

Little Turtle Extended Day Preschool Parent Handbook



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<https://www.chippewavalleyschools.org/>

NOTICE OF NONDISCRIMINATION: It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, sex (including but not limited to sexual orientation, gender identity), religion, national origin or ancestry, age, disability, height, weight, genetics, or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies, questions, concerns or to file a complaint should be directed to: Civil Rights and Title IX Coordinator, Director of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 Email: ablanchard@cvs.k12.mi.us / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180 Email: tkoch@cvs.k12.mi.us. Civil Rights and Title IX inquiries can also be directed to the Department of Civil Rights at (800)482-3604 or MDCRSERVICECENTER@MICHIGAN.GOV.

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MISSION STATEMENT

Little Turtle Early Childhood Center is committed to offering a highly qualified program that promotes optimal development for each child, supports families and upholds best practices in the field of early childhood education. It is our goal to encourage the strengths of all learners and promote the growth of physical, social, emotional, language, literacy, and pre-academic skills to assist each child in becoming life long, self-fulfilled learners.

ADMISSION and ENROLLMENT POLICY

1. All children enrolled in the Chippewa Valley Preschool program must be three or four years of age by September 1st of the current year.
2. Children must be independently toilet trained without pull-ups or diapers.
3. All enrolled children must have a health appraisal signed by a licensed physician (due within 30 days of the first day of attendance) and up to date immunization record.
4. The Child Information Card must be completed and signed by the parent or guardian to enroll the child into the program. For the protection of the child, all names, phone numbers, addresses and medical insurance number information must be accurate and current. Please notify your child's teacher immediately if the information should change.
5. Extended day preschool enrollment takes place in the spring and continues throughout the year when space is available. Priority is given to currently enrolled children, their siblings and children enrolled in our Infant/Toddler programs.
6. If your child has an IEP, the parents must provide the most current IEP to the teacher to address any recommendations and to help the transition into traditional preschool go smoothly.

TUITION POLICY

Parents complete an online registration form indicating a weekly schedule for their child prior to attending. Once your registration contract is approved you will be charged \$75 non-refundable registration fee (\$90 for more than one child) and a \$200 security deposit per child, that will be credited toward your account in May.

➤ Tuition billing will be emailed out on Friday for the current week and payment is due the following Monday via autopay. *Friday billing dates subject to change due to school calendar closures.* If payment is not made within 5 days of the due date your child may not attend the program.

- All schedules are expected to remain consistent. If you need to make changes to your child's schedule you will need to put in a request in your

Eleyo family account. We can, on occasion, allow for drop-in days if approved prior to the date. Drop-in days, if approved, will be charged at the weekly rate for which the changed contract qualifies for (i.e., original contract is 2 days, changed to 3 days for the week, will be charged for the 3 days per week rate). We have the right to deny changes based on classroom enrollment.

- \$15 fee added to any payment not successfully completed within the 5-day grace period
- All families accounts are required to use the Automatic weekly deduction (auto pay) from your credit card or other saved form of payment.
- A 10% discount is offered to a second child in the same family enrolled at the same time.

The following payment methods are accepted: Visa, Master Card, American Express, Discover, or checking/savings can be entered online.

Tuition and Fees

Full Day (more than 5 hours)

- 2 full days - \$150
- 3 full days - \$190
- 4 full days - \$225
- 5 full days - \$255

Half Day (5 hours or less)

- 2 half days - \$120
- 3 half days - \$150
- 4 half days - \$180
- 5 half days - \$200

ATTENDANCE / CLOSURES POLICY

Please be sure your child's teacher has your most up to date schedule of the days your child will be in class. Full day and Half day families will be allowed their enrolled amount of vacation/sick days to use at no charge for the school year. (5 days a week = 5 days vacation / sick days, 4 days a week = 4 days vacation / sick etc.)

You will not be charged for building closures, such as snow days or building problems. If Little Turtle is closed for Winter/ Spring break you will not be charged.

If your child will not be in attendance, please call our office to let us know your child's name, teacher, and reason for absence.

If your child is not in attendance for two consecutive weeks without a phone call from you, it will be assumed that your child has withdrawn from the program and they will lose their spot in the class.

