



# **2023-2024 HANDBOOK**

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 (TCCP), 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. TCCP's teacher and Board of Directors contact list can be found in Section IV below.

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 11th day of July 2023.

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 regarding 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; and
- 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**

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.

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**President** – Tara Davy

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**Secretary** – Natalie Ducastel

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**Enrichment Coordinator**– Lisa Bandemer

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## **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 first-come, first-enrolled system is used to select members. Priority status for enrollment is given in the following order: current TCCP Board of Directors, current 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**

<b><u>SESSIONS</u></b>	<b><u>TIME</u></b>	<b><u>AGE</u></b>	<b><u>CLASS SIZE</u></b>
MON/WED/FRI AM	9:00-11:30 a.m.	3 by Dec. 1	16
PRE-K (MON/TUE/THUR/FRI PM)	1:00-3:30 p.m. (Fri 12:30-3:30)	4 by Oct. 1	16
TUE/THUR AM	9:00-11:30 a.m.	3 by Dec 1	16

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. 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.

<b><u>SESSION</u></b>	<b><u>MONTHLY TUITION</u></b>	<b><u>YEARLY TUITION</u></b>
TUE/THUR AM	\$140	\$1260
MON/WED/FRI AM	\$210	\$1890
PRE-K (MON/TUE/THUR/FRI PM)	\$280	\$2520

- 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 preschool's mailing address. Do not send cash.
- Tuition can also be made using Venmo. Please contact the Board Income Treasurer for assistance.
- 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.
- Payment received more than 10 days after the due date, is subject to a \$10 late 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 August 1<sup>st</sup>.** If tuition is not received by August 1<sup>st</sup>, the child will be removed from the class roster and placed at the bottom of the waiting list. The second month's tuition is due by October 1<sup>st</sup>. The last tuition payment for the year is due on May 1<sup>st</sup>.

**AUTOMATIC PAYMENTS:** Families paying tuition in monthly installments are strongly encouraged to 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:** A cleaning fee of \$50 is added to the first month's tuition due August 1<sup>st</sup>. It is only refunded upon completion of a

required cleaning bee. If a family withdraws after October 1<sup>st</sup> and before completing a cleaning bee, the cleaning bee fee is non-refundable. The cleaning bee fee will be refunded if a family withdraws before October 1<sup>st</sup>.

**ART MATERIALS FEE:** An art materials fee of \$35 is added to the first month's tuition due August 1<sup>st</sup>. This fee keeps our little artists supplied with paint, paper and other art materials throughout the year. The art materials fee will be refunded if a family withdraws before October 1<sup>st</sup>.

**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). \*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:** Payment received greater than 10 days after the due date, are subject to a \$10 penalty fee. 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:

- A reminder notice will be sent via e-mail or text;
- A phone call will be made within five days of first reminder;
- President of the board will be notified, and the parent will be contacted to discuss possible solutions and establish a payment date; and
- 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 caused by inclement weather, absences, or other unforeseen circumstances. The total monthly tuition 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.

#### **D. TUITION WAIVER**

A tuition deferment 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, members must meet one or more of the following criteria:

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

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

- Member will contact the Income Treasurer for an application by the 10<sup>th</sup> of the month requested;
- A committee consisting of the Income and Expense Treasurer and the President of the Board will review the application;
- Applicant must supply any financial records or written documentation requested by the committee;
- Committee or applicant may request a meeting; and
- Assistance beyond one month's time shall be reviewed monthly.

Receiving a deferment does not release members from performing other TCCP member requirements.

#### **E. WITHDRAWAL**

A 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 two week notice, excluding the non-refundable first (September) month's tuition.*** If proper notice is not given and tuition is owed to TCCP, the parent will be billed for the remaining tuition due. No reimbursement of the first month's tuition will be made.

