from the passenger side and direct her/him to the door of the preschool.

The teacher always stays in the same place on the sidewalk; the vehicles take turns pulling up to the sidewalk. The process is the same for picking up a child. The teacher will have the children lined up on the sidewalk, and parents will, one at a time, pull up to the sidewalk. Parents will remain in their car at all times while in the circle drive. **It is the parent’s responsibility – NOT THE TEACHER’S – to secure the child into a child safety seat.** Please pull forward and off to the shoulder to secure your child’s safety seat.

If the child is unable to exit the vehicle from the passenger side (if a sibling’s car seat, for example, prohibits this), parents can pull forward off to the shoulder of the circle drive where the teacher can safely help the child out of the car and to the sidewalk.

The second option for dropping off and picking up a child is for the parent to walk the child into the preschool. If parents choose this option, they are not allowed to park in the Circle Drive. The Zoning Board has only approved four parking spots for the preschool, and these are reserved for the teacher and assist parents. When walking a child into the preschool, please note the following available parking areas: west side of Elmwood and south side of Eleventh St.

C. OBSERVATIONS AND REACTIONS

Parents, family members and friends are always welcome to visit the preschool. Viewing children in the school environment can be a very enjoyable experience for both guests and children. When visiting the preschool, expect to see the following:

- Children moving freely from one play area to another;
- Children involved in hands-on, sometimes messy, activities;
- Children free to express themselves and supportive adults generous with praise;
- The teacher moving around the classroom, working with individuals or groups;
- Children encouraged to do for themselves as much as possible with adult guidance and assistance when necessary;
- A balance of active and quiet activities;
- Materials or concepts presented more than once and in more than one way;
- Children who are active participants and others who are onlookers; and
- A balance of child- and teacher-directed activities presented in a predictable routine.

Parents often have questions regarding their child's reaction to the school experience. Some of the most frequent concerns, along with recommendations, are listed. Children:

- May be unhappy about staying at school alone. Be prepared to stay for part – or all – of the session;
- May be tired or irritable for the first few weeks. A nap, or quiet time, may help;
- May not act the same on days when their parents assist. Reassure child of his importance while explaining that assist parents need to help all the children;
- May do or say something they learned from other children. Try not to draw too much attention to the behavior;
- May act quiet or shy. Don't force them to participate; or
- May suddenly not want to come to school or may want their parents to come with them. Talk with the teacher; children may just need some extra support or attention.

VII. PARENTAL INVOLVEMENT

A. ASSISTING

SCHEDULING: Parents will be scheduled to assist in the classroom on a rotating basis. Each class has one parent who will serve as the class scheduler. The scheduler will distribute schedules prior to the beginning of each new schedule cycle. A schedule will also be posted on the bulletin board by the kitchen at the school. Parents are responsible for contacting the scheduler in a timely fashion with special requests (i.e. days they know they can or cannot work, birthdays, etc.). If unable to work on a scheduled day, it is the parent's responsibility to find a replacement – NOT the class scheduler's. When using a replacement, parents should make the change known to the teacher as soon as possible. Three assist parents are usually needed per class, depending on class size and the age of the children.

Parents are not allowed to bring siblings when assisting. According to school licensing, only enrolled children can attend sessions. Older children may attend on specially designated days with the teacher's permission.

Each class will have one or more emergency parents. An emergency parent is someone able to cover an assist day on very short notice. Emergency parents should only be used in emergency situations: sickness, accident, etc. **Parents using this option must make sure to take one of the emergency parent's assist days.**

Parents having or adopting a child during the school year may be relieved of their assisting duty for six weeks beginning at the time of delivery or adoption.

DUTIES: Assist parents will be responsible for certain duties during the session depending on the work area: gross motor, art, or snack. The snack parent assignment is known in advance. A general outline of what is expected of assist parents is shown on the following page. A more in-depth version is available at the preschool.

SNACK: Parents are responsible for providing a nutritious snack for the children. The class scheduler will rotate the snack assignment and will clearly indicate on the schedule which parent's responsibility it is. Parents bringing snack are not only responsible for the food but also for any plates, napkins, cups, or utensils needed. The school provides the water for snack time. **All snacks must be store-bought and in their original packaging so that the teacher can check the ingredient list for allergens. TCCP acknowledges and respects EVERY allergy in each class, in addition to being a NUT FREE school.** The following are examples of possible snacks:

- fresh or dried fruit
- raw vegetables (with or without dip)
- pretzels or crackers
- breads, muffins, or bagels
- yogurt or cheese
- cereal or popcorn
- hard-boiled eggs

Try to serve food as close to its natural state as possible, avoiding sugar. TCCP provides gloves which must be used when handling food. Each year snacks may need to be adjusted to accommodate for food allergies.

