

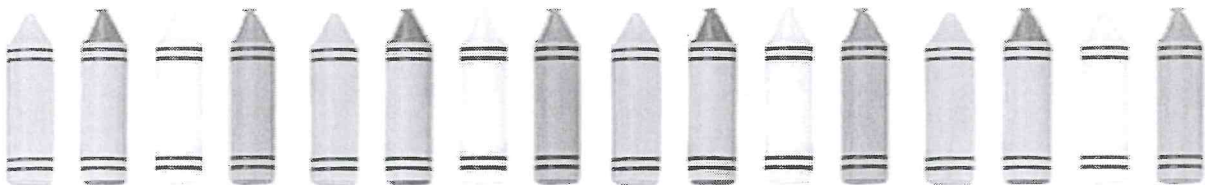


Tinke's Tots

Parent Handbook



2014-2015



Daily Schedule

Three Year Olds

Tuesday and Thursday Mornings

8:00	Arrival- Table Toys and Games
8:15	Greeting time/Calendar/Music
8:25	Mrs. Hartley's Announcements
8:35	Free Exploration Time
9:30	Clean Up Time/Bathroom Break
9:45	Snack
10:00	Story
10:10	Tuesday- Learning Stations Thursday- Project or Craft
10:30	Music/Movement
10:40	Outdoors/Large Motor
11:00	Dismissal

This is a tentative schedule of our daily activities and is subject to change with or without notice.

Daily Schedule

Four Year Olds

Monday, Wednesday and Friday Mornings/Afternoons

- 8:00 Arrival
- 8:10 Table Activities and Games
Morning Announcements with Mrs. Hartley
- 8:30 Free Exploration Time
- 9:15 Clean up and bathroom break
- 9:30 Snack
- 9:45 Theme related story
- 10:00 Learning Centers on Monday and Wednesday
Project/Craft on Friday
- 10:45 Outdoors/Large Motor Time
- 11:15 Bible Story
- 11:30 Lunch/Dismissal for half day students
- 12:00 Free Play
- 12:30 Story and bathroom break
- 12:45 Rest time begins
- 1:30 Rest time ends, bathroom break
- 1:35 Theme Related Story
- 1:45 Snack
- 2:00 Bible Story Review and Extension Activity
- 2:10 Puzzle and Building Time
- 2:25 Music/Movement Activity
- 2:30 Review of our day, talk about what we are doing next time
- 2:45 Get ready to go home
- 2:55 Dismissal

This is a tentative schedule of our daily activities and is subject to change with or without notice.

Philosophy

Tinke's Tots, in conjunction with Queen of the Miraculous Medal School, is dedicated to the purpose of challenging children to reach their potential spiritually, morally, academically, emotionally and physically. In this endeavor, we assist parents in their primary role as educators of their children. We strive to develop Christian people who will use their unique talents and gifts to recognize their own goodness in God, experience the family that is our parish, and seek social justice in the global community affirming the presence of Christ in all people.

The ABC's of Tinkey's Tots Preschool

A

Admission to Tinkey's Tots- Tinkey's Tots welcomes children that are three years of age by September 1st of the school year to enter the three year old preschool program. Children that will be four by September 1st will be eligible for our four year old preschool. All children attending Tinkey's Tots must be potty trained.

Potty Training Requirements:

All children must be fully potty trained to attend Tinkey's Tots preschool. A child having accidents at school once a week for more than two weeks is not considered fully potty trained. We **do not** allow Pull Ups at Tinkey's Tots, your child must be in underwear at all times. If your child is having accidents frequently, we will ask that you withdraw them from preschool. While we understand that this may be disappointing, we have to follow the rules set upon us by the State of Michigan, as well as VIRTUS.

Allergies-Please let us know of any of your child's food allergies, so we can make sure to plan snacks accordingly. While we do our best to accommodate everyone, you may be asked to provide a snack that meets the specific needs of your child.

Attendance and Absences- Attendance and punctuality are very important factors in your child's role as a student. If your child will be absent or late, please notify the school office as soon as possible, or email Mrs. Sharlow lsharlow@myjacs.org.

B

Backpacks-In order to make sure all information is transported from school to home, please provide your child with a backpack. Carrying a backpack helps children to learn responsibility, please help them to remember their backpack each day.

