



Holt Public Schools

Preschool Handbook



**Tuition
Preschool**



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This handbook is designed to give parents/legal guardians an overview of the Holt Public Schools Preschool Programs and to provide information on policies and procedures. Information pertaining to Tuition Preschool is included in this handbook. If you have any additional questions, feel free to call the Midway Early Learning Center Office at 517-699-3322.

PHILOSOPHY

We believe that young children learn best through play, at their own pace, level, ability, and most importantly, when they are having fun. Children are encouraged to learn through experience and exploration, providing opportunities for problem solving and risk taking. We share and learn alongside the children and provide opportunities for them to extend their skills, knowledge and attitudes by providing support, guidance and an environment that caters to their needs in all areas of development-social, emotional, physical and intellectual. We provide a high quality preschool program and implement The Creative Curriculum.

OUR GOALS

- Value each child as an individual
- Provide opportunities for children to gain confidence and a healthy self-concept
- Understand and meet the developmental needs of each child socially, emotionally, physically, and intellectually
- Foster an excitement about school and learning
- Encourage children to become active participants in their learning through experience and exploration of hands-on materials
- Teach problem solving, decision making and conflict resolution
- Encourage creativity as inspired by varied child-centered approaches
- Provide a positive, prepared environment in which each child can develop to his or her fullest potential
- Encourage parental involvement through a variety of activities and communications
- Encourage in children an acceptance of others through the establishment of a classroom community
- Increase an awareness of the outside community and to provide opportunities for involvement
- Utilize the community services and resources available to further enrich our program
- Continually develop teacher expertise by observation, research, and professional development opportunities

CULTURAL COMPETENCY

Part of the educational mission of Holt Public Schools, is to instill the importance of an understanding and respect for individual differences, whether those differences are based on gender, national origin, religion, race, culture, ethnic background, age, disability, physical characteristics, or other factors which are unrelated to the individual's education or employment. Discrimination, inappropriate statements, or conduct on the basis of such differences is not only contrary to law, but is expressly contrary to the principles and the mission of this district. The district therefore prohibits actions indicating a lack of tolerance, any harassment or other inappropriate statements or conduct

toward individuals on the basis of any of the foregoing factors. Should such an incident occur, students are encouraged to bring it to the attention of a staff member, and staff members are encouraged to intervene on behalf of those who are the target. Any individual who demonstrates a lack of respect for individual differences may be subject to educational and corrective action by the district.

SPECIAL NEEDS PLAN

When staff or parents/legal guardians feel that a student demonstrates a behavioral or learning disability, the following steps are followed during the referral process:

1. Identify the student's behavior/learning disability or parent/legal guardian request
2. Collect data about the student's behavior/learning disability
3. Seek resources within our school building (i.e. staff and materials)
4. Resource team provides necessary plan for the individual student
5. Parents/legal guardians, resource team and teachers work together to provide a specific plan for the student
6. Teachers and resource team implement the specific plan
7. Parents/legal guardians, resource team and teachers meet to re-evaluate the plan and make necessary changes

*The resource team may be of a more formal or informal nature. Regardless of the level of need of the student, staff will work in partnership with the student's parents/legal guardians and school specialists to ensure that the best possible environment is provided for their child. Holt Public schools specialists do provide special education services/resources to our preschool programs, but in some cases, it may be on a limited basis. Depending on the student's specific needs, these resources may include classroom observations, training, or continued consultation while the student is enrolled in one of our programs. Additional training is provided for staff as deemed necessary

CALENDAR, VACATIONS, HOLIDAYS, SCHOOL CLOSINGS AND WEATHER

A preschool calendar is provided for families at registration (and is subject to change). Additional copies will also be available in the Midway Early Learning Center Office or by requesting a copy from your child's preschool teacher. The preschool calendar indicates hours and days that each preschool program is in session as well as any other information deemed pertinent to the school year.

Days of operation typically follow the Holt Public Schools K-6 calendar, the preschool year is typically 1-2 weeks shorter than the K-6 school year and there are additional days that preschool may not be in session for professional development or conferences.

Preschool will be closed during school vacations and on holidays. **Preschool is closed when Holt Public Schools are closed.** If school is cancelled due to inclement weather, preschool will also be closed. If there is a delay in the school start time, any morning preschool will be cancelled. If students need to be released early due to inclement weather, power outages, or some other reason parents/guardians will be contacted so that they may make arrangements to pick up their child. If a

parent/legal guardian cannot be reached, an emergency contact will be called so that they may pick your child up.