BIRTHDAY SNACKS: Parents may choose to celebrate their child's birthday at school. They must contact the class scheduler and request a specific day; parents will be on the schedule as snack parents for that day – meaning they are responsible for the regular nutritious snack as well as whatever special treat they are bringing in for their child's birthday. This birthday snack does not necessarily have to be nutritious (i.e. cupcakes, cookies, etc), however it must be store-bought. They need to be packaged so that the teacher can check the ingredients. Due to our school's nut-free policy no homemade treats can be shared. If a child has a summer birthday, parents may still schedule a special "school" birthday so the child can celebrate with friends.

Non-food items make great birthday treats too. Some non-food examples:

- glow sticks
- stickers
- bubbles
- twisty straws
- sidewalk chalk
- mini playdoh

PARENT ASSIST DUTIES

GROSS MOTOR

1. Do playground sweep.
2. Help set up the classroom as directed by the teacher.
3. Make sure walkway is clear and safe, removing snow or debris.
4. Assist teacher in bringing the children in to school.
5. Supervise large muscle area, making sure children use equipment safely.
6. Assist children with outerwear for outside play or dismissal.
7. When outdoor play is over, help children get their backpacks and get ready for dismissal. Help teacher pass out papers or artwork and make sure children line up on the green feet on the sidewalk. When only a few children remain, return to the classroom to begin clean up.
8. Vacuum all carpeted areas, checking vacuum bag before and changing it if necessary.

ART

1. Help prepare art area as directed by the teacher.
2. Greet children and assist them with outerwear and backpacks.
3. Assist children with art projects, encouraging them to do as much as possible on their own. Praise them generously! Make sure they wear an art shirt over their clothes.
4. Clean area and put away supplies unless requested to do otherwise by the teacher.
5. Assist children with outerwear for outside play or dismissal.
6. While children are outside, sweep, mop, and wipe down toilet and sink areas.
7. Sweep and mop all tiled floor in art, snack, and playdoh area, including in the kitchen and bathroom.
8. Clean bathroom mirror and mirror by snack table.

SNACK AND FINE MOTOR

1. Help set up for the day as directed by the teacher.
2. Greet children and assist them with outerwear and backpacks.
3. Prior to setting up snack, check folders in backpacks, looking carefully for any materials that need to be taken out. Also check with teacher about what needs to be put in backpacks. Make sure notes for absent children get placed in the appropriate mail tray.
4. Snack table must be cleaned using the three-step procedure outlined at the school before snack can be set up.
5. Remember to wear the provided gloves when handling the food.
6. Set up and supervise the snack, encouraging children to assist you. Remind children to wash hands before coming to the snack table.
7. Make sure children clean their spot at the table after finished with snack; they are responsible for throwing away any leftovers, plates, etc. After snack, clean all tables in preschool: snack, art, playdoh, show-and-tell, fine motor, kitchen area, etc.
8. Empty all trash bags, replacing them with new ones. Snack parent is responsible for taking trash home OR disposing in trash containers in front of the WRC.
9. Assist children with outerwear for outdoor play or dismissal, if needed.
10. Join teacher for outdoor play and remain on playground with assist-parents' children when other children are dismissed.

Parents must always be aware of any children with allergies in the class. A list will be kept at the school, and an allergy reminder will appear on each new schedule.

OUTDOOR PLAY: Please observe the following rules for Outdoor Play:

1. Before children go outdoors, the gross-motor parent must do a playground "sweep" for safety;
2. Children may NEVER be on the playground without an adult present;
3. Children must stay near the playground equipment and within clear view of adults;
4. An adult must be present at climbing equipment with children;
5. No "underdogs" on the swings;
6. No climbing trees;
7. Only two children allowed on the fire engine at one time;
8. Please remind children to be careful crossing in front of swings while in use;
9. Snack parent must remain on the playground with assist-parent children while other assist parents are finishing clean-up duties.

DISCIPLINE: While assisting, parents may have to discipline a child. TCCP believes the best discipline one that fosters self-esteem and self-discipline. The Co-op does not believe in excluding a child from any indoor or outdoor play activity or learning experience due to behavior. Should you feel uncomfortable at any time, alert the teacher so she/he may address the situation. When disciplining a child use a confident and reassuring tone of voice to tell a child what you want, not what you don't want.

