

Coldwater Community Schools



Preschool Parent Handbook 2024-2025

Jesse Trowbridge
Director

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517-279-5975

Dear Parents,

Coldwater Community Schools would like to welcome you into our schools through our Kinder Learning Academy. We hope to make this a rewarding time for you and your child.

We will nurture your child's social, emotional, physical, and cognitive development. We will provide a safe, loving, and comfortable environment which will help your young child to grow and develop in preparation for kindergarten.

Our goal is to construct an activity-based and play-based social program that encourages physical exercise, creativity, and social interaction. Our program services two classes a day. One for three year olds, and one for four year olds.

Our programs are staffed with qualified professionals who have experience and training in child development, CPR, AED, and First Aid. State of Michigan Childcare Center Rules and Regulations.

We encourage you to be a partner with us in this educational adventure.

-Kinder Learning Academy Staff

Our mission is to...

Provide a program that enables each child to reach his or her greatest potential in a safe, clean, stimulating environment. Each child will be encouraged to explore, create, listen, share ideas, and think of himself or herself as a very important human being.

Coldwater Community Schools Directory

Central Office Administration

401 Sauk River Drive

Superintendent: Paul Fylnn 279-5910

Kinder Learning Academy Preschool

Kids Club Daycare

70 Tibbits Street

Director: Jesse Trowbridge 279-5975

Coldwater High School

275 North Fremont St.

Principal: Ted Davis Assistant Principal: Krista Searls 279-5930

Jefferson Elementary

15 Vans Ave

Principal: Tobi Reardon 279-5970

Lakeland Elementary

235 Western Ave

Principal: Gary Dancer 279-5980

Legg Middle School

175 Green St.

Principal: Assistant Principal: Jacob Kumor 279-5960

Max Larsen Elementary

25 Parkhurst Ave.

Principal: Julie Farmer 279-5960

Transportation Department

Supervisor: Holli Muckel 279-5950

Program information

- ❖ The Kinder Learning Academy is a tuition based preschool program.
 - There are two sessions available.
 - Morning session for 3 year olds. Monday, Tuesday, Thursday, & Friday.
8:25am-11:25am
 - Afternoon session for 4 year olds. Monday, Tuesday, Thursday, & Friday. 12:30pm-3:30pm
- ❖ Children who will be 3 years old by September 1st will be eligible for the 3 year old program. Children who will be 4 years old by September 1st will be eligible for the 4 year old program. These programs will work with children on age appropriate activities to promote growth and development in 4 fundamental areas: Emotional, Social, Physical, & Intellectual.
- ❖ The curriculum will include activities to help each child reach his/her greatest potential. The children will be encouraged to explore their environment, create, listen, share ideas, and think of themselves as very important human beings. We will focus on developing language skills, intellectual curiosity, positive self image, self discipline, problem solving, physical activity and creative thinking. These classrooms will utilize the curricular programs of zoo-phonics, preschool everyday mathematics, and handwriting without tears, which will prepare your child for coldwater community schools, young 5s or kindergarten.
- ❖ The Kinder Learning Academy preschool teacher meets the requirements set by the state of Michigan child care licensing. All adults are certified in CPR and First-Aid.
- ❖ State licensing requires following ratios:
 - 3 year olds: 1 teacher per 10 kids
 - 4 year olds: 1 teacher per 12 kids.

Enrollment

❖ Children who have had their 3rd birthday and are fully potty trained are eligible for enrollment. The following items must be submitted in completion in order to enroll your child into the KLA preschool program.

- Application form
- Non-Refundable \$40 registration fee
- Child Information Record
- Medical Health Appraisal
- Payment and Policies Agreement
- Signed parent handbook agreement letter
- Photography/Facebook permission slip
- Preschool Age- Immunization records & Physical signed and dated by a Physician (must be submitted within 30 days of admission to Kids Club)
- If applicable: application for DHS child care reimbursement.

Please note: We are required to have each of these forms in our files in order to maintain our license to operate. Michigan State Law prohibits students with incomplete files after 30 days to attend class until we have received their missing paperwork. We appreciate your cooperation.

Withdrawal: Parents wishing to withdraw their child from the program are urged to schedule a conference with the program director before formally withdrawing. There will be no refunding of money paid in advance.

WE RESERVE THE RIGHT TO REFUSE ACCEPTANCE OR CONTINUATION TO ATTEND KINDER LEARNING ACADEMY. IF THE CHILD DOES NOT APPEAR ABLE TO ADJUST TO OUR PROGRAM.