Holt Public Schools uses a rapid notification system called **Skylert**, which allows the district to notify parents/legal guardians of school closings or emergency situations via phone and email. It is important that you notify the Midway Early Learning Center Office or your child's teacher when there is a change in this information to ensure you receive these alerts (only a single number and address are permitted by the system).

ENROLLMENT / PAYMENTS

The following must be filled out completely and submitted before a child can attend:

- | | |
|---|---------------------------|
| *Registration Form | *Initial Tuition Payment |
| *Birth Certificate (original issued by the state or county) | *Immunization Records |
| *Child Information Record | *Proof of Residency |
| *Enrollment registration form | * Health Appraisal |
| *Acknowledgement Form | |
| *Ethnicity Form | |

Parents/legal guardians have 30 days (from the start of the program) to return the health appraisal form (signed by a doctor) to the Midway Early Learning Center Office. If health forms are not returned within the 30-day period, your child may be dismissed from the preschool program. Preschoolers must meet the immunization dosage requirements according to the law unless a proper waiver is submitted. Again, if immunization documents or waivers are not turned in, your child may be dismissed from the program. Children must be potty-trained and wear underwear (no diapers or pull-ups) in order to enroll in a preschool program (exceptions may be made for children with medical conditions that may hinder potty-training; a signed letter from your child's pediatrician will be required).

For tuition preschool families, \$150.00/\$300.00 initial payment is due at the time of registration. The remaining balance is divided into monthly installments with final payment due in April of the school year (a payment schedule will be provided for families - first monthly payment is due in September of the school year). Tuition checks should be made out to Holt Public Schools and must be turned in to the Midway Early Learning Center Office by the due date. Visa, MasterCard and Discover credit/debit card payments are also accepted (via Skyward) with payment due by midnight of the due date. All credit/debit card payments (with the exception of the initial payment at registration) must be made on-line. On-line payment information will be available at the preschool open house in the fall. A late charge of \$15.00 will be applied towards all late payments. If a check is returned by the bank for insufficient funds, there is an NSF service fee, which must be remitted to the Holt Public Schools Finance Department.

Holt Public Schools accepts assistance from outside resources such as DHS, MSU, LCC, 4C, OYC and NACCRRRA for payment of preschool and child care services. It is the responsibility of parents/legal guardians to initiate the assistance verification process through each agency accordingly. Payment for services must be paid in full until a notice of authorization is received. Credits stemming from assistance may be kept as a credit on the account for the school year until it is used or refunded to the parent/legal guardian. With any payment plan, parents/legal guardians are

ultimately responsible for the tuition payments in the event that assistance payments end. If you have questions, please call the Midway Early Learning Center Office at 517-699-3322.

ATTENDANCE

Parents/legal guardians are requested to minutes before class begins and pick up their child within five minutes of class ending. After 10 minutes, your child will be taken to the child care room and parents/legal guardians will be charged child care rates. Consistent late pick-up may result in your child being dismissed from the program. Please park in designated parking spaces in the parking lot when picking up your child. Do not leave your car running or leave unattended children in your car. Parents/guardians will be required to sign children in/out each day.

Please try to have your child ready to begin the day **on time**, as we provide activities that allow your child to practice and engage in social skills necessary for academic success as soon as class begins. If you child will be late, please contact the classroom teacher by phone. When you and your child arrive late, *please sign in at the Midway Early Learning Center Office*. Consistent tardiness may result in removal from the program. If special accommodations are necessary, please contact your child's teachers.

Once enrolled, your child is attending school, just as older children do. Please make every effort to have your child attend and be on time every day. If your child will not be in school, please notify the teacher in writing, by email or phone.

WITHDRAWAL / REFUND POLICY

To withdraw from preschool, parents/legal guardians need to inform their child's teacher and submit a preschool withdrawal form at the Midway Early Learning Center Office.

For tuition preschool, preschool fees will be prorated, based on your child's last day of preschool (based on the day that the withdrawal form is submitted if submitted after child's last day). A \$25 early withdrawal fee will be charged. It is expected that any remaining preschool balance/withdrawal fee be paid in its entirety within 2-3 weeks after your child's last day. In the event that a credit is due to you, your credit will be processed within 2-3 weeks.

PRESCHOOL RECIEPTS AND TAX DEDUCTIONS

Preschool payments may be tax deductible. Holt Public Schools provides tax statements (using Skyward Family Access) in January for the previous calendar year to parents/legal guardians with children enrolled in the program. Our federal tax I.D. number is 38-6001589. You may also request preschool account information at any time by contacting the Midway Early Learning Center Office at 517-699-3322.

