

The logo for Coldwater Community Schools features a stylized white figure, possibly a swimmer or a person in motion, centered within a red and black graphic. The top part is a red horizontal bar with a white shape inside, and the bottom part is a black horizontal bar with a white shape inside, mirroring the top one.

**Coldwater Community Schools**

**Kinder Learning Academy**

**Preschool Program  
Parent Handbook  
2020-2021**

**Lincoln Learning Center  
Coldwater Community Schools  
[www.coldwaterschools.org](http://www.coldwaterschools.org)**

**Amber Qualls  
Director  
[quallsan@ccscards.org](mailto:quallsan@ccscards.org)  
(517) 279.5975**

Dear Parents,

Coldwater Community Schools would like to welcome you into our schools through our Kinder Learning Academy Preschool. 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 through small group and large group instruction, play and encouraging independence. We will provide a safe, loving and comfortable environment which will help your young child to grow and develop in preparation for Kindergarten.

Our programs are staffed with qualified professionals who have experience and training in child development, CPR, AED and First Aid. A criminal history check is conducted on all employees in accordance with the State of Michigan Childcare Center Rules and Regulations.

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

Thank you,  
Kinder Learning Academy Staff

***Our Mission is to...***

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

# Coldwater Community Schools Directory

Central Office Administration, 401 Sauk River Drive, Coldwater: 279-5910  
Superintendent, Terry Whelan

Kinder Learning Academy Preschool: 279-5975  
Lincoln Learning Center, 70 Tibbits St., Coldwater  
Director, Amber Qualls

Kids Club Childcare Center: 279-5975  
Lincoln Learning Center, 70 Tibbits St., Coldwater  
Director, Amber Qualls

Coldwater Community Schools:  
Coldwater High School, 275 N. Fremont St., Coldwater 279-5930  
Principal, Bill Milnes  
Assistant Principal Krista Searls

Jefferson Elementary School, 15 Vans Ave., Coldwater  
279-5970  
Principal, Tobi Reardon

Lakeland Elementary School, 519 Otis Rd., Coldwater 238-2105  
Principal, Gary Dancer

Legg Middle Schools, 175 Green St., Coldwater 279-5940  
Principal, Julie Slusher  
Assistant Principal, Adam Supianoski

Max Larsen Elementary School, 25 Parkhurst Ave., Coldwater 279-5960  
Principal, Julie Farmer

Transportation Department 279-5950  
Supervisor, Holli Muckel  
Assistant, Mike Clayman

## Program Information

- ❖ The Kinder Learning Academy is a tuition based preschool program.
  - There are **two** session available for **three** year old children:
    - **Morning session** - 3 year olds (Monday-Thursday 8:25a.m.-11:25a.m.)
    - **Afternoon session** - 3 year olds (Monday-Thursday 12:30p.m.-3:30p.m.)
  - There are **two** session available for **four** year old children:
    - **Morning session** - 3 year olds (Monday-Thursday 8:25a.m.-11:25a.m.)
    - **Afternoon session** - 3 year olds (Monday-Thursday 12:30p.m.-3:30p.m.)
- ❖ Children who will be 3 years old by September 1<sup>st</sup> will be eligible for the three year old program. Children who will be four years old by September 1<sup>st</sup> will be eligible for the four year old program. These programs will work with children on age appropriate activities to promote growth and development in four fundamental areas: emotional, social, physical and 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 Fives program and/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 the following ratios:
  - 3 year olds: one teacher per 10 children
  - 4 year olds: one teacher per 12 children

## Requirements for Enrollment

Children who have had their third birthday and are fully potty trained are eligible for enrollment. The following items must be submitted in completion in order to enroll your child in KLA Preschool:

- ❖ A non-refundable \$40.00 registration fee
- ❖ Application Form
- ❖ Emergency Information Card
- ❖ Immunization Record
- ❖ Health Appraisal Form signed and dated by a physician
- ❖ Transportation Form
- ❖ Photography Agreement
- ❖ Signed parent handbook agreement letter

**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 teacher and director before formally withdrawing. A two week notice is required to withdraw. 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**

A one-time non-refundable registration fee of \$40.00 per child is collected at the initial time of registration and each year thereafter. Registration fee for both Kinder Learning Academy Preschool and Kids Club Childcare Center is \$70.00 per child.

