

PINCKNEY COMMUNITY SCHOOLS



2017-18 PRESCHOOL

REGISTRATION PAPERWORK

Please turn paperwork in during Kindergarten Roundup at
Farley or Country Elementary on March 14 (6:00 PM - 7:30 PM) or March 16 (4:30 PM - 6:00 PM.)
After March 16 please register at the Pinckney
Community Education Office (located at the Board of Education)
2130 E. M-36 Pinckney, MI 48169
(810) 225-3950



FALL 3 & 4 YEAR OLD PRESCHOOL 2017-2018

Country Elementary & Farley Hill Elementary

PRESCHOOL REGISTRATION will be held at Country and Farley Hill Elementary

Tuesday, March 14, 2017 6:00PM - 7:30 PM

and

Thursday, March 16, 2017 4:30 PM - 6:00 PM

After March 16

PRESCHOOL REGISTRATION will be held

at Pinckney Community Education office located
at the Board of Education, 2130 E. M-36, Pinckney

Office hours: 8:00 AM - 3:30 PM. Questions please call (810) 225-3950



Pinckney Community Education Preschool program follows the State of Michigan Standards of Quality for Early Childhood Education. We provide a warm, nurturing setting that encourages children to learn through developmentally appropriate hands-on learning experiences. Our structured and literacy-rich environments allow children to explore the world around them, while they grow socially, emotionally, and academically. With learning concepts in math, science, language, literacy, music, and art, our students are exposed to many educational experiences. A Pinckney Schools preschool experience includes exploration with cooperative learning and playing with peers. Focused on kindergarten-readiness, our certified early childhood teachers consult with our kindergarten teachers in order to provide children with important kindergarten-readiness activities, especially those which are focused on pre-reading and early writing experiences. Set within our district's elementary buildings, our students are exposed to and become familiar with what our quality buildings have to offer. We believe in a strong correlation between parental involvement and student educational success and, therefore, welcome parental involvement in our State of Michigan licensed classrooms.



THREE YEAR OLD PROGRAM-2 DAY A WEEK PROGRAM

This program is for children who turn 3 prior to September 1, 2017, potty trained (out of diapers and pull ups) and independent to use the bathroom. Three year old preschool meets two days per week: Tuesday and Thursday mornings from 9:00 AM - 12:00 PM. The cost for a full year is \$1125 plus a \$50 registration fee. This is payable in nine monthly payments of \$125. *Upon registration a \$50 registration fee is due and is non-refundable.*

FOUR YEAR OLD MORNING PROGRAM-3-5 DAY A WEEK PROGRAM

This program is for children who turn 4 prior to September 1, 2017. Four year old preschool meets three, four or five days per week from 9:00AM-12:00 PM. The cost for three mornings a week: Monday, Wednesday, and Friday is \$1485 which can be billed in nine monthly payments of \$165. The cost for four mornings a week is \$1935 which can be billed in nine monthly payments of \$215. The cost for five mornings a week is \$2385 which can be billed in nine monthly payments of \$265. *Upon registration a \$50 registration fee is due and is non-refundable.*

FOUR YEAR OLD AFTERNOON PROGRAM-3 DAY A WEEK PROGRAM—AVAILABLE ONLY AT COUNTRY ELEMENTARY

This program is for children who turn 4 prior to September 1, 2017. Four year old afternoon preschool meets three days per week: Monday, Tuesday and Wednesday afternoon from 1:00 PM-4:00 PM. The cost for a full year is \$1485 which can be billed in nine monthly payments of \$165. *Upon registration a \$50 registration fee is due and is non-refundable.*

All children must have their birth certificate, physical form, and be current in their immunizations by September 5, 2017 and turned into the office in order to begin preschool on September 11, 2017. {Original birth certificate (not form from hospital) can be ordered on-line at <http://www.vitalchek.com>.