WHAT TO WEAR TO SCHOOL

Think of **messy** activities, movement, and **outside** play. Dress your child according to the weather; we will be going outside every day, weather permitting. We suggest play clothes and rubber soled shoes with socks, and boots in the winter. **Your child will need a school bag each day to carry mail, finished projects, etc. We also ask that you keep an extra set of clothes in your child's backpack in case of an emergency.** Please label ALL of your child's belongings that come to school. Book bags, coats and boots have a way of getting misplaced or accidentally taken by another child. Labeling items will make it easier to recover lost items.

SAMPLE DAILY SCHEDULE

Below is a sample of the preschool classroom daily schedule. This is based on a half day classroom. For full day programs, the routine is repeated for the afternoon, but lunch time and a quiet down time are also provided.

Arrival- Children hang up coats and backpacks, practice their names, and choose an activity.

Large Group/Planning- We sing, talk about the theme, do our job board (calendar, weather, etc.), read a book, share, and plan choice time

Choice Time – Students engage in their planned choice activities as described above

Snack Time - Children wash hands and sit together for family style snack.

Small Groups– Children engage in a variety of planned developmentally appropriate activities.

Recall- Students reflect on their play and their learning

Outside- Students engage in various gross motor skills outside (weather permitting)

Dismissal

School Times: All Tuition Preschool 8:50 AM-11:50 AM

TRANSPORTATION

Field Trips: Our four-year-old classrooms will go on at least two field trips per year that require bus transportation. Due to age requirements for bus transportation our three-year-olds do not take field trips. Additional walking field trips may also be taken. Written permission for these field trips is given by signing off on the acknowledgement form at registration. Parents will be notified well in advance of field trip dates by their child's preschool teacher.

PLAYGROUND USE / OUTDOOR PLAY

Children will go outside to play each day, weather permitting. Please send appropriate outdoor wear with your child each day to ensure that your child has the opportunity for outdoor play as playing outside is very healthy and beneficial to children. If you wish for us to provide your child with sunscreen or insect repellent, please bring a labeled bottle of sunscreen for your child and complete a medication form.

The playgrounds at the Midway Early Learning Center have been inspected by a certified playground inspector. These inspections are not required of public schools, but were held due to the State of Michigan Child Day Care Licensing Requirements that our licensed child care programs must meet. It is important to note that Holt public Schools playgrounds are safe for use by our children. Our playgrounds are inspected for wear and tear on a regular basis by district employees to ensure safe outdoor play experiences.

In accordance with child care licensing requirements, children may only play on age-appropriate equipment. Not all play structures at the Midway Early Learning Center are age appropriate for preschool age children. Our preschool children only have access to those play structures rated for preschool age children.

In an effort to provide age-appropriate learning experiences for our children, Midway Early Learning Center and our preschool staff develop and provide structured outdoor learning experiences for the children that attend our programs so as to ensure that all children have the opportunity to participate in outdoor activities. We view the outdoors as an extension of the classroom and will therefore provide varied outdoor learning experiences for them in addition to allowing for free play outdoors.

BREAKFAST/LUNCH/SNACKS

Generally, each preschool teacher works with families to set a preschool snack schedule where families are scheduled to bring snack in for the whole preschool class 4-5 times each year. Information regarding snack will be provided to families at the preschool open house this fall and throughout the year in newsletters. Nutritional and allergy guidelines will be provided for families. Snacks are all served family style, allowing for children to serve themselves, so as to build self-help skills.

BIRTHDAYS

Birthdays are special to young children. We will celebrate your child's birthday by recognizing him/her with a variety of special activities. If you do ***not*** want us to celebrate your child's birthday, let us know. If you wish to send in a birthday treat, you may, but please do not feel obligated to do so.

ILLNESS

Please keep your child home if he/she:

- Has a fever of 100 degrees, or has had one in the last 24 hours.
- Has vomited in the last 24 hours.
- Has heavy nasal discharge.
- Has eye discharge.
- Has a constant cough.
- Has had diarrhea in the last 24 hours.
- Complains of severe pain.
- Has any symptoms of a communicable disease. These are usually rash-like patches with a fever. (*Measles, mumps, hepatitis, scarlet fever, strep throat, flu, chicken pox, conjunctivitis, or head lice.*)

Your child may be sent home if any symptoms of illness appear during the day. In such cases, you will be contacted, and you must pick them up within 30 minutes. If you cannot make it within the allotted time, please call your emergency contacts. Your child will be excluded from the activities and the other children until an adult arrives.

