

Glacier Way

West Side Cooperative Preschool



A Place To Grow

**Parent Handbook
2011-2012**

Hello New Families,

Welcome to Glacier Way Cooperative Preschool. I am excited to be your preschooler's teacher. We will have many wonderful experiences to learn and grow in the days ahead. Below you will find information about some of those experiences.

Assist Days

One of the great benefits of having your child in a cooperative preschool is the opportunity to assist in the classroom. Assist parents need to arrive by 8:55 to discuss the activities and assist in preparing for the day.

Classroom Helpers

If it is your assist day, your child will have a job in class. If you are the

A Parent- your child will be my calendar helper: B Parent-your child will be my weather helper; C Parent-your child will help dress our classroom mascot "Pat the Cat" appropriately for the weather. Both 3's and 4's will assist in the class the same way.

Sharing Time

The 4's: will be participating in sharing time. On the days you assist as A, B or C parent (not sib room parent-show & tell goes too long with 4 kids) your child may bring in one object from home to share. Sharing time will take place during second circle time.

The 3's: will share throughout the year on "special days" depending on the lesson for that week. You will be given plenty of notice to get prepared. Sharing may be wearing their favorite color, a picture of their pet, their favorite sports team etc... This just gives them a small opportunity to talk in front of their classmates in an informal manner.

Letter Can

Every week we will learn a new letter. On Mondays / Tuesdays one child from each class will be given a "Letter Can" to take home to bring an object(s) that start with the letter of the week. The can will be returned the next school day and shared during second circle time.

Library

The children will have an opportunity to "check out" one book at a time from the class library. Each class will have time first thing in the morning once a week. On those mornings, children can return and check out new books.

Snack

We will have family-style snack everyday. The children sit together and are responsible for serving themselves. They will select the snack, pour their own drink, and clean up after themselves when they are finished. We will work on manners by saying please and thank you.

Discipline

Preschool children don't misbehave on purpose, they make social mistakes. If we want to help children develop new and lasting social skills, then we must respond to their social mistakes with kindness and understanding. There will be times when you will need to assist children in a conflict or help with behavior. Below are some positive ways to communicate with the children when you are in the classroom.

- Tell them exactly what you want them to do- example: *Walking Feet* instead of *No Running*. *Gentle hands* instead of *No Hitting*.
- Help the children acknowledge and express their feelings with words- example:
 - *I see that you're feeling angry, sad, lonely...* Teach them to tell their classmates how they feel with words-example: *I see that you're feeling angry, instead of hitting your friend, tell your friend that you're angry.*
- Natural consequences allow children to see a connection between their behavior and the effect on others- example: *If they knock down someone's blocks, they should help rebuild the structure. If they hurt someone, they should comfort them. Children can ask "What can I do to make you feel better?"*
- Offer children two choices, the result which will lead to a desired outcome. Choices allow the children to feel in control and it has the outcome the adult is looking for- example: *Do you want to rebuild the tower by yourself, or should we help you? Would you like to sit on the chair or on the floor?*
- A child may need a different setting or activity. Involve the child in picking another activity that is more appropriate or away from the conflict- example:
 - *If a child continues to throw sand in the sensory table, talk with them about what activity they would like to try next and they can come back to the sensory table later. Take them to the other activity. If a child continues to knock down the blocks of other children, take them to an activity where they can work as an individual such as the Art Center, or Puzzle area.*

Remember if you need assistance or feel uncomfortable, always ask the teacher for help.

Renee Hult

INTRODUCTION

Glacier Way West Side Cooperative Preschool is an early education program that provides an affordable, high-quality learning experience for three- to five- year-old children. We admit students of any race, sex, color, religion, and national or ethnic origin. Our school allows parents the opportunity to partner in their children's early educational growth, contribute to the administration of the school, and assist the teacher. Parental participation not only enables us to keep our costs reasonable, but also fosters a sense of community.

PHILOSOPHY

The preschool years are an important time in the development of a child's feelings of security and self-esteem. We feel that these needs can best be nourished through the joint efforts of a qualified, understanding teacher and caring parents contributing to a play-based program. A well-designed daily routine provides security for the children in a relaxed, friendly atmosphere that fosters caring and respectful social relationships. The children are encouraged to develop creativity, self-discipline and thinking skills through a rich variety of activities such as art, music, dress-up, story time, block building and field trips. Our hope is that children will grow physically, intellectually, and emotionally. We welcome a diverse membership, and parents are encouraged to share their cultures and traditions with the children.