Need Afternoon Care? Check out LITTLE PIRATES AFTERNOON ENRICHMENT PROGRAM

CLASS # 436 Farley Hill Elementary

FOR PRESCHOOL CHILDREN
AGES 3-5

Children must be potty trained
(not in pull-ups).



Register for *Little Pirates Enrichment* by the day/week or month
@ www.pinckneyonline.org

LITTLE PIRATES AFTERNOON ENRICHMENT PROGRAM

Available from 12:00 PM-4:00 PM Monday thru Friday

*\$20.00 per day

(\$25.00 per day if not registered Sunday prior to the week you need the program)

*Includes enrichment program and optional latchkey service if necessary.

Latchkey hours of operation: 6:15 AM- 9:00 AM and 4:00-6:00 PM

When registering please specify if latchkey is needed in am or pm each day

Register at www.pinckneyonline.org

Little Pirates Enrichment Program is prepaid and scheduled for day, week or month
on line at www.pinckneyonline.org

This program is available at Farley Hill Elementary School only.

The afternoon enrichment program will include: language development, music & movement, math, science, free play exploration, socialization, library, computers, sports, music, and indoor/ outdoor play. Children will have lunch & snacks at school, provided by the parent, and rest time is offered if needed.

LIMIT 16 children per day

For more information, contact Community
Education at (810) 225-3950.

Free play exploration will include:

Painting - Dramatic play - Blocks - Fine-motor activities - Circle time - Songs - Stories - Finger plays - Sensory table experiences (rice, water, sand) - and more!

WEEKLY ACTIVITIES

Art
Storytime
Computer Lab
Music
Phonics
Language Development
Math Activities
Socialization

Children need to bring a healthy snack,
water bottle, and lunch (if needed)

Instructor: Kara Walter
Certified teacher with Early Childhood degree.

Registration Form

Country Elementary and Farley Hill Elementary School
2017-2018 Preschool Program 3 & 4 Year old

Child's Name: _____ Birth Date: _____

Parent Name(s): _____

Mailing Address: _____
if P.O. Box, we need street address too City _____ Zip _____

Home Phone: _____ Cell Phone Number _____

E-mail Address: _____

Three-Year-Old Program

_____ 2 days a week T/TH 9:00 AM - 12:00 PM

Four-Year-Old Program

_____ 3 days a week M/T/W (**Country Only**) 1:00 PM - 4:00 PM

_____ 3 days a week M/W/F 9:00 AM - 12:00 PM

_____ 4 days a week M/W/F TU or TH 9:00 AM - 12:00 PM

_____ 5 days a week M/TU/W/TH/F 9:00 AM - 12:00 PM

Children will be placed on a first-come, first-serve basis by home school. Please check your home school. (You will be notified if your home school is full prior to placement in another school)

Home School

Country Elementary _____

Farley Hill Elementary _____

Program availability will be contingent upon enrollment

Little Pirates Enrichment Program (Farley Only) (program details included in packet)

_____ Use on an as needed basis

_____ Use on a regular basis (Days of week _____)

_____ Do not plan on using Enrichment Program.

Does your child currently receive any special services (therapies, visual, speech, ect.)? Yes _____ No _____

If yes, please describe _____

Do you have any health and/or learning concerns for your child? Yes _____ No _____

If yes, please describe _____

There is a \$50 registration fee per family which is non-refundable. Please attach your check (or credit card information) for \$50.00 payable to Pinckney Community Schools. New students must bring their birth certificates to register. Preschool is a self-supporting program and we rely on prompt payment of preschool fees to meet expenses. The cost 3 year old preschool is \$1125.00, 4 year old preschool for 3 days is \$1485, 4 days \$1935, 5 days \$2385, plus a \$50 registration fee per family.

All children will be required to have a current physical (one dated after April 1, 2017) for enrollment in preschool. This will be due by September 5, 2017. (Health Appraisal form is attached). Community Education Office is open all summer Monday through Thursday from 8:00 AM-3:00 PM.

