

# Woodland Hill Preschool

## Parent Handbook



## Welcome

Welcome to Woodland Hill Preschool! This handbook is intended to provide parents with important information about our program.

## Our Mission

To provide a safe, nurturing environment that encourages the development of a positive self-image and a love of learning; and to implement a curriculum that fosters social, emotional, cognitive, and physical growth - preparing children for future school experiences.

## Our Curriculum Philosophy

The Woodland Hill Preschool program cultivates a warm and nurturing environment that provides learning to the whole child. Through hands-on activities, children are encouraged to take risks while developing cognitive, social, emotional and physical growth. Our program values the power of play and scaffolds learning through questioning and exploration. With the support of parents, teachers and the community, children will build their knowledge and confidence to become successful, responsible, and kind human beings.

## The Organization

Established in 1958, Woodland Hill Preschool is a cooperative preschool that relies on parent support for its continued success. An important key to a good preschool is interested parents/guardians who care about what happens in school and are willing to share their ideas, talents, and time to make the school better.

## Eligibility

**Toilet-trained** children between the ages of 3 and 5 years, on or before December 1, are eligible to attend. We understand that regressions are developmentally appropriate. Students can wear a pull up and all students should have a change of clothes for accidents. If you have questions about your child's readiness, please let us know.

## Admission Policy

Woodland Hill Preschool does not discriminate based on race, color, religion, gender, or national and ethnic origin in admission or policies.

## Program Description

Classes run for two semesters. At full enrollment, two sessions are held each day. While every effort is made to accommodate requested schedules, Woodland Hill Preschool reserves the right to cancel sessions or reassign students based on estimated enrollment.

## Class Schedule

### 3 year-old (2 days)

T/Th 8:30-11:30 A.M.

### 4 year-old (3 days)

M/W/F 8:30-11:30 A.M.

### GSRP (4 days)

M/T/W/F - 12:30 P.M. - 3:30 P.M.

**Drop off and pick up will be outside.** Parents will check their child in and out electronically using Brightwheel.

**The time between classes is necessary for the teachers to clean, eat lunch, and prepare for the next class. We ask that all parents respect this important time and be punctual.**

## Parent Responsibilities

Woodland Hill Preschool is a parent cooperative preschool. By definition, a cooperative preschool is organized by a group of families who hire trained teachers to provide their children with a quality preschool experience. The preschool is administered by a volunteer board of directors and maintained by all parents on a non-profit basis.

Woodland Hill Preschool asks that, when possible, families participate in their child's preschool experience by:

- Volunteering in the classroom for 15-30 minutes before pick-up time to help clean up the classroom and dress children for outside play.
- Helping with playground maintenance upon request.

Woodland Hill Preschool offers and encourages other opportunities to get involved in the preschool.

1. Volunteer in the classroom.
2. Share your talents with the teachers/directors and children.
3. Participate in the management of the Preschool by serving on the board.
4. Attend Parent Meetings to vote on any required actions.
5. Share your opinions with teachers/directors and board members.
6. Volunteer with a variety of projects throughout the year—such as cleaning or organizing.

Woodland Hill Preschool offers a wonderful environment for learning, playing, and growing because of our caring teachers and our parents. If you can think of other ways to become involved in the preschool, please speak to a teacher or board member.

## Visitation Policy

Woodland Hill Preschool has an open-door policy. Parents are welcome anytime.

## Fundraising

Fundraising opportunities will be announced. Currently, you can save your Tadych's Marketplace receipts and submit them to the preschool.

We encourage parents to help as much as possible to benefit their child and the preschool. If you have any fundraising ideas, please share them with the board. We depend on parent support for the success of our school!

## Payment Policy

A \$50 non-refundable enrollment fee is required at the time of application.

Tuition is determined yearly by the board of directors. Please see the Tuition Statement for the current year's rates. Payment plans are available.

