

Tri County Preschool Parent Handbook 2010- 2011



Contact Information



MacNaughton Elementary
Preschool Director: Shannon Higgins
shiggins@tricountyschools.com
School Phone: 231- 937-4380

* Please feel free to call or e-mail me anytime. Parent communication is very important to us!

Program Information

Tri County Area Schools is pleased to be participating in the Great Start Readiness Program (GSRP) for children who are four years of age or will turn four years of age by December 1st. The Great Start Readiness Program is a free preschool program funded through the State of Michigan for students who meet eligibility requirements. The preschool program is offered Monday- Thursdays for half days. Sessions are three hours long and are offered at MacNaughton Elementary and Sand Lake Elementary.



Philosophy

Tri County Area Schools preschool program provides a high quality early education for young students. The program focuses on development of the whole child with attention given to cognitive, social, emotional, creative, and physical areas of development. Providing students with a rich early childhood preschool experience will prepare children for future school success.

State Funded Great Start Readiness Program- Preschool General Requirements

- Allow the staff to come to your home for two home visits
- Attend two parent/ teacher conferences
- Attend Family Fun Activities
- Children must attend school on a regular basis



Admission Criteria

The preschool program is for children who are four years of age when the program begins or children who will be four years of age by December 1st.

To enroll your child, the following paperwork must be submitted:

- Tri County Area Schools Registration Form
- Child Information Record Form (Emergency Card)
- Health Appraisal Form including Immunization Records
- Medical Health Alert Form
- Documentation for Two Risk Factors
- Early Dismissal Form
- Signed Handbook Form
- Birth Certificate (Not a hospital copy)
- Proof of Residency
- A Physical Evaluation (This must be received within a month of entering the program to remain eligible.)

Withdrawal Policy

If you need to withdraw your child from the program mid-year due to moving or another situation, please notify the director in writing providing the date that your child will stop attending the Tri County Area Schools preschool program.



Sign In/ Sign Out

Parents/ Guardians need to sign in and out each time they attend preschool. For the safety of your child, please inform us in writing if someone other than those originally authorized (on the child's emergency card) will be picking up your child. If the staff has not been informed of different arrangements, we will not have the authority to release your child and will dismiss him or her according the normal routine.

Transportation Policy



Bus transportation is not available for this program. Students must be dropped off and picked up daily by parents or authorized adults as noted on the emergency cards.



Clothing



Please send your child to preschool dressed to play. Many of our activities include the use of paints, glue, markers, and other art supplies. We try to be careful, however, accidents do happen and we cannot be responsible for stained clothing. An extra set of clothing must be brought to your child's classroom to cover emergencies and accidents. Please label any clothing brought into the program! Preschool students go outside so please make sure your child is appropriately dressed for the weather.



Snack

Snack is provided at each preschool session. There is no cost for snack.



Attendance Policy

It is important for students to attend each day. If your child is going to be absent, please call the school at 231-937-4380.

The Preschool Program

Tri County Area Schools preschool uses the Creative Curriculum program to ensure that students grow cognitively, socially, emotionally, creatively, and physically. The preschool program is planned to encourage growth in these areas. Time is set aside for development in all areas.

Daily Schedule (AM Session)



8:30- 8:45: Table Top Activities
8:45- 9:00: Class Meeting (Jobs, Sharing & Story)
9:00- 9:30: Small Groups
9:30- 10:30: Choice Time
10:30- 10:45: Circle Time (Review Time & Math/ Phonics)
10:45- 11:00: Snack
11:00- 11:20: Gross Motor/ Music & Movement
11:20- 11:30: Circle Time (Story & Songs)

Daily Schedule (PM Session)

12:15- 12:30: Table Top Activities
12:30- 12:45: Class Meeting (Jobs, Sharing & Story)
12:45- 1:15: Small Groups
1:15- 1:35: Gross Motor
1:35- 2:35: Choice Time
2:35- 2:50: Circle Time (Review Time, Math/ Phonics)
2:50- 3:05: Snack
3:05- 3:15: Circle Time (Story & Songs)

Parent Participation/ Volunteer Clearance



Parents are encouraged to serve as resource persons in the classroom. Parents may help by sending in materials, chaperoning field trips, or volunteering in the classroom. We love volunteers! If you have any special hobbies or skills we would love you to come in and share your interests with the children. The Tri County Area Schools preschool program desires all parents to feel welcome, to be assured your children are well taken care of, and to provide constructive suggestions in regards to our preschool program.

* Any person wishing to volunteer, participate in special activities such as class parties, or attend field trips must obtain volunteer clearance. The preschool must have the full clearance form on file before you will be able to participate. Parents will not be left alone with the children. Thank you for your cooperation.

Discipline Policy

In order to maintain a happy, healthy, disciplined environment, Tri County Area Schools preschool program stresses the importance of safety, respect and consideration for others, respect for property, good habits, and following school rules of conduct. Physical discipline is never used. Constructive methods of discipline such as giving alternative choices, positive reinforcement, and redirection are used to maintain group control and manage individual behavior. Our main focus of discipline is preventative in nature; we aim to build self-discipline in students.

When behavior is harmful to other children or when disruptive behavior affects group learning, a child will be asked to sit for a brief period of time. A teacher will then discuss positive ways to handle the situation in the future. Parents will be contacted as needed. Repeated behavioral issues will result in an individualized behavior plan for the child.



Illnesses and Communicable Diseases

Colds, flu, and other contagious diseases can occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of infecting others, please keep your child at home if you observe any of the following symptoms:

- Fever over 98.6^O
- Vomiting
- Diarrhea
- Nasal discharge that is yellow or green
- Complaints of ear pain
- Persistent Cough
- Severe Sore Throat
- Eyes that are pink, red, burning, itching or producing discharge
- Skin Rash

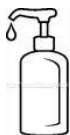
* If these symptoms of possibly contagious conditions occur and are observed in your child during the day, you will be called to pick up your child immediately.

* When your child has a fever, has vomited or experienced diarrhea, please keep him or her at home for 24 hours after the symptoms return to normal. This will help ensure that the illness has actually passed, the illness is no longer contagious to others, and that your child will be well enough to resume school activities.



Medication Policy

It is the policy of Tri County Area Schools preschool program to have written authorization for a child to take medication while attending preschool. If your child needs to take medication, there is an "Authorization for Medication" form that needs to be filled out before medication can be given at school. This information will be handled in a confidential manner. Please contact the preschool director or the MacNaughton school office to receive a copy of this form.



Health Care Policies

- Children and staff members will wash their hands before snack time and after using the bathroom.
- Staff members will wear gloves when required to handle children's body fluids.
- Cleaning and sanitizing of equipment and toys will be done on a bi-weekly basis. Tables will be cleaned and sanitized throughout each session.
- If any children are sick with a communicable disease, the health department will be notified and a note will be sent home with your child.

Accident and Emergency Procedures

If your child is involved in a serious injury at preschool, you will be called immediately. The staff will use your emergency card to follow your instructions for order of contact. The staff will also contact the Department of Human Services to report the accident. If there is a more minor mishap, you will be notified by a teacher to let you know what happened.

Fire and tornado emergency procedures are posted in the classroom by the door. Preschool students will participate in two fire drills and two tornado drills annually.

Whenever an evacuation occurs, the staff will take emergency cards with them and do a head count to ensure student safety.

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