TEACHER

We have an energetic, caring and creative teacher, Renee Hult, who is committed to your child's development in their physical, cognitive, language, and social skills. She believes every child is developmentally different and deserves the opportunity to develop these skills at his or her own rate. Renee Hult joined Glacier Way in 2008. She comes to us with 10 years of early childhood experience and a passion for preschool education. She is the co-creator of "All About Science," a traveling preschool science program, which is used as an after-school enrichment program at Glacier Way.

Renee's approach is play-based and child-centered. She believes the teacher's role is that of facilitator and enabler. The teacher sets up the environment to facilitate development of skills and to allow for independence. She encourages children to "learn by doing" and provides a variety of "hands-on" experiences designed to meet the needs of children at different developmental stages. Preschoolers in her classroom are able to learn in their own way, in their own time.

Renee earned her B.S. degree in Literature from Eastern Michigan University. She has received her qualifications as a preschool teacher from Schoolcraft College, Washtenaw Community College and obtains 12 hours of teacher training every year to maintain a State of Michigan License. Renee is also a proud member of NAEYC since 2004.

EXPECTATIONS OF A CO-OP FAMILY

Cooperative preschools are able to keep the cost of tuition lower because of the high level of parent involvement. As a member of Glacier Way West Side Cooperative Nursery, you will be expected to:

Assist the teacher in class:

Each family is required to assist in the classroom. The exact number of days is determined by enrollment and the adult to child ratio. To maintain the integrity of our program, no siblings are allowed in the classroom while you are assisting. A sibling nursery is available for parents to use on their assist days. Participating parents take turns assisting in the sibling nursery in addition to their regular assist days.

Choose an additional job:

The job requires time spent outside of school hours. Examples of jobs are board member, teacher assistant, librarian, newsletter editor, social events planning, and website maintenance.

Bring a snack for about 20-22 people:

You will bring snack twice a semester in the T/Th program and three times in the M/W/F program on your parent A assist days. The snack should be a small nutritious snack such as fruit, veggies, crackers, cheese, yogurt, etc.

Participate in fund-raising:

Each family is required to fund-raise \$75 per semester. Additionally, you are required to contribute an item worth at least \$25 for the fall auction. You are responsible for paying any balance at the end of the semester. Successful fund-raising allows us to keep our tuition low.

Participate in housekeeping:

One Saturday each month, a crew of parents will “deep clean” the school. You can sign up for one date each semester at the General Membership Meeting. If you are unable to participate on the date you signed up, it is your responsibility to trade with another family.

Attend New Member and General Membership Meetings:

New member Meeting: We conduct a new member orientation meeting at the beginning of the fall semester to ensure all new families are acquainted with how the school is operated and what is required from each family. Attendance is mandatory; at least one parent must attend. Childcare is not provided at these meetings. (Non-mobile babies are okay.)

General Membership Meetings: At the beginning of each semester there is also a mandatory general membership meeting for all enrolled families of Glacier Way West Side Cooperative Nursery. At least one family member must be present. Childcare is not provided at these meetings. (Non-mobile babies are okay.) You will receive your assist schedule, fund-raising projects for the upcoming year will be explained, emergency procedures will be reviewed and any questions that you have can be addressed.

*A Co-op is a commitment, but Co-op parents will tell you,
it is well worth your time and energy!*

DAILY SCHEDULE

- 8:15 Teacher arrives and prepares for the day.
- 8:55 Assist parents arrive on time (parent A brings snack). Discuss with the teacher the activities for the morning. Parent A assists in setting up A room activities. Parent B directs quiet activities in B room. Parent C stays outside in the parking lot from 9:10 – 9:20 to watch siblings left in cars. ***No children should be left unattended in cars at any time – this is a licensing requirement. Thanks!
- 9:10-9:20 Children arrive. Parents help hang coats and place bags in cubbies, check mailboxes and bulletin boards, and bring child to B room for story time before departing.
- 9:20-9:35 First Circle Time. Parents A, B and C join in.
- 9:35-10:30 Choice Time:
- | A room | B room |
|--------------------|---------------------------------------|
| Art | Blocks |
| Books | Puzzles |
| Writing/Language | Fine motor activities - Manipulatives |
| Playdough | Sand/Water Table |
| Dramatic Play Area | Science/Math |
- 10:30-10:40 Clean-up time
- 10:40-10:55 Assist Parent A sanitizes tables and prepares for snack.
- Second Circle Time for everyone else in B room.
- 10:55-11:00 Take children to wash their hands and return with children to A room to find their seats for snack
- 11:00-11:15 Snack. Assist parents fill backpacks with mail and items in cubbies. Put backpacks and outdoor clothing in hall for active play. Join children for snack and conversation.
- 11:15-11:30 Active play (outside, weather permitting). Assist Parent B helps teacher supervise outdoor play. Parents A and C clean up indoors.
- 11:20 Parents arrive and meet children in playground (or indoors in bad weather.)
- 11:30 School ends.