Financial Information Registration/Payment Policy

The Payment and Policies Agreement form is required at time of registration.

- ❖ A one-time non-refundable registration fee of \$40 per child is collected at the initial time of registration and each year thereafter. Registration fee for both KLA and daycare is \$70 per child. (If applicable)
- ❖ **Monthly fee is \$175.00/per month.**
- ❖ The monthly payment of \$175 is due on the first of each month. Starting on the first day of school.
- ❖ If payment is not received within the first week of each month a \$20 late fee will be added.
- ❖ If your payment is not received by the second week of the month, or your payment is late 2 or more consecutive months, your child's preschool participation may be suspended and your child's spot may be filled by another applicant.
- ❖ There will be no refunds when children are not in attendance.
- ❖ Currently accepting only cash and checks, make checks out to Kinder Learning Academy.
- ❖ Preschool services may be suspended until payment is made.

Registration for the next year

- ❖ Registration for the following year (3yr olds going into the 4yr old program) will be offered on a first come, first serve basis to those currently enrolled in our program.

Registration begins in the spring. You will be notified of the date. After 2 weeks the registration will open to the public and your spot may not be guaranteed.

Location/Hours/Schedules

Lincoln Annex
Kids Club Childcare
Kinder Learning Academy
70 Tibbits Street.

Preschool hours:

Monday, Tuesday, Thursday, & Friday

Morning class: 8:25am-11:25am

Afternoon class: 12:30pm-3:30pm

Program Space:

KLA Room, Gym, Art Room, and Playground.

Kinder Learning Calendar

Kinder Learning will be closed during the following Coldwater Community Schools calendar holidays.

- Thanksgiving Break
- Christmas Break
- Spring Break
- Good Friday

Dates are subject to change but you will be notified as soon as possible when changes are made.

- ❖ KLA morning class will be canceled if a 2 hour delay occurs. KLA will be closed on days that CCS has PD days or half days. KLA will be canceled if Coldwater Community Schools is canceled.
- ❖ Information on school closing can be found on 95.5 WTVB & WIN 98.5 Coldwater

Morning Class Daily Routine

8:25 Arrival/Table Time

8:40 Circle time (large group)

9:00 Free choice centers/small group work with teachers

10:15 Clean up

10:25 Story time (large group)

10:35 wash hands/bathroom/snack

10:50 outside play/gym

11:15 ready to leave

11:25 dismissal

Afternoon Class Daily Routine

12:30 Arrival/Table Time

12:45 Circle time (large group)

1:05 Free choice centers/small group work with teachers

2:20 Clean up

2:30 Story time (large group)

2:40 wash hands/bathroom/snack

2:55 outside play/gym

3:25 ready to leave

3:30 dismissal

Transportation

- ❖ Transportation will be provided for your child during Coldwater Community Schools normal runs.
- ❖ Busing occurs on CCS student school days prior to school starting in the morning and at the end of the day after school. Middle day bussing is available for preschool students only.
- ❖ Times and busing issues are handled through Holli Muckel, director of transportation, at bus garage (517)-279-5950.
- ❖ Parents should contact the bus garage, at the number above, if their child will not need transportation for that day.
- ❖ All preschool students are escorted on and off the bus by teachers/assistants.
- ❖ Preschool students are seated in the front seats of the bus.

Bus Driver Authority:

- ❖ The school bus driver is in charge of the bus at all times when it is in operation and has the authority to demand observance of proper student conduct and the school bus rules. A proper amount of discipline must be maintained on the bus in order to permit the driver to maintain adequate composure for the safest operation of the school bus.
- ❖ The bus driver or the school administration will not tolerate a rowdy, noisy or destructive student. Each driver is given authority to stop the bus to talk with a student who is not conducting himself or herself properly and to report the student to the supervisor of transportation and building principal. Proper disciplinary action will be taken against the student and a report of the incident will be kept. Repeat offenders will be asked to secure their own transportation to and from school.

Bus Rules:

- ★ When students are riding the school bus, the following rules and procedures are to be observed at all times:
 - Follow directions. No swearing or teasing.

- Stay in assigned seats: keep head, hands and all other objects inside the bus, and to yourself.
- Maintain an acceptable noise level (if the driver can hear your voice, it is not acceptable).

