

PANTHER CLUBHOUSE
DAY CARE PROGRAM



Before School
7:50 AM

6:30 AM -

Wrap Around 11:00 AM - 3:00 PM

Full day 6:30-6:00
(Wednesdays & Fridays only)

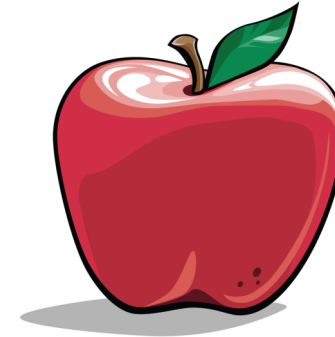
After School 2:50 PM - 6:00 PM

Snow Days & School Break Days 6:30-6:00

For more information contact director:
Jenny Bever or Michelle Blackburn
269-623-1364
Jenny.bever@dkschools.org
Michelle.blackburn@dkschools.org

**Welcome To Delton Kellogg's
Preschool Programs**

Preschool Parent Handbook



**327 North Grove Street
Delton MI 49046**

**Four year old program: 269-623-1364
Three year old program: 269-623-1363
Panther Clubhouse: 269-623-1364**

**Michelle.blackburn@dkschools.org
Andrea.kellogg@dkschools.org**

HEALTHCARE POLICY

Hand Washing:

Students & Employees will wash their hand with soap and running water after using the restroom before serving and eating food.

- We will have a clean single service towel available
- The water is a comfortable warm temperature
- We will moisten hands with water and apply soap from dispenser
- We will rub hands together vigorously until a soapy lather appears and continue for at least twenty seconds.
- We will rinse our hands with warm running water until they are free of dirt and soap
- We will dry our hands with a disposable paper towel
- We have an automatic tap on and off faucet
- We will dispose of our towel in a lined trash container

Bodily Fluids/Universal Precautions:

Every employee will be trained yearly in OSHA "Occupational Exposure to Blood Type Pathogens." This will include:

- Modes of transmission of blood born pathogens
- Standard precautions
- Hepatitis B vaccine, pre exposure or post exposure within 24 hours.
- Programs policies and procedures regarding exposure to blood or body fluids
- Reporting procedures

Cleaning and Sanitizing:

The following steps will 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 article with sanitizing solution
- Let article or surface air dry

Controlling Infection:

- Students and employees need to remain at home when sick (fever, diarrhea, vomiting, etc).
- If student or employees become sick during school hours they will be removed from the rest of the classroom and a prompt call will be made home so child can be picked up from school.
- If there is a minor accident during school day parents will be contacted during pick up time. The child will be taken care of by the teacher until then.
- If a serious injury occurs during school hours the child will be taken care of by

Enrollment Policy

All class openings are available on a first come, first serve basis. We require a \$25 administrative fee and your first months tuition to be paid at the time of enrollment, if for some reason your child is not excepted into one of our programs your check will be returned to you .

Curriculum

Our main goal at Delton Preschool is for our children to become independent, self confident, curious learners who can work well with others. We do this by creating purposeful and productive play experiences that help children grow in all areas. With Creative Curriculum as our guide we have identified goals in four areas of development.

- **Social/Emotional:** We are here to help children develop independence, self control, to follow rules and routines, make friends and learn what it means to be a part of a group.
- **Physical:** Our goal is to increase children's large motor skills such as balancing, running, jumping, throwing and catching. We also work on the small muscles in their hands doing tasks such as buttoning, stringing beads, cutting, drawing and writing.
- **Cognitive:** We help children acquire thinking skills such as the ability to solve problems, ask questions, and to think logically by sorting, comparing, counting and making patterns.
- **Language:** We want children to use their words to communicate with others, to listen and participate in conversations. They will also learn to understand the purpose of print, recognize letters, words and begin writing for a purpose.

The two curriculums that we use are Everyday Math and Harcourt Story town as our reading series. These curriculums are aligned throughout the district.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

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 for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.

Thank You!

Thank you for choosing Delton Preschool for your child's early education. We look forward to working and learning with your child and your family. If at any time you have a concern or a question please call the teachers first and if the issue is not resolved please contact Steve Scoville at

Licensing and Reporting Duties:

Licensing inspectors from the State of Michigan may come into the classroom at any time to inspect the classroom and the files. Therefore it is important that all necessary papers are filled out **COMPLETELY**, signed and returned.

According to the law, all teachers of the school are required to report any child abuse or suspected child abuse. Teachers can be prosecuted if they do not follow this law.

