

**ALLEN PARK PUBLIC SCHOOLS**  
**PRESCHOOL PROGRAM**

Licensed by the State of Michigan Department of Human Services (DHS)

*Please direct all information, tuition payments and questions to:*

Allen Park Public Schools  
Community Services  
14700 Moore  
Allen Park, MI 48101  
313-827-2662

**PRESCHOOL MISSION STATEMENT**

The mission of the Allen Park Public Schools Preschool Program is to provide all children with a wide variety of experiences, **emotionally, socially, physically and intellectually** to enable them to reach their full potential.

**POLICIES**

**Schedule of Operations**

The Allen Park Public Schools Preschool is in operation from September to June. Classes will be in operation during the normally scheduled school calendar. Hours are from 9:00 AM to 11:30 AM and from 12:30 PM to 3:00 PM daily. There will be a late charge of \$10.00/child for every ten (10) minutes, or fraction thereof for children not picked up on time. **If no one can be reached to pick the child up after 45 minutes, standard safety procedures will be followed, which may include calling the police for child abandonment.** After the third occurrence, withdrawal from the program may be requested.

**Arrivals and Dismissals**

It is important that children **arrive on time** in order to receive maximum benefits from our preschool program. Arrival and dismissal will take place at the preschool entrance located on **Wick**, doors # 4 and # 5.

Upon arrival, each child must be accompanied by an adult and wait for the teacher to escort the children into the building. At departure, an adult must come to door #4 or #5 at the preschool entrance. Under no circumstances will a child be allowed to leave the school unaccompanied by an adult. If someone other than a parent will be picking up your child, that person's name must be on the emergency card or a written note is required and they may be required to present identification. If you have designated someone that is under the age of 18, you must sign a special form that gives them permission to pick up your child/children. **WITHOUT THIS SIGNED FORM, YOUR CHILD WILL NOT BE RELEASED TO ANYONE UNDER THE AGE OF 18.**

Unless custody has been established by court action, one parent may not limit the other from picking children up from our care. A copy of the court order must be on file with the Preschool Office in order for us to withhold a child from his/her parent.

**Fees**

The annual (September – June) registration fee is due at the time of registration and is **non-refundable**. Tuition is payable on a monthly basis, due the 1<sup>st</sup> of each month. **The tuition is due whether your child is in attendance or not.**

**Your tuition has been figured for the entire school year and divided into nine equal installments (September through May). Payments are due the 1<sup>st</sup> of each month and can be mailed or brought to the Riley Education Center, 14700 Moore, Allen Park, MI 48101. A \$15.00 late fee will be charged for payments made after the 10th of the month. Checks returned from the bank as not payable will be assessed a \$25.00 service fee, along with the late fee and must be repaid within one week of notification with a money order or by cash.**

### Credits

When figuring your bill, we have considered that during the school year the District may be closed due to inclement weather, building problems or emergencies. We have given you credit for six days. If the district is closed for more than six days, we will review changes to your account.

### Absences

Please call the Community Services office at 313-827-2660 to report absences. In addition, parents must notify the Community Services office as soon as possible if their child is diagnosed with any communicable disease (i.e. chicken pox, measles, pink eye, strep throat, etc.), so necessary paperwork may be prepared.

The program will not provide tuition refunds for days that your child is absent. In case of an extended illness with written medical verification, you will be financially responsible for the first 10 consecutive school days. You will be financially responsible for any time taken off for vacations.

### School Closings

In the event of a school closing, including work stoppage, announcements are posted on local radio and television stations. If the session has begun, parents will be contacted to pick up their children. If they cannot, with parent approval, arrangements will be made by the Director to have children transported to a safe and secure site.

When the Allen Park Public Schools are closed due to inclement weather, **the Preschool will be closed.**

### Safety Precautions

During severe weather (i.e. Tornado), the children will be moved to designated safety areas in the building. Drills will be held with the children to practice these procedures.

Plans for safe evacuation of the building during a fire are posted and familiar to all teachers. Fire drills are held on a regular basis to familiarize the children with these procedures.

Staff is certified in CPR and FIRST AID. Parents will be notified of any injuries.

### Health

All children in the preschool program must meet the local and state departments and Michigan Department of Health's requirements for school entry, as well as any additional health requirements of the local school district. Students' health forms must be on file in the building they attend.

