

Spring Arbor



Preschool

“where Love and Learning go hand in hand”

PARENT HANDBOOK

2022-2023

welcome

Welcome to Spring Arbor Cherubs Preschool. We are delighted to have your child as a part of our Spring Arbor Cherubs Preschool community. We are committed to supporting your family to raise happy, healthy children. We know that accomplishing this goal takes experienced adults who are in tune with your child's academic, social, and spiritual needs. We know that a child's early learning experiences set the pattern for their development and success not only today, but in years to come.

We believe every child is unique and should develop a love for learning. We believe the learning environment must be conducive to the development of the total child—physical, social, creative, intellectual, and spiritual. We believe these needs are best met by interacting with both adults and other children in a Christian atmosphere of warmth and understanding.

GENERAL INFORMATION

- Spring Arbor Cherubs Preschool is a non-profit preschool program housed in the Spring Arbor Free Methodist Church.
- Spring Arbor Cherubs is open to any child who is three-, four-, or five-years-old before December 1 of the current school year.
- We serve all children, regardless of race, culture, language, religion or disability.

CALENDAR

Our Preschool is in session from September through May.

SNOW DAYS: We will observe the same snow days as Western School District. Listen to your radio or TV for closings and delays. You may dial the 24-hour cancellation hotline at 841.8888.

DELAYS: If there is a 2-hour delay, morning classes will meet from 9:30AM-Noon.

Use your own discretion when determining if the roads are safe.

CLASS OPTIONS & TIMES

THREES | 2-day program

Students must turn three-years-old by December 1.

9:00-11:30AM, Tuesday/Thursday

THREES | 2– or 3-day program

Students must turn three-years-old by December 1.

9:00-11:30AM, Monday/Wednesday/Friday

FOURS | 3-day program

Students must turn four-years-old by December 1.

9:00-11:30AM, Monday/Wednesday/Friday

FOURS | 4-day program

Students must turn four-years-old by December 1.

12:45-3:15PM, Monday-Thursday

FOURS PLUS | 5-day program

Students must turn five-years-old by December 1.

9:00-11:30AM, Monday-Friday

Your child should arrive **no earlier** than five minutes before class begins.

Please walk your child into the preschool if you are late dropping them off. **BE ON TIME TO PICK UP YOUR CHILD.** Parents need to be in line to pick up students by 10 minutes after dismissal or there will be a late fee of \$1 per minute past the designated time. (11:40AM for AM classes; 3:25PM for PM classes) Habitual lateness in picking up your child is grounds for dismissal from the program.

REGISTRATION & ENROLLMENT

ENROLLMENT CAPACITY:

We are licensed for up to 60 students on the premises at any given time.

Enrollment is on a **first-come, first-served basis**. Forms are available in February for the following school year.

There is a registration fee of \$50 for each child enrolling. This fee is reduced to \$25 for returning students who have returned their registration and fee by May 1.

CHANGE OF ADDRESS:

If you move while your child is enrolled in Cherubs, notify the main office and teachers by email.

WITHDRAWALS:

If it is necessary for a child to withdraw, two weeks notification is required so the next family on the waiting list can be notified. You will be billed for the current month, whether or not your child attends.

DISMISSAL POLICY:

We reserve the right to cancel enrollment for the following reasons:

- Non-payment or excessive late payment of fees.
- Not observing the rules of the Preschool.
- Inability of a child to adjust to the program after a reasonable period of time.
- Our staff feels we are not qualified to meet your child's needs.
- Physical and/or verbal abuse of staff or children by parent or child.

TUITION

Tuition is payable on a monthly basis. Tuition is pro-rated over nine months, so payment is always the same, regardless of the number of days school is in session that month.

Tuition is due on the first preschool day of each month. After the 15th, a \$10 late fee will be assessed.

Tuition is to be put in the tuition lockbox outside of the preschool office. Teachers and staff do not receive tuition payments. IT IS THE PARENTS' RESPONSIBILITY TO COME IN TO THE PRESCHOOL AND DEPOSIT THE PAYMENT IN THE LOCKBOX.

Tuition checks must be written separate from any other fees (book orders, field trip \$\$, etc.) and ONLY the tuition fee should be placed in the envelopes designated for that month. If paying for more than one month, include the designated envelopes with the payment. The envelopes serve as a receipt in the accounting process. **Checks must have the child's name and class written on the memo line.**

FEES:

TWO-DAY PROGRAM.....	\$100/month
THREE-DAY PROGRAM	\$145/ month
FOUR-DAY PROGRAM.....	\$190/month
FIVE-DAY PROGRAM.....	\$235/month

In the event that the preschool has to suspend services, tuition for the current month will not be refunded.