***PLEASE NOTIFY YOUR CHILD’S TEACHER AT ONCE IF HE/SHE MAY HAVE A COMMUNICABLE DISEASE (i.e. chicken pox, strep throat, pink eye, etc.)**

Usually, a child can come back to preschool under any of these circumstances:

- Your child’s temperature has been below 100 degrees for 24 hours *without* a fever reducer (for instance, Tylenol, aspirin, etc.).
- Your child has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea.
- Nasal discharge is not thick, yellow, or green.
- Eyes are no longer discharging or the condition has been treated with an antibiotic for 24 hours.
- The rash has subsided or a physician has determined that the rash is not contagious.

Please note that while your child’s physician may provide a written note stating that it is okay for him/her to return to preschool because he/she is no longer contagious, we do *reserve the right* to not allow your child to return to preschool until we feel your child is no longer contagious or your child is ready to participate in all activities, including recess.

HEAD LICE

If your child contracts head lice, treatment with an approved medicated shampoo must be followed by removal of ALL nits from his/her hair before he/she can be allowed to return to school. When you bring your child back, he/she must have a head check by a staff member before entering the classroom.

If a lice outbreak should occur, we will take the necessary steps such as checking all the children's heads, removing all dress-up clothes and stuffed animals, along with vacuuming thoroughly. We ask that you help by checking your child's head periodically. Please inform us if you do find head lice so we can start the proper precautions immediately.

MEDICATION PROCEDURES

Over-the-counter and doctor-prescribed medications will be administered by our staff only after a parent/legal guardian completes a medication form. Over-the-counter medications will be given in the amount requested by parents/legal guardians, up to the maximum stated on the medication container. Doctor-prescribed medications will be given exactly as indicated on the medication container. If the medication form for over-the-counter or doctor-prescribed dosage amounts does not match what is indicated on the container, our staff are not permitted to administer the medication.

Medications **MUST** be brought in the original container (for both over-the-counter and doctor-prescribed medication). Your child's name, physician's name and phone number, and dosage amount **MUST** appear on doctor-prescribed medication containers. Your child's name must be written on over-the counter medication containers.

A staff member in each classroom is designated as the individual to administer all medications. In most cases, but not all, this person will be a lead teacher. Other staff within the program will be designated to administer medication in the absence of the originally designated person. All staff working within a classroom will be made aware of which children are to receive medications, as well as the location in which these medications will be stored.

NOTE: If these conditions are not met, medication will not be administered. *DO NOT* send medication in your child's backpack. It should be given directly to the teacher by a parent/legal guardian/guardian.

INJURY / INCIDENT PROCEDURES

In case of an injury or any other noteworthy incident during preschool, the staff will notify parents/legal guardians. If the injury/incident is severe, parents/legal guardians will be contacted immediately. To be sure we can reach you in emergency situations, please notify the staff of any changes on the emergency cards. Staff will complete an injury/incident report and put it in your child's folder or backpack. In case of an emergency situation, medical assistance will be sought at once. A formal accident report will be filed with the Midway Early Learning Center Office. Holt Public School students and any expenses or costs related to student accidents and student injuries are not covered by any District insurance.

If your child sustains a head injury, you may be required to have a physician complete a concussion clearance form before returning to school and/or participate in physical activities. A concussion information form is provided for families at registration.

EMERGENCY PROCEDURES

Our procedures for caring of seriously injured or seriously ill children:

- Attend injured or ill child
- Notify other staff member(s) of injured or ill child
- Direct other staff member(s); call parent/legal guardian, doctor or 911, as determined by seriousness of accident or illness.
- Alert Director
- Stay with injured or ill child until relieved by parent/legal guardian or ambulance.
- Fill out accident report.

The Holt Public Schools staff strives to provide a safe and healthy environment for children. Classrooms are cleaned daily, with toys and equipment washed on a regular basis. Materials are regularly evaluated for safety concerns.

HEALTH RELATED RESOURCES

As part of Holt Public Schools, preschool staff and parents/legal guardians have access to the School Nurses and Special Education Staff employed by the school district when advisement is needed with health-related or special needs issues. Additionally, health resources will be made available to parents/legal guardians. These resources may include written materials, information pertaining to speakers, videos and training from local colleges or universities, hospitals, medical professionals, and the local health department. At any time, parents/legal guardians may request assistance in securing information pertaining to a health-related issue from our preschool and Midway Early Learning Center staff. Additionally, health related issues will continue to be a component in the on-going professional development we offer to our staff.