PROGRAM ACTIVITIES

Art: An art activity is available daily for the children in the A room. Art projects prompt children to express their thoughts and emotions in a non-verbal manner, to problem solve and try new things, and develop eye/hand coordination through the use of crayons, paints, clay, pasting and cutting.

Block Building: Blocks have a natural appeal as well as an educational value for children. By building with blocks, children use their imagination, develop hand-eye coordination, motor skills, shape recognition, and balance. Building helps children begin to learn the relationship of size and parts.

Books and Language: Literature is an integral part of the preschool experience, and being read to is an essential step in developing a child's desire and ability to read and write. The teacher and parents read regularly to the whole class, small groups and to individual children. There is a quiet area where the children have easy access to a variety of books, which they may check out weekly and share at home. They will also be given the opportunity to create short stories, write letters to other classmates, practice writing and reading their name, and practice writing and recognizing letters, numbers, and shapes. They will also develop language and vocabulary through story telling while using the magnetic board.

Dramatic Play: Children grow through self-expression, and dramatic play allows them to act out their thoughts and express their feelings. Children can come up with their own ideas for creative dramatic play activities, and through these experiences explore their curiosities and make sense of the world around them. Everything from play food to dress up costumes to puppets in the theater are available.

Gross Motor Activities: Through gross motor activities, children develop large muscles, become more comfortable with their own bodies and develop a concept of space. They have an opportunity for this type of play indoors and outside.

Music: Music is an important part of our day. Not only do we have fun dancing and singing, but the children are developing many parts of their bodies. While dancing, children are learning to develop and control both listening skills and physical movements. Listening to music helps children develop pathways in their brains to improve math, language, and thinking skills. We use bells, streamers, rhythm sticks, musical instruments, and various types of music to assist the children in this area.

Sand and Water Table: Playing in sand and water helps children develop their minds and bodies in a relaxing and enjoyable way. They learn concepts such as measurement, space, quantity and relative size. Some of the materials used include buckets, measuring cups, rakes, shovels, sifters, scales, bubbles and straws.

Table Activities: We have many activities and games that develop fine motor, reading and math skills. These include puzzles, size and shape sorters, pattern beads, counting frames, Legos, manipulative toys, play dough, Lincoln Logs, and board games.

DUTIES OF THE ASSIST PARENT

NOTE: Parents need not memorize the schedule. Responsibilities and duties are listed on a reference card attached to the assist parents' aprons.

PARENT A

- 8:55 **Arrival** Put on “A Parent” apron. Discuss day’s activities with teacher. Prepare and set out appropriate supplies on tables.
- 9:10 – 9:20 **Children Arrive** Greet families and assist with putting belongings away, putting name tags on, and directing to B Room.
- 9:20-9:35 **First Circle Time** Assist with circle time
- 9:35-10:35 **Choice Time** Supervise art room activities. Encourage children to participate in the art projects, allowing them to do the activity their own way. All children should wear a smock while painting. The child's name should be printed correctly (capital then lower case letters) on all projects. Encourage the child to write his/her own name. Put projects in cubbies or hang to dry.
- 10:35-10:40 **Clean-up** Encourage children to help clear off tables and floor.
- 10:40-11:00 **Second Circle Time** Sanitize tables and set up for snack (placemats, cups, napkins, water pitcher, snacks in bowls or serving plates).
- 11:00-11:15 **Snack Time** Serve snack and join in table conversation.
- 11:15-11:30 **Outside Play** Help the children dress appropriately. After children have gone out, complete clean-up duties:
- Wash tables
 - Wash bowls, cups & serving utensils in church kitchen, bring back to room to air dry in dish rack
 - Clean art brushes
 - Clean floor when needed
 - Put away supplies and toys
 - Clean both bathrooms: clean sinks and toilet seats with paper towels and spray; replenish paper towels, soap and toilet paper, as needed.
 - Collect trash and take to dumpster. Replace inner bags as needed.
 - Vacuum carpet in rooms and hallway, as needed.
 - Close windows and curtains in A Room.

Note: We are currently making plans to become a green school and recycling and composting will eventually become a part of the clean-up plan.