#### **F. 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, fulfillment of parent assisting responsibilities, and completion of fingerprinting/background check requirements within two weeks of the child's start date, 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: large//fine motor, pretend play, building, science, art, writing, sensory, snack, etc. Children also engage in the following types of activities each day: dancing, singing, reading, show & tell, and creative movement in large and small groups.

### **A. DAILY ROUTINE**

#### **Monday, Wednesday, & Friday AM Class/ Tuesday & Thursday AM Class**

**8:45 am:** Assist parents arrive on time for a pre-session meeting with the teacher to receive their information for the day.

**9:00-9:15 am:** Children arrive, are greeted by the teacher and assist parents, and choose their classroom job for the day. Open free play.

**9:15-9:30 am:** Circle time: Welcome song, introduce star friend, attendance, focus board, and learning activity.

**9:30-10:30 am:** Open free play continues with assist parent led snack, large motor, and art activities.

**10:30-10:35 am:** Clean up of materials and equipment with parents and teacher.

**10:35-11:00 am:** Second circle time: Calendar, weather, star friend show and tell, music, book and goodbye song.

**11:00-11:30 am:** Dress in outer wear then playtime on the playground.

**11:30 am:** Dismissal with parent pick up at circle drive.

**11:30-11:45 am:** Assist parents finish clean up in the classroom.

#### **Pre-K Monday, Tuesday & Thursday**

**12:45 pm:** Assist parents arrive on time for a pre-session meeting with the teacher to receive their information for the day.

**1:00-1:15 pm:** Children arrive, are greeted by the teacher and assist parents, and choose their classroom job for the day. Open free play.

**1:15-1:30 pm:** Circle Time: Welcome song, introduce star friend, attendance, focus board, and learning activity.

**1:30-2:30 pm:** Open free play continues with assist parent led snack, large motor, and art activities.  
**2:30-2:35 pm:** Clean up of materials and equipment with parents and teacher.  
**2:35-3:00 pm:** Second Circle Time: Calendar, weather, star friend show and tell, music, book and goodbye song.  
**3:00-3:30 pm:** Dress in outer wear then playtime on the playground.  
**3:30 pm:** Dismissal with parent pick up at circle drive.  
**3:30-3:45 pm:** Assist parents finish clean up in the classroom.

#### Pre-K Friday

**12:15 pm:** Assist parents arrive on time for pre-session with the teacher to receive their information for the day.  
**12:30-12:45 pm:** Children arrive, are greeted by the teacher and assist parents, and choose their classroom job for the day. They place their lunch box on the snack table or playdoh table. Open free play.  
**12:45-1:00 pm:** Children wash hands and sit down for lunch.  
**1:00-1:30 pm:** Open free play. Students finish up lunch. Parents and students sweep, mop, and wipe down the lunch tables.  
**1:30-1:40 pm:** Clean up of materials and equipment with parents and teacher.  
**1:40-2:00 pm:** Circle time: Welcome song, introduce star friend, attendance, focus board, and learning activity  
**2:00-2:40 pm:** Centers. Students are split into groups and rotate centers led by parents and the teacher.  
**2:40-3:00 pm:** Second circle time: Calendar, weather, star friend show and tell, music, book and goodbye song.  
**3:00-3:30 pm:** Dress in outer wear then Hilly Hollow Play Time.  
**3:30 pm:** Dismissal with parent pick up at circle drive.  
**3:30 - 3:45 pm:** Assist parents finish clean up in the classroom.

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

**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:** Each class has a designated star friend for the day. Throughout the year children will have several opportunities to be the star friend. Star friends will be able to choose their classroom job first, sit in the star friend chair, share a show and tell from home, and take home the star friend bag. Please return the star friend bag the next day of school.

**SNACK:** A healthy snack will be provided by the assigned snack assist parent for the entire class. The snack is chosen using the class allergy list as a guide. The teacher will check the snack for allergens before snack time. Children may use their own leak proof water bottle labeled with their **first and last name**, or the cups of water provided with snack.