FOOD/NUTRITION POLICY

Little Turtle does not provide breakfast, snacks, or lunch for children. We encourage you to send in a nutritious breakfast and lunch for your child. Refrigerators and microwaves are available for warm-ups and storage of perishable foods. Make sure your child's lunch box and any containers are labeled clearly with his/her name.

Two snack times will be scheduled each day at 9:30 AM and 3:00 PM. If your child will be in class in the morning and / or afternoon, please provide a nutritious snack and drink.

Some suggestions: Cheese and crackers, fruit, pretzels, 100% juice, etc. Please do not send candy, or other high-sugar snacks. There will be a \$6.00 charge if teachers need to purchase a lunch for your child.

EXTRA CLOTHING

Please bring an extra change of clothes for your child including socks, underpants, pants, and a shirt. All clothes brought to school should be labeled with the child's name. This includes jackets, backpacks, and outerwear. Children will be going outside when it is 20 degrees or above so, please be sure to dress your child according to the weather. This includes hats, boots, and gloves.

WITHDRAWAL POLICY

When your child is enrolled in the preschool program, it is expected that he/she will remain for one full year. However, if it should become necessary for you to withdraw your child, you must give us at least two weeks' notice in writing, or you will be billed for two weeks tuition in lieu of notice. This is necessary to give us time to get a child from the waiting list registered and ready to start when your child leaves.

If your child is not in attendance for two consecutive weeks without a phone call from you, it will be assumed that your child has withdrawn from the preschool program and lose their spot in that class.

If the program believes a child should be withdrawn, the following steps will be taken:

1. The Program Director will meet with the child's parents and discuss his/her concerns.
2. The parents and Program Director will decide on an action that would be most beneficial for the child.
3. The program will provide the parents with a written two-week notice if the decision is to withdraw the child.

CONFLICT RESOLUTION/DISCIPLINE

All adults (staff and volunteers) shall use developmentally appropriate positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation.

Teachers will establish rules which are clear and understandable to children as well as adults.

Our staff is instructed to guide children through difficult situations. If a serious problem does arise, the staff will make every effort to work with the child and parents toward an acceptable solution. There will be an open line of communication between staff, parents, and children involved in the program.

Steps that will be taken to resolve conflicts:

1. Discussion, talking to the child about the situation
2. Redirection to another area of the room
3. Removing the child from the situation

Not at any time will a child be excluded from outdoor play or other gross motor activities, denied a snack or food, nor excluded from daily learning experiences.

ACCIDENTS / INJURIES

Should your child get hurt or have an injury during school a staff member will identify the injury and provide immediate care. An accident report will be completed by staff and submitted to the preschool director. A phone call, written report, or both will be provided to the parent.

If a child bumps his head in any way, we will notify the parents to let you know exactly what happened along with sending home a report. Any child who has a head injury will be monitored closely.

SICK POLICY

To ensure a safe environment for both children and staff, the following guidelines have been established:

1. The program shall keep on file a signed record of immunization and a report on the state of the child's health, based on a physical by a licensed physician. The physician shall certify restriction, if any. The program shall obtain and keep on file at the time of attendance, a certificate of immunization required by the Michigan Department of Health. Parents are required to provide the center with an updated certificate showing completion of all additional immunization requirements.
2. The staff must have in writing any known health conditions such as asthma, seizures, allergies, and the symptoms that may appear.
3. If your child becomes ill while in our care, we will contact you to come and get your child. Phone numbers where you can be reached must be kept on file, along with names and numbers of others to whom your child can be released in the event you cannot be reached. **We ask that you pick up your child within a half hour from the phone call.**
4. Communicable diseases need to be communicated to the staff to help determine when exposure may have occurred in the classroom. The following are symptoms of diseases. Children with these symptoms should be kept at home. Should any of these symptoms be noted while children are in the class, parents will be contacted immediately. Parents are urged to have their children seen by a physician.

Symptoms common to communicable diseases:

- Red or running eyes, sneezing or discharge from nose.
- Cough, particularly persistent or productive
- Sores and crusts on the scalp, face, or body particularly if red and swollen or draining
- Any skin eruption or rash
- Sore throat
- Fever (if the child has a fever of 101 or higher they must be sent home).
- Nausea and vomiting.