Hand washing is a vital tool in preventing the spread of bacteria and viruses that can cause infections and illness. Proper hand washing by children and staff is necessary to control the spread of germs.

Children and staff are required to wash their hands before, during, and after food preparation; after coughing, sneezing, using a tissue; after eating or drinking; after handling animals; after using the toilet; and after coming in contact with any type of bodily fluids.

Hands shall be washed with soap under warm running water. Hand-sanitizers, water basins, and pre-moistened cleansing wipes are not permitted. Children and adults shall vigorously wash their hands for at least 20 seconds under warm running water (between 60 and 120 degrees Fahrenheit) until a soapy lather appears. Proper hand washing shall be demonstrated for children by staff whenever the opportunity to do so arises.

HANDLING BODILY FLUIDS/UNIVERSAL PRECAUTIONS

Universal precautions (treating all human blood and certain human fluids as infectious) will be used when dealing with blood and other potentially infectious bodily fluids. Personal safety equipment, including medical gloves (provided by the school district), will be used in any situation that involves body fluids. Staff members are required to participate in blood-borne pathogen training at the time of

hire and on an annual basis to ensure proper conduct in the case of an incident. Whenever possible, staff are to request that a building custodian assist them in the clean-up of bodily fluids such as blood, urine, feces, or vomit so as to limit their contact with such fluids as they see to the need of the children in their care.

CLEANING AND SANITIZING

The following steps **MUST** be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with a sanitizing solution (a water and non-scented chlorine bleach solution will be used in our programs)
- Let the articles surface air dry.

The required sanitizing solution that our program staff are required to use is a mixture of water and non-scented chlorine bleach solution with a concentration of bleach between 50-200 parts per million (1 tablespoon bleach per gallon of water). A pH test strip **MUST** be used to determine whether the solution is appropriate or not.

As a precaution, all classroom tables and counter tops are sanitized at the beginning of the day, at the end of the day, and periodically throughout the day as these areas are used. Toys and equipment are sanitized regularly or when they come in contact with a bodily fluid. All nap mats/cots are sanitized and allowed to air dry after each use. Dishes that are used for food preparation are to be submerged in a water/bleach solution after washing and rinsing, and then allowed to air dry.

ASBESTOS AND PESTICIDE POLICIES

Asbestos Notice: The Holt School District has conducted an extensive asbestos survey of all buildings and continues to monitor all remaining asbestos-containing materials. This is accomplished through periodic surveillance and a re-inspection every three years. Based on the findings of these inspections, a management plan was drafted and is available for public review at each school building office during normal business hours.

Pesticide Notice: It is the practice of Holt Public Schools to use a “NO SPRAY” policy for the use of pesticides in any area where children or staff are present. In certain emergencies, pesticides may have to be used. The Michigan Department of Agriculture requires the following notice: Parents/legal guardians and guardians of children attending school are to be notified by school administrators of the right to be informed prior to any application of a pesticide at their school. If you need a prior notification form, please contact the Community Education Office.

DISCIPLINE CODE FOR PRESCHOOL

Use of preventive discipline and discipline with dignity are the best methods for preschool programs because they strengthen self-esteem.

1. Establish simple rules, which are clear and understandable to children.
2. Walk over to the child displaying undesirable behavior and explain expected behavior.

3. Take child aside and explain the rule and together find a solution to the problem.
4. Redirect the child for a very short time to give him/her a chance to settle down.

CONFLICT RESOLUTION STEPS

- **We approach calmly, stopping any hurtful actions.** Place yourself between the children, on their level; use a calm voice and gentle touch; remain neutral rather than take sides.
- **We acknowledge children's feelings.** Say something simple such as “You look really upset;” let children know you need to hold any object in question.
- **We gather information.** Ask “What's the problem?” Do not ask “why” questions as young children focus on that what the problem is rather than understanding the reasons behind it.
- **We restate the problem:** “So the problem is...” Use and extend the children’s vocabulary, substituting neutral words for hurtful or judgmental ones (such as “stupid”) if needed.
- **We ask for solutions and choose one together.** Ask “What can we do to solve this problem?” Encourage children to think of a solution but offer options if the children are unable to at first.
- **We are prepared to give follow-up support.** Acknowledge children’s accomplishments, e.g., “You solved the problem!” Stay nearby in case anyone is not happy with the solution and the process needs repeating.