**BIRTHDAY CELEBRATIONS:** Every child (including those with summer birthdays) will get the chance to celebrate their birthday with their classmates during a special circle time. Class Schedulers will note this day on the class calendar. Parents are welcome to send birthday treats to school on this day. Things like stickers, bubbles, sidewalk chalk, and mini playdoh are all great options. ***All birthday treats must be store-bought and in their original packaging so that the teacher can check the ingredient list for allergens. Please consult your class's allergy list as a guide to avoid any additional allergens for your specific class.***

#### B. DROP OFF/PICK UP OF CHILD

Parents have two options when dropping off and picking up their children.

1. **Circle Drive** – To drop off, pull into Circle Drive forming a line. One at a time, pull up *parallel with the sidewalk*. ***Parents and children will wait inside the vehicle.*** The teacher will then help each child out of the car from the passenger side and direct them to the door of the preschool. At pick up, the teacher will have the children lined up on the sidewalk, and parents will again pull up parallel with the sidewalk one at a time and remain in their car. Please then pull forward and off to the shoulder to secure your child's safety seat. ***It is the parent's responsibility, NOT THE TEACHER'S, to secure the child into a child safety seat.***
2. **Walk Up** – Use parking on the west side of Elmwood or the south side of Eleventh St. Please do not pull into Circle Drive or park in the four spots reserved for the teacher and assist parents. ***Please DO NOT PARK in the circle drive—you will be asked to move your vehicle before your child is released.***



For safety, our doors will be locked from 9:15-11:00 for the morning classes, 1:15-3:00 for the Monday, Tuesday, and Thursday afternoon classes, and 12:45-3:00 for the Friday afternoon class.

### **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 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;
- May suddenly not want to come to school or feel uncomfortable with their parent leaving. Speak with the teacher to create a plan together to help your child.

## **VII. PARENTAL INVOLVEMENT**

### **A. ASSISTING**

**SCHEDULING:** Parents will be scheduled to assist in the classroom on a rotating basis. Your class scheduler will contact you via email and ask for dates you cannot assist for the upcoming schedule. Class schedules are usually done every two months and emailed directly to parents. Parents are responsible for responding to their class scheduler in a timely manner. ***If unable to assist on a scheduled day after the schedule is posted, it is the parent's responsibility to find a replacement, NOT the class scheduler.*** When using a replacement, parents should make the change known to the teacher and class scheduler as soon as possible. When finding an assist replacement, parents should reach out to emergency assist parents first and then to the whole class parent group by text or email.

If someone other than the primary volunteer adult (who has been fingerprinted) is assisting in your place or visiting the classroom, the teacher **MUST** be notified at least 24 hours in advance, for approval. The teacher will run the individual through the National Sex Offender Registry.

Parents are not able to bring siblings when assisting, as our school licensing states that only enrolled children can attend sessions.

Each class will have one or more emergency parents. An emergency parent is someone able to cover an assist day on very short notice. These 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.

**PARENT ASSIST DUTIES:** The following roles will be assigned by the teacher after assist parents arrive. The snack parent is assigned in advance by the class scheduler. 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.

## GROSS MOTOR

- Do a playground sweep.
- Help set up the classroom as directed by the teacher.
- Make sure walkway is clear and safe, removing snow or debris.
- Assist teacher in bringing the children into school.
- Supervise large motor area, making sure children use equipment safely.
- Assist children with outerwear for outside play or dismissal.
- 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 cleaning up.
- Vacuum all carpeted areas, checking vacuum bag before and changing it if necessary.