Withdrawal

A family that is going to withdrawal their child from preschool is required a two week written notice to be turned into the elementary office. This is so that we may contact another recipient of the opening in our preschool.

Snow Days

We will follow the Delton Kellogg Schools schedule. We will follow their fog and snow day cancellations and delays. If there is no school there will be no preschool. If there is a two hour delay there will be no AM preschool class that day but our Panther Clubhouse will be open. If there is an early dismissal there will be no PM preschool however, you as parents make the ultimate decision if you are comfortable on the roads. As quickly as weather changes in Michigan you make that choice for your family.

Emergency & First Aid

In case of an accident or injury:

1. Basic first aid will be applied
2. Parents will be notified, either by telephone or in person; an incident report will be filled out and kept on file.
3. If the injury required medical attention and the parents can not be reached, the designated emergency person listed on the child's information card will be notified.
4. If the child needs medical attention and the above persons can not be reached, the child will be transported via ambulance to the hospital by the emergency staff personnel. A staff member will stay with the child until a parent arrives.

In a life threatening emergency 911 will be the first point of contact and parents will be notified immediately after.

Program Descriptions

Three year old preschool:

This program meets three days a week meeting on Monday, Tuesday and Thursday. Morning class runs 8-11 and afternoon is 12-3. The cost of this program is \$100 per month.

Four year old preschool:

This program meets four days a week on Monday, Tuesday, Thursday and Friday. The am class meets in the morning from 8-11. Your child must be four years old by October 1st to attend this program. The cost of this class is \$150.00 per month.

Panther Clubhouse Daycare:

We offer wrap around daycare for our am preschoolers from 11:00-6:00 and full day care on Wednesdays and Fridays from 6:30-6:00. Please see Michelle Blackburn for information and pricing.

***Note: Times, days and prices of above programs vary from year to year pending class enrollment and board approval.**

Daily Routines

Drop off

Class time will **begin** at 8:00 and 12:00. The doors closest to the preschool classrooms will be unlocked during AM drop off . If your child is in PM class you will enter at the main entrance and have to show your preschool ID to enter. If you need to come into the school during the classroom hours please enter through the main entrance and check in at the office.

Pick up

Preschool is finished at 11:00am and at 3:00 PM. Staff will bring your child out to your car in the designated pick up area. If you need to come in to get your child you must enter the main office with your preschool ID.

Separation:

- If a parent feels positive about their child's entry into preschool, then so will the child. However, every parent and child will adjust differently at the start of a new school year, and for some it will be easier than others. The following suggestions will be helpful during transition time:
- Establish a way that you and your child would like to say "goodbye" each day. This helps the child participate in the process as well as to anticipate your leaving. (for example "let's read one book before I go.")
- Give your child a concrete memory of what you will be doing and where you will be going when you leave, whether it is for a short time or the whole morning. (I am going home to vacuum, I am going to get a cup of coffee, I am going to get groceries)
- Encourage your child to form ties with a friend in class (Invite a child from school over for a play date, carpool with another family)
- NEVER sneak out while your child is distracted!
- When needed remember to work together with your child's teacher to make a plan so your child will adapt as quickly as possible to their new surroundings.
- A child's anxiety is sometimes worse at the beginning of the school year, after a long break, when a child is tired and when there is a substitute teacher in the classroom.

Free Choice Time:

This is a time that children move freely about the classroom choosing what and whom to play with. Some options are kitchen, legos, puzzles, books, doll house, blocks and crafts. Some guided activities may be offered and encouraged at this time. The teachers will initiate play, assist in problem solving and conflict resolution and be a source of comfort and guidance.

Tuition

Tuition is due the first of each month. It can be dropped off in the accounting office which is located in the old part of the building across from the gymnasium, room 29. You will be provided a receipt when you pay your tuition. If you become late with your preschool tuition you will receive written notification. If you are not paid in full by the 15th of the following month your child will be asked not to return to preschool until you are paid in full.

Clothing

Please consider the functionality of your child's clothing. Keep in mind that children paint, play outside and get dirty. Sometimes those spots are not removable. It is best to dress your child in old comfortable clothing. It might be wise to send an extra set of clothes in their backpack in case of emergencies. In the Fall and Spring please dress your child ready to go outside. In the Winter months we will pre warn you if we are going outside to play in the snow!

Please label your child's clothes and backpack that will help with left behind items. Items that are left for a long time will be placed in the elementary school lost and found which is donated to charity periodically.