For the protection of all children, **your child will not be accepted at preschool if he/she has any of the following symptoms:**

- Oral temperature of 99 degrees or above
- Intestinal problems with diarrhea or vomiting
- Any type of undiagnosed rash
- Any type of communicable illness (chicken pox, measles, impetigo, pink eye, strep infection, or any other contagious illness)
- Congestion or mucous discharge of the nose

Children with any of these symptoms will be excluded from preschool for that period of time as established by the State health guidelines. If a child has any type of communicable illness, a doctor's note is required before the child may return to school.

A completed health form (the State of Michigan requires a new form every two years) and emergency card must be on file no later than the first day of school.

## Medication & Allergies

Since the children are in the program for a limited time, we would prefer that you that they are given any necessary medication before they come to the program. If it is necessary for your child to receive medication for allergies or emergencies such as epipens, a medication consent form must be signed by your child's physician. (Contact the Preschool Office to obtain the appropriate form). Please notify us of any food allergies.

## Nutrition

Since the Allen Park Public Schools Preschool meets for less than four hours, the district does not provide snacks. Parents, however, are asked to provide **nutritious snacks** by arrangement with the teachers, please see listing of suggested snacks in this packet. **Please notify us of any food allergies. Contact the office to obtain the appropriate forms.**

## Emergency Card

Your child's emergency card must be in our files before your child can attend the program. **ALL areas of the emergency card MUST be filled out completely. Children will not be accepted without a completed emergency card.** Make sure the name of any person who may pick up your child is on the emergency card. Children will not be released to anyone without the expressed consent of the parent or guardian. Any changes in emergency card information during the year should be immediately reported and the emergency card changed.

## Clothing

Children should be dressed in comfortable clothing. They should wear simple, sturdy, and washable play clothes that do not restrict their participation in activities. Avoid complicated fastenings, and suspenders or belts, as the children are encouraged to take care of their own bathroom needs. Girls' dress shoes pose a problem, as they are unsafe on the tile floors and climbing equipment. Bring your child to school outfitted appropriately for the weather. The children are taken outdoors daily for play (weather permitting). All clothing should be labeled with your child's first and last name on them (i.e. each piece of clothing, coats, hats, mittens, school bag, etc.) All clothing should be labeled.

Please send in a complete change of clothes to be left at school. Put all labeled items, including underwear and socks in a "Ziploc" bag. Slip a large piece of paper inside with your child's first and last name and the day and time of the class they are in. Occasionally our activities are "messy" and "wet", and it becomes necessary to change clothes.

Your child will need a backpack for school. The backpack can be of your choosing but we ask that it be big enough to fit all that your child brings home from school – art projects, crafts etc.

## Behavior Expectations

One of our goals at Allen Park Preschool is to teach the children to respect themselves and others. We feel a child needs firm guidance and help in controlling their impulses and feelings.

1. Staff shall use developmentally appropriate, positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation.
2. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property.
3. When disciplinary problems occur, the following guidelines are to be used:
  - Time-out during program
  - Parental conference with staff
  - Parental conference with director
  - Parent pick up child from program
  - 3-5 day suspension
  - Dismissal from program

All students in the Preschool program are subject to the district Code of Conduct.

Parents must be aware that if a childcare worker sees what they deem or suspect to be neglect or abuse of a child, they are mandated by law to report immediately to their supervisor who in turn will report immediately to the Director who will contact Protective Services.

### **Toys from Home**

Except for toys that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car including toys that hang from their backpack. **If an item is brought to school, we cannot be responsible for its safety. Guns, war toys, action figure or other toys of destruction are strictly prohibited in school.**

### **Field Trips**

Field trips will be planned at the discretion of the staff and the Administrative Director. Parents will be expected to give written permission. An adult must accompany the preschooler on each field trip taken.

### **Parent Conferences**

Evaluation of progress is a continuous process carried on by the child and his/her teacher. To relay this information to the parents, conferences will be scheduled twice a year. Any questions or concerns you may have may be asked on a daily basis, if needed.

### **Withdrawal**

In the event that you need to withdraw from the program, a two week written withdrawal notice must be given to the Community Services Director. Those who fail to provide appropriate notice will be responsible for tuition fees until notice is received.

A child may be dismissed from the program:

- If the child does not meet health requirements.
- If the parent/guardian fails to follow program policies and procedures consistently.
- If a child is having problems adjusting to the center, the program reserves the right to dismiss that child from the center.

### **Employee Screening**

All employees of the Preschool Program for the Allen Park Public Schools sign a statement verifying they have no criminal convictions involving children. They also submit to background checks with the Department of Human Services and the Michigan State Police.

### **Policy of Compliance with Federal Law**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the American with Disabilities Act of 1990, it is the policy of the Allen Park School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity or in employment.