Birthdays- Your child's birthday is a reason to celebrate! If your child wishes, they may bring a special treat to school for their birthday. If your child's birthday is in the summer, please see Mrs. Sharlow to make special arrangements for a birthday celebration during the school year.

C

Calendars- Tinkey's Tots Preschool follows the Queen's School year calendar, with a few variations. On occasion, Tinkey's Tots will run while the elementary school is not in session. This is an optional day for children to attend, as we realize it may not be convenient for families with older children in the school.

Contact Mrs. Sharlow- The best way to help your child get the most out of their preschool experience is by communicating with each other. Please let us know if you have any questions or concerns. Mrs. Sharlow is happy to address any issues that you may have via email: lsharlow@myjacs.org or phone: (517)782-2664 ext.2604. Your message will be replied to in a timely manner.

D

Days, Times and Tuition- Tinkey's Tots follows the school year calendar, excluding the first and last week of school.

4 year old full day program: M, W, F (8:00 - 3:00)
\$22 a day = \$2376

4 year old half-day program: M, W, F (8:00 - 11:00)
\$15 a day = \$1620

3 year old program: T, Th mornings (8:00 - 11:00)
\$15 a day = \$1080

Prices include all fees: snacks, supplies, etc.

Preschool will operate on some days that the school is not open or has a ½ day. A detailed calendar is available in the classroom. We will follow school closures in the event of a snow day or other emergency closing.

Discipline- See "Student Action Plan"

Dress Code-Please dress your child in comfortable play clothes each day. Please keep in mind that we do go outside every day (even in the winter), unless there is extreme weather that would prevent us. In the winter, your child needs to have appropriate clothing for outdoor play, including: snow pants, boots, hats, gloves, mittens, scarves and a winter coat.

Uniforms are NOT required for preschoolers.

E

Emergency Cards-Please make sure your child's Child Information Record is filled out completely. This is the information we use in the event of an emergency. If you would like anyone besides yourself or your spouse to pick up your child, they must be listed on the Child Information Record. **YOUR CHILD WILL NOT BE RELEASED TO ANYONE THAT IS NOT LISTED ON THE CHILD INFORMATION RECORD.** If any changes occur throughout the school year, please notify us immediately.

Emergency Closings- We follow the school procedure for school closings. In the event of an emergency school closing, during the school day, messages will be sent to your phone and email thru our School Reach Program.

Extra Clothes- Please send an extra set of clothes to school with your child. We are happy to store them in the classroom, so that they are on hand in the event of an accident, mess, etc.

Exclusion Policy

Tinkey's Tots is not equipped to care for children that are sick or not potty trained. Children are asked to stay home if they have **ANY** of the following symptoms:

- Fever of 100 degrees or higher.
- Diarrhea
- Vomiting
- Uncontrollable excess cough
- An excessive cold
- Unidentified rash
- Head lice and/or nits
- Severe mouth sores
- Any illness that prevents a child from being able to participate in typical daily activities

A parent will be notified if a child seems ill, health changes are noticed, or the child has an accident or injury. A child too ill to remain in the group must be put in a separate area, cared for and supervised until the parent arrives. Children may not return to school for 24 hours after an illness. Depending on the illness, a doctor's note may be required stating that your child is in good health and able to return to school.

F

Fees- There is a non refundable \$20 registration fee at the time of enrollment for Tinkey's Tots Preschool. When there is a special event that requires money to participate, the teacher will collect money until the time of the event.

Food Service Policy- Healthy snacks will be provided by the preschool. A monthly menu of snacks will be sent home with your child, as well as posted in the classroom on the information board. Snacks will be planned to coordinate with the theme/letter of the week. If your child has special dietary needs, you may be asked to provide your own snacks. This is contingent on the degree of the dietary needs and if it is within reason to accommodate your child. Please see Mrs. Sharlow if you have concerns regarding snacks due to your child's needs.

If your child is staying for our all day four year old program, you are required to send a lunch to school with them. Please pack a cold lunch that does not need to be warmed up, as we are not able to warm them up at school. You may put your child's lunch in our refrigerator if necessary, clearly labeled with their name. Your child will not be deprived of lunch in the event that their lunch is forgotten; however, **HOT LUNCH IS NOT AVAILABLE TO PRESCHOOL STUDENTS.**

G

God- Our love for God and His church are at the center of what is taught at Tinkey's Tot's. Weekly Bible stories are an integral part of our curriculum.