PINCKNEY COMMUNITY EDUCATION PRESCHOOL and LITTLE PIRATES AFTERNOON ENRICHMENT PROGRAM

Parents: Please check each area and sign below:

I UNDERSTAND THAT.....

- Lunches and snacks are to be brought each day for my child. Drinks should not be in glass containers.
- Children must be signed in and out by parents or other persons designated on the emergency cards.
- Staff may request picture ID of *anyone* picking up children.
- If using the afternoon enrichment program it is my responsibility to schedule and prepay for my child by Sunday before the week of class and that a late fee of \$5.00/day will be added for class schedules received after 11:55 PM Sunday.
- Scheduled afternoon enrichment days may not be credited if not in attendance. Once scheduled, days CANNOT be changed.
- Added on enrichment days & drop in days are subject to availability of space. You must call to confirm.

PLEASE FILL OUT BELOW IF USING OUR LATCHKEY PROGRAM.

- The preschool/latchkey center maintains a licensing notebook on 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 inspections 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.
- Children may NOT be dropped off prior to 6:15 AM and MUST be picked up by 6:00 PM to avoid additional fees. Families whose children are not picked up by 6:00 PM are charged \$10.00 for the first 5 minutes and \$1.00 per minute thereafter per family. If the parent has not called the center and the latchkey staff has not been able to reach the person designated on the emergency card by 6:30 PM, department administrators will be called to handle the situation. I am still responsible for late fees.
- Phone calls are appreciated when arriving late, but they do not exempt late fees.
- The official clock will be the Preschool/Elementary cafeteria clock.**

Statement of Health

Is your child in good health? yes no

Is your child up to date on all of their immunizations? yes no

Does your child have any activity restrictions due to health restrictions? yes no

If yes please explain: _____

I have read the parent handbook and agree to abide by Pinckney Community School's policies and procedures.

Child's Name

Parent's Signature

Parent's Signature

CHILD INFORMATION RECORD

State of Michigan Department of Human Services - Bureau of Children and Adult Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission	Date of Discharge	
Name of Child (Last, First, Middle Initial)				Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City	State	Zip Code
Father/Legal Guardian's Name	Home Phone ()	Mother/Legal Guardian's Name	Home Phone ()	
Home Address (if not child's address)	Cell Phone ()	Home Address (if not child's address)	Cell Phone ()	
City	State	Zip Code	City	State
Email Address (optional)		Email Address (optional)		
Employer Name	Work Phone ()	Employer Name	Work Phone ()	
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)				
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)				

BCAL-3731 (Rev. 7-12) Previous editions 9-09, 3-08, 10-07, & 1-06 may be used until 12/31/13.

See Reverse Side

PARENT'S EMAIL ADDRESS _____

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)		
1.	()	()
2.	()	()
3.	()	()
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)		
1.	()	2. ()
3.	()	4. ()

I give permission to PINCKNEY COMMUNITY SCHOOLS, licensed by the Department of Human Services
(Provider's Name)

to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care.

Signature of Parent or Guardian	Date Signed
---------------------------------	-------------

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

AUTHORITY: 1973 PA 116
 COMPLETION: Required
 PENALTY: Rule Violation Citation.

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SECTION III -- PHYSICAL EXAMINATION, INSPECTION, TESTS, AND MEASUREMENTS
EXAMINATIONS AND/OR INSPECTIONS

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

TESTS AND MEASUREMENTS

		Normal	Under Care	Referred			Normal	Under Care	Referred
Vision Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____	<input type="checkbox"/> Visual Activity <input type="checkbox"/> Ocular Muscle <input type="checkbox"/> Other _____				Urinalysis Done? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____	<input type="checkbox"/> Sugar <input type="checkbox"/> Albumin <input type="checkbox"/> Microscopic			
Hearing Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____	<input type="checkbox"/> Audiometer <input type="checkbox"/> Other _____				Blood Pressure Measured? <input type="checkbox"/> Yes <input type="checkbox"/> No Reading _____				
Hemoglobin/Hematocrit Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No					Height _____ Weight _____ Other _____				
Blood Lead Level Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____ Reading _____					Blood Lead level recommended for all children age six and under				

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

Tuberculin Test (if given) Date _____ Type _____ Negative Positive _____ mm.

