



# GLACIER WAY

Cooperative Preschool

**PARENT HANDBOOK**  
**2016-2017**

## **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 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 is a graduate of Eastern Michigan University and obtained her Early Childhood qualifications from Schoolcraft College. To maintain a State of Michigan License she receives a minimum of 16 hours of teacher training every year.

# EXPECTATIONS OF A CO-OP FAMILY

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

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 Preschool, 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 (determined by class size):**

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 include a fruit or veggie along with a crunchy snack like pretzels or crackers. A snack shopping list will be provided if your class has a child with a severe food allergy.

## **Participate in fund-raising:**

Each family is required to fund-raise \$95 per semester. Additionally, you are required to contribute an item worth at least \$100 for the fall auction. You are responsible for paying any balance at the end of each 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 two dates 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 Preschool. 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.

## DAILY SCHEDULE

- 8:15 Teacher arrives and prepares for the day.
- 9:00 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 before departing.
- 9:25-9:40 First Circle Time.  
Parents A, B and C join in.
- 9:45-10:45 Choice Time:

### A Room

Art  
Writing/Language  
Puppet Theater  
Dramatic Play Area

### B Room

Blocks, Vehicles, Animals, People  
Writing Table  
Fine Motor Activities—Manipulatives  
Sand/Water Table  
Science/Math/Social Studies

- 10:45-10:55 Clean-up Time.
- 10:55-11:15 Assist Parent A sanitizes tables and prepares for snack in A room.  
  
Second Circle Time for everyone else in B room.
- 11:15-11:30 Snack Time.  
Take children to wash their hands and return with children to A room to find their seats for snack.
- 11:30-11:40 Music and Movement Time in B room.
- 11:40-11:50 Whole Group Learning Activity.  
Assist parents fill backpacks with mail and items in cubbies. Put backpacks and outdoor clothing in hall for active play.
- 11:50-12:00 Transition to Outside play (weather permitting).  
Assist Parent C helps teacher supervise outdoor play. Parents A and B clean up indoors.
- 12:00 Parents arrive and meet children in playground (or indoors in bad weather.)  
  
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 storytelling 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 is 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.

# DUTIES OF THE ASSIST PARENT A

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

## DUTIES OF ASSIST PARENT A:

Assist in A Room with Art Projects, Crowd Control, and Snack.

- 9:00**            **Arrival:** Put on the "A Parent" Apron. Discuss the day's activities with the teacher.
- 9:10-9:20**        **Children Arrive:** Greet families and assist with putting belongings on hooks and in cubbies. Direct children to B room.
- 9:25-9:40**        **First Circle Time:** Join the children on the carpet for circle time. Assist with crowd control, finding children's mats, appropriate personal space behavior.
- 9:45-10:45**      **Free Choice Time:** Supervise art activities. Encourage children to participate in art projects. Encourage children to write or spell their own names on their projects.
- 10:45-10:55**     **Clean Up Time:** Assist children clean up and put art supplies away.
- 10:55-11:15**     **Second Circle Time:** Wipe down tables with spray cleaners. Set up for snack. You can push 2 tables together or use 2 separate tables. Set out placemats, cups, water pitchers, snack bowls and serving spoons.
- 11:15-11:30**     **Snack Time:** Assist children to find their seat at snack time and assist the children as they serve themselves snack. Join in the table conversation.
- Children will be participating in a Music/Movement and Whole Group Activity.**
- Assist Parent A can continue cleaning up snack and A room.**
- 11:30-12:00**     **Complete clean up duties:**
- Wash bowls, cups, plates, and serving spoons in the church kitchen.
  - Bring them all back to A room to air dry in drying rack.
  - Clean Art Supplies as needed.
  - Wipe down tables/chairs/placemats with spray cleaner.
  - Recycle and compost as necessary.

## DUTIES OF THE ASSIST PARENT B

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

### DUTIES OF ASSIST PARENT B:

Assist in B Room with activities and Crowd Control.