Policies and Procedures

Toys From Home

- ❖ Toys from home are not allowed unless they are for a special project or activity.
- ❖ Cell phones are not allowed at Kids Club Childcare Center. If a child has a cell phone it must be kept in his/her backpack.
- ❖ Our program is not responsible for broken, lost or stolen items.

Food

- ❖ Kids will be given a snack everyday that is parent provided.
- ❖ If your child has any dietary restrictions or allergies, please contact the Director of Kids Club Childcare.
- ❖ For a special day, parents may bring in snacks with prior notice to the Director. Parents are encouraged to bring healthy snacks. All snacks must be store bought.
- ❖ We follow rules R400.8335 and R400.8340 in the Licensing Rules for Child Care Centers manual. If you are interested in more information we can supply this for you.

Drop-Off/Pick-Up/Attendance

- ❖ Children must be signed in and out daily using the sign in/out sheet in the classroom.
- ❖ Only authorized persons listed on the pick-up list will be allowed to sign out a child.
- ❖ Photo identification or other official identification may be requested by the Director or staff before releasing a child.
- ❖ If a non-custodial parent is NOT to pick up a child, a court document stating visitation will be requested.
- ❖ For your child's safety, do not let your child leave the building unescorted.
- ❖ Late Pick-Up Fee: A \$5 pick up fee can be added for every minute the child is late.

Absence:

- ❖ If your child is going to be absent for any reason please contact the teacher or director to let them know.

Separation

- ❖ Separation from a parent or caregiver into the classroom is an important accomplishment for every child. Though you may wish to remain with your child who is having difficulty separating, trust that your child's teacher is well trained to handle this transition. Your child is learning important skills and that the tears are solely for the parent's benefit. You can help your child most by conveying happiness and confidence in their well being, telling them you will be back soon and then leaving. Your child's teacher will be available if you need to hand an emotional child to them before they begin their day.

Termination

- ❖ Kinder Learning Academy may terminate the enrollment of a child for various reasons:
 - The child's needs cannot be met.
 - The safety and care of other children is in jeopardy.
 - Accommodations for the child cause undue burden to the classroom.
 - Biting is a 2 strike policy.
 - Excessive non payment.
- ❖ Parent's will be notified of the reasons for termination, in writing, a minimum of one week prior to the termination date. However, if the reason for termination is severe, it will be immediate. Parent's will also be notified face to face, if possible, for immediate termination.

Behaviors

- ❖ Behaviors in the classroom can be disruptive and can hinder activities for the other children.
 - Listening and following directions to the teacher. We have rules put in place for their safety,
 - Disrespect towards other children and staff can create a negative environment. This includes talking back, swearing, or derogatory remarks.
 - Bullying in the classroom is never tolerated.

- Tantrums/Whining are common when frustrated, we understand that they could be tired or unable to express themselves but if a child has continuous tantrums/whining fits you may be asked to come collect your child for the day.
 - Lying is not uncommon in young children while they learn to explore and push boundaries but will not be tolerated.
- ❖ It's essential to remember that these behaviors are typical in young children as they are still developing their social emotional skills. Caregivers and parents play a crucial role in guiding and teaching them how to manage these behaviors and express their emotions in more appropriate ways. That being said, if any of the above behaviors become an ongoing issue we will ask you to keep your child home with you for a day, so that everyone will understand that there are consequences to their actions. In those instances you will have written documentation as to why.

Guidance and Discipline

- ❖ Our early childhood staff uses a positive method of discipline in order to encourage growth in the child's self-direction and self-esteem. Consistent rules and routines, clear direction, positive guidance and encouragement are all a part of our behavior policy. Please inform us if there is an event in which your child may behave in an unusual fashion. (ex. Illness, death in the family, separations)
- ❖ Steps to positive educational discipline.
- Children will be reminded of the type of behavior that is expected.
 - Children will be redirected to a new activity or new group situation if necessary.
 - Thinking time, or Calm down time, will be provided allowing the child to gain control and focus their emotions.
 - Special privileges can and will be taken away if necessary.
 - Communication between teacher and child is essential during disciplinary measures. Communication will be done in a positive manner without demeaning the child.
 - Positive behavior reinforcement.
 - Parents will be notified of any issues. (see behaviors section above for more)

- It is important that the well being of all children be taken into consideration. Should the child's behavior jeopardize the safety of others they may be terminated.