Scholarships:

We do not want students to be unable to attend our school because of financial reasons. We offer scholarships to needy families. You will be asked to provide proof of financial need. The final decision on recipients will be made by the director in combination with the advisory board.

CURRICULUM

At Spring Arbor Cherubs Preschool, we believe that our curriculum should address the development of the whole child. As a result, we are somewhat eclectic in our approach. We feel that the child takes an active role in her/his own learning. The teacher serves in different capacities according to the current activity. They may provide specific objectives and instructions to the child or serve as a supporter and encourager for the children as they direct their own learning.

We realize that we are providing a social and academic foundation for our students. In our three-year-old classrooms, social interactions are our main focus. We incorporate introduction to basic school readiness, but it is peripheral to the main goals of physical, social, and spiritual development.

In our four-year-old classrooms, we strive to maintain and enhance these areas of the curriculum with kindergarten readiness as an added academic goal.

We believe every child learns differently. This is accomplished by repeated exposure to concepts using activities that appeal to all types of learners. For example, a child may learn the letter "b" by writing it in sand, tracing it in the air or with a stencil on paper, saying "b" words into a PVC pipe phone, or singing a song called "Bubblegum." We are constantly looking to each child to see what experiences are most meaningful to them and building upon them. We want children to leave us knowing that life-long learning is rewarding and fun.

PARENT INVOLVEMENT

We at Spring Arbor Cherubs Preschool believe that families are the key to a child's success. We support the connections between children and their families by encouraging parent involvement, communicating with families, and providing parenting learning opportunities. We want to encourage parents to be:

OBSERVING

We have an open door policy here at Cherubs. If you would like to spend time in your child's classroom, we welcome you with open arms. We just ask that you identify yourself to the teacher and respect the classroom rules and dynamics.

SERVING

There are many ways for you to be involved with our students and school. You may consider volunteering on a regular basis in a classroom or the preschool office. Helping out with class parties, field trips, and fundraisers are great opportunities to lend a hand. You might consider being a parent representative on our advisory board. We also are always looking for you to use your gifts and talents to benefit our students: Do you love to bake? Come help with a cooking lesson! Are you a graphic designer? Please volunteer your services to create promotional materials. We want our preschool to be the best it can be, and you are a vital part of the process.

LEARNING

We want to be a resource for parents in our community. We will also send home notices about other family education opportunities in our community and church that may be of interest to you.

COMMUNICATING

We have frequent opportunities for you to participate with your child in school activities. Our open houses, parties, and special programs provide a chance for you to be involved in your child's learning. We also have parent-teacher conferences once a year to discuss your child's progress. We would encourage you to always call the teacher with any questions or concerns immediately. We believe in open lines of communication at all times.

RESPECTING

We expect our preschool family to be respectful of the privacy of all students, parents, and staff. All information regarding members of the preschool community, including interactions of a sensitive nature, should be reported to the director (and teacher when appropriate) and kept in strictest confidence.

ILLNESS

We want to maintain a healthy facility. If your child is ill, please keep them home. Children who have had a sore throat, runny eyes, headache, stomachache, rash, or fever **within the last 24 hours** should stay home. Many serious diseases begin with one or more of these symptoms. We will call you to pick up your child as soon as possible if we see any of these symptoms:

What are signs of illness in a student?

- Fever—temperature of 99° or above
- Diarrhea—two or more loose or watery stools.
- Vomiting of any kind
- Rash
- Crying and complaining for a long time
- Injury—**beyond** minor bumps or bruises requires a call.
 - Minor bumps and bruises will be reported to the teacher.
 - They will let the parent know at pickup.

Medication:

Because we are only a 2 1/2 hour program, we do not dispense any over-the-counter medication. We will administer emergency meds such as inhalers and epi-pens. You must fill out a medication permission form, and the medicine must be in the original container.

BEHAVIOR & DISCIPLINE POLICY

We believe in teaching children self-control through firm guidance and positive behaviors. We encourage cooperation, independence, and respect for self and others. We as teachers and staff have to develop clearly established limits that will protect each child and promote cooperative behavior. We remember the three “R’s”

FIRST STEPS

1. The first step in helping a child to develop self-control is often **REDIRECTION**: Helping the child to make a better choice of activity, offering an alternate toy and/or giving them other options.
2. Sometimes, we may need to give the child time to **REGROUP**: let them have some time alone in another area of the room
3. If the problem arises between two students, we utilize the steps to conflict **RESOLUTION**:
 - Adult approaches calmly, stopping any hurtful action.
 - Adult will acknowledge the feelings of the children involved. (allow each to “tell their story”)
 - Adult will restate the problem as described by the children.
 - Adult will brainstorm solutions to the problem with the students, and they will choose one together.
 - Adult will provide follow-up support.