PARENT B

- 8:55 **Arrival** Put on the “B Parent” apron. Discuss day’s activities with teacher. And offer to assist with preparation if needed.
- 9:10 – 9:20 **Children Arrive** Children will come into the B room after arriving. Read stories with children or assist with puzzles.
- 9:20-9:35 **First Circle Time** Close sand table and assist with circle time.
- 9:35-10:35 **Choice Time** Supervise activities in B room. Set up and initiate table and floor activities encouraging as much self-reliance and free expression as possible. Try to accommodate children’s ideas.
- 10:35-10:40 **Clean-up** Encourage children to help put away play things.
- 10:40-10:55 **Second Circle Time** Assist teacher and stay with the children.
- 10:55-11:00 **Wash up** Assist children to the bathroom to use bathroom and wash hands. Return with children to A room and help them find their seats for snack time.
- 10:55-11:15 **Snack Time** Help fill backpacks and place in hallway. Join for snack and table conversation
- 11:15-11:30 **Outside Play** Help the children dress appropriately and connect them to their bag in hallway to use rope line to walk to playground. When parents arrive for child pick-up, go inside to help A parent with clean-up duties:
- Wash tables
 - Wash bowls, cups & serving utensils in church kitchen, bring back to room to air dry in dish rack
 - Clean art brushes
 - Clean floor when needed
 - Put away supplies and toys
 - Clean both bathrooms: clean sinks and toilet seats with paper towels and spray; replenish paper towels, soap, and toilet paper, as needed.
 - Collect trash and take to dumpster. Replace inner bags as needed.
 - Vacuum carpets in rooms and hallway, as needed.
 - Close windows and curtains in B Room

Note: We are currently making plans to become a green school and recycling and composting will eventually become a part of the clean-up plan.

PARENT C

- 8:55 **Arrival** Put on the “C Parent” apron. Discuss day’s activities with teacher. If assist day is a Monday, check the list on the art cupboard to see what items need to be taken out of storage for the week.
- 9:10 - 9:20 **Children Arrive** Go outside to greet children and watch siblings in cars. ***No children are to be left unattended in cars, this is a licensing requirement. Thanks!
- 9:20 - 9:35 **First Circle Time** Join us in B room for circle time.
- 9:35-10:35 **Choice Time** Circulate between rooms. Encourage children to participate, and initiate table and floor activities. Take direction from parents A and B, and teacher as needed.
- 10:35-10:40 **Clean up** Encourage children to help clean up.
- 10:40-10:55 **Second Circle Time** Assist with circle time.
- 10:55-11:00 **Wash up** Take a group of children to the bathroom. Return with children to A room and help them find their seats.
- 11:00-11:15 **Snack Time** Join in table conversations. Help pack backpacks and place in hallway.
- 11:15-11:30 **Outside Play** Help dress children and connect them to their backpacks in hallway. Assist A parent with clean-up duties:
- Put leftover snack items away and wipe off snack tables.
 - Sweep floor in fine motor room, especially around the sand table.
 - Damp mop, if necessary, around snack tables
 - Vacuum carpet in gross motor area.
 - Straighten up dramatic play area; hang up dress up clothes.
 - Straighten up toy shelves in gross motor room.

***FRIDAYS - If your assist day is Friday check the list posted on the art cupboard to see what items need to be put away for the weekend.

If you are unable to work on your scheduled assist day, it is your responsibility to trade with someone and notify the teacher. Then contact the assist schedule coordinator and notify him/her of the change. Please note these changes on the master schedule posted on the bulletin board.

ASSIST DAY HELPFUL SUGGESTIONS

The suggestions below are designed to help you have an enjoyable and rewarding assist day. Your enthusiasm means a great deal to the teacher and the children.

- Plan ahead for your assist days, making arrangements at home as necessary. This should include childcare/sib room arrangements for any siblings. Please remember, siblings are not allowed to remain at the preschool with a parent while he/she is assisting. When you make exchanges, be sure to notify the Assist Schedule Chairperson and make changes on the master schedule on the bulletin board in the preschool.
- Plan to arrive with your child at 8:55 a.m. It is important to be prompt. Do not leave until all the cleaning is completed and all the children have left.
- Be natural with the children. Chat with them, read or play with them, and if your own child desires it, give him or her extra attention.
- Avoid too much conversation with the other adults, and be alert to the needs of the children. Watchfulness can avert problematic situations.
- Wear comfortable clothes and shoes so that you can participate.
- Clean-up time is a time for adults and children to work together in straightening the room after choice time. Encourage the children to clean up as they end an activity; less clean-up time at the end means more outdoor time.
- All assist parents should participate in circle time. The children enjoy it when we play, dance and have fun with them. Do not take this opportunity to clean the room or be otherwise preoccupied, except during the second circle time when A parent sanitizes tables and prepares the snack.
- Enjoy snack with the children. This is a great opportunity to help the children serve themselves snack family style. Help with reminders to use words such as, "please pass....," and, "thank you."
- All parents should help with backpacks and help the children – especially the threes – with their coats for outdoor play. If you are not assisting and arrive early enough to help with the process, the children have more time to play outside and you have more time to talk to fellow parents.
- A general reminder: look to the teacher for guidance in handling disputes. If the teacher is not on the spot, use your judgment, being as non-punitive as possible.
- Please discuss with the teacher any questions that you have regarding handling of children, routine or anything else that concerns you. It should be discussed after the children leave.