### Payment

- Payment online via Brightwheel with monthly auto payment. Credit card fees apply.
- Make checks payable to *Woodland Hill Preschool*. Note your child's name in the memo and what payment is for (tuition/fundraising/donation)

### Discounts

- All Daniell Heights residents are eligible for a 50% tuition discount.
- If two or more children are enrolled from the same family, the oldest child will be charged full tuition and any additional children will be charged 70% tuition.
- If a family qualifies for more than one discount, you are allowed to choose only one discount to be applied to your tuition for the school year. You must inform the tuition coordinator of your preference.

## Additional Charges

Brightwheel Statements include due dates and amounts based on your selected payment plan. If payment is received more than a grace period of 7 days after the due date, a late fee will be assessed according to the following schedule per semester.

**-\$25 for the first late payment**

**-\$50 for subsequent late payments**

**-\$20.00 for checks returned for non-sufficient funds**

The Board reserves the right to discontinue monthly payment plans for the second semester if tuition payments are repeatedly late beyond the grace period.

## Trial Period

A two-week trial period is available for every child to help determine readiness for preschool. If it is determined by the school and/or parents that the child is not ready, a percentage of tuition will be refunded.

## Withdrawal Policy

In the event a parent or guardian must withdraw a child from the preschool, please contact your student's teachers. Requests for refunded or prorated tuition due to withdrawal are subject to Board approval.

## Publicity Policy

Woodland Hill Preschool, Inc. requires parental permission to post pictures on Facebook, in the local newspaper, and on local television. Parents may accept or decline participation by signing a publicity release at the beginning of the year.

*Photos of classroom activities will be shared through Brightwheel. These photos can NOT be shared or reposted on social media. They are for preschool families only.*

## Health Policy

If your child is ill, please do not send him/her to school on that day. In addition to spreading illness to others, a sick child does not enjoy being at school. If your child becomes sick during the school day, you will be notified to take your child home. If your child contracts a communicable disease (e.g. chickenpox, influenza, pertussis, Covid-19), please notify the preschool. **The teachers are required to report these diseases to the health department and our preschool community.**

If your child has a fever (100.4 F or above) please do not send him or her to school until being off analgesic medications (e.g. Tylenol, Ibuprofen) and fever-free for 24 hours. If your child is vomiting or has diarrhea they must be symptom-free for 24 hours.

If a child is NOT immunized and is exposed to a contagious disease, he or she must not attend school until after the incubation period for the disease is over.

## Vaccines

State law requires schools to report vaccinations to the Health Department. If your child is not fully vaccinated, you are required to go to the Western Upper Peninsula Health Department to sign a waiver. The Health Department recommends that you call to make an appointment to sign a waiver. According to state licensing regulations, your child will not be able to start preschool until we have a complete vaccination record or a signed waiver on file.

## Emergency Procedures

### Accident or Illness

Teacher will:

- Apply emergency first aid if needed.
- Call emergency medical personnel if needed. #911
- Call a parent or other emergency contact.
- Pull the child information card and have it available to EMTs.
- Stay with the child until transportation arrives. If the parent has not arrived by the time the ambulance arrives, a teacher will accompany the child.

### Power Outage

Teacher will:

- Contact parents through Brightwheel and by phone to pick up their child as soon as possible.
- Stay at school until all children are picked up.

### Accident or Illness

Teacher will:

- Apply emergency first aid if needed.
- Call emergency medical personnel if needed. #911
- Call a parent or other emergency contact.
- Pull the child information card and have it available to EMT's.
- Stay with the child until transportation arrives. If the parent has not arrived by the time the ambulance arrives, a teacher will accompany the child.

## Natural or Man-Made Disasters

Teacher will:

- Keep children indoors.
- Notify parents through Brightwheel and by phone to pick up their child as soon as safely possible.
- Stay at school until all children are picked up.

## Fire and Tornado Drills

Fire drills and tornado drills are practiced throughout the year. Teachers will notify parents at drop-off on the days when practice drills will occur.