- Diarrhea and/or persistent abdominal pain
- Pain and stiffness of neck and headache
- Infectious conjunctivitis
- Nuisance diseases such as head lice, impetigo, or ringworm

Any of the above symptoms may be associated with communicable diseases. They may also be symptoms of non-communicable diseases but must be considered as signs of illness that should have medical attention.

5. The program will allow re -admittance following illness based on any or all of the following conditions:

- Child is symptom free (24 hrs. free of vomiting, fever, discharge)
- Child has a normal temperature (98.6)
- Child has been on a prescribed antibiotic for 12 hours
- Upon written recommendation by your child's physician.
- Child is able to function and participate in all classroom activities including outside play.

PICK -UP & LATE FEES

Children are not allowed to walk into the building alone. Children may only be released to individuals listed on the Child Information Card. Please be sure to fill in this information completely and carefully. It is also important to keep the information up to date as to any changes that might occur.

Someone new picking up your child must present a picture ID to the teacher upon pick up. If the teacher has never met the pick-up person before and they do not have ID, we will not be able to release your child.

We understand that unusual circumstances do arise that may deter you from picking up your child by 6:00 pm. If you are going to be late, please call your child's classroom to inform the teacher or aid. Your first tardiness of 10 min. will be excused. The second late pick-up will result in a charge of \$1.00 for every minute after 6:00 pm. Late fees will be added to your next invoice.

MEDICATION

If your child needs medication during school hours the following guidelines must be followed:

- Parents must complete and sign a medical release form to be left at school with the teacher.
- All medications must be in its original container with your child's name on it. We will keep all medication in a locked cabinet or locked in refrigerator if needed.
- Any unused medication unclaimed by the parent will be properly disposed of by school personnel when a prescription is no longer to be administered or at the end of a school year.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

CALENDAR

All preschool classes at Little Turtle will follow the Chippewa Valley School regular school year calendar. (Unless otherwise posted in the preschool calendar.) Please refer to our Dates to Remember Calendar for exact dates as well as the Little Turtle website, at <https://www.chippewavalleyschools.org/>

VOLUNTEERS/BACKGROUND CHECKS

Throughout the year volunteer opportunities may become available which will be communicated by your child's teacher. District Policy requires a criminal record check (CRC) prior to any individual planning on attending classroom parties, field trips or volunteering in the classroom.

Background checks are submitted electronically, a link will be sent to families as needed. Volunteers may not have any contact with children prior to this check.

All staff will be fingerprinted and screened through Chippewa Valley Schools HR department. Any volunteer, including volunteers who are parents of a child in care will receive a public sex offender registry (PSOR) clearance before having any contact with a child in care.

Any Individual registered on the public sex offender registry is prohibited from having contact with any child in care.

FIELD TRIPS

Preschool classes go on one or more field trips each year. Parents are required to transport their own child in their own vehicle. Parents will meet the teacher at the destination.

INCLEMENT WEATHER

If the school must be closed due to inclement weather or other conditions, the school will notify the following radio and television stations:

- Television Channels 2, 4, 7.
- Radio Stations: WJR - 760 AM WWJ - 950 AM

You may also sign up for school messenger (forms located on the website) to receive school news and closing information. **If Chippewa Valley Schools are closed due to inclement weather, our entire program will also be closed. There will be no makeup days due to emergency closing of school.**

FIRE, LOCK-DOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills, fire drills and lockdown drills will be conducted using the procedures provided by local and state authorities.

BUILDING SECURITY

Our building is equipped with 24-hour security cameras both inside and outside. These cameras are monitored in two different offices. All outside doors will always remain locked. Parents will receive an entry code after enrollment that will allow access into the building during normal business hours Monday through Friday, 6:30 am -6:00 pm.

SIGNING IN AND OUT

For the safety of your child and for billing efficiency, we ask that you please sign your child in and out on the attendance iPad located in your child classroom. If a child has not been signed in/out the teacher will fill in approximate time.