Monthly Fee	\$125.00
September-December	\$490.00*
January-May	\$625.00
Full Year Paid on the first day of school	\$1100.00**

\*Price reflect a \$10.00 discount

\*\*Price reflects a \$25.00 discount

**Tuition:**

- ❖ A payment of \$125.00 is due the 1st of each month, starting the first day of school.
- ❖ If payment is not received by the 5th of each month, your account will be charged a \$20.00 late fee.
- ❖ If your payment is not received by the 10th of each month or your payment is late two or more consecutive months, your child's preschool participation will be suspended, and your child's spot may be filled by another applicant.
- ❖ Advanced payments will not be refunded for center closings due to inclement weather, holiday closing, illness and/or other various closings due to circumstances beyond our control.
- ❖ Currently accepting cash, money order or check payments only. Please make checks out to Kinder Learning Academy or KLA.

## Location and Hours of Operation

### Lincoln Learning Center

Program Space: KLA Rooms, Gym, Art Room, and Playground

#### Hours:

**3 year old morning session - 8:25 a.m. until 11:25 a.m.**

**3 year old afternoon session - 12:30 p.m. until 3:30 p.m.**

**Monday, Tuesday, Wednesday and Thursday**

**4 year old morning session - 8:25 a.m. until 11:25 a.m.**

**4 year old afternoon session - 12:30 p.m. until 3:30 p.m.**

**Monday, Tuesday, Wednesday and Thursday**

\*Our program schedule follows the Coldwater Community Schools' calendar with the **exception** of Fridays. The beginning of the year will be Monday, August 31, 2020, and the end of the school year will be Thursday, May 27, 2021. An addendum will be given to you at the beginning of the school year with other preschool closings.

## 2020-2021 School Calendar

Please see the 2020-2021 Coldwater Community Schools Calendar on the website:

<https://www.coldwaterschools.org/>

Paper copies of the school calendar are available in your child's classroom or the Kids Club Childcare Center office.

## Registration for 2021-2022

Registration for the following school year for returning students will be offered on a first come, first serve basis to those currently enrolled in our preschool and childcare center. Registration begins in early spring for the following year. You will be notified of the date. A date will then be set for open registration to the public.

# Kinder Learning Academy Preschool

## Daily Routine Schedule

### 3 Year Olds-AM

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 or gymnasium  
11:15 ready to leave  
11:25 dismissal

### 3 Year Olds-PM

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 or gymnasium  
3:25 ready to leave  
3:30 dismissal

### 4 Year Olds-AM

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 or gymnasium  
11:15 ready to leave  
11:25 dismissal

### 4 Year Olds-PM

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 or gymnasium  
3:25 ready to leave  
3:30 dismissal

## **Arrival**

Please plan to bring your child to their classroom by 8:25AM or 12:30PM, depending on which session your child is attending. In order for your child to gain the most from their experience at KLA, we ask that you respect our 8:25AM or 12:30PM start time to the best of your ability. The teachers have carefully planned the flow of the day, and your child will miss key learning opportunities if they are consistently late. Please make sure to sign-in your child every day and let their teacher know of any changes of behavior and/or changes to their transportation schedule.

## **Departure**

It is important to sign your child in and out each day. Please notify your child's teacher if someone other than you will be picking up your child. Make sure that a list of people who can pick up your child (in addition to legal parents and guardians) is on file. Anyone picking up students must provide a photo identification or other official identification may be requested by the program staff before releasing a child. If a non-custodial parent is NOT to pick up a child, a court order document stating such order will be required. For your child's safety, please do not allow your child to leave the building ahead of you. If your child is in attendance prior or beyond the end of their KLA school time, he/she will be taken to Kids Club Childcare and charged according to the Kids Club Childcare's fees.

## **Separation**

Separation from a parent or caregiver into the preschool classroom is an important accomplishment for every preschooler. Though you may wish to remain with a child who is having difficulty separating, trust that your child's teachers are well trained to handle such occurrences, that your child is learning important skills, and that tears are often solely for the parent's benefit. You can help your child most by conveying happiness and confidence in their well-being, stating your expected departure (sneaking out can be terrifying for the child - as it will seem you have vanished), and then leaving. Your child's teacher will be available if you need to hand an emotional child to them for some one-on-one time before they transition to begin their day.