SECTION IV -- RECOMMENDATIONS

Is there any defect of vision, hearing, or other condition for which the school could help by seating or other action? Yes No
 If yes, please explain:

Should the student's activity be restricted because of any physical defect or illness? Yes No If yes, check below and explain degree of restriction:

Classroom Playground Gymnasium Swimming Pool Competitive Sports Camp Other

Examiner's Signature _____ Date _____ Examiner's Name (print or type) _____ Degree or License _____

Number & Street _____ City _____ Zip _____ Telephone _____

SECTION V -- DENTAL EXAMINATION AND RECOMMENDATIONS (OPTIONAL)

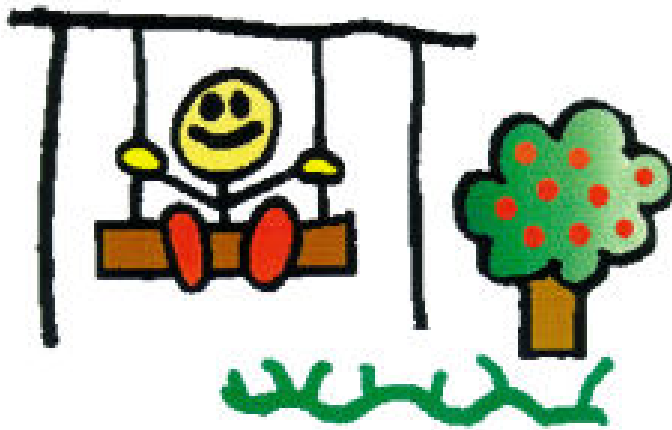
I have examined _____ Child's Name _____ teeth and make the following recommendations as for treatment:

Dentist's Signature Date

COMMENTS

LITTLE PIRATES PRESCHOOL

Parent Handbook
2017-18



Pinckney Community Education Office

2130 E. M-36
(located in the Board of Education Office)
Pinckney, MI 48169

Phone: (810) 225-3950 Fax (810) 225-3905



LITTLE PIRATES PRESCHOOL 2017-18

Philosophy of the Program

We believe that all children are unique individuals and have a right to learn within a safe, healthy, nurturing, and secure environment. This environment, composed of parents, teachers, preschool aides, and the community, promotes the positive self-concept and self-expression of the children. A developmentally appropriate, play-based curriculum is designed according to the interests of the children. The curriculum is composed of quality experiences in language, art, music, motor skills, social-emotional, and intellectual development. A qualified staff of early childhood educators transforms each classroom into a place for children to grow and develop at their own pace. The staff is provided with ongoing educational opportunities to enhance their skills. Teachers are an active part of the learning process. The teacher acts as a facilitator, interacting where needed to enhance the learning environment. Learning takes place not only within the classroom walls, but also on the playground as well as within the community. Learning begins with parents; therefore parental involvement is encouraged and expected. Because the diversity of all families is valued and celebrated, parents are encouraged to share their culture within the classrooms. Working together, parents and teachers provide a quality program for young children. Communication between home and school is of utmost importance. Parents and teachers share successes as well as concerns in order to meet the changing needs of the child. Parents are welcomed within the center at all times to share in their child's learning.

Curriculum

Pinckney Community Education Preschool program follows the State of Michigan Standards of Quality for Early Childhood Education. We provide a warm, nurturing setting that encourages children to learn through developmentally appropriate hands-on learning experiences. Our structured and literacy-rich environments allow children to explore the world around them, while they grow socially, emotionally, and academically. With learning concepts in math, science, language, literacy, music, and art, our students are exposed to many educational experiences. A Pinckney Schools preschool experience includes exploration with cooperative learning and playing with peers. Focused on kindergarten-readiness, our certified early childhood teachers consult with our kindergarten teachers in order to provide children with important kindergarten-readiness activities, especially those which are focused on pre-reading and early writing experiences. Set within our district's elementary buildings, our students are exposed to and become familiar with what our quality buildings have to offer. We believe in a strong correlation between parental involvement and student educational success and, therefore, welcome parental involvement in our State of Michigan licensed classrooms.