Sharing Items From Home:

There is nothing more exciting than sharing a new toy from home, but you would be amazed at the problems that new toy can cause at preschool! Items may be brought to school in a bag or backpack on designated show and tell days. These items will be shared during show and tell only. This will alleviate the problem of lost or broken toys in the classroom. These items brought from home may NOT be toy weapons.

Medication

If your child needs to take medication during the school day please fill out and sign the required medical form. Please also send the medication in the proper container that it came in.

Parents

Preschool Volunteer Days:

We ask that the parents of each preschooler volunteer to work in the classroom a minimum of once a month. We always encourage more volunteer time if possible.

We ask that parent volunteers are involved and join us during circle time and play time. This is better than sitting and observing. This also gives you the opportunity to see the natural daily activities that take place. (Most children will behave differently when their parents are present). All parents are required to fill out an I-Chat Criminal Record Form prior to volunteering.

Parent Teacher Conferences:

The four year old program has set days for conferences with the rest of the elementary school. We schedule these with parent input. We have Fall and Spring conferences. During parent teacher conferences we will discuss your child's development and share information about your child and their school. In addition please feel free to contact your child's teacher at any time to make an appointment.

Special Parent days / evenings:

Special days are scheduled throughout the school year. You will be notified in advance when Dad's night, the Christmas program; PIE meetings etc. will take place.

Classroom parties / celebrations:

We will have parties and celebrations in our classrooms for the students to enjoy. We will ask that parents volunteer to plan and oversee those parties. We will meet, plan and gather a list for donations. Everyone is welcome to attend our parties and celebrations.

Rug Time:

At this time we all come together as a group to join in activities such as counting, the weather, calendar, question of the day, songs, finger plays, guided reading, writing and conversations about certain topics or themes. Planned activities for the day are introduced during rug time. These activities will take place during project time in small groups.

Project Time:

Immediately following rug time, the children move to their small groups for project time. This is usually done inside the classroom but may take place outside as well. During this time the teachers may offer art, science, math, language arts or other activity related to the theme. Other activities are continually offered throughout the day as mentioned in Free Choice Time.

Outside Activities:

Due to the link between motor skills and the development of the brain we like to offer the children a chance to go outside, experiment and take risks. We have an outside play structure that is for our young students. We often gather outside as a group to play games or play with the parachute. Many children learn new skills by observing others and by imitating and practicing again and again.

Snack Time:

We will have a snack time during each session. The volunteering parent of the day will provide the snack and drink. Please ask your teacher how many children/adults are in your child's class. If we have any food allergies in a particular classroom we will let our parents know. Please bring healthy snacks except for celebrations. You can make snack time fun by providing a loaf of bread and a jar of peanut butter so kids can experience making their own snack. Snacks that allow students to mix up themselves or make together as a class will provide many learning experiences. The preschool will provide napkins and cups.

Positive Redirection Policy

Our goal is to build a positive self concept. Future success in life depends on being able to handle various social situations and interactions. Children will resolve their problems with "conflict resolution". We use the following steps to resolve a conflict:

- We will find out what happened; taking into account both sides.
- Children will recognize that their behavior was inappropriate.
- Children will find a solution, what they could have done instead.
- Children will find a way to make the other person feel better.
- Should another incident occur that same day, the child will lose their choice to play where they want and are given a teacher directed activity.
- If the problem persists, parents will be notified. Teacher and parent will discuss the behavior and together a solution will be found and documented.
- If a student is being a danger to himself/herself or others the child will be removed from the rest of the class until calm again.
- A child could be asked to leave our program if after sev-

Special Events

Field Trips:

Field trips are important events for children. Parents are responsible for transportation to and from field trip destinations. There will be parent notification as soon as there is a trip planned. We will not have regular class during field trip days. Parents who are unable to attend field trips may send their child with other family members or friends. Every adult is in charge of their own child during the field trips. Most field trips will be available to younger siblings but some are not. The teacher will let you know when this is appropriate.

Birthdays:

Every child's birthday is special, so we will celebrate this event in a special way. Children will celebrate their birthday during the school year on their birthday. Summer birthdays will be celebrated during the last few months before school is out. We call this "Early Birthdays". We ask the parents of the birthday child to volunteer and bring in the snack for the day (of course it may be full of sugar!!)

Special Visitor Days:

We always welcome visitors into our preschool classrooms. We have a rich supply of talented parents and family members that might be able to share with our preschoolers. For example, musicians, story tellers, dentists, emergency workers etc. Visitors are requested to sign in at the elementary office before joining our classrooms. Special visitors are always welcome just make arrangements with your child's teacher.