Staff are prohibited from using any form of corporal punishments, not limited to but including:

1. Hitting, shaking, biting, and pinching.
2. Restricting a child's movement by binding or tying.
3. Mental or emotional cruelty such as humiliating or shaming a child.
4. Confining a child in an enclosed area.
5. Denying a child food or bathroom privileges.

The following guidelines have been established to ensure that each child and staff member will have a positive experience in the Holt Public Schools Preschool Program

1. Children will respect the rights of others
 - a) Children will keep their hands and feet to themselves and will not touch others in an unwelcome manner such as hitting, punching, biting, kicking, poking, etc.
 - b) Children will use appropriate language at all times. Swearing, name calling or verbal discrimination based upon individual differences will not be tolerated.
 - c) Children will respect child care property, school property, and that of other children and staff.
 - d) Children will be orderly when passing in the halls of the school, when on field trips, or whenever loud noise and physical activity might interfere with the rights of others.
2. As a program participant, children will do their part to ensure the safety and well-being of all participants and act in a manner appropriate for a school setting.

- a) Children will follow all physical space limitations (playground boundaries, usable space within the buildings, etc.) which are outlined for them daily by the child care staff.
- b) Children will never leave the child care room without specific permission from child care staff members.

Disciplinary Action

- 1) A staff member will discuss the inappropriate behavior with the child and the parent when the parent receives a disciplinary action form detailing the exact misbehavior. The parent is expected to sign this form. A copy will be given to the parent and one will be kept on file at the center and one will be given to the child care supervisor.
- 2) After another incident of inappropriate behavior resulting in a second disciplinary action form, a meeting including child, parent, Teacher and Principal will be held to discuss an appropriate behavior modification plan.
 - 3) After three incidences of inappropriate behavior resulting in a third disciplinary action form, the child will be dismissed from the program for a two-week period after which time the child may return to the center. Upon return, the child will be on probation for the remainder of the school year and summer. If another incident occurs where guidelines are not followed, the child will no longer be able to participate in the child care program for the remainder of the school year, including the summer care program (Any child care fees paid for future care will be refunded).

BULLYING

General Prohibition of Bullying, Harassment and Cyber bullying

The Board of Education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increased student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the Board of Education prohibits acts of bullying, harassment, and/or cyber bullying.

All administrators, staff, parents/legal guardians, volunteers and students are expected to refuse to tolerate bullying, harassment, or other aggressive and violent behaviors and to demonstrate behavior that is respectful and civil. The Superintendent is responsible for the implementation of this policy and may develop further guidelines not inconsistent with this policy.

Definition of Bullying, Harassment and Cyber bullying

Bullying and/or harassment for the purposes of this policy, means any form of mental or physical abuse of a student by one or more students or adults and means “the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. More specifically, bullying and/or harassment encompasses any conduct that: 1] substantially interferes with educational opportunities, benefits, or programs of one or more students; 2] adversely affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the

student in reasonable fear of physical harm or by causing emotional distress; 3] is reasonably perceived to be motivated by ill will or by an actual or perceived characteristic*; or 4] causes substantial disruption in or substantial interference with the orderly operation of the school.

*Characteristics may include race, color, religion, ancestry, national origin, height, weight, gender, sexual orientation, gender identity or expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any such characteristic. Bullying and/or harassment may include, but is not limited to, actions such as teasing; physically assaultive behavior; verbal taunts; making threats; name-calling and put-downs, including ethnically-based, sexual orientation-based or gender-based verbal putdowns; extortion of money or possessions; or spreading of cruel and untrue rumors within the school.

Cyber bullying for the purposes of this policy means the willful bullying, harassment and intimidation of a person through the use of digital technologies, either currently in use or later developed and used by students including, but not limited to, email, the internet, blogs, texting/sending photos on a handheld device, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, “sexting,” instant messaging, photos or video voyeurism.

Disciplinary Consequences

Students who engage in any act of bullying, cyber bullying, or intimidation while at school, at any school function, activity, or event supported or sponsored by the District, or while in route to or from school are subject to a disciplinary action up to and including suspension or expulsion. Discipline shall reflect the student’s age and maturity, academic and disciplinary records and the specific facts of the incident. All students are protected under this policy and bullying is equally prohibited without regard to its motivation or subject matter. As may be required by law, law enforcement officials shall be notified of bullying incidents.