## Inclement Weather

**The preschool will close for inclement weather on any day that the Houghton/Keweenaw County Schools are closed. Parents will be notified via Brightwheel.** If the public school has a late start, the preschool will commence at 9:30 am. If there is an early dismissal of the public schools in the morning, there will be no preschool afternoon class. If there is an early dismissal in the afternoon in the public schools after the preschool session has begun, the preschool will remain open, but we encourage parents to pick up their children. **Parents will be notified via Brightwheel about closures, late starts, and early dismissals.**

## Parking

Parking for pick-up and drop-off is in front of the white fence and along the side of the building only. **Michigan Tech does not allow us to use the spaces in the main Daniell Heights parking area.**

## Snack Policy

Every child is expected to bring their own water bottle (with their name on it) to school daily.

If desired, parents are welcome to provide birthday treats for their child's class.

Woodland Hill Preschool provides snacks for the afternoon GSRP class. We are a tree-nut and peanut free school.

Parents provide snacks for the morning classes. There is a snack sign-up sheet available on top of the cubbies at all times. Please sign up for at least two days on registration day, and then as needed as the year goes on. Snacks should be washed, cut up, and ready to serve. Please follow these guidelines:

- There should be two food items available (crackers, cereal, fruit, vegetables, and cheese are good examples but feel free to choose something different as well).
- **Woodland Hill Preschool is a peanut-free and tree nut free school.** At times we have children with severe peanut allergies; therefore, **snacks need to be completely nut free. Please check the ingredients carefully, and make sure that the snack was not produced in a facility or on equipment that handles tree nuts. If the facility handles nuts they are required to provide this information under the ingredient list.**
- All food items must be store-bought, not home-baked (this is a state licensing requirement). Please deliver the snack in the original packaging so the teachers can see the ingredient list.

*We encourage students to eat as a community, therefore individual snacks should only be brought if required to accommodate dietary restrictions.*

## Discipline Policy

The teachers use positive methods of behavior management that encourage self-control, self-direction, self-esteem, and cooperation. These methods include redirection of the child to another activity; a reminder of rules; lessons focusing on sharing, manners, and emotions. As determined by the teachers, parents will be notified should serious behavior problems occur (behavior detrimental to the safety of others). If such problems cannot be resolved, Woodland Hill Preschool reserves the right to dismiss the child.

## Questions and Concerns

Any questions or concerns should be directed to the Board President or the Lead Teachers/Directors

## Classroom Procedures

### What to bring to school

- backpack
- ziplock bag with a change of clothes
- water bottle (with name)
- shoes to leave at school all year

### Drop-off procedure

- Sign your child in through Brightwheel
- Have your child hang their backpack on their hook

### Pick-up procedure

- Sign your child out through Brightwheel
- Have your child get their backpack from their hook
- **Let the teachers know you are leaving**
- Check your child out through Brightwheel

### Large Group Time

*Children come together at this time and are learning how to:*

- Use listening ears (eyes on the teacher, bodies quiet)
- Stay in their space
- Keep their hands, feet, and bodies to themselves
- Raise their hand when they want to share

# Classroom Expectations

## Health and Eating

1. Sneeze and cough in the elbow
2. Children may use any bathroom at any time
3. Children use manners at the table (please and thank you)
4. Children clear their snack spot

## Cleaning up

Clean-up is an emerging skill for 3,4, and 5 year-olds. The priority for children is that they are engaged in productive play activities and that they are kind to each other. We try to teach the children to clean up as they go along. We have a group clean-up time when the entire class works together to clean up.

## Outside

1. Only adults touch the gate
2. Up the ladder, down the slide
3. Feet first going down the slide, sitting up
4. One at a time on the single slide
5. Sand stays in the sandbox
6. Tricycles stay on the blacktop
7. Wood chips stay on the ground
8. Snow stays on the ground
9. Ask permission to go inside to use the bathroom

## Inside

1. Inside voices
2. Walking feet
3. Sensory table items in the sensory table
4. Play dough stays at the table
5. Anyone can come under the climber. No one is excluded.
6. Hands need to be toy free when using the climber

## *Our Classroom Rules*

1. *We are safe*
2. *We are helpful and kind*
3. *We take care of the toys and the classroom*
4. *We use gentle touches*
5. *We listen to our teachers and classmates*

**Woodland Hill Preschool, Inc.**

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Revised 8/2024