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Welcome to the 2022-2023 preschool year at Eastminster Preschool. We have 4 tuition-based preschool classes. The preschool is one of many ways Eastminster Presbyterian Church seeks to serve the community. We welcome children and parents without regard to religious affiliation, family structure, or race. We believe children are a most precious gift, and thank you for the privilege of caring for them. While doctrinal religious instruction is not part of the curriculum in the preschool, our experience and motivation is Christ-centered. We hope that we can share Jesus' love with each child and family in real and tangible ways. The preschool curriculum is focused around skills for kindergarten readiness.

We spend many hours planning so that your child can have experiences which provide security, develop social skills, challenge thinking, and help them to grow physically, emotionally, and spiritually. We try to help them mature in their relationships, feel good about themselves and their abilities. We open new worlds for them to explore and enjoy. You are invited to share your comments with us throughout the year as we continue to evaluate and improve our program. We promise to treat them always with loving care.

Wendy Zwiers, Co-Director
Amy Karel, Co-Director

PRESCHOOL STAFF

There will be times during the year when you will want to communicate with your child's teachers. Listed below are the teaching staff and their phone numbers and emails. Feel free to call, text, or email them throughout the year:

Amy Karel	616-914-4196	alkarel@comcast.net
Melissa Marsh	616-581-8556	mismarsh5@gmail.com
Anne VandenBerg	616-328-1882	dancingthroughlife@live.com
Kathy Wieggers	616-916-2726	kathywieggers@gmail.com
Becky van der Woerd	630-247-8228	bvanderwarp@gmail.com
Allison Kress	810-334-6761	allison_kress@hotmail.com
Jessica Gragg	616-745-9002	gragggirls@gmail.com

2022-2023 DAILY SCHEDULE

Three's Daily Schedules:

Monday/Wednesday 8:30 AM 3's

Teachers: Melissa Marsh
Kathy Wieggers
Becky van der Woerd

8:30 - 8:45	Arrival
8:45 - 9:00	Large Group Activities (after Christmas Break)
9:00 - 9:55	Free Choice of Playing in Learning Areas
9:55 - 10:00	Pick-up Toys
10:00 - 10:20	Large Group: Music and Literature
10:20 - 10:30	Outdoor Play/Me Bag (Show-and-Tell)
10:30 - 10:35	Wash Hands
10:35 - 10:45	Snack
10:45 - 11:00	Small Group Time
11:00 - 11:15	Inside Activity/Parent Pick-up

Tuesday/Thursday 8:30 AM 3's

Teachers: Melissa Marsh
Kathy Wieggers
Becky van der Woerd

8:30 - 8:45	Arrival
8:45 - 9:00	Large Group Activities (after Christmas Break)
9:00 - 9:55	Free Choice of Playing in Learning Areas
9:55 - 10:00	Pick-up Toys
10:00 - 10:20	Large Group: Music and Literature
10:20 - 10:30	Outdoor Play/Me Bag (Show-and-Tell)
10:30 - 10:35	Wash Hands
10:35 - 10:45	Snack
10:45 - 11:00	Small Group Time
11:00 - 11:15	Inside Activity/Parent Pick-up

4/5's Daily Schedules:

Monday through Thursday 8:30 AM 4's

Teachers: Amy Karel
Allison Kress

8:30 - 8:45

Arrival

During care-giver drop-off, children will play with a variety of materials until all of class has arrived.

8:45 - 9:00

Large Group Time

Gathering song is sung to let children know that it is time for Bunch Time which is a whole group experience. Activities are both pre-planned by teachers and open to children's interests; can include discussion and sharing time, story reading, Letter-of-Week, new dramatic play intro, etc.

9:00 - 9:05

Planning

Children make a plan for their exploratory play time - usually done in small group

9:05 - 9:50

Choice Time

Children play freely based on plan they have made; activities include pre-planned art activities, free art, sensory area, discovery area, toys & games, puzzles, dress-up, dramatic play, blocks, kitchen, etc.

9:50 - 9:55

Pick-up toys/Transition

Children are given a 5-minute warning prior to Pick-Up song being sung to children to indicate that it is time for children and teachers to begin cleaning up the play spaces. Once completed a gathering song is sung to bring children to Large Group area for next activity

Classroom Jobs

Children are assigned classroom responsibilities which they do during this time.

9:55 - 10:10

Music Circle/Class Bags

Music time with instruments, movement based on theme & children's interests. One child daily shows-and-tells about 5 items they have brought in the Me Bag. Extension activities include memory game about what was brought, guessing game about who has the bag next, etc. Other bags include Set bag (10 items of one type) and Nature Bag.