Preparing for Preschool

Even after you've made the decision to send your child to our preschool, most parents have a period of questioning before that first day. "What if she's not ready to leave me yet?" "What if he says a bad word, or hits another child?" "What if he cries the whole time?" "What if...?" Starting preschool is a new and different experience for both parents and children, and will take some adjustment on both parts. It is perfectly normal to feel a bit apprehensive. Your child's teachers are available to talk to you about any questions you may have.

Sometimes preschool is the first time a child will be away from home on a regular basis. That's a BIG step! Children will be excited about this new adventure, but also a little anxious. For this reason, it is very important to talk with your child about preschool. Discuss preschool with your child, let them know where you will be while they are at preschool, help them understand what they will be doing during the day, and let them know when you will be picking them up. Even if your child doesn't seem to be listening, they are! It may be a few weeks before your child will adjust to this new schedule. Children may be more irritable during this time. Continue to be firm but assuring and make sure daily routines are consistent.

During the first few days of preschool, your child may experience what is called separation anxiety. She or he may cry and cling to you, begging you not to go. Leaving at this time is one of the most difficult things you will have to do. Again, this is a big step for a child and they need your help to get through it. Just as going to the doctor can be a scary experience, so is preschool. Establishing a "good-bye" routine with your child will help. Develop a simple series of "good-bye" steps to use with your child every day at preschool. This will alleviate a lot of those tearful, clinging moments. It also helps to talk to parents whose children are already in the program. They have lived through this and can be of great support to you. Even the hardest criers usually settle down a few minutes after parents leave. However, if you get home and still need a little reassurance, PLEASE CALL! The staff will tell you how your child is doing and ease your mind.

Entrance Requirements

Eligibility for enrollment is as follows:

3-year-old Program—3 years of age by September 1st

4-year-old Program—4 years of age by September 1st

All children in the preschool program must be completely (and independent) toilet-trained.

No Diapers or Pull-ups

Preschool Roundup/Registration Information

Preschool Roundup is held each year in February/March. Preference is given to children currently enrolled in our program. Following Roundup, registration is then opened to the rest of the community. When registering, proof of up-to-date immunizations as well as a legal birth certificate are required. Once the program is filled, a waiting list will be started. As openings become available, children will be admitted to the program on the basis of the following criteria:

1. Child's readiness for preschool.
2. Group dynamics in the context of the child's behavior and developmental characteristics.
3. Position on the waiting list.

Registration forms are available in the Community Education office or any of our elementary schools.

Registration Fees

Completed registration forms are to be returned with the appropriate registration fee. This fee reserves your child's place in our program. Registration fees must accompany all application forms. When a child is registered, we assume it is for the entire year and our budget is so planned. **The registration fee of \$50.00 is nonrefundable and nontransferable.**

Class Structure

1. Two day/week 3-year-old class
 - a. This class is offered Tuesday and Thursday, in the morning from 9:00-12:00 P.M.
 - b. Maximum class size is 18 students. A teacher and a full-time aide are present at all times.
 - c. Children must be completely toilet-trained. NO PULL UPS OR DIAPERS
 - d. Tuition: \$1125 + \$50 registration fee (payable in 9 payments of \$125).
2. Three day/four day/five day a week 4-year-old AM class
 - a. Three day a week class is offered Monday, Wednesday and Friday, in the morning from 9:00-12:00 P.M.
Four day a week class is offered Monday, Wednesday and Friday with either Tuesday or Thursday available. (Please designate when registering if you will be using Tuesday or Thursday for your child's fourth day. Class meets in the morning from 9:00-12:00 P.M.
Five day a week class is Monday through Friday in the morning from 9:00-12:00 P.M.
 - b. Maximum class size is 20 students. A teacher and a full-time aide are present at all times.
 - c. Children must be completely toilet-trained. NO PULL UPS OR DIAPERS
 - d. Three day program tuition: \$1485 + \$50 registration fee (payable in 9 payments of \$165)
Four day program tuition: \$1935 + \$50 registration fee (payable in 9 payments of \$215)
Five day program tuition: \$2385 + \$50 registration fee (payable in 9 payments of \$265)
3. Three day/week 4-year-old PM class
 - a. This class is offered Monday, Tuesday and Wednesday in the afternoon from 1:00 P. M. -4:00 P. M.
 - b. Maximum class size is 10 students. A teacher is present at all times.
 - c. Tuition: \$1485 + \$50 registration fee (payable in 9 payments of \$165)