SAY

It's time to go in.
 Speak in a quiet voice.
 Play quietly so you can listen.

INSTEAD OF

Do you want to go in?
 Don't shout.
 Don't bang on instruments

Chairs are for sitting.

Don't stand on the chair.

Parents shouldn't shame or compare children; it deflates their self-respect. When children feel the teacher and assist parents believe in their ability "to behave well" they will exert more energy in this area. When disciplinary action becomes necessary, the methods that promote self-worth will be used based upon techniques found in Conscious Discipline. (www.consciousdiscipline.com). Parents should:

1. Show the child they recognize and accept the reason why he/she is doing something. "You want to play with the truck, but..."
2. Let the child know what the needs of the other involved are. "You want the truck but John is playing with it right now."
3. Offer a solution that the child can understand. "Soon it will be your turn" or "I'll tell you when two minutes are up and then it will be your turn."
4. Demonstrate the belief that the child can solve this problem or that "soon" he will be able to.
5. Set reasonable and consistent limits that help children learn about themselves and others and that ensure a feeling of safety and security. "You didn't know how to let John know you were mad, so you hit him. Hitting hurts, and we can't let you hurt anyone at school, it's not safe. If you want to hit something, you can hit Clifford, or this cushion, it can't get hurt."
6. What you focus on, you will get more of...so let's focus on the positive.

If the teacher has repeated disciplinary difficulties with a child, a conference will be requested so that the teacher and parents can work together to resolve the problem.

B. JOBS

Parents are responsible for completing the jobs assigned at Orientation, such as art attendant, recycling, laundry, etc. Parents may also consider running for a position on the Board of Directors. Board responsibilities include a specific job, attendance at monthly board meetings, and coordinating parents to assist specific tasks.

Parents are also required to work at a special event such as: Socials, Spring Fling, or Fall Family Fun Night.

C. PARENT EDUCATION

TCCP considers parent education a vital part of its program and seeks to offer parents many opportunities to learn about early childhood development and enhance their skills as parents. Throughout the school year, TCCP will schedule a variety of parent education guest speakers that will focus on different aspects of parenting. Topics for your consideration will be open for discussion and a schedule will be released at a later date.

D. PARENT ORIENTATION SESSION

Orientation is mandatory and the place to learn and discuss questions or concerns. Children will not be able to start school until parents have completed an Orientation. If a parent enrolls a child after school has begun, they must meet with the Events and Information Board Member as soon as possible. Parents are also responsible for passing along any information to any other person who may assist in their place.

E. CLEANING

Parents are required to sign up for one monthly Cleaning Bee. All toys are washed and sorted, thereby reducing the spread of contamination and helping to keep the room neat and organized. If unable to complete the required cleaning bee, parents are responsible for contacting the Cleaning Coordinator. By not completing the bee, parents forfeit the \$50 cleaning fee that was included in the first month's tuition. That \$50 credit will be given to the substitute cleaner.

F. FUNDRAISING

Fundraising is very important to the school. Since tuition does not cover all of the costs of running the school, fundraising is used to cover the remaining amount. Parents are asked to contribute their time to the fundraisers. The Fundraising Committee members will receive a schedule and sign-up sheet at Orientation. If parents are unable to work their scheduled fundraiser, it is their responsibility to find a replacement.

G. ELECTRONIC COMMUNICATIONS

TCCP is trying to reduce paper correspondence, so you will be receiving news, upcoming dates and information via email. Please put the Communications email in your address book/contacts – coop.preschool@gmail.com – so these messages arrive in your inbox.

-Miss Joani's News: Members will receive a weekly email from Joani informing them of classroom activities, songs and poems, upcoming events, classroom needs and other pertinent information.

-eNews is sent on approximately the 1st and 15th of each month to share news and information, upcoming events, important dates, and updates regarding Admissions, fundraising and other aspects of the school.

-News Alerts are used to communicate timely, important information, such as school closures, construction updates (around the Commons, if it affects TCCP), upcoming events or requests for volunteers, classroom photos, suggested readings, snack information, etc. This information will also be posted on our **Facebook** page, so please "like" us at www.facebook.com/TC.Coop.Preschool

-TCCP Mega eNews: Four to six times a year, you will receive the **TCCP Mega eNews**, which goes out to all TCCP alumni, donors and friends. This e-newsletter provides an overview of current happenings at TCCP, recognizes donors and volunteers, and communicates alumni news.

If you have news to share with the TCCP community, please send it to coop.preschool@gmail.com.