10:10 - 10:25

Outdoor play (fall/spring)

Children play outside on play structure, using balls, riding toys, sand box, sidewalk chalk, etc.

10:25 - 10:30

Wash hands

Use hall bathrooms for handwashing with soap and water - singing songs to ensure good washing.

10:30 - 10:45

Snack/Review

Children bring their own snacks and water bottle for children to eat/drink if they choose. Lively table discussion. Play time is reviewed by children in an assortment of ways: (i.e. describe an activity you did, describe or chart your favorite activity chart, pantomime an activity you liked, use a pointing stick to show where you played, etc.)

10:45 - 11:00

Small Group Time

Pre-planned (based on children's interests or needs) or extemporaneous (based on children's suggestions) activities in small groups that remain constant throughout the year. These activities can include games, stories, fine-motor activities, gross motor activities and are planned based in children's needs, interests, or related to knowledge acquisition surrounding learning topics.

11:00 - 11:15

Closing Activity/Parent Pick-up

Teacher will engage children in a large-group game or activity while children wait to be picked-up.

Monday through Thursday 12:15 PM 4's & 5's

Teachers: Anne VandenBerg
Kathy Wiegers

12:15 - 12:30	Outside Play/Inside Play or Activity (if inclement weather) Children play outside on play structure, using balls, riding toys, sand box, sidewalk chalk, etc.
12:30 - 12:35	Wash Hands/Hang-up coats Hang outerwear in small group room or assigned coat hook area according to small groups
12:35 - 1:00	Large Group Time Gathering song is sung to let children know that it is time for Bunch Time which is a whole group experience. Activities are both pre-planned by teachers and open to children's interests; can include discussion and sharing time, story reading, Letter-of-Week, new dramatic play intro, etc.
1:00 - 1:05	Planning Children make a plan for their exploratory play time - usually done in small group
1:05 - 1:55	Choice Time Children play freely based on plan they have made; activities include pre-planned art activities, art, sensory area, discovery area, toys & games, puzzles, dress-up, dramatic play, blocks, kitchen, etc.
1:55 - 2:00	Pick-up toys/Transition Children are given a 5-minute warning prior to Pick-Up song being sung to children to indicate that it is time for children and teachers to cleaning up the play spaces. Once completed a gathering song is sung to bring children to Large Group area for next activity
2:00 - 2:10	Calendar/Jobs Children are assigned classroom responsibilities which they do during this time. We also look at the calendar and show children day, date, & year. We also observe the weather and write onto calendar.
2:10 - 2:25	Music circle/Class Bags Music time with instruments, movement based on theme & children's interests. One child daily shows-and-tells about 5 items they have brought in the Me Bag. Extension activities include memory game about what was brought, guessing game about who has the bag next, etc. Other bags include Set bag (10 items of one type) and Nature Bag.
2:25 - 2:30	Wash hands Use hall bathrooms for handwashing with soap and water - singing songs to ensure good washing.
2:30 - 2:45	Snack/Review Children bring their own snacks and school provides water for children to eat/drink if they choose. Lively table discussion. Play time is reviewed by children in an assortment of ways: (i.e. describe an activity you did, describe or chart your favorite activity chart, pantomime an activity you liked, use a pointing stick to show where you played, etc.)
2:45 - 3:00	Small Group Time Pre-planned (based on children's interests or needs) or extemporaneous (based on children's suggestions) activities in small groups that remain constant throughout the year. These activities can include games, stories, fine-motor activities, gross motor activities and are planned based in children's needs, interests, or related to knowledge acquisition surrounding learning topics.
3:00 - 3:15	Outdoor play/inside play or activity (if inclement weather) Children play outside on play structure, using balls, riding toys, sand box, sidewalk chalk, etc.

Philosophy Statement

Eastminster Preschool believes that every child is endowed with the ability to learn, and that each child possess unique traits and talents that allow them to be successful. Our goal is to partner with parents and/or guardians to make the preschool experience one that fosters social, emotional, cognitive, and physical growth. Our environment is designed to inspire a child's natural curiosity, promote self-discovered knowledge, encourage independence, and build self-esteem. Our program is play-based and our teachers provide developmentally-appropriate activities so that children prosper, and know school as a loving, safe, and fun place to be.