## **Volunteering**

Parents are welcome to visit our early childhood programs at any time during the hours of operations, unless parental access is prohibited. However, if you would like to help in your child's classroom on a regular basis, please contact your child's teacher 24 hours in advance. Visitors will need a background check completed and will be asked to check in at the Kids Club office before visiting the classroom. Possibilities include but are not limited to:

- Read a book
- Tell a story
- Assist with a special art lessons
- Science or math experiences



- Play an instrument
- Share information about your culture/country, teach a language

## **Termination**

Kinder Learning Academy Preschool may terminate the enrollment of a child if the child's needs cannot be met, the safety/care of other children is in jeopardy, and/or accommodations for the child cause undue burden to the preschool. Parents 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 serious, termination can be immediate. Parents will be notified in writing at a face-to-face meeting when possible, including the reasons for termination.

## **Toilet Training**

When a child begins enrollment, he or she must be completely potty trained. The child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from teachers. Assistance with hand washing reminders and clothing fastening will be given if necessary. In the event the child is found not to be fully potty trained as indicated by three "accidents" (inability to reach the toilet on time, wetting or soiling undergarments), at the discretion of the teacher, the child will be asked to take a 2-week leave from the program to work towards readiness. Soiled garments will be placed directly in a Ziploc bag with a note attached, to be sent home. Kinder Learning Academy Preschool is not equipped or staffed to meet Michigan licensing standards and health requirements to diaper or assist in the toilet training process.

## **Items Provided by Parents**

**Clothing:** Please send in a labeled extra change of clothes that are appropriate for the season. We do play outside, so please dress your child for the weather. Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, and slick-bottomed shoes often cause children to fall when running outside, and limit their play. Children should come to school in play clothes, as he/she will be painting, walking, playing outside, and doing other projects that tend to get messy. Children are to bring boots, mittens, snow pants and a hat during winter months to play outside.

**Snacks:** Each month students are asked to bring in a snack for every child in their class. A rotating snack calendar will be given to you each month. Please supply enough food for each child, as well as any utensils and napkins needed with your snack. Please ask the teacher about any food allergies before you bring in items.

**Backpacks:** Please supply your child with a full-size backpack labeled with their name. Items, such as art work and newsletters, will be sent home in your child's backpack every Thursday. Please send their Thursday Folders back to school the following Monday.

## **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 part of our behavior policy. Discipline is the joint responsibility of the child, parents and program staff. Support and cooperation between all three parties is essential to the child's growth and recognition of positive behavior. Please inform the child's teacher of any event that may cause the child to behave in an unusual fashion (i.e. illness, death in family, separation of parents).

### **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 different group situation.
- ❖ 'Thinking space' area (time-out) will be provided allowing the child to gain control and focus on what type of behavior is appropriate for continued participation. \*(Maximum time-out will be assessed at no more than one minute per year of age).
- ❖ Special privileges may be taken away.
- ❖ Communication between staff and children is essential during disciplinary measures. Communication will be done in a positive manner without demeaning the child.
- ❖ A child's acceptable behavior will be reinforced with appreciation from staff members.
- ❖ Parents will be informed of continued discipline problems.
- ❖ It is important that the well-being of all early childhood students be taken into consideration. Should we feel that one child's behavior jeopardizes the safety of others, the parent will be asked to find an alternative preschool.

## **Photography**

Photographs will occasionally be taken of children to display in the rooms. From time to time, these pictures will be used for publication in local newspapers, etc. If for any reason you do not wish to have your child photographed, please make the teacher aware of your wish.

## **Schedule Changes**

Please notify the preschool teacher or Kids Club office of any changes in your child's schedule/plan. If a child is absent due to an illness or a contagious disease, please call the school so we may document it accordingly. Your child's welfare is important to us and is a matter that we take very seriously. Your timely notification will alleviate unnecessary calls and concerns.

## Safety

The safety of our children is of high importance. The front entrance to the front building is always locked. You will use your key code to enter the main doors of the building. The hallway doors will be locked at all times, and the use of the key code is on the hallway door for extra protection. Every parent will be asked to electronically enter the classroom hallway. In the beginning of the year, every parent/guardian will be given a code to access the hallway. All parents will be asked to sign an agreement to keep your code confidential.

## Community Resources

There is a complete list of community resources available in the licensing manual located in the director's office at Kids Club Childcare Center.

## Transportation

Transportation can be provided for your child during Coldwater Community Schools' normal bus operations.