Toileting

- ❖ In the event a child soils his/her clothes, if a child needs assistance, staff will promptly assist the child in changing into dry clothes.
- ❖ Soiled clothes are bagged and sent home with the parent/guardian for laundering.
- ❖ Staff will follow hand washing procedures after assisting children with toileting or changing soiled clothes.

Clothing

- ❖ Please send in, labeled, an extra set of clothes as accidents of all types do happen.
- ❖ Winter weather: Please dress your child in weather appropriate clothing.
 - Winter coat, hats, mittens, scarves, boots, snow pants.
- ❖ Shoes: Our playground is made up of wood chips so please wear closed toe shoes.
- ❖ Play clothes: Children should wear play clothes to school as we will be painting, running, playing outside, and other projects that tend to get messy.
- ❖ Should your child not have appropriate clothes for outside play time they will not be able to participate and remain inside with a teacher.

Photography

- ❖ From time to time the caregivers will take photos of your child doing various activities to hang up in the room or to post on our parents only facebook page. If you do not wish to have your child photographed please let the director know. (see photography page in registration packet)

Safety

- ❖ The safety of our children is of high importance. The front entrance is always locked. You will use your key code to enter the main doors. All doors to the hallway will be locked for extra security. There will be a doorbell you may ring to get assistance. Please do not allow anyone to follow you in the building as everyone who is allowed to enter will have a code to do so.

Playground

- ❖ Children enrolled in Kinder Learning Academy will utilize the outdoor play area and equipment of the Lincoln Learning playground.
- ❖ Children will only be allowed to use the equipment that is licensed for their age per licensing rules and regulations.

Health Policies

- ❖ Exclusion times on all illnesses will be available in each teacher's handbook as well as in the office.
- ❖ Communicable diseases:
 - A child who exhibits any communicable disease symptoms such as a fever vomiting,, diarrhea or unexplained rash will not be allowed to attend our program until they are without fever reducing medication and symptom free for 24-48 hours depending on the illness. Should your child become ill during school you will be called and expected to collect them immediately. If your child is not attending school due to an illness they will also not be allowed to attend the daycare.
- ❖ If your child sustains an injury while attending our center the following protocol will be followed:
 - Minor injury:
 - Injuries will be treated by trained staff.
 - Periodic evaluation will be made to determine if medical attention is necessary.
 - Documentation of incidents with treatments will be put on file.
 - Family members will receive written documentation of injury.
 - Major injury:
 - Trained staff will employ First Aid Techniques.
 - If immediate medical attention is required 911 will be called.
 - Family members will be called and will receive written documentation of injury.

Medical or Dental Emergency

- ❖ The appropriate response in a medical emergency is important to providing the best physical treatment and to reduce the emotional trauma to an injured person. Staff is trained in First Aid and CPR for both children and adults. Staff is trained to implement the Medical or Dental Emergency Plan in the Crisis Management Plan.
- ❖ Staff utilizes universal precautions when treating an injury regardless of how small the injury.
- ❖ Staff must wear gloves and protect the child, themselves and others in the classroom from the spread of infection and disease.

Cleaning and Sanitation

- ❖ All classrooms are cleaned after children leave for the day and the trash is removed daily.
- ❖ Tables are washed and sanitized before and after snacks.
- ❖ Classroom furnishings, including toys are cleaned on a regular rotation and more often during the flu season.
- ❖ **Glove Use**
 - Glove use is a precaution used to reduce the spread of illness. Staff are required to wear non-porous gloves when they may come in contact with blood or other body fluids and during all diaper changes.
 - Gloves are disposed of in the proper waste container.
- ❖ **Hand Washing**
 - Hand washing is the first line of defense for everyone. Proper hand washing is crucial to preventing the spread of infection.
 - Hand washing procedures are posted at each sink in the centers providing proper hand washing directions.
 - The hand washing procedure states that hands should be washed:
 - Upon arrival and departure from daycare.
 - Immediately following contact with blood or bodily fluids.
 - Following removal of gloves.
 - Before preparation and/or serving of food.
 - After contact with raw eggs, fish, or meat.

- Hand washing techniques are taught and practiced by staff and children on a regular basis. The added use of hand sanitizer is encouraged during the flu season.