Curriculum

Eastminster Preschool uses play based learning which is organized around themes and which utilizes the High/Scope Approach to early childhood learning. This approach encompasses the following:

- **Active Learning:** The idea that children are the source of their own learning forms the center of the High/Scope curriculum. Teachers support children's active learning by providing a variety of materials, making plans and reviewing activities with children, interacting with and carefully observing individual children, and leading small and large group active learning activities.
- **Classroom Arrangement:** The classroom arrangement invites children to engage in personal, meaningful, educational experiences. The classroom contains several "interest areas" that encourage choice, including: the Art area, Toys & Games, Cars and Blocks, Dramatic Play, Library area, Sensory area, Music and Movement, and Outdoor play.

TUITION & FEES

1. Tuition is due on the **1st** of every month, September-May. You will not be billed but a reminder email will be sent. It is a yearly amount, divided into equal monthly payments.
2. 2022-2023 tuition amounts are:
 1. MW 3's; TTH 3's \$140 per month
 2. AM 4's (4 day); 4 day 3's \$250 per month
 3. AM 4's (3 day) \$200 per month
 4. PM 4/5's \$270 per month
 5. All Day 4's \$590 per month
3. Tuition is considered late after the 15th of the month. Late notices will be sent home via email. There may be a \$15 late fee payment charged for payments received after the 15th.
4. **Tuition must be paid in full by the final day of school.**
5. Tuition may be paid from our website (eastminsterkids.org). Please use a bank account if possible. If paying by credit card, please help us offset the cost because we are charged more by Vanco. Tuition may also be made by checks made payable to **Eastminster Preschool**. Cash is also accepted.
6. Receipts will be given upon request.
7. Because your child's place can not be filled during short absences, and is reserved for him/her for the full school year, we **cannot make refunds for trips or absences**.
8. Enrollment fees are a single payment. They are **non-refundable**. The enrollment fee for 2022-2023 is \$100. If you paid the enrollment fee and you do not receive financial assistance, May tuition amounts reflect a credit of \$50 from the enrollment fee. May tuition amounts are:

MW 3's & TTH 3's:	\$ 90
AM 4's 4 day& 4 day 3's:	\$ 200
AM 4's 3 day:	\$ 150
PM 4/ 5's:	\$ 220
All Day 4's:	\$ 540
9. Multiple child discounts within a family are available. Call for details.
10. Tuition assistance is available on a limited basis at the discretion of the Preschool Policy Board. Applications are available upon request.
11. In the event that school needs to close due to the Corona Virus, a tuition credit will be given or reimbursed based on total tuition divided by number of total days multiplied by days missed.

2022-2023 PRESCHOOL CALENDAR

School Begins	09/12 (MW 3's, AM 4's, PM 4's/5's)
School Begins	09/13 (T/TH 3's)
Blue Day (3's only)	09/14 (MW 3's) & 09/15 (TTH 3's)
Red Day (3's only)	10/12 (MW 3's) & 10/13 (TTH 3's)
Autumn Fun Day	10/13 AM 4's (9:00 AM - 10:30 AM)
Autumn Fun Day	10/13 PM 4/5's (1 PM - 2:30 PM)
Autumn Fun Day	10/19 MW 3's - (9:00 AM - 10:30AM)
Autumn Fun Day	10/20 TTH 3's (9:00 AM - 10:30 AM)
Halloween Celebrations: (3's wear funny hat or make-up) (4's & 5's in costume)	10/27 (TTH 3's)
Orange Day (3's only)	10/31 (MW 3's, AM 4's, PM 4/5's)
Hearing/Vision Screening	10/27 (TTH 3's) & 10/31 (MW 3's)
School Pictures	11/2 & 3
School Pictures	11/7 (AM 4's, MW 3's, PM 4/5's)
Yellow Day (3's only)	11/8 (TTH 3's)
Pajama Day (4's only)	11/16 (MW 3's) & 11/17 (TTH 3's)
Thanksgiving Vacation - NO SCHOOL	11/17 (AM 4's & PM 4/5's)
Hearing/Vision Rescreen	11/23-11/25
Green Day (3's only)	11/28 & 29
Christmas Wrapping Center (4's only--parent helpers needed)	12/07 (MW 3's) & 12/08 (TTH 3's)
Christmas Vacation	12/12 & 12/13
School Begins Again	12/19 - 01/02
Black Day (3's only)	01/03
Winter Open House for prospective students	01/11 (MW 3's) & 01/12 (TTH 3's)
Winter Fun Night (sessions run from 6:30 - 7:30)	1/17 from 6:30-7:30
	01/23 (AM 4's)
	01/24 (PM 4/5's)
	01/30 (MW 3's)
	01/31 (TTH 3's)
White Day (3's only)	02/01 (MW 3's) & 2/02 (TTH 3's)
Valentine Parties	02/13 (MW 3's)
	02/14 (AM 4's, TTH 3's, PM 4/5's)
Mid-Winter Break - NO SCHOOL	02/20
Brown Day (3's only)	03/01 (MW 3's) & 03/02 (TTH 3's)
Parent/Teacher Conferences	03/13, 03/14, & 03/15
NO SCHOOL due to daytime parent/teacher conferences	03/13 (MW 3's, AM 4's, PM 4/5's)
NO SCHOOL due to daytime parent/teacher conferences	03/14 (TTH 3's, AM 4's, PM 4/5's)
Purple Day (3's only)	03/22 (MW 3's) & 03/23 (TTH 3's)
Spring Break - NO SCHOOL	04/03 - 04/07
School Begins Again	04/10
Grey Day (3's only)	04/12 (MW 3's) & 04/13 (TTH 3's)
Art Show (church dining room)	04/25 - 05/08
Pink Day (3's only)	04/26 (MW 3's) & 04/27 (TTH 3's)
Art Show/Open House for current/prospective students	05/08 (6:30-7:30)
Ada Park Family Fun Day (10:30 AM - 12:30 PM)	05/19 (all classes 10:30 AM - 12:00 PM)
Last Day of School	05/23 (TTH 3's)
	05/24 (AM 4's, MW 3's, PM 4/5's)