Though an incident of alleged bullying, cyber bullying, or other form of intimidation may occur off campus and may not entail threats of acts to occur during school hours, if a student’s ability to receive an education or a school’s ability to provide an education or an educationally sound environment is significantly impaired, as determined by the school district administration, disciplinary sanctions may be issued.

Retaliation Prohibited

This policy also prohibits any type of retaliation against individuals who report or cooperate in an investigation under this policy and the District prohibits retaliation or the making of a false claim against either the target of bullying, a witness to bullying, or a person with reliable information about an act of bullying. Suspected retaliation shall be reported in the manner set forth below.

Complaints, Notice to Parent/legal guardian[s]/Guardian[s]/Investigation

Students or other individuals with information about bullying, harassment or cyber bullying shall report that information to the building administrator where the student[s] attend. If that information concerns two separate buildings or programs, the report shall be made to one of the building administrators. Students may also report such information to a teacher or counselor who will then be responsible for notifying the appropriate administrator. It will be the responsibility of that building administrator to notify another administrator involved in that bullying, harassment or cyber bullying.

If an individual is unsure where students involved attend or if the incident involves adults, they may report it to any building administrator or to the Superintendent's office. Complaints about any administrator should be reported to the Superintendent's office. Upon receiving such information, it shall be the responsibility of the school building administrator to ensure that this policy is implemented. That administrator shall promptly start the investigation and documentation of any claim of bullying, harassment or cyber bullying and any resulting disciplinary action. The parent/legal guardian of a victim of bullying and the student[s] accused of bullying shall be contacted and informed of the accusation and whether their student has been bullied or is an alleged bully. The parent/legal guardian of a victim of bullying and the student[s] accused of bullying will be informed of the results of the investigation to the extent consistent with student confidentiality requirements.

The above investigation needs to be completed within ten [10] school days from the day the report was received. If bullying has been found to have occurred, then building administrator will determine the appropriate disciplinary consequence and any other action which needs to be taken. Each incident of bullying if sustained, each resulting disciplinary action, shall be documented by the building administrator. This information shall be reported annually by June 30th to the Superintendent's office. This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law. This policy shall be included in all student and employee handbooks.

Approved: 11/13/02, 06/11/12

Revised: 08/08/11, 05/01/12

LEGAL REF: MCLA 380.1310B [Matt's Safe School Law], PA 241 of 2011; "Policies on Bullying," Michigan State Board of Education, 7-19-01; Tinker v Des Moines Independent School District, 393 US 503 (1969).

ABUSE AND NEGLECT REPORTING

Under the Child Protection Law, 1975 PA 238, child care/preschool providers are mandated to immediately report any instances where there is reasonable cause to suspect child abuse or neglect to Children's Protective Services. Failure to report abuse or neglect is a crime that can result in legal penalties.

TERMINATION POLICY

YOU MAY BE REQUIRED TO WITHDRAW YOUR CHILD FROM THE PROGRAM UNDER THE FOLLOWING CONDITIONS:

1. A student possesses alcohol, drugs, firearms or other dangerous materials.
2. A student intentionally injures another child or staff member.
3. A student physically, verbally or through digital technology bullies another child.
4. A student leaves the program site without permission.
5. A student fails to adhere to discipline policy guidelines.
6. All necessary forms are not completed and on file.
7. Tuition is not paid by noted deadlines.
8. If health appraisal is not returned within the first 30 days of class.
9. If preschoolers have missed four consecutive classes without prior notice.

PARENT/LEGAL GUARDIAN INVOLVEMENT

Parents/legal guardians, grandparents/legal guardians or other caregivers and special friends are always welcome in the classroom. It is helpful to have knowledge before your visit so that plans can be made to read special stories, engage the children in special activities, etc. If you wish to drop in and play with your child or observe in the room, you are welcome to do so.

Together, we will work as a team to provide the best education possible for your child. If you are unable to work or play in the classroom, please indicate that you would like to be involved at home and accommodations can be made to honor that request.

FAMILY NIGHTS

A variety of family fun and educational activities will be provided for those who attend. Attendance is requested at all family nights. When parent/legal guardian only topics are part of the program, child care will be provided.

COMMUNICATION

Each program has a specific place for information such as newsletters, injury reports, notes, and other important information relating to the program and the children. In an effort to communicate more effectively with parents/legal guardians, teachers may utilize e-mail with those parents/legal guardians who provide an e-mail address for this purpose. Staff will also communicate in person and by phone as much as possible.