H. CONFERENCES

A parent-teacher-child conference is required before a child begins attending the preschool. These conferences are held during the two weeks before school begins. Parents sign-up for this conference at ice cream socials, or by calling the teacher. Parent-teacher conferences are scheduled two times per year; however, the teacher is always willing and available to meet with parents. Midwinter and/or spring conferences will be available and assigned at a later date.

If you ever have questions or concerns, Joani is available at joanilackie@yahoo.com.

I. SCHOOL SUPPLIES

Parents will supply a full sized backpack for their student that is big enough to hold the school folder, snow pants and back-up clothing. Also, please provide a back-up outfit (pair of underwear, pants, socks and shirt) in case of an accident. Please provide your child with indoor hard soled shoes which will stay at school. **Parents are responsible for looking inside their child's backpack after every school session. Please empty out the school folder and return it to the backpack.** Keep the back-up outfit in the backpack.

VIII. POLICIES AND PROCEDURES

A. CHILD INFORMATION CARD

Each child **MUST** have a Child Information Card (white card) filled out and on file at the preschool. A child without a card on file will not be allowed to attend school. Parents must provide the names of three (3) people to whom their child may be released in an emergency. These cards are checked prior to the first day for completion and accuracy. Parents are also responsible for keeping the card accurate throughout the school year (address, phone number, physician information).

Separate cards must be filled out for Enrichment and the Friday p.m. class.

CHILD RELEASE: Children will not be released to anyone for any reason unless named on the release portion of the card or without written consent of the parents. Parents must inform the teacher in advance when another person (listed on the child information card) will be picking up their child from school. The teacher will ask for a Michigan's Driver's License from any unrecognized person picking up a child. If a parent wishes to allow an individual not listed on the card to pick the child up, the parent must leave a handwritten note, signed and dated, with the teacher prior to release. Parents are not allowed to change any release instructions verbally.

B. CUSTODY OF CHILD

Parents should provide TCCP with any relevant court ordered custody documentation prior to the time of enrollment into the preschool. This information will be in writing on the Child Information Card and must be signed, dated, and kept current.

If an unauthorized party attempts to receive a child the following steps will be taken:

1. The person who is unauthorized to pick up the child will be informed that they have not been authorized to receive the child, regardless of any theoretical rights;
2. The person will be shown a copy of the Child Information Card;
3. The parents authorized to receive the child will be notified. If the authorized parent is not available, another authorized person noted on the Child Information Card will be contacted to pick up the child.

C. DHS CENTRAL REGISTRY BACKGROUND CLEARANCE

All parents and other volunteers who may fulfill assisting responsibilities at TCCP must provide TCCP with documentation from the State of Michigan Department of Human Services (DHS) that they are not named in the DHS Central Registry as a perpetrator of child abuse or neglect. Proof of this clearance must be received prior to any participation as a classroom assistant. Parents may submit their names for the Central Registry check at the local DHS office and return the results to the school. Alternatively, parents may provide TCCP the personal information required and permit, in writing, TCCP to submit the information on the parents' behalf.

Teachers and substitute teachers must also provide proof of being unnamed in the DHS Central Registry as a perpetrator of child abuse or neglect. Additionally, TCCP completes a Michigan State Police criminal history check on its employees called the Internet Criminal History Access Tool (ICHAT), kept on file at the school.

Guests are not required to provide DHS clearance information, but interaction with children must be supervised at all times.

In accordance with State of Michigan licensing regulation #R400.8125 (5-9), any person who may serve as a volunteer assistant in the classroom must adhere to following guidelines:

1. If convicted of a crime relating to child abuse or neglect; a felony involving harm, threatened harm, or any other child-related crime, parent is prohibited from assisting or being on school premises during operating hours. Parent will be permitted to drop off and pick up child at the circular drive. The obligation to cover assist days remains; it is the parent's responsibility to find a replacement. The replacement is subject to the requirements of the preschool's assisting procedures.
2. If currently charged with any of the crimes listed in No. 1 above, parent will be prohibited from assisting. Assist obligations must still be fulfilled as described in No. 1 above. When the Board President receives legal documentation of acquittal, or dismissal of charges, membership status will be reinstated.
3. Failure to disclose charges or convictions as described above will result in immediate dismissal from the school of both parent and child.
4. This information will be held in the strictest of confidence by the preschool's teacher and Board President.