H

Hands On- Hands on activities are the best way for preschoolers to learn! We will learn and reinforce many different concepts through hands on projects and activities.

Hand Washing- Tinkey's Tots staff and teachers follow hand washing practices in accordance with our health care policy. This includes washing hands before and after handling food, after using the restroom and after handling any form of bodily fluids. Children are encouraged to wash their hands regularly. They are to wash their hands before and after they eat or drink, after they used the toilet, and after they sneeze or wipe their nose. All staff will use proper procedures when dealing with bodily fluids.

Health and Wellness The preschool classroom is cleaned and sanitized on a regular basis to help prevent the spread of germs. This includes hard surfaces like tables and toys, as well as soft surfaces, stuffed animals and dress up clothes. We go outside every day, unless the weather does not permit. If your child is too sick to go outdoors, please keep them home from preschool that day. A fully detailed policy on health care procedures is available in the preschool room upon request.

I

Illness/Distribution of Medicine- Families are asked to not send children to school with any of the following: **a fever, sore throat, rash, upset stomach, skin eruptions, earache, inflamed eyes or a bad cold.** This not only allows the sick child to become healthy more quickly, but prevents the spread of infectious disease.

If your child needs to take medicine during the school day, the parent must complete the permission form allowing school staff to administer the medication. All medication must be in the original container and have the child's name clearly marked on it.

J

Jobs- Students will rotate through different classroom jobs each week.

K

Kindness- Kindness is an expectation in our classroom. Everyone in our classroom is encouraged to treat all students and staff with kindness.

L

Languages- Mixed in with our everyday curriculum is exposure to Spanish words and sign language.

Learning Centers- Learning centers are a period of time each day devoted to different stations that cover a variety of curriculum areas. Some of the learning centers are independent and some are guided by staff. Each center is carefully planned so that your child will be exposed to a well rounded curriculum.

M

Music and Movement- Music and movement activities are great ways to get the children in our classroom up and moving, as well as having FUN!

N

Newsletter- A weekly letter will be sent home to keep you informed of what we are doing at school. It will also contain information about themes and if anything needs to be brought from home that week.

Notification of accidents, illnesses, incidents or injuries- In the event of any accident, illness, incident or injury parents will be notified as quickly as necessary to ensure the safety of all children at all times. This may be done through phone call, email, written note or verbally during the same school day. A fully detailed Parent Notification Plan is available upon request.

O

Outdoor Play- We go out every day, weather permitting. Please make sure your child has the appropriate attire for the weather that day. This includes; **boots, snowpants, coats, hats and gloves in the winter.**

P

Parties and Celebrations- We will have parties and celebrations at different times throughout the school year. Information will be posted on the website www.tinkeystots.weebly.com and in the weekly newsletter.

Personal Property- We have plenty of activities to participate in at Tinkey's Tot's! Please leave personal toys and electronics at home. There may be special days when your child can bring things in, so keep an eye out in the newsletter for events like that.

Q

Questions- Please don't hesitate to ask questions regarding your child! Our staff is happy to help answer your questions in a timely manner. The best way to make things work for all of us is to communicate with each other.

R

Rest Period- In accordance with the State of Michigan guidelines, children who are enrolled for 5 or more continuous hours will be given a mat upon which to rest. Each mat will be cleaned per licensing regulations. If your child will be staying all day, please pack a blanket and small pillow for them to rest with. These items will be sent home weekly to be washed.

Restrooms- If possible, please have your child use the restroom before preschool starts. We will have greeting time when class time begins, and would like all children to be able to comfortably participate. Please inform the staff of any medical issues that may require more frequent bathroom trips.

S

Shoes- If you would like, you may keep a pair of athletic shoes in your child's cubby. Sandals and dress shoes are cute, but not always appropriate for what we may be doing in class that day.

Snacks- Nutritious snacks will be carefully planned according to the theme or letter of the week. Please inform the staff of any food allergies that your child may have, so that we can plan accordingly. The intent of snack time is to avoid high sugar on a regular basis, teach good nutritional habits and encourage appropriate social behavior.