Tuition

Preschool is a self-supporting program and we do not receive any state funding to operate the program. Your September tuition payment is by September 1, 2017, your child will lose his/her space and their name will be put on the waiting list if payment is not received by September 1, 2017. The second payment is due on October 6, 2017, third payment on November 3, 2017, fourth payment on December 1 2017, fifth payment on January 5, 2018, sixth payment on February 2, 2018, seventh payment on March 2, 2018, eighth payment is due on April 6, 2018 and ninth and final payment is due on May 4, 2018. **Any student who's preschool payments are not made within 15 days of due date will not be allowed to attend preschool until payments are up to date.**

Withdrawal/Termination

The building principal has the right to suspend and/or expel any child who exhibits destructive or inappropriate behavior which interferes with the quality and/or process of the preschool program. This will not be done, however, without prior consultation with the child's parents or guardians. The child may be withdrawn from the program after the conference, either at the request of the parent or the principal of the preschool program. Any prepaid tuition which has not been used by the date of withdrawal will be refunded. Any tuition due will be billed to the person responsible for the tuition. A child's attendance may also be discontinued if the parent does not abide by our published tuition policy.

Withdrawal

Students that need to withdraw from the Preschool Program may be withdrawn with a **minimum of two weeks notice**. If any prepaid tuition has not been used, a refund will be made. Refunds or prepaid tuition may be forfeited with less than a two week notice.

Clothing/What to Wear

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. We get involved in activities and should not be overly concerned with staying clean. Dresses with ruffles and bows and pants with difficult belts and fastenings should be avoided. Footwear such as sandals, jellies and clogs are not recommended for active play. We go outside, weather permitting, **every day**, and your child will need clothing that is sturdy and appropriate. Provide sweaters and jackets even on the first sunny fall days. It is much easier to remove an unneeded item than to put on something you do not have.

Please leave a complete extra set of clothing at school (including socks and underwear). Remember to change the size/season around January or February. **PLEASE LABEL ALL CLOTHING** (extra clothing as well as jackets, snow pants, sweaters, boots, etc.) **WITH YOUR CHILD'S NAME**.

Book Bags

Each child enrolled in the preschool program will be provided with a book bag. Children are required to bring a book bag to school each day. All messages, notes, artwork, etc will be sent home in the book bag each day. **IT IS THE PARENT'S RESPONSIBILITY TO CHECK THE BOOK BAGS EACH DAY FOR NOTES AND OTHER INFORMATION.** If possible, please have your child use this book bag rather than a zippered backpack. It is much easier for the children and teachers to put items into bags that don't require zipping and unzipping.

Arrival and Dismissal

Arrival: Please enter and exit the school only through the front doors by the office unless otherwise told by your preschool teacher. Children are to be brought directly to their classrooms at 9:00 A.M. for the morning programs and 1:00 P.M. for the afternoon program. Please do not bring children to the classrooms before this time; however, it is extremely important that the children arrive on time so they do not miss the beginning activities of the day. Should you arrive to drop off/pick up your child a little early, please wait in the hallway to avoid congestion. If the classroom door is closed, please view this as an indication that teachers are not yet ready for children

Dismissal: Morning programs dismiss at 12:00 P.M. and afternoon programs dismiss at 4:00 P.M. Parents/caregivers are expected to pickup their child/children at the appropriate time. Please wait in the designated area assigned by the teacher for dismissal of your children.