D. REPORTING CHILD ABUSE AND NEGLECT

The Child Protection Law for the State of Michigan, Public Act No. 238, requires the reporting of child abuse and neglect by childcare providers and defines conditions relating to the reporting. TCCP adheres to the Child Protection Law; a summary of the law is available at the preschool for those unfamiliar with it. All parents assisting are required to sign a notice of acknowledgement of this responsibility kept on file at the school.

If a staff caregiver at TCCP suspects child abuse or neglect, the caregiver will immediately make an oral report to the Michigan Department of Human Services. Within 72 hours the caregiver will file a written report with the DHS office in the county where the child resides. The Board President will be notified that a report was filed and be provided a copy of the report. The information will be kept confidential.

Parents who suspect abuse or neglect of a child in the school are encouraged to share their concerns with the head teacher in confidence.

800-4-A-CHILD is a 24-hour hotline for all types of abuse, sponsored by Child Help, USA. Immediate help is available to children and adults in crisis situations. The hotline refers callers to Parents United and Parents Anonymous, organizations that provide long-term treatment, legal counseling and self-help for parents who fear becoming abusive or who have already abused their child.

E. HEALTH POLICY

A child's health is a matter of importance. A child that does not feel well will not have a good day at school. Should a child, staff member, or scheduled assist parent, exhibit any of the following symptoms, he/she belongs at home:

1. Fever
2. Runny nose with thick, green discharge
3. Ear ache
4. Pale or flushed skin
5. Severe sore throat
6. Watery or red eyes
7. Severe or persistent chest cough
8. Upset stomach
9. Rash
10. Any draining sore.

Children on medication should be on it for 24 hours before returning to school. The school will not assume the responsibility of administering medication to any child unless prior arrangements have been made with parent and requirements of licensing are met.

A child should not return to school until able to engage in the full program of both indoor and outdoor activities.

Children should be fever-free for 24 hours before returning to school.

TCCP will report to parents any accidents, suspected illnesses, or other changes observed in the health of a child. If the child becomes ill while at school, TCCP will comfortably isolate the child in an area where the child can be supervised. Toys, utensils, toilet, and lavatory used by an ill individual shall be appropriately cleaned before being used by another child. The parents will be contacted immediately and are required to pick the child up within one hour of notification.

EMERGENCY CARE: Parents give permission to TCCP to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of the parents.

COMMUNICABLE ILLNESS: If a child has contracted or been exposed to a communicable disease such as chicken pox, head lice, pink eye or impetigo, parents are required to notify the school so that other parents in the child's class may be notified through an electronic news alert. Children under a doctor's care may return to school when the doctor feels the child is well enough to do so.

TCCP will take the necessary precautions to contain and prevent the spread of contagious diseases; however, TCCP cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children. Parents must recognize that, while in care, it is possible that the child may be exposed to a contagious illness or disease. TCCP will notify parents when the child is exposed to a communicable disease while in care so that parents can monitor the child for symptoms.

PHYSICAL EVALUATION: Before beginning school, children must have a current health appraisal. At the appraisal, a licensed health professional must fill out the state-required form showing that a physical evaluation has occurred within the preceding year. A child will not be able to start school without a current health appraisal.

HANDWASHING: Handwashing requires the use of cleansing with soap and warm water for at least 20 seconds. Parents and children are required to wash hands before serving and receiving snack and after using the bathroom. Parents are also required to wash hands prior to beginning their workday or after handling garbage. Illustrated instructions are posted at the sinks. When running water is not available, hand sanitizer, or single use wipes, are permitted.

SMOKING POLICY: In keeping with the Women’s Resource Center’s intent to provide a safe and healthful work environment, all facilities operated by the WRC are designated smoke-free environments. Nonsmoking areas are clearly designated, and employees are asked to respect these designations. All facilities located within the city limits of Traverse City comply with the Traverse City Smoke Free Ordinance that prohibits smoking inside public buildings and within 15 feet of any public entrance. Designated smoking areas are in compliance with this Ordinance.

In situations in which the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail. This policy applies equally to all employees, customers, tenants, and visitors. Items prohibited on WRC facilities under this policy include all smoking devices and tobacco products, including but not limited to cigarettes, cigars, pipes, and e-cigarettes.

F. POTTY TRAINING

Licensing regulations require students be potty trained upon entering the preschool. We do anticipate the occasional accident and ask families to send an extra pair of underwear, bottoms and socks in the child's backpack. If a child experiences a setback and wetting or soiling begins to occur on a regular basis, as determined by the teacher and the Board, a parent or sponsor must attend the class with the child to personally assist them until he/she regains their ability to use the bathroom. If the situation continues beyond a time considered reasonable by the teacher and the Board, the family, teacher and Board representatives will discuss a plan that best addresses the needs of the child, the family and the school.