Student Action Plan-In order to achieve the best experience that your child can have in preschool, students need to be respectful to others and willing to listen and follow directions. In the event that this does not happen, a traffic light plan is in place to help the child visualize their actions and what needs to take place. The first part of the plan is a gentle reminder to the child about what needs to happen. If inappropriate behavior continues, the traffic light plan is used. Each child has a clothespin with his or her name on it. The clothespin is attached alongside of the appropriate light.

Green = "Go" for positive behavior; this is a chance for the child to correct the behavior

Yellow= Take a break to think about what is appropriate behavior.

Red= A time out by missing the activity that they are taking part in. Parents are made aware of the inappropriate behavior/situation.

T

Tornado Watch/Warning- For a tornado watch, school will continue as usual. For a tornado warning, students will be taken from the classrooms and moved into designated areas for greater safety. Parents may come to the school to pick up their child in a watch or a warning.

Tuition-Please See "Days, Times, and Tuition"

U

Uniforms-Uniforms are NOT required in the preschool. Please dress your child comfortably each day.

Unique-Every child is unique, and will be embraced for all of the things that are special about them!!

Underwear- On occasion, accidents happen. Please make sure that your child has an extra pair of underwear in their backpack, along with a change of clothes.

V

Virtus-All staff and volunteers must be Virtus trained. Please contact the school office for more information. You will not be allowed to participate in class activities/parties without Virtus training.

Visitors-For the safety of our students, all visitors must report to the school office upon entering the school building.

W

Weapons/Weapon Like Toys- Weapons and weapon like toys are STRICTLY prohibited on school grounds. Students are advised that toys that replicate weapons are not allowed at school or in the vicinity.

Withdrawal- Please notify the teacher and the office two weeks in advance in the event that you will be withdrawing your child from the program. Tuition is to be paid in full to the date of withdrawal.

We reserve the right to terminate service at any time for any reason. Some of the reasons for termination include failure to comply with the following:

- Families must work together with the teacher for the good of the child(ren).
- Your child is having potty accidents more than 50% of the time they are at school, without a medical reason.
- Any unresolved behavior issues that are ongoing.
- Failure to pay tuition in a timely manner.

Although we try our best to accommodate all families, sometimes we are unable to meet the needs of every individual child. In the event of a child's placement being terminated, a meeting will be held with the principal, the teacher, the aide and the parents. We will discuss the reasons for termination and discuss alternatives for that child.

In the case of school initiated termination, families will be charged only until the last day their child is permitted to be at school. Upon termination, all balances are to be paid in full.



eXcited to Teach Your Child-Every day is an adventure in preschool! We are excited to be here and teach your child new things each day!

Y

Younger Siblings-Thank you for making childcare arrangements for younger siblings while volunteering in our class. This allows your full attention to be focused on your child and other children in the classroom.

Z

Zzzzz- Please make sure that your child gets plenty of rest each night.

ADVISORY TO ALL PARENTS

Tinkey's Tots Preschool, in conjunction with Queen of the Miraculous Medal School has adopted an Integrated Pest Management Program. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

You will receive advanced notice of the application of a pesticide other than bait or gel formulation at Tinkey's Tots. This advance notice of the application will be given 48 hours prior to the application. The advance notice will be in the form of a written note sent home as well as posted in the classroom.

In an emergency (for example, bee's nest), pesticides may be applied without prior notice but you will be provided notice following any such application.

More information regarding our Pest Management Program is available upon request from Queen of the Miraculous Medal School. Please see Mrs. Sharlow if you are interested in further information.

Tinkey's Tot's Handbook Acknowledgement

I have received a copy of Tinkey's Tot's parent handbook, which includes the following information:

- Admission/Withdrawal Criteria
- Schedule of operation
- Fees
- Discipline Policy
- Food Service Policy
- Program Philosophy
- Typical Daily Routine
- Parent Notification Plan for accident, illness, injury or incident
- Exclusion Policy for child illnesses
- Notice regarding the licensing notebook.

I understand that the policies listed in the handbook are in place to keep the best interest of my child(ren) in mind.

Child's Name _____

Parent's Name _____

Signature _____

Date _____