Please send a note if your child is to go home with a friend or is being picked up by someone else. No child will be released without written authorization from a parent. Please notify your child's teacher in writing about car pool arrangements. ***Written permission, or, in an emergency, a phone call to the elementary office, is required if there is any change from the person(s) authorized to pick up a child as listed on the child's application form. Verbal messages from the child cannot be accepted.***

Non Joint Custody

The Pinckney Community Education office must have a copy of any custody documents. Until the program receives such documents either parent may pick up the child and add names to the emergency list. In the case of joint custody, either parent may include names on the forms. Unless documentation is on file with the office, it is assumed that either parent may pick up the child.

Transportation

Parents are responsible for providing transportation for their child.

School Closings/Inclement Weather

The Preschool program follows the same calendar/guidelines as the Pinckney Community School system. In the event of unusual weather conditions, such as heavy snow or ice, which would cause the Pinckney Community Schools to close, the preschool program will also be closed. School closings will be announced on WHMI radio (93.5). Get push notifications with a smartphone by signing up for Remind and download the app from <http://rmd.at/pcsko> or Get text notifications through Text @pcsko to 81010. If, in a parent's judgment, weather conditions represent a threat to the child's safety, the parents should keep their child at home.

Field Trips

Field trips are designed to be a child-parent experience. You will be notified of field trips via written and/or verbal information from your child's teacher. We rely on parents to transport their children to all field trips. If you are not available to drive your child on a field trip day, we encourage you to make carpool arrangements with another parent in the program.

Health Policy

The Preschool health policy is defined in order to protect the well child and promote the best environment for the sick child. Children in good health are expected to attend school each scheduled day. If a child shows obvious behavioral or dietary changes or symptoms, which could precede an illness, please consider keeping the child at home. Should a child exhibit **any of the following symptoms within 24 hours before school, the child should remain at home: Fever (temperature of 100° F or more), diarrhea, nausea, vomiting, undiagnosed rash, boil, ongoing cough, congestion, runny nose or eyes, excessively pink or red, irritated eyes (which might indicate conjunctivitis, commonly known as "pink eye"), head lice, or any contagious disease.**

The elementary school office is to be informed at once if the child contracts a communicable disease. Should you decide to keep your child home from preschool, please contact the office before the usual arrival time to let us know. If, for some reason, you cannot contact the office before the usual arrival time, please do so as soon as possible.

Please refer to the guidelines below in determining when to allow your child to return to preschool.

<u>Disease</u>	<u>Children may not return to school until...</u>
Chicken Pox	All scales are dry
Impetigo	Lesions have healed
Measles	Return is advised by a physician
Pink Eye	Recovery is complete
Scarlet Fever	Adequately treated and temperature is gone
Mumps	All swelling has disappeared or upon advice of a physician
Strep Throat	Adequately treated and temperature is gone
Whooping cough	Return is advised by a physician and coughing is completely gone

Discuss with the teacher any allergies, medical problems, and/or home life changes that may affect your child's behavior. A child who, due to a temporary health condition, cannot play outside should remain at home. Please let your child's teacher know if medication has been administered to your child before attending school. This will help teachers to monitor the child for any problems. Should a child become ill while at school, a parent or caregiver will be notified and asked to pick up the child as soon as possible. Among the symptoms we regard as serious enough to send a child home are: Diarrhea, vomiting, fever of 100° or above, rash, pink eye, extreme tiredness, persistent cough, extreme congestion and/or other signs of a bad cold. By helping us observe these health standards, you will be protecting your child as well as the other children at the school. Thank you for your cooperation.

Nutrition/Snack

Parents will be expected to contribute snack for their child's classroom on a periodic basis. Your child's teacher will give you details regarding appropriate snack options.