We believe it is important for the teacher to communicate with families. We will do our best to notify you about significant and/or ongoing discipline issues involving your child.

AGGRESSIVE BEHAVIOR AND POLICY

Biting or other aggressive behavior that causes injury to others will not be accepted in the classroom. We will always notify parents of both the child who causes the injury and the victim of the behavior.

First Offense: Parent of both parties are notified about the incident and reminded of the policy.

Second Offense: Both parents are notified. Parents of the instigator of the behavior will be asked to come and get the student from school. The student will be allowed back into the classroom setting only when accompanied by a parent for a set amount of days, to be determined by the teacher and director. The goal of this will be for the parent to both guard against another incident and model appropriate behaviors for the child.

Third Offense: The child will be asked not to return to the preschool for three months.

*This policy refers to students who have not been certified with special needs. Students with special needs have behavior plans developed and enforced on a case-by-case basis.

PESTICIDE POLICY

In order to properly maintain the preschool, our facilities staff may have to utilize some form of pest control. If it is necessary to apply some form of pesticide, we will notify families of students who will be in the affected areas 24 hours in advance of the application procedure.

FIELD TRIPS

We feel that field trips are an important part of the preschool experience. You will sign a permission slip at the start of the year that applies to all walking field trips. We will notify you in advance of any non-walking field trips and an additional permission slip will be required.

EMERGENCY PROCEDURES

Spring Arbor Cherubs Preschool is determined to keep our children safe. As a result, we have formulated the following procedures. Please review them with your family so that you are familiar with them in case of an emergency.

Take note: During an emergency, teachers and staff will have a class list with them at all times.

Pick-up and Custody Issues

1. Any person who may pick-up your child from school must be listed on the white registration card. If a person is new to us, we will ask to see a photo ID before releasing the child into their care.
2. In cases where custody is at issue, Spring Arbor Cherubs Preschool cannot keep a child from being picked up by a biological parent unless we have a copy of a court order on file. The individual(s) who MAY NOT pick up the child should be written on the white card and marked with yellow highlighter. Again, we cannot keep a child from a biological parent without court documentation.

Tornado

1. Parents are responsible for being aware of weather conditions. If a tornado watch or warning occurs, you may feel free to pick up your child. If there is a tornado warning before school begins, there will not be preschool that day.
2. Preschool will not be dismissed until all children have been picked up.
3. In case of a tornado watch, teachers will turn on the radio, communicate with facilities staff (they have a weather radio) and wait for further developments. Children will remain in the classrooms under adult supervision.
4. Should weather conditions become threatening or a tornado warning is issued, children will immediately take cover in the hallway of the preschool, sitting alongside the walls.

Serious Accident or Illness

1. Helper stays with child and assists him/her while notifying head teacher/director.
2. Teacher/director will assess the need to call 911 and do so if necessary.
3. Teacher/director will use cordless phone to contact parents and the church office while overseeing care of the child.
4. Teacher/director will stay with child and administer first aid and or CPR until paramedics arrive. If child needs to go to the hospital, the teacher/director will go with them unless the parent has arrived in time to go.
5. The teacher/director will remain with child until a parent arrives to take charge.
6. The remaining children will be cared for by the classroom helper.
7. An accident report will be filed with the state as a follow-up.

Fire Drill/ Bomb Threat

1. We hold a fire drill once a month.
2. Children hear a the alarm and line up at the main exit door to the classroom.
3. Children are counted and leave the room with teacher. See map for primary and secondary egress routes.
4. Helper takes the class list, checks room thoroughly, and leaves last.
5. Children are led away from the building to edge of parking lot and counted again.
6. Class returns to building when all is safe. Children are counted again.
7. In the event of a real fire, the children will be taken to Arbor Manor at the north end of our parking lot. They will wait there until they are released to go back in the building or a parent picks them up.
8. The same procedure as above will be followed in the event of a bomb threat in the building. During a bomb threat, the state police will give the ALL CLEAR to return to the building.

Red Level Homeland Security Alert

1. If we are at “red alert” status in Jackson County before school begins in the morning, there will not be preschool that day.
2. If we go into “red alert” status while preschool is in session, we will lock down all doors and your child should be picked up as soon as possible. We prefer a parent pick up each child. However, if your child is picked up regularly by someone listed on his/her white card, we will release your child to that person. We will not release your child to anyone on the white card who is new to us. We will remain at the preschool until every child is picked up.
3. We will not discuss any threat with your child, we will leave it up to your discretion to inform your child of what is happening.

Evacuation and Relocation

In case of an emergency where the school building is deemed unsafe for students, the teachers and staff will evacuate students to an alternative safe location and will notify parents for pick up.

Staff will take the following with them:

- First aid kit (including individual child’s medications and directions)
- Cell Phone
- White cards for each student
- Parents and caregivers will be notified by staff to pick up students from Arbor Manor Rehabilitation and Nursing Center (Phone number: 517-750-1900) if they are unable to go back to school.

Lockdown/Shelter

Lockdown and Hide:

We will participate in a Lockdown when there is a threat of violence or serious incident that could jeopardize the safety of students/staff including intruders, shootings, hostage incidents, gang violence, or civil disturbance. If the staff can safely evacuate the children from the building, they will through the nearest exit and proceed to Arbor Manor, our evacuation location.

Shelter in Place:

If students can not leave the building safely, the students and staff will shelter in place in the nearest safe bathroom/closet in the building.

Family Notification and Reunification:

This protocol is used to ensure a safe and secure means of accounting for students and reuniting parents with their children whenever the facility is considered unsafe. White cards will be used for contact information for parents/guardians. Parents will be contacted by cell phone and/or email with a location for reuniting students with parents.

NUTRITION POLICY

SCHOOL REQUIRES FUEL.

Please make sure your child has a nutritious breakfast or lunch before you bring him/her to school. Hungry bellies distract from learning.

We at Spring Arbor Cherubs Preschool want to promote a healthy lifestyle for our children to help them make good food choices. We have snack time each class period, and the snacks are provided by the children in the class. Each month, your teacher will supply a calendar listing your child's snack date. Below is a list of Snack Suggestions. Please ask your child's teacher if you would like to bring something not included on the list.

SNACK SUGGESTIONS

- Fruit: apples, oranges, bananas, grapes, strawberries
- Cheese slices or cubes with crackers
- Crackers of any kind
- Peanut butter on crackers
- Granola bars/Fruit Snacks
- Cereal mix
- Veggies: carrots, celery, cucumbers, broccoli, cauliflower with dip
- Rice Krispie treats
- Graham crackers
- Pretzels
- Goldfish crackers
- Cheez-its
- Homemade trail mix
- Yogurt/Pudding cups

FOOD ALLERGIES

We are aware that many children have allergies to certain foods such as peanuts, dairy, eggs, and wheat. If your child has a severe allergic condition, we will not serve the daily snack to them because of the inability to assess the ingredients in the snack. We request that you send them a supply of snacks appropriate for their diet to be served to them. We will let you know when the supply needs to be replenished. We have found that having their own snack supply for them to pick from allows them to feel special while also keeping them safe.

SPECIAL OCCASIONS

We consider birthdays and parties special celebrations. We allow for exceptions to the "healthy snack" rule...as long as there is enough for the teacher! ☺

HELP YOUR CHILD BE READY FOR SCHOOL!

1. Dress Properly:

- Provide clothing your child can fasten and unfasten independently.
- We are messy! Please send your child in clothes that are easily washable.
- Dress for the weather: In the winter, you do not have to provide boots unless the teacher requests.
- Be safe: Footwear should be appropriate for the gym. **NO** cowboy boots, flip-flops, clogs, or shoes with slippery soles should be worn to preschool.
- Provide a change of clothes in your child's backpack at all times.
- Put your child's name on all his/her belongings.

2. Have a healthy breakfast and/or lunch before school.


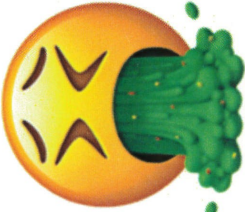




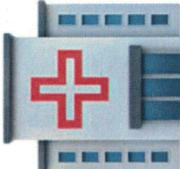
3. Provide adequate rest

4. Promote regular attendance

5. Provide an academically rich environment:

- Read together every day
- Communicate with your child and ask questions that require conversation
- Monitor your child's exposure to TV, video games, and other media.

I NEED TO STAY HOME IF...

I have a fever		I am vomiting		I have diarrhea		I have a rash		I have head lice		I have an eye infection		I have been in the hospital or urgent care	
Temperature of 99.0 F or higher	Within the past 24 hours	Within the last 24 hours	Rash with itching or fever	Active lice or nits less than 1/4 in from the scalp	Redness, itchy or "crusty" drainage from eye	Hospital stay or ER/Urgent care visit							

I AM READY TO GO BACK TO SCHOOL WHEN I ...

...am fever free for 24 hours without the use of fever reducing medication	...am free from vomiting for at least 2 solid meals	...have had two stools in a row that are not loose or watery	...am free from itching, rash or fever and have been evaluated by my doctor if needed	...have been treated with lice treatment at home and have been cleared by a head lice check at school	...have been evaluated by my doctor and have a note, or my symptoms are gone	... have been released by my medical provider to return to school
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