- ❖ Transportation is available to students on scheduled school days prior to school starting in the a.m. and at the end of the day after school. Bussing is available in the middle of the day for preschool students only.
- ❖ A transportation form will be provided to inform the center of the child's transportation needs.
- ❖ Once bus routes are determined, parents are contacted by CCS bus drivers to verify addresses and pick-up/drop off times.
- ❖ All preschool students are escorted on/off busses by teachers and/or assistants. Each child is verified as being present or absent.
- ❖ Children may be assigned to a scheduled bus stop. It is expected that a parent/guardian is present to care for their child prior to him/her getting on a bus and after the child gets off the bus at his/her bus stop. Parents must be seen by the bus drivers during drop off and pick-up times.
- ❖ Parents should contact the bus garage at 517-279-5950 in the event their child does not need transportation for a specific day.
- ❖ If there are 10 or more preschool age students on a bus, there is another adult on the bus for monitoring purposes.
- ❖ Preschool children are seated in the front seats of the busses.
- ❖ All transportation matters are handled through the bus garage. Please contact Holli Muckel, Director of Transportation, at (517) 279-5950.

## 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 and 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 or supervisor. 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.

- ❖ After three scheduled missed pick-ups, bus drivers are not required to stop until the parent calls the bus garage.

### **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 your head, hands and all other objects inside the bus and to yourself.
  - Maintain acceptable noise level (if the driver can hear your voice, it is not acceptable).
  - Students will not be allowed to alter from their normal routine of riding the bus, walking, etc. unless there is a note from home signed by the parent. The school will not alter established patterns on the child's word.

## **General Information**

### **Toys from home:**

Toys from home are not allowed unless they are for a special project or activity. Our early childhood programs are not responsible for broken, lost or stolen items.

### **Food:**

- ❖ Morning and afternoon snacks are served daily from donations from each family. Each family will be asked to supply a nutritious snack at least once a month to their child's preschool teacher. A calendar will be sent home monthly.
- ❖ **If your child has any dietary restrictions or allergies, please contact your child's teacher.**
- ❖ For a special day, parents may bring in snacks with prior notice to the teacher. Parents are encouraged to bring healthy snacks. Due to child care licensing regulations, all snacks must be pre-packaged.
- ❖ We would like to reserve sweets for such occasions as celebrations and birthdays. We will celebrate summer birthdays toward the end of the school year.

## **Health Policies**

### **Head Lice Policy:**

Any student suspected of having head lice will be removed from the classroom and taken to the office. If live lice are present, parents will be contacted immediately to remove their child from the school environment. Prior to returning to the classroom, bus, or a school sponsored activity, the following will be considered:

1. The need for verification of treatment.

2. Evidence that every effort is being made to remove nits from the child's hair.

The school will check the child's head upon returning to school and may periodically recheck them to ensure nits are being removed or a re-infestation has not occurred. Literature regarding the treatment of personal articles and the home environment after a lice infestation is available from your child's school office or the health department.

### **Communicable Diseases:**

A child who exhibits any communicable symptoms such as fever, vomiting, diarrhea or an unexplained rash, will not be allowed to attend our early childhood programs until they are without fever-reducing medication and symptom-free for 48 hours. Should your child become ill while attending school, you will be called and expected to pick him/her up immediately.

### **If a child has a contagious illness, he/she may return to school after treatment, based on State Health Department rules:**

**Impetigo:** May return 48 hours after the prescription is started.

**Ear Infection:** May return 24 hours after the antibiotic is started, if there is no drainage and the child is feeling better.

**Pink Eye:** May return 48 hours after prescription is started and there is no more matting of the eye.

**Strep Throat:** May return 48 hours after the antibiotic is started if the child is feeling better.

### **Cleaning and Sanitizing:**

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 regularly.

### **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. Gloves are available in the classroom, and all staff carry gloves with them anytime they are outside the building.

### **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:

1. Upon arrival and departure from school
2. Immediately following contact with blood or bodily fluids
3. Following removal of gloves
4. Before preparation and/or serving of foods
5. After contact with raw eggs, fish, meat

### **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 are trained in First Aid and CPR for children and adults. Staff are trained to implement the Medical (Dental) Emergency Plan in the Crisis Management Plan.
- ❖ Staff utilizes universal precautions when treating an injury regardless of how small the injury is.
- ❖ Staff must wear gloves and protect the child, themselves and others in the classroom from the spread of infection and disease.
- ❖ When a child is injured at school, parents are notified by phone, in person or through a note for minor bumps and scrapes. The written policy regarding the handling of medical/dental emergencies can be found in the "**Licensing Notebook**" in the classroom.

### **Medication Administration:**

Coldwater Community Schools staff cannot administer medication without a doctor's and parent's 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. Written medication forms are available in the Kids Club Childcare Office. If your child requires a health plan, it must be on file before entry into the program. **Please do not send any medications to school in your child's backpack. Parents must personally deliver medications to school.**

### **Short-Term Exclusion from School:**

Occasionally a child may have an illness or is unable to attend school for a few days. If the absence is less than two (2) weeks, it is considered short-term. If parents do not contact the child's teacher during this time to keep them apprised of the child's conditions, a contact will be made to the home.