## ART

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

## SNACK AND FINE MOTOR

- Help set up for the day as directed by the teacher.
- Greet children and assist them with outerwear and backpacks.
- Prior to setting up snack table, 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.
- Clean snack table using the three-step procedure outlined at the school before snack time.
- ***Remember to wash your hands and wear the provided gloves while assisting with snack.***
- ***Please be thoughtful when assisting children with their food to avoid spreading germs from child to child.***
- ***Double check the class allergy list available at the snack station.***
- Supervise children at the table and encourage good table behavior.
- Remind children to wash their hands **BOTH** before coming to the snack table **AND** when they are finished.
- Remind children to clean up after themselves when they are finished eating.
- After snack, clean all tables in preschool: snack, art, playdoh, show-and-tell, fine motor, kitchen area, etc.
- Empty all trash bags, replacing them with new ones. Snack parent is responsible for disposing in trash containers in front of the WRC.
- Assist children with outerwear for outdoor play or dismissal, as needed.
- Join teacher for outdoor play.

**SNACK:** The snack parent role is assigned by the class scheduler and noted on the class assist schedule. As a snack parent, you are responsible for providing a nutritious snack for the class. Please choose foods as close to their natural state as possible and avoid added sugar. Please supply any plates, napkins, cups, or utensils needed for your snack. 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. Please consult your class's allergy list as a guide to avoid any additional allergens for your specific class.*** Your class allergy list can be found on your class assist schedule emailed out by the class scheduler and posted at the snack station.

The following are some of our favorite healthy snacks:

- fresh or dried fruit

- raw vegetables
- pretzels
- crackers
- yogurt
- cheese

**OUTDOOR PLAY:** Please observe the following rules for outdoor play.

- Before children go outdoors, the gross-motor parent must do a playground “sweep” for safety.
- Children may NEVER be on the playground without an adult present.
- Children must stay near the playground equipment and within clear view of adults.
- An adult must be present at climbing equipment with children.
- Please remind children to be careful crossing in front of swings while in use.

**DISCIPLINE:** While assisting, parents may have to discipline a child. TCCP believes the best discipline is 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 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.  
 Chairs are for sitting.

**INSTEAD OF**

Do you want to go in?  
 Don’t shout.  
 Don’t bang on instruments  
 Don’t stand on the chair.

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. 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. If parents are unable to complete their parent job, they may be asked to help out in other areas.

**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.

**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. Parents are responsible for passing along TCCP policies and procedures to any other person who may assist in their place. If a family is late to enroll and do not attend orientation, a video of orientation will be available.

**E. CLEANING**

Our cleaning practices keep our classroom sparkling clean, organized, and reduce the spread of sickness in the classroom. Our Cleaning Procedures will be available for reference in the classroom for assist parents.

**F. FUNDRAISING**

Fundraising is very important to the success of TCCP. A successful fundraising program allows TCCP to keep our tuition low while providing all that is needed to run our school. We encourage all TCCP families to participate in any way possible in our fundraising efforts.

## **G. ELECTRONIC COMMUNICATIONS**

TCCP is working to reduce our paper correspondence. You will receive news, upcoming dates, and information via email. Please put [teacher.tccp@gmail.com](mailto:teacher.tccp@gmail.com) in your address book/contacts so these messages arrive in your inbox.

**-Teacher Newsletter:** Members will receive a weekly email from the teacher at 4:00 pm on Fridays. This email will inform families about classroom activities, upcoming events, classroom needs and other pertinent information.

-Connect with TCCP on Facebook and Instagram to stay updated and catch classroom photos.

## **H. CONFERENCES**

A parent-teacher-child conference is required before a child begins attending the preschool. These conferences are held during the week before school begins. Parents sign-up for this conference at orientation. Parent-teacher conferences are scheduled two times per year; however, the teacher is always willing and available to meet with parents. Mid-winter conferences will be available and assigned at a later date.

If you ever have questions or concerns, Sarah is available at [teacher.tccp@gmail.com](mailto:teacher.tccp@gmail.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).

**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 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. If the teacher suspects that a parent may be incapacitated due to drug or alcohol use, the child's emergency contact will be contacted to pick them up. If said parent under suspicion removes the child from the premises, law enforcement will be contacted.