POLICIES

Admission/Withdrawal Criteria

Admission

Your enrollment is confirmed with a non-refundable \$25 registration fee, which goes towards your first semester tuition payment. Once the maximum of 16 in either class has been reached, a waiting list will be established and families contacted as openings occur.

New children must be three (3) years old by December 1 of that year, unless an exception is granted by the executive board. As a general rule, exceptions should be granted to those children who are three (3) years old by the end of that semester. Guidelines for four (4) year olds are the same.

Withdrawal

By Member

Any withdrawing member must give two (2) weeks advance notice in writing to the Membership Chairperson. No refunds will be made after the child has attended two (2) weeks of school in either semester. In cases of extenuating circumstances, a member may petition the board for a prorated refund.

By Executive Board

Any member failing to meet the obligations and responsibilities outlined on page five (5) of this handbook under “Expectations of a Co-Op Family”, will be subject to disciplinary action by the Executive Board up to and including withdrawal of school membership. Any fees for the remainder of the session of withdrawal may be prorated and refunded upon the sole discretion of the Executive Board.

The Executive Board may vote to dismiss a member if they fail to meet their financial obligations.

Arrival/Dismissal

Please arrive promptly. School starts at 9:20 a.m. It is easier for most children to have some adjustment time before joining the group for circle time. It can be difficult for children to arrive in the middle of an activity. Do not leave children unattended in cars at any time.

Be prompt at pick-up. Dismissal is at 11:30 a.m. The teacher will be leaving the playground and is no longer responsible for your children after this time. If you think you might be late, make arrangements for another parent to watch your child until you can pick him/her up. If someone else is going to pick up your child, the teacher must be notified in advance.

Backpacks

Each child should bring a backpack labeled with his/her name, every day. Children should bring an extra set of clothing in their backpack for emergencies (in a gallon zip-lock bag if possible).

Belongings

Try not to have children bring toys and other belongings to the preschool. It is hard for other children to understand not to play with them.

Birthdays

Birthdays are celebrated at preschool, and you may bring a special snack on or near your child's birthday. If you are not scheduled to assist, and would like to bring a special treat, contact the A Parent for that day. We will celebrate all summer birthdays at the end of the school year.

Clothing

Label your child's outerwear, especially coats and boots. Since preschool is primarily play-based, your child will be more comfortable in play clothes. Activities can be messy. Please don't have your children wear their best clothes. Dress children warmly enough for outdoor activities every session.

Discipline

As an assist parent, you may be required to set boundaries and to redirect behavior of the children on occasion. Please remember "to discipline" means "to teach", not to punish. A positive approach must be used at all times. We at Glacier Way West Side Cooperative Nursery strive to be a center where children develop a strong, positive self-image while experiencing the many challenges and opportunities of preschool. Discipline is provided with positive reinforcement. We try to channel energy into positive directions and encourage verbal communication. Children may be redirected to another area if harm to property or other persons is involved. This removal, if necessary, is done with sensitivity and encouragement.

Enrollment

Glacier Way West Side Cooperative Nursery welcomes children of all races, religions, and nationalities. GWWSCN has two classes: a three-year-old class that meets on Tuesdays and Thursdays, and a four-year-old class that meets on Mondays, Wednesdays and Fridays. Both classes meet from 9:20 to 11:30 a.m. Each class comprises a maximum of 16 children with one teacher and three assist parents to maintain a ratio of one adult to every four children.

Michigan Department of Human Services Certificate

GWWSCN is required by the state to have all family members who will be volunteering at our preschool, including birth parents, provide certification that they do not have a neglect/abuse record. GWWSCN will provide each family with the necessary paperwork to fill out and send to Children's Protective Services to attain a certificate. GWWSCN must have these certificates by the first day of school. In addition, felony forms need to be completed in advance for all non-parents who intend to assist at GWWSCN. No parent or volunteer will be allowed to have contact with children at GWWSCN if they have been convicted of child abuse or neglect or of a felony involving harm or threatened harm. Caregivers are mandated by law to report abuse and neglect. If you suspect that any child is a victim of abuse or neglect, please notify the teacher.

Field Trips

Parents must provide transportation to and from field trips or make arrangements for their child to travel with a friend.