ITEMS TO BRING TO SCHOOL

- Backpack or bag to carry papers and work home in
- Extra set of clothes in case of accident or spill
- Lunch must be labeled with the child's name and date. Be sure to include any utensils that will be needed for your child.
- Blanket, pillow, and sheet if staying for nap. You may also bring in a small stuffed animal for rest time. **Please have all bedding in a closed zipped bag with your child's name on it.**
- AM / PM snack and drink

TOYS FROM HOME

We ask that no child bring toys from home unless told in advance from the teacher. Please no toy guns or weapons of any kind for show and tell days.

MEDIA/VIDEO RELEASE

The recording of various school and classroom activities using photography and video equipment is throughout the school year. The recording might circulate to other students, classrooms, be used in district publications or be shown on local cable, our internet web pages, or featured in local news media. You will need to fill out a Media/Video release form during your child's open house.

LICENSING NOTEBOOK

The licensing notebook is available in our office during regular business hours. The licensing notebook contains all the licensing inspections and special investigation reports and related corrective action plans since May 28, 2010. You can find all past inspection reports on the childcare licensing website at www.michigan.gov/michildcare.

Managing your Little Turtle Account Online

Chippewa Valley schools/Little Turtle online tool can be used to register and manage your account. You can view/pay/print invoices, edit contact information, print tax statements, request

contract changes, and register for classes. *Please also notify your child's teacher of any changes to emergency contact/pickup information.* Below are some tips for managing your account.

Log In

- Browse to <https://chippewavallevschools.ce.eleyo.com/> and login with your email address and password by selecting the **Sign In** button.

NOTE: If you forgot your password, use the Forgot Password link to initiate a reset-password email. **Please do not create a new account.**

- You may register/view classes by accessing your Dashboard by selecting **“Explore all Programs”** at the top, right side of the screen and selecting a program of your choice.

Add Family Members and Emergency Contacts

- Log into your account with your email address and password.
- Select your name in the top right, corner of the screen then select **“Your Account/Relationships”** to view your profile.
- Use the **“Add a Relationships”** button to add all family members. When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this at a later date if needed).
- Select the **Create Person** button.
- After you have finished setting up the people associated with your profile, select **your name at the top of the page, “Explore,”** then **“Explore All Programs”** then **“Your Dashboard.”**
- On the left, under the **Manage Family Members** section, use the **“Add Emergency Contacts”** button to add new emergency contacts. Use the **“Edit Emergency Contacts”** button to update that information. To prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, please search for the name then select from the list of existing users that are presented.

Enrolling in Auto Pay ~ Preferred Method of Payment

- To enroll in Auto Pay, log into your Eleyo account.
- Scroll to the bottom of the screen and click **“Saved Payment Methods”**
- Add your payment method and save.
- You will need to add payment information for each program you enroll in. (Ex. Summer and Fall/winter program). Payment information does not roll over from program to program.
- Please update your saved payment information as needed throughout the year.

NOTE: If you saved your payment information at registration you are automatically enrolled in auto pay and your account will be charged on the billing dates.



Managing your Little Turtle Account Online (cont.)

Requesting a contract schedule change for Extended Day

- Log into your Eleyo account, choose “**Explore Programs**” located in the top right-hand side of the page.
- The page show programs you are enrolled in, click on the class you wish to change.
- The next screen will show the class again, Click on the class.
- Click “**Change schedule**” located on the far left of the screen.
- Choose or deselect the new days you wish to add or delete.
- Once approved, you will receive an email confirmation.

Printing Tax Statements (Available each year after Jan 1)

- Once logged into your account, you should be brought to the dashboard screen, if not click on “**Explore All Programs**” Select “**View your dashboard**” and select the account you desire to print your statement for.
- Use the “**Download Tax Information**” button located on the left-hand side under “**Account Management**” to obtain a copy of the tax statement. You may then download and print the statement.

Printing Payment Receipts

- Once logged into your account, you should be brought to the dashboard screen, if not click on “**Explore All Programs**” Select “**View your dashboard.**”
- View your Recent Activity located towards the bottom of the screen.
- Click on “All Activity”
- Select the year and category you would like to view.
- Select the payment, click “download receipt” and print.