- 9:00**                    **Arrival:** Put on the "B Parent" Apron. Discuss the day's activities with the teacher.
- 9:10-9:20**            **Children Arrive:** Children will come into B room after arriving to school. Encourage the children to play with the activities on the tables. (avoid blocks, animals, trains etc until after circle time), read stories and assist children as needed.
- 9:25-9:40**            **First Circle Time:** Join the children on the carpet for circle time. Assist with crowd control, finding children's mats, appropriate personal space behavior.
- 9:45-10:45**        **Free Choice Time:** Supervise activities in B room. Initiate table and floor activities. Assist children with specific lessons as necessary.
- 10:45-10:55**       **Clean Up Time:** Assist children clean up and put table toys away.
- 10:55-11:15**       **Second Circle Time:** Assist with crowd control during circle time.
- 11:15-11:30**       **Snack Time:** Assist children with washing their hands in the bathroom. Assist children to find their seat at snack time, and assist the children as they serve themselves snack. Place backpacks, coats, etc. in the hallway.
- Children will be participating in a Music/Movement and Whole Group Activity after snack. Assist Parent B can begin to perform clean up duties.**
- 11:30-12:00**       **Complete clean up duties:**

- Wipe down tables/chairs in B room with spray cleaners.
- Sweep floor in A & B room.
- Wipe down sinks in the bathroom with the spray cleaners.

**After children are outside, continue with the following clean up duties:**

- Vacuum carpet in A & B room.
- Straighten toys in A & B room.
- Collect trash from A & B room and take to the dumpster.

## DUTIES OF THE ASSIST PARENT C

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

### DUTIES OF ASSIST PARENT C:

Outside Duties, and Floater.

- 9:00**                    **Arrival:** Put on the "C Parent" Apron. Discuss the day's activities with the teacher.
- 9:10-9:20**            **Children Arrive:** Greet families outside and watch siblings in cars if necessary.
- 9:25-9:40**            **First Circle Time:** Join the children on the carpet for circle time. Assist with crowd control, finding children's mats, appropriate personal space behavior. If a child needs a break from circle time, the teacher will ask that you sit with them in the hallway or go for a walk, get a drink from the drinking fountain down the hall.
- 9:45-10:45**        **Free Choice Time:** Assist in any classroom that has the majority of children. Manage the hallway and assist children in the bathroom if necessary.
- 10:45-10:55**       **Clean Up Time:** Assist children clean up.
- 10:55-11:15**       **Second Circle Time:** Assist with circle time activities.
- 11:15-11:30**       **Snack Time:** Assist children with washing their hands in the bathroom. Assist children to find their seat at snack time, and help children as they serve themselves snack. Place backpacks, coats, etc. in the hallway.
- Children will be participating in a Music/Movement and Whole Group Activity after snack. Assist Parent C can assist in the activities.**
- 11:30-12:00**       Assist children when needed as they dress for the weather. Go outside with the teacher and the children an assist on the playground.

## 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 9:00 am. 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 cleanup 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 (Listed Alphabetically for easy reference)**

## **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 September 1 of that year, unless the executive board grants an exception. 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 old class 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.

## **Anti-Discrimination Statement**

Glacier Way West Side Cooperative Preschool does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of students and volunteers, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, and volunteers. We are licensed and are a member of Michigan Councils of Cooperative Nurseries. We have no religious affiliation.

## **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 12:00 p.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. This snack must still adhere the prescribed snack list if there are any allergies in the classroom, and must always be nut free. 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 as 1/2 birthdays, if desired by the parent.

## **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 Preschool strive to be a place 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. Excluding a child from outdoor play or gross motor activities is prohibited. Excluding a child from any learning experience is prohibited.

## **Enrollment**

Glacier Way West Side Cooperative Preschool welcomes children of all races, religions, and nationalities. GW 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 of these classes meet from 9:20 to 12:00 p.m. The classes comprise a maximum of 16 children with one teacher and three assist parents to maintain a ratio of one adult to every four children.

## **Field Trips**

Parents must provide transportation to and from field trips or make other arrangements with friends.

## **Fund-raising**

GW requires each family to raise \$95 per child per semester (\$190/year) through fund-raising projects and to donate at least one item valued at \$100 per child to our fall auction. This allows us to keep our tuition lower, while maintaining the high quality of our program. GW 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.

A parent or guardian wishing to exempt his or her child from a particular vaccination for religious or philosophical reasons must complete a State of Michigan Department of Community Health Waiver form. Waivers must include each vaccine being waived, a parent/guardian signature, and be dated for the current school year.

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 GW'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 GW 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.