Fund-raising

GWWSCN requires each family to raise \$75 per semester (\$150/year) through fund-raising projects and to donate at least one item valued at \$25 to our fall auction. This allows us to keep our tuition lower, while maintaining the high quality of our program. GWWSCN sponsors many fund-raising projects throughout the school year in which you may participate. If a family, for some reason, does not achieve the fund-raising goal, the difference is treated as tuition to be paid at the end of the semester.

Health and Insurance

Each child enrolling at Glacier Way must have a statement of health signed by the child's physician, including a report showing up-to-date immunizations. Under Michigan law, no child is allowed to attend until his/her health form is in the hands of the health coordinator.

Please notify the Health Coordinator if your child has a contagious disease. Please keep sick children home until they are well. If you are unsure whether your child should stay home, consult GWWSCN's Illness Guidelines at the end of this section. Please call the school and let the teacher know that your child will not be at school that day

GWWSCN carries accident insurance for any enrolled child, participating parent and the teacher while at the preschool, traveling directly to and from nursery school, and participating in "away from school" activities. The premium for this is paid out of tuition. A rider has been added to the policy that in effect says it is the purpose of our preschool insurance to cover such accidents only if the major policy, which parents carry individually, does not cover an accident we may have going to or from preschool or on field trips.

Holidays

During the holiday season questions arise as to how our preschool recognizes the many holidays. Glacier Way includes both family traditions and holiday celebrations in our curriculum. Such celebrations may include Christmas, Hanukkah and Kwanza. Our teacher may also be asked to consider any culture or tradition deemed appropriate by the membership. The main concept taught to the children is: People are different and celebrate many different traditions and beliefs. Parents are encouraged to share their culture and traditions with the children. The subject matter and method of presentation should be reviewed for appropriateness by the teacher prior to the presentation date. Also, please note that Glacier Way does not teach religion.

Newsletter

We publish a newsletter and calendar once a month with information about Glacier Way, the members and the community. On the calendar, the teacher will often note a color, letter or shape day and may ask the children to bring in something special. Please contact the Newsletter Editor if you have an article or pictures to contribute to the newsletter. Pictures from field trips and special events are welcome additions to the newsletter.

Sibling Nursery

A sibling nursery is available for parents to use on their assist days. It is located down the hall from the preschool. Participating parents take turns assisting in the sibling nursery in addition to their regular assist days

Smoking

Smoking is not allowed on the premises.

Snacks

Each day the scheduled A parent brings a nutritious snack. Please let the teacher know if your child has any special food needs, as we aim to accommodate food allergies or specific dietary needs of the children. Decisions on how to do so will be made on a case-by-case basis. Please be aware that it is the responsibility of the parent of the child with food allergies – not the teacher or assist parents – to check the snack every day to ensure its safety.

Snow Days

We follow the Ann Arbor Public School closings for snow days. Call their hotline at 994-8684 or listen to WAAM (1600) or WWJ (950) for information regarding snow days. Information can also be obtained on the Ann Arbor Public School website.

Yearly Schedule

Our school year runs from the beginning of September to the end of May and follows the Ann Arbor Public School District schedule for vacation breaks and miscellaneous days off. A detailed yearly calendar is provided to each member at the beginning of each school year.

Table Sanitation Procedure

1. Use a clean towel to remove any paint, glue or other residue from the table after use.
2. Wipe table with sanitizing spray and clean towel or sanitizing wipes (Clorox Anywhere or Clorox wipes)
3. Allow to dry
4. At the end of the day – spray tables with bleach solution (see below) and let **air dry**.

Bleach Solution (50-100ppm)

- Fill labeled empty bleach spray bottle with water (approximately 2 cups or 480ml).
- Pour a small amount of bleach into the bleach cap.
- Using an eyedropper, add about 5 drops of bleach into the spray bottle.
- Test the resulting solution with Litmus Paper to achieve a light to medium purple color.
- Adjust by adding more bleach if necessary until Litmus Paper turns light to medium purple.

Toilet Needs

Children may use the bathrooms at any time, and we encourage it before snack time. A child should be able to clearly communicate his/her needs to an adult. If they need help, the teacher should be notified. Parents must make themselves available during the school day to take care of any accidents their child may have.

Tuition and Fees

There is a \$25 deposit due at the time of registration, which is applied toward tuition. The tuition balance is due by the first day of class each semester and is non-refundable after two weeks. Petitions for refunds may be made to the Executive Board. Glacier Way West Side Cooperative Nursery, Inc. has specific guidelines on tuition assistance for members. See the Financial Aid Guidelines at the end of this section. The fee schedule is as follows:

For the 3's class - \$265 per semester

For the 4's class - \$375 per semester

There will be no refunds or allowances made for absences.