### **Long-Term Exclusion from School:**

A child who is out of school for a period of more than two weeks may be considered under a long-term exclusion policy. Documentation from a physician may be required to maintain the child's enrollment status. The teacher may provide ongoing school materials for the parent to use during extended care. If the child is too ill to participate after one month, the child will be placed back on the waiting list. Upon documented recovery, the child may re-enroll and re-enter the program when an opening becomes available. Michigan Child Care Licensing requires that the program have on file within 30 days of initial attendance, a document signed by a physician that a physical evaluation has been made. This documentation must be within the proceeding one year. Or, the parent must show proof of a scheduled appointment to complete a physical evaluation. If any child does not have a written health screening on file within 30 days of starting school, transportation services shall be suspended, and the child shall be excluded from the classroom until the required health screening has been obtained. If ongoing attempts to work with the parent to obtain the screening are not successful, the

child will be removed from the program based on the decision of the director. If the health screening later becomes available, the child may be eligible for re-enrollment if space is available. Children who have health screenings that expire during the school year will be excluded from the expiration date, following the above procedures. Families who have special circumstances other than illness, that requires their child to be absent from the program for more than two weeks, will be required to complete a written statement/request, including the special circumstances and the date in which the child can be expected to return to the program. The director may approve such a request, but for no longer than a 30 day absence.

#### **Pest Control Policy:**

The school maintains a Pest Management Implementation Plan that is available in the school office. The plan meets the state requirements for pest management. Parents will be notified of any pest management procedures in the building.

#### **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 an employee files a report. Please understand that the best interest of the child is always the highest priority. 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 filed, our staff will cooperate fully with the investigation as required by law.

#### **Steps for Reporting Suspected Child Abuse and/or Neglect**

- ❖ Anyone who has **reasonable cause** to suspect the 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 to not 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.
  - Staff should not question the child extensively or ask leading questions. This will be done by CPS staff.

# **Inclement Weather Policy**

## **Snow/Fog/Inclement Weather:**

Kinder Learning Academy will be closed for snow, fog, or inclement weather when it is announced that Coldwater Community Schools are closed for classes. If school is cancelled, all other school sponsored events, including Home Visits and Parent Meetings will be cancelled. In the event of a two hour delay, the AM session will be cancelled.

Information on school closings will be available on:

AM 1590 & FM 95.5 WTVB (Coldwater)

WIN 98.5 (Battle Creek/Coldwater)

100.3 WLKI (Angola)

WCSR (Hillsdale)

95.3 WBCK-FM & Mix 104.9 (Battle Creek)

WWMT Newschannel 3 & CW7 (Kalamazoo)

WOOD-TV 8 & WOTV 4 Women (Grand Rapids)

Fox 17 (Grand Rapids)

WILX-TV 10 (Lansing/Jackson)

HOME.fm 106.9 (Spring Arbor)

CCStv (Spectrum channel 189, CBPU SkitterTV Channel 60)

## **Tornado or Severe Weather:**

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 Defense Directory, (Sheriff's Department) or until all children have left the building.
- ❖ When a tornado **WARNING** is in effect, the following procedure will be followed:
  - All students will be moved to the designated areas of protection when there is a tornado sighting.
  - Children will not 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.

## **Tornado/Fire/Crisis Management:**

- ❖ Emergency drills will be conducted according to the policies of Coldwater Community Schools.



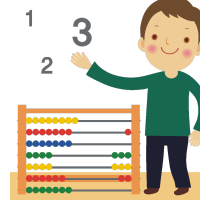
## Activities:

Children are encouraged to participate in a variety of individual and group activities which may include:

Arts and Crafts



Math Development



Block Play



Reading/Quiet Time



Problem Solving Activities



Gross Motor Activities



Singing and Dancing



**AND MUCH,**

*There will be centers throughout the room; some that are permanent and some that are ever changing.*

Fine Motor Activities



Language Development





# Coldwater Community Schools

## Kinder Learning Academy

# Preschool Program Parent Handbook 2020-2021

I have received a copy of the Coldwater Community Schools, Kinder Learning Academy Preschool Parent Handbook. I have read and understand the policies and agree to abide by them.

STUDENT NAME \_\_\_\_\_ PLEASE PRINT

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_