Toy Policy

We ask that you leave your child's toys at home or in your car, except for comforting toys that are needed in the very opening days of school to help ease your child's transition from home to school. We cannot be responsible for any items brought to school. Classes may have special "Show & Tell" or "V.I.P." days where personal toys are allowed. Your child's teacher will give you additional information about this. **NO GUNS, WAR TOYS, SWORDS, OR OTHER TOYS OF DESTRUCTION ARE ALLOWED IN SCHOOL AT ANY TIME!** Gum, candy, and money should also be left at home.

Birthdays

Each child's birthday is recognized in his/her classroom. You may schedule the date of your child's classroom celebration with the teacher.

Emergencies

In the event of an emergency, the elementary school office will contact the parents immediately. If the parents cannot be reached, we will call the person listed on the application form. If no one can be reached, the child's pediatrician will be contacted and his/her instructions will be followed.

Suspected Child Abuse or Neglect Policy

The Pinckney Community Education Little Pirates Preschool program is mandated by Michigan Law, Act. No. 238, governing all schools and child care programs to report any suspected abuse or neglect of children in their care.

Legally, all staff members have the responsibility of reporting any suspected cases of abuse. In the event that the abuse is suspected, we will notify the Department of Social Services and other agencies when necessary, and the parents or guardians where appropriate. All information will be treated confidentially at all times.

Accidents

Occasionally accidents will occur either on the playground or in the classroom. Parents will be notified via phone, or if unavailable, a note will be sent home. Any questions or follow-up by the parents are to be directed to the teacher, assistant teacher, or the school office.

Parent Participation and Observation

Parents are welcomed and encouraged to visit in their child's classroom. Please plan to visit your child's class at least once during the year. Parents are strongly encouraged to volunteer for various activities in the Preschool Program. Volunteers are often needed to help with special art projects, to substitute when necessary, and to help with class parties. A survey sheet will be sent out at the first of the school year for your response. All volunteers are required to fill out a volunteer packet which includes a criminal history check.

Parking

Please park in the school parking lot, in the street or along the side of the school. Please do not park in the bus lanes in front of the building. **Never leave children in the car unattended.** Please do not park in handicapped parking spaces unless authorized to do so.

Discipline and Behavior Management Policy

We believe in a positive approach to behavior management. The following is a list of methods used in day-to-day interactions with children.

- We praise, reward, and encourage the children.
- We reason with and set limits for the children.
- We model appropriate behavior for the children.
- We modify the classroom environment to attempt to prevent problems before they occur.
- We listen to the children.
- We provide alternatives for inappropriate behavior to the children.
- We provide the children with natural and logical consequences of their behavior.
- We treat the children as people and respect their needs, desires and feelings.
- We ignore minor misbehavior.
- We explain things to children on their level.
- We use short supervised periods of "time-out". (*Described below*).
- We are consistent in our methods of behavior management.

Time-Out

Time-out is the removal of a child for a short period of time (less than 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from the classroom activity but within the teacher's sight. During "time-out" the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Little Pirates Preschool Staff

Community Education Staff:

Brian Wardlow, Director of Community Education
Cindy McClafferty, Community Education Program Manager
cmclafferty@pinckneypirates.org

Country Elementary:

Lester Sharon, Principal
Sharon Cox, Secretary

Farley Hill Elementary:

Yvonne Taylor, Principal
Merry Keeney, Secretary

Teaching Staff:

Teachers: Tricia Brockway, Kara Walter
Aides: Toni Thompson, Sarah Lumadue



Pinckney Community Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, height, weight, marital status or familial status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This policy shall prevail in all Board of Education policies concerning staff, students, educational programs and services, employment, and individuals and companies with whom the Board does business. The following person has been designated to handle inquiries regarding the District's non-discrimination policies:

Brian G. Higgins, Assistant Superintendent for Human Resources/Student Services
2130 East M-36, Pinckney, MI 48169 (810) 225-3900.

Individuals may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114.