Visitors

Adult visitors are welcome at Glacier Way but must make prior arrangements with the teacher. Children may not bring other children who are not enrolled in the preschool. Siblings are not allowed to stay with parents while they assist. Please make arrangements for childcare

GUIDELINES FOR THE USE OF THE SIBLING ROOM

1. Bring a diaper bag with needed supplies-snacks, drinks, diapers, comfort toys, blankets, etc. *Please do not bring any snacks containing nuts.* Take everything home at the end of the day
2. If you are assisting in the Sib room, please arrive by 8:50, so that assist parents drop kids off before starting to assist.

While assisting in the Sib room:

1. Wash hands thoroughly after changing diapers, disinfect areas used for diaper changing and have children wash hands before snack.
2. If a child is crying and you are unable to console them, switch places with their parent in the classroom.
3. Put away toys; disinfect table, vacuum/mop floors and empty trash at the end of the day.
4. If you are scheduled to assist at the *beginning* of the week, bring toys from storage areas into the playgroup room.
5. If you are scheduled to assist during the *end* of the week, return toys to the storage areas.
6. Siblings from the nursery are not to be in the classroom while you are assisting. If you need to comfort your child for more than a few minutes, trade with the parent in charge of the sib room that day.
7. Sibling playroom must be deep cleaned every other month. It has been scheduled into the monthly preschool cleaning. Toys (in bins) must be taken home to be disinfected every other month. Members using the sib room should rotate cleaning the toys.

ILLNESS GUIDELINES

Children are notorious for passing virus/bacteria from one to the other. In an effort to minimize the illness among our families, the following guidelines have been established to help make wise decisions regarding keeping children home from school. Please keep your child home if any of the following symptoms are present:

- Fever: Temperature greater than 100.6 F (oral or rectal) is considered to be a fever.
- A yellow or green discharge from the nose
- Earache
- Rash: It is necessary to have your doctor evaluate the rash to determine if there is a contagious disease present.
- Sore throat
- Bad, persistent cough
- Discharge from the eyes; pink or red eyes
- Upset stomach, vomiting or diarrhea

An ill child should not return to school until:

- There has been no temperature elevation for 24 hours (**without the help of fever reducers**)
- No vomiting or diarrhea for 24 hours
- He/she is symptom free for 24 hours

The Membership Assistant/Health Coordinator will inform you if a contagious disease is reported in your child's classroom.

A full written Health Care Plan which outlines our procedures for Hand Washing, Bodily Fluid Handling, Cleaning and Sanitizing, Controlling Infection & Universal Precautions, and Health Related Resources can be found in our Licensing Notebook located inside the classroom.

FINANCIAL AID GUIDELINES

- 1 An applicant/parent must be a current/past student at Glacier Way West Side Cooperative Nursery, Inc.
- 2 An applicant/parent must be a current/past full-tuition paying member at Glacier Way West Side Cooperative Nursery, Inc.
- 3 An applicant/parent is required to pay the twenty-five (\$25) dollar registration fee.
- 4 There must be a change in the financial circumstances of an applicant/parent resulting from sudden loss of income or other similar financial hardship thereby causing the student's continual enrollment in said nursery school to be in jeopardy. This should be documented and enclosed with letter of request.
- 5 An applicant/parent must first evaluate his/her ability to pay tuition in installments. If this would eliminate the need for financial aid, arrangements shall be made with Co-Treasurer I.
- 6 Requests for financial aid will be submitted in the form of a letter of request from the applicant/parent to the nursery.
- 7 A letter of request from an applicant/parent is valid only within the school semester submitted. A new request must be submitted each and every subsequent semester.
- 8 Financial aid amounts shall not exceed one half (1/2) of one semester's tuition for one child. For any given school year, certain restrictions may prevent GWWSCN from making tuition grants available (low enrollment, budget restriction, number of inquiries regarding assistance, etc.).
- 9 An applicant/parent may receive financial aid for two semesters only. The two-semester limit applies to entire families, not individual students. When circumstances necessitate, financial aid may be granted for two consecutive semesters. Additional aid may be granted at the discretion of the Executive Board.
- 10 If further assistance is needed, the applicant/parent may apply with the H.V.C.C.N. Financial aid for amounts that do not exceed one half (1/2) of one semester's tuition. GWWSCN funds must be applied for prior to applying for H.V.C.C.N. funds.
- 11 Financial aid does not need to be paid back.
- 12 Financial aid does not necessitate more parental involvement (either with time, money, or additional jobs) than the by-laws outline.
- 13 The Executive Board shall review and determine the appropriateness of a request on a case-by-case basis. This decision is at the whole and absolute discretion of the Executive Board and is not subject to review. However, at the discretion of the Executive Board a request for re-evaluation may be considered. When determining financial aid, the entire Executive Board must be present. Financial aid shall be granted with a two-thirds majority vote.
- 14 An applicant/parent will be notified of determination by letter. No funds granted shall be paid directly to applicant/parent. Financial aid shall be noted as a bookkeeping entry only.
- 15 The name of an applicant/parent shall be kept confidential. Only the Executive Board shall discuss a request.