CUSTODY SITUATIONS

In cases of custodial situations, the custodial parent/legal guardian must be the parent/legal guardian to fill out the registration papers and emergency cards. In cases where the non-custodial parent/legal guardian is not allowed to have contact with the child, the teacher will need a copy of the divorce decree or restraining order (this information must also be reflected on emergency cards). The custodial parent/legal guardian will be notified in all cases requiring parental/legal guardian contact.

SCHOOL/COMMUNITY RELATIONS

Public relations will be an important part of the Holt Public Schools preschool program. The program will be open, encouraging suggestions and support from the community. For more information regarding preschool, contact the Midway Early Learning Center Office at 517-699-3322.

The Holt Public Schools Board of Education complies with all applicable Federal and State laws and regulations prohibiting discrimination and with all applicable requirements and regulations of the U.S. Department of Education. It is the policy of the Holt Public Schools Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight, or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in a program or activity to which it is responsible, or for which it received financial assistance from the U.S. Department of Education.

CONFIDENTIALITY POLICY

All staff are held to a confidentiality agreement. All documents and information provided for the programs are kept confidential and will not be disclosed to anyone other than the parents/legal guardians. Parents/legal guardians and caregivers visiting the classroom will abide by the confidentiality policy of the school district in regards to students in the classroom. Matters involving student's names, family information, or anything discussed in the classroom are to be kept confidential.

GRIEVANCE POLICY

The goal of the Holt Public Schools preschool program is to provide a high quality educational experience and care for all students. We believe that each student and family is entitled to a warm, welcome and caring environment where all students can learn and develop through play and exploration.

All families are encouraged to express their concerns about the program to the classroom teachers or Midway Early Learning Center Office at any time. This may be through a conference, letter or email. We believe all students and parents/legal guardians are entitled to prompt and careful attention to any concerns or grievances that may occur. We welcome suggestions on how to improve our program and will give serious attention to any concerns. We anticipate that most concerns will be resolved quickly and in the best interest of all those involved.

CHILDCARE

Child care options are available for an additional charge for families that may need it. Please contact the Midway Early Learning Center Office at 699-3322 for details. Waiting lists may be started when programs are full.

PHOTOGRAPHS

Our staff takes pictures of students throughout the year. These photographs may be posted in the classroom as a way to share children's experiences throughout the school year or used in class projects. In the event that these photos will be placed on the Holt Public Schools web site or used in any Holt Public Schools publications, a parent/legal guardian or guardian must grant written permission.

CONFERENCES

The preschool staff is available and willing to meet with you at any time throughout the school year. Parent/legal guardian-teacher conferences will be held in the fall and spring of the school year. The school week will be shortened during conference weeks

OUR STAFF

Under the direction of the Midway Early Learning Center and Holt Community Education Office, this program planned and supervised by a lead teacher. Your child's teacher is experienced in child development and continues to learn every day. Holt Public Schools offers on-going staff development and training, CPR and First Aid training, and many special workshops and meetings. Your child's teacher is skilled in assessing children's needs and resourceful in providing stimulating experiences that enhance social, intellectual, emotional, and physical growth. Your child's teacher cares about your family and your child. Please do not hesitate to ask him/her questions regarding your child's development, your own concerns, or your child's daily activities. All staff must pass a criminal history and central registry check.

Interns/Students

Qualifications

1. Enrolled in courses related to child development at a local community college, university or any internship program.
2. Good character
3. Demonstrated ability to interact with young children in a positive manner.

Responsibilities

1. Interact with children
2. Assist the preschool staff
3. Planning and leading some various activities

Sources for Part-Time/Volunteer Help

1. Local Community College/University child development internships
2. Holt Senior High School students
3. Community volunteers
4. Foster Grandparent volunteers
5. Caregiver training program participant

*All interns/volunteers must pass a criminal history and/or central registry check, depending on specific involvement in the program.

STAFF: CHLD RATIOS

Tuition Staff Ratios

3-year-old preschool	1 adult to 9 children
4-year-old preschool	1 adult to 10 children

ONGOING STAFF TRAINING

All preschool staff are required to attend at minimum 24 hours of professional development each year. Many options are available for staff training and include some of the following:

- Staff meetings with specified topics, i.e., discipline, age-appropriate activities, developmentally appropriate expectations, health issues
- Area preschool Directors workshops
- Office for Young Children workshops
- Community Education workshops
- CPR and First Aid training
- Regional training.

NOTIFICATION OF LICENSING NOTEBOOK REQUIREMENT

Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents/legal guardians for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Revised 3/15/2019