G. SCHOOL DELAYS/CLOSINGS

When the Traverse City Public Schools are closed due to inclement weather, holidays, or vacations, TCCP will also be closed; however, TCCP does not follow the public-school calendar for half days, teacher conferences, teacher in-service or professional days.

When the public schools are delayed one hour, the morning session will start one hour later. When the public schools are on a two-hour delay, the morning session will be canceled. Afternoon classes are not affected. Enrichment is canceled with any morning delay. Canceled classes will not be made up.

You can call the Traverse City Area Public Schools bus hotline at (231) 933-1955 by 5:30 a.m. to find out if school is cancelled.

H. FIRE DRILLS

Teacher and assist parents will follow the fire drill/fire procedure plan posted by each exit door in the classroom. In a fire drill, a whistle will be sounded. In case of a fire, the alarm will be pulled.

Teacher, assist parents, and children will exit through the primary exit; an assist parent will check the restroom and then exit to assist the teacher. The class will gather by the big pine tree west of the building. In the winter, we'll meet on the public sidewalk parallel to 11th street.

I. SEVERE WEATHER

TCCP will monitor radio for updates and emergency situations should severe weather occur. If a tornado or severe thunderstorm warning is issued and conditions warrant, teacher and assist parents will take children to either the two restrooms to the east of the classroom or the basement of the building. A battery-powered radio, flashlight and first-aid kit (located in teacher's closet in the corner near the kitchenette) will be taken. The entrance to the basement is located in the NW corner of the lobby.

Should the building become uninhabitable, by natural or man-made disaster, teacher and assist parents will take children to the second floor conference room of the State Building 42 (701 S. Elmwood St.) or as directed by emergency personnel. The teacher will take the emergency white cards and attendance book with which to notify all parents by phone. The first number called will be the number shown on the class roster information sheet. Please be sure we have your correct information on the roster. To pick up your child, you can enter the main entrance to Building 42, take the stairs or elevator to the second floor where the conference room will be visible. Parents of special needs children will devise a plan for evacuation at fall conferences with the teacher before the start of school.

J. FIELD TRIPS

Children enrolled in TCCP will have the opportunity to attend field trips. All trips will be announced at least one week in advance with notification in the form of a permission slip sent home with the child. Children MUST return signed slips before attendance on the scheduled trip will be permitted. Parents will provide their child with transportation to and from the field trip unless otherwise specified by the teacher.

When parents do not give permission for the child to go on the field trip, parents will be responsible for making alternate child-care arrangements during that time.

K. CONFIDENTIALITY

All information pertaining to children in the preschool, including all reports, record, and data are confidential and used for internal purposes only. Information will not be released to third parties without the express written permission of parents, unless required by state, court order, or licensing mandate.

L. ACCIDENT/INJURY

The following procedure will be followed in the event of an accident, injury, or incident of an unusual nature or circumstance to a Child during school hours:

1. Teacher will assess injury to see if it requires immediate emergency treatment unavailable at school. If immediate attention is required, assist parent will call 911 followed by a call to child's parents. If unable to reach parent, the first emergency contact person listed on the white card will be called. Teacher or other qualified adult(s) will administer necessary first-aid until emergency treatment arrives. Report of incident will be written up and witnessed. State of Michigan licensing consultant will be contacted within five (5) days.
2. If injury is of a non-emergency nature, but requires further assessment by physician, parent shall be called to school immediately. First aid will be administered if necessary as stated above. Report of incident shall be written up by teacher and witnessed. State of Michigan licensing consultant will be contacted within five (5) days.

3. If injury is of minor nature not requiring any treatment outside of assessment by teacher, child shall be monitored by teacher and adults for changes in behavior to indicate nature of injury. Parent shall be notified at pick up of minor injury to child. Report of incident shall be written up by teacher and witnessed.
4. If your child is involved in an incident of an unusual nature or circumstance, the teacher will notify you at pick up time. Should there be someone other than a parent who picks up the child, a phone call or email will be initiated to inform you.

M. FORMS

All necessary forms must be received at the preschool by the Friday prior to the start of school. If forms are not in, your child may not attend their scheduled day of school. Late forms will **ONLY** be accepted after 3:30 p.m. after the start of the school year in order to not disrupt classroom routines and procedures.

N. PEST MANAGEMENT

Should the need to apply pesticides to deal with a pest problem occur at the school, or on school grounds, parents will be notified in advance as required by PA 451.