## **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:

- 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;
- The person will be shown a copy of the Child Information Card;
- 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. CHILD CARE BACKGROUND CLEARANCE**

All teachers, substitutes, and regular volunteers who may fulfill assisting responsibilities at TCCP must provide TCCP with documentation that they have completed and cleared the Michigan Childcare Background Check. This will consist of

fingerprinting and a comprehensive background check that includes 1) a review of the licensing database of individuals with previous disciplinary action within a child care center, group child care home, family child care home, or an adult foster care facility; 2) a search of the individual through the national and state sex offender registries; 3) a search of the individual through all state criminal registries or repositories for any states of residence in the past five years; 4) a request that the Department of State Police perform a criminal history check on the individual; and 5) a search of the child abuse and neglect registry for Michigan and any states of residence for the past five years. Proof of this clearance must be received prior to any participation as an unsupervised classroom assistant. Parents must provide TCCP the personal information required and permit, in writing, TCCP to submit the information on the parents' behalf. Due to licensing, if a parent does not clear the background check that parent cannot assist in the classroom and they will need to identify another person to assist who does have clearance. An alternative assist person for the student must be fingerprinted within 14 days of notification of not clearing the background check. If no alternative assist person is provided, the student may be unenrolled from the school.

Guests are not required to provide Child Care Background clearance information, but interaction with children must always be supervised.

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:

- 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.
- 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, assist privileges will be reinstated.
- Failure to disclose charges or convictions as described above will result in immediate dismissal from the school of both parent and child.
- This information will be held in the strictest of confidence by the preschool's teacher, Board President and Board Secretary.

#### **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:

- Fever (Over 100 degrees by mouth and 99 degrees by armpit)
- Runny nose with thick, green discharge
- Ear ache

- Pale or flushed skin
- Severe sore throat
- Watery or red eyes
- Severe or persistent chest cough
- Upset stomach
- Rash
- 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, without medication, 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 covid, hand foot and mouth, chicken pox, head lice, pink eye or impetigo, etc. parents are required to notify the school so that other parents in the child's class may be notified. 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.

Based on the advice of the Grand Traverse Health Department, TCCP reserves the right to exclude any child that is lacking documentation of immunity from class if a classmate is diagnosed with a communicable disease that they may be susceptible to. This child may be excluded for up to 21 days after the last onset of their classmate's symptoms.

In accordance with Michigan law, TCCP reports the possible occurrence of any communicable disease to the Grand Traverse Health Department on a weekly basis. Please ask our teacher for more information on this practice and any privacy concerns you may have.

**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 snack and after using the bathroom. Parents are also required to wash hands prior to beginning their workday or after handling garbage. 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 and vape-free environments.

## **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**

TCCP will close when Traverse City Area Public Schools (TCAPS) closes due to inclement weather, holidays, vacations, or other unforeseen circumstances. TCCP *does not* follow the TCAPS calendar for half days.

When TCAPS is delayed one hour, the morning session will start one hour later. When TCAPS is on a two-hour delay, the morning session will be canceled. Afternoon classes are not affected. 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 canceled.

## **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 11<sup>th</sup> street.

In the event of an actual fire, teacher and assist parents will take children to the second-floor conference room of the State Building 42 (701 S. Elmwood St.) 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.

## **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. A battery-powered radio, flashlight and first-aid kit (located in the bathroom) will be taken.

## **J. NATURAL OR MAN-MADE DISASTER**

Should the building become uninhabitable, by natural or man-made disaster, including but not limited to gas leak, no running water, bomb threat, intruder, or other situation in which the lead teacher determines evacuation is necessary to maintain safety of the children, 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.

## **K. FIELD TRIPS**

Children enrolled in TCCP will have the opportunity to attend field trips. 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.

#### **L. 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.

#### **M. 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:

- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.

#### **N. FORMS**

***All necessary forms are due at parent orientation. If forms have not been received by the Friday prior to the start of school, your child may not attend their scheduled day of school.***

#### **O. 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.