

Welcome

Welcome to Michigan Tech Preschool!

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

Michigan Tech Preschool teaches through play-based learning. Activities are largely child-initiated which encourages self-motivation. This helps them to develop decision-making and problem-solving skills. Academics are taught by weaving literacy, math, and science into all areas of the classroom. Teachers enhance academic skills through theme-based activities that are incorporated throughout the classroom. Circle time is an important time of the day when the children come together for stories, music, and other activities.

The Organization

Michigan Tech 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 4 and 5 years, on or before December 1, are eligible to attend.

Admission Policy

Michigan Tech Preschool does not discriminate on the basis of 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, Michigan Tech Preschool reserves the right to cancel sessions or reassign students based on estimated enrollment.

Class Schedule

4/5 year old

T/W/TH 8:35-11:30 A.M. or 1:00-3:55 P.M.

Drop off and pick up times will be scheduled. Children must be dropped off and picked up on time. Due to scheduled drop off and pick up times, students will be in school for 2 hrs. 25 mins.

Time between classes is necessary for cleaning, teacher's lunches and preparation for the next class. We ask that all parents respect this important time and be punctual.

Parent Responsibilities

Due to Covid-19, not all of these responsibilities are applicable

Michigan Tech 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 the parents on a non-profit basis.

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

- Providing snacks on a routine basis for a social snack time according to the snack policy which is provided in this handbook.
- Coming to the classroom 15-30 minutes prior to pick-up time to help clean up the classroom and dress children for outside play.
- Helping with playground maintenance upon request.

Michigan Tech Preschool depends on fundraising from its parents, please see fundraising requirements section in this handbook.

Michigan Tech 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. Offer to be a substitute teacher when needed.
4. Participate in the management of the Preschool by serving on the board.
5. Attend Parent Meetings to vote on any required actions.
6. Share your opinions with teachers/directors and board members.
7. Volunteer with a variety of projects throughout the year—such as cleaning or organizing.

Michigan Tech 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

Due to Covid-19, visitation is not an option at this time
Michigan Tech Preschool has an open-door policy. Parents are welcome anytime.

Fundraising

Fundraising opportunities will be announced this spring.

Currently, you can participate in the following:

Amazon Smile-Amazon donates 0.5% of the price of eligible purchases to our preschool if you join and name Michigan Tech Preschool as your organization of choice. (when you join you have to search for Michigan Tech Nursery Center, Inc.)

We encourage parents to help as much as possible to benefit your 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 nonrefundable deposit is required at the time of application. The deposit will be applied to the LAST payment of the school year's tuition. Tuition covers the costs of rent, utilities, supplies, salaries, and cleaning of the facilities.

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

Payment

- Make checks payable to *Michigan Tech Preschool*
- Note your child's name in memo and what payment is for (tuition/fundraising/donation)

Discounts

- All Daniel 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

Tuition Statements include due dates and amount 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 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 mid-semester, a refund of tuition will be considered only if six or more weeks remain in a 15-week semester. The amount of the refund shall be no more than 33% of the full semester tuition.

Publicity Policy

Michigan Tech 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.

Health Policy

please refer to COVID-19 Preparedness and Response Plan

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), please notify the preschool. **The teachers are required to report these diseases to the health department and to 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 72 hours. The same protocol applies to vomiting and diarrhea-symptom free for 72 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 obtain a waiver. Signed waivers need to be brought to the preschool. 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

Power Outage

Teacher will:

Contact parents by phone and by list serve 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 parent or other emergency contact.

Pull emergency card from file and have available to EMT's.

Stay with child until transportation arrives. If the parent has not arrived by the time the ambulance arrives, a teacher will accompany child.

Natural or Man-Made Disasters

Teacher will:

Keep children indoors.

Notify parents by phone and by list serve 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. If the public school has a late start, the preschool will commence at 9:30am. 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 of the public schools, after the preschool session has begun, the preschool will remain open, but we encourage parents to pick up their children.

Parking

During drop-off and pick-up times, parents are asked to park in the areas designated, "Visitor Parking" or in the few short-term spaces available near the playground entrance. Michigan Tech University Housing will tow cars parked in spots designated as "Staff Parking" or in the street in front of the playground.

Snack Policy

We will not be having a snack time this year

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; reminder of rules; lessons focusing on sharing, manners and emotions; and if necessary, time out in a thinking chair for no more than 5 minutes.

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, Michigan Tech Preschool reserves the right to dismiss the child.

Filing a Complaint

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

Classroom Procedures

Due to Covid-19, not all of these procedures are applicable

What to bring to school

- backpack
- ziplock bag with a change of clothes
- water bottle (with name)

Drop-off procedure

- Sign your child in
- Hang backpack and jacket on your child's hook
- Put hat and mittens in jacket sleeve and hang snow pants on the hook.
- Help your child wash their hands
- Have your child find their name and flip their card

Circle time

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

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

Pick-up procedure

- Sign your child out
- Check your child's cubby
- Gather backpack and shoes
- Let the teachers know when you are leaving

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 the adults*

Classroom Expectations

Health

1. Sneeze and cough in elbow
2. Children may use any bathroom at any time

Cleaning up

Clean up is an emerging skill for 3,4, and 5 year olds. The first 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 clean up time for the entire class when the children work 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 sandbox
6. Tricycles stay on 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. Sand stays in sand 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