MOISHA STANDARDS – MICHIGAN BLOODBORNE INFECTIOUS DISEASE STANDARD

According to the Michigan Occupational Safety and Health Act of 1974 as amended, teaching staff (i.e. those who are designated as responsible for providing first aid or medical assistance as part of their job duties) are required to be trained by a competent trainer on how to handle a first aid situation where blood is present. In addition, teaching staff must be offered the Hepatitis B vaccination as part of the state standard, but not until there is a first aid incident. Both the cost of the training and the vaccination will be assumed by Glacier Way West Side Cooperative Nursery, Inc.

As state in the GWWSCN Parent Handbook, “Emergency Procedures”: “Teacher will attend an injured child.” Assist parents are reminded that in the event of a first aid incident involving blood, the teacher is to be immediately called to handle the situation.

MICHIGAN PUBLIC ACT 349 – FIRST AID AND CPR

Public act 349 of 1994 requires that all child caring institutions have at least one person on duty who has been certified in first aid and age appropriate CPR training within the preceding 2 years and every 2 years thereafter. At GWWSCN the teacher and substitute teachers have this training.

Glacier Way West Side’s teacher and substitute teachers must be and are certified in first aid and age appropriate CPR. In addition, the teacher and substitute teachers must be and are trained in the Michigan Blood borne Infectious Disease Standard. The training is offered at no cost to the teacher and substitutes. In addition, if needed, the Hepatitis B vaccination upon the initial occurrence of a first aid incident involving blood is also offered at no cost.

CRISIS MANAGEMENT PLAN

Semi Lockdown

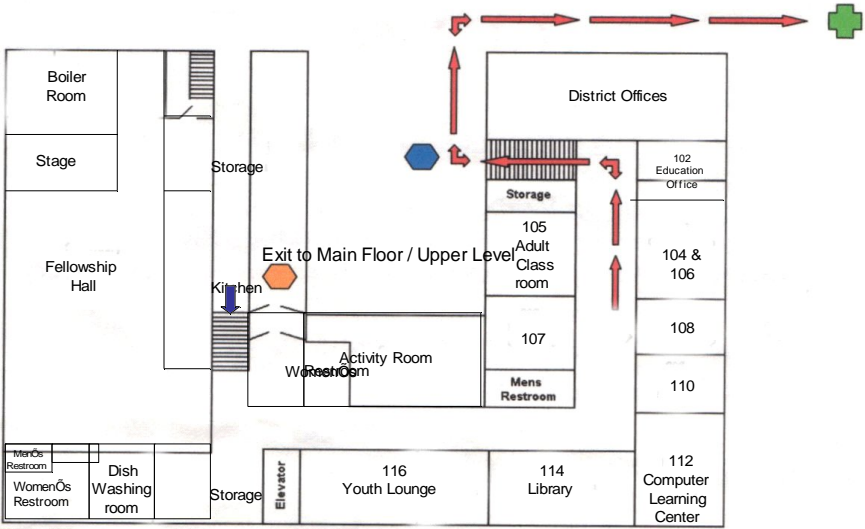
- 1 Teacher will announce to the assisting parents that we are in a semi lockdown situation.
- 2 All external doors and windows will be locked.
- 3 Class instruction will continue – there will be no outside activity.
- 4 Keep children in the classroom and hallway activity to a minimum.
- 5 When everything is clear announce to the parents that the semi lockdown has been cleared.

Lockdown





- 1 Teacher will announce to the assisting parents that we are in a lockdown situation.
- 2 Lock all doors and windows.
- 3 Close window blinds and turn off lights.
- 4 Stop class activities.
- 5 Have all the children go into B room in the circle time area.
- 6 Keep the class quiet.
- 7 Take attendance.
- 8 When everything is clear announce to the parents that the lockdown has been cleared.

Evacuation

- 1 Blow the fire alarm whistle.
- 2 Teacher will announce that the class needs to evacuate the building.
- 3 Go to the normal fire evacuation area.
- 4 Once outside take attendance.
- 5 Once it is safe the class may return to the building.



Legend

-  Primary Fire Exit
-  Secondary Fire Exit
-  Preferred Exit Path
-  Outside Meeting Place