## **Michigan Department of Human Services Certificate**

GW 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. GW will provide each family with the necessary paperwork to fill out and send to Children's Protective Services to attain a certificate. GW 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 GW. No parent or volunteer will be allowed to have contact with children at GW 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 or contact Children's Protective Services 24/7 Hotline (855) 444-3911.

## Multiples/Twins Policy

If you are a family with twins or multiple children enrolled at Glacier Way in the same year, the following will apply:

- You will be assigned one job per family.
- Tuition is per child. There is no discount applied.
- Fundraising (\$95 per semester and Auction donation of \$100) is per child.
- If you have multiple children enrolled in different programs, you will be assigned assist days per child. If you have twins enrolled in the same program, you will be assigned 1 1/2 times the standard.
- Deep Cleaning will be assigned per family (ie, twice per year).
- Registration of \$25 is per child.
- All the above is subject to change (determined by Executive Board) based on enrollment and school needs.

## Parent Notification

In the event that an accident, injury, incident or illness occurs, parents will be notified with a phone call if it requires immediate notification. In the event that the incident is minor, the parent will be notified verbally at the end of the school day. An accident, injury, incident report will be filled out and signed by the teacher and parent. The report will be filed in the cabinet in the classroom.

## Sibling Nursery

A sibling nursery is available for parents to use on their assist days. It is located across 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. It is suggested that at least one of the food items brought in for snack is a fruit or vegetable. Glacier Way will honor medical food allergies but not personal food preferences (of the family or child). **ALL SNACKS BROUGHT IN DURING CLASS TIME MUST BE NUT FREE.**

## **Snow Days/ Cold Days**

We follow the Ann Arbor Public School closings for snow/cold 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.

## **Table Sanitation Procedure**

- Use a clean towel to remove any paint, glue or other residue from the table after use.
- Use Spray Bottle #1 (Soap/Water Solution). Wipe Dry.
- Use Spray Bottle #2 (Water). Wipe Dry.
- Use Spray Bottle #3 (Bleach Solution). Let **Air Dry**.

*New Bleach Solution is made daily.*

Bleach Solution

- Add one tablespoon of bleach into a gallon jug.
- Shake to mix solution. Fill the spray bottle labeled for bleach water.
- 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 bathroom 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. 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 Preschool has specific guidelines on tuition assistance for members.

Tuition per semester for the 4's class is \$460.00. No Fundraising option per semester is \$555.00.

Tuition per semester for the 3's class is \$340.00. No Fundraising option per semester is \$435.00.

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.

***PER LICENSING: Siblings are not allowed to stay with parents while they assist. Please make arrangements for childcare.***

## 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.

## ILLNESS GUIDELINES

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. Staff, volunteer assist parents, and children must stay 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 or adult 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 classrooms.

## FINANCIAL AID GUIDELINES

- An applicant/parent must be a current/past student at Glacier Way West Side Cooperative Preschool.
- An applicant/parent must be a current/past full-tuition paying member at Glacier Way West Side Cooperative Preschool.
- An applicant/parent is required to pay the twenty-five (\$25) dollar registration fee.
- 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.
- 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.
- Requests for financial aid will be submitted in the form of a letter of request from the applicant/parent to the preschool.
- 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 GW from making tuition grants available (low enrollment, budget restriction, number of inquiries regarding assistance, etc.).
- 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.
- Financial aid does not necessitate more parental involvement (either with time, money, or additional jobs) than the by-laws outline.
- 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.
- 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.

## GUIDELINES FOR THE USE OF THE SIBLING ROOM

- 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.
- 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:

- Wash hands thoroughly after changing diapers, disinfect areas used for diaper changing and have children wash hands before snack.
- If a child is crying and you are unable to console them, switch places with their parent in the classroom.
- Put away toys; disinfect table, vacuum/mop floors and empty trash at the end of the day.
- **Siblings from the nursery are not to be in the classroom. 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.** Per Licensing.

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.

## MOISHA STANDARDS – MICHIGAN BLOODBORNE INFECTIOUS DISEASE STANDARD

According to the Michigan Occupational Safety and Health Act of 1974 as mended, 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 Preschool.

### 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 GW the teacher and substitute teachers have this training.

Glacier Way West Side Preschool'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

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

## Lockdown

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

## Evacuation

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