Medication Administration

- ❖ Kids Club Childcare staff cannot give medication without a doctors and parents' written authorization.
- ❖ A completed health plan must also be on file in the center. The health plan will provide specific directions, as determined by your child's doctor, regarding how and when to give medication.
- ❖ Any medication ordered in the health plan must be in the original packaging dispensed by the pharmacy.
- ❖ Medication Administration Authorization forms are available and must be completed yearly for any prescription or over-the-counter medication to be administered by Kids Club Childcare staff. This includes, but is not limited to, diaper rash cream, baby Orajel, Tylenol, etc.
- ❖ If your child requires a health plan, it must be on file before entry into the program.
- ❖ Please do not send any medication to Kids Club Childcare in your child's backpack
- ❖ Parents must personally deliver medications to school.
- ❖ In the event that your child requires sunscreen, insect repellent, or chapstick application while attending our childcare center, please request and fill out our Parent Permission form.

Reporting Child Abuse and Neglect

- ❖ All staff of Coldwater Community Schools is required by law to report suspected child abuse and/or neglect to the Central Intake Center (State of Michigan DHS). Staff members are trained each year on the State of Michigan Child Protection Law and how to report a suspected incident.
- ❖ Below are the steps that are taken according to the Michigan Child Protection Law when someone from our staff makes a report. Please understand that the best interest of the child is always the highest priority when making a report. These matters are not taken lightly, and will be handled by our staff in a confidential manner. The Department of Human Services (Child Protective Services) is the final authority on how an investigation is handled. Once a report is

made, our staff will cooperate fully with the investigation as required by law. Steps for Reporting Suspected Child Abuse and/or Neglect

- ❖ Anyone having reasonable cause to suspect abuse or neglect of a child is required by law to file a report to Central Intake Center (State of Michigan DHS). As mandated reporters, our staff may be held responsible for not reporting suspected abuse or neglect. Program staff is trained to:
 - Be factual and not to speculate or draw conclusions.
 - It is not our policy to search the child in any way, unless CPS has obtained a proper court order permitting such a search, which they would perform. However, if marks are observed in these areas during the normal course of activities and the staff member feels this is the basis for suspecting child abuse or neglect, the staff member should file a report and document their observations.
 - Not to question the child extensively or ask leading questions. This will be done by CPS staff. Licensing Notebook Effective May 27, 2010, the Child Care Organization Act (1973 PA 116) requires providers to maintain a licensing notebook which includes all licensing inspection and special investigation reports and related corrective action plans (CAP). The notebook must also include a summary sheet outlining all the reports and CAPs contained in the notebook. The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. Centers must have documentation on file that parents were notified of the licensing notebook as required by subrule (1)(j) of this rule.

Pest Control Policy

- ❖ Coldwater Community Schools, Kids Club Childcare Center and Kinder Learning Academy Preschool are committed to providing a safe environment for the children in our care. We seek to prevent children from being exposed to pests and pesticides. The Michigan Natural Resources and Environmental Protection Act requires that school districts provide notice when pesticides are used in school facilities. The Act also modifies the notification that must be given to parents/guardians prior to the application of the pesticides. Parents/guardians of Kids Club Childcare Center and Kinder Learning Academy Preschool will receive annual notification of the advanced notification policy in the Parent Handbook every September. Parents/guardians of Kids Club Childcare Center and Kinder Learning Academy Preschool will receive 48 hour advance notification of any pesticide applications by the following methods:

- ❖ Notices will be posted at all parent/guardian bulletin boards, entrances to the facility and various locations throughout the building.

Weather Policies

- ❖ When a **Tornado WATCH** is in effect, the following procedure will be followed:
 - The Weather Alert Monitor will be attended until an “All Clear” is reported by the Branch County Civil Defence Directory (Sheriff’s Department), or until all children have left the building.
 - Buses will operate as usual unless the administration deems weather conditions to be severe enough to warrant a change. In this event, children will be held at school.
- ❖ When a **Tornado WARNING** is in effect, the following procedure will be followed:
 - All children will be moved to the designated areas of protection when there is a tornado sighting.
 - No buses will operate.
 - No children will be sent home.
 - No children will be released except to a parent who appears in person at the office.
Exception: Previous written notice to the office designating that another adult may pick up the child.
- ❖ **Snow/Fog Delays**
 - Kinder Learning Academy morning class will be closed for all school delays.
 - A robo call should be made to you in the event of a delay or cancellation. This call will be made by the transportation department for all Coldwater Schools.
- ❖ Tornado, Fire Drill, Critical Incident Emergency drills will be conducted according to the policies of the Coldwater Community Schools and the State of Michigan Child Care Center Rules.

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