FIELD TRIPS

The AM 4's, and PM 4/5 classes will be taking a few field trips this year. Dates are yet to be determined and will be communicated to you a few weeks before the trip. Due to licensing rules, parents are not allowed to transport other students without a staff member unless they are fingerprinted. Therefore, there will be a limited amount of seats available to transport children to field trips. Parents may be asked to set up their own carpools or to drop off and pick up from the field trip site. All children transported will be placed in car/booster seats. While we have extra booster seats available, we occasionally may need you to leave your child's booster seat for him/her if we do not have enough available booster seats. All children less than 40 lbs will be placed in full-size children's car seats. Details about field trips will be emailed to you about a month before.

PHOTOS

As part of our desire to enhance the curriculum, and to provide more photographs for our children and parents to remember important preschool events, we will be taking photos of your child throughout the year. All children will receive a book at the end of the school year in which the photos we have taken will be mounted and labeled. Occasionally we use photos of children on our website and in promotional materials. A photo permission form will be filled out by parents at the beginning of the year to specify where we may use your child's photos.

TRANSPORTATION

Carpools are the responsibility of parents. Every parent is assigned a carpool number. Please keep it in your car. A teacher will always be at the door to greet children when we are ready for their arrival. **Please keep children in your car until you are the 1st car in the line and a teacher is at the door.** A teacher will bring your child to the car at the end of the session. Please do not bring children early, and remember to pick up promptly. See further details in our Carpool Procedures handout.

WEATHER-RELATED SCHOOL CLOSINGS

School closings are reported to **Channels 8 and 13**. Look for the name **Eastminster Preschool** on the scrolling line at the bottom of the television screen. School will be closed when safe driving to and from school cannot be assured. School is typically closed due to snow or ice. An email will also be sent to the email address we have on file. **We will not close school for a**

tornado watch, but parents have the option of not sending their child, or picking up their child if a tornado watch occurs during the school session. **School is cancelled when a tornado warning occurs before a session begins.** If a tornado warning occurs during a session, the children will be taken to the safest part of the building. Feel free to call your child's teacher if you are unsure of a weather closing (phone #'s on page 1).

RULES AND DISCIPLINE

We promote behavior that creates a safe and harmonious environment for all the children. Our classrooms are set up to reduce most behavior issues; classroom set up, routine structure and quality relationships between child and teachers all help to create a positive classroom setting. Children are encouraged to do things for themselves and teachers focus on child-led learning activities. When conflicts do arise teachers are expected to use the following Conflict Resolution Process:

- Treat conflict situations with children matter-of-factly;
- Approach children calmly and stop any hurtful actions;
- Acknowledge children's feelings;
- Involve children in identifying the problem by gathering information from children and restating the problem;
- Ask children for solutions and encourage them to choose one together; and
- Give follow-up support when children act on their decisions

This Conflict Resolution Process puts the power in the children's hands to come up with and solve their own problems. Eastminster Preschool places a strong emphasis on learning social skills and cooperative problem-solving. Even when behavior may not be acceptable, the children are always accepted, valued, and loved.

BIRTHDAYS

Birthdays are fun for all at preschool! Since every child is special, particularly at birthday time, we prefer to celebrate only one child's birthday at school on any day. As such, we encourage you to call or email us **2 weeks in advance** to inform us of your plans. Summer birthdays may be celebrated anytime that works for you and will become a child's 'Special Day' at preschool. Due to allergies and parents' nutrition preferences, we are asking that you send a store bought, nut free treat that can be sent home with the children. Check with your child's teacher for the number of children in your child's class.

CHILDREN'S ILLNESS POLICIES

Children entering the program are expected to be toilet-trained, though we expect and understand that the process may be ongoing before your child becomes accident-free. **All children must have a physical examination by a physician** and are required to receive all State of Michigan required immunizations. If your child has not received the required immunizations, a waiver must be obtained from the Kent County Health Department. Call if you have any immunization questions.

In case of illness, we ask that you keep your child at home if s/he exhibits the following symptoms:

- fever of 100.8 degrees or higher (oral, non-medicated) - child must be free of fever for 24 hours before s/he may return to school**
- diarrhea (2 times) - child must be diarrhea-free for 24 hrs. before s/he may return to school**
- vomiting (1 time) - child must wait 24 hrs from last vomit episode before returning to school**
- excessive cough - every 3-5 minutes, or deep**
- excessive drainage from nose (not related to allergies)**
- unidentified rash**
- anytime an infection requires medication to ameliorate symptoms, until the child's physician has determined s/he is not contagious**

If your child develops illness symptoms while at school, you will be notified and expected to arrange for your child to be picked-up from school immediately. S/he will be made comfortable and supervised in a separate area away from the play rooms until you or your emergency contact arrives. **We highly encourage you to have your child vaccinated yearly against seasonal or other pandemic flu viruses. Please notify us when your child will be missing school due to illness.** We are required to report communicable diseases weekly to the Kent County Health Dept., and follow their guidelines for notifying parents due to an infectious outbreak. We know you are appreciative of every precaution taken to prevent the spread of illness within the preschool. These include hand washing before eating and regular disinfecting of the preschool toys, equipment, and surfaces. You will be contacted if your child exhibits any symptoms of illness while at school. **Our guideline is: Would you want a stranger's child sitting next to your healthy child if s/he were exhibiting the symptoms your child is exhibiting now? If the answer is no, then please keep your child home.** If all parents follow this guideline, we will enjoy a healthy and productive educational year for all.

MEDICATION POLICY

Because we are a preschool and not a daycare, it is Eastminster Preschool's policy to NOT administer medication to our children during the preschool session.

However, in the case of allergic-emergency medications such as inhalers and/or Epi-pens, or prescribed behavior meds, Eastminster Preschool will first obtain written permission from parents, and will then store the medication in a safe place away from children. The medication must be labeled with the original pharmacy label including the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions. These medications will only be administered by a staff-member, and Eastminster Preschool will maintain a record as to the time and the amount of medication given.

PARENT INVOLVEMENT/VOLUNTEER POLICY

Parents will have opportunities during the course of the year to become involved with our program and participate in the life of the school. No volunteers will have unsupervised access to children because then the State of Michigan requires parent volunteers to be fingerprinted so a comprehensive background check can be done. Volunteers assisting only in the classroom are under the supervision of the teaching staff. If you are interested in volunteering, you will be asked to fill out an informational application. This will include your name, address, telephone # and a copy of your ID so we can run a public sex offender registry (PSOR) clearance. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care and may not volunteer in our program. If you have any questions about the screening process, contact Wendy Zwiers.

HEALTH RELATED POLICIES AND RESOURCES

1. All teachers are required to wash their hands with soap and running water before each session, before food preparation, before snack time, and any time they have come in contact with a potential contagion.
2. All children will be provided anti-bacterial soap for their hands when they arrive at school.
3. All children are required to wash their hands with soap and running water before they eat, and any time they have come in contact with a potential contagion.
4. If bodily fluids are expelled in the preschool area, all children will be moved into an adjoining room until the spill is cleaned and disinfected.

5. If bodily fluids are expelled in the preschool area, the teacher in that room will notify the custodial staff. The custodial staff will assume responsibility for the clean-up and disinfection of the area. The custodial staff is trained and competent in the clean-up of bodily fluids.
6. All staff must wear latex gloves when coming in contact with bodily fluids.
7. Soiled clothing will be encased in a plastic bag and kept in the office area until given directly to the parent/guardian when the child is picked up.
8. All staff are required to prepare snack tables by using a 3-step method of cleaning (spray cleanser - water - bleach solution) after each use.
9. All equipment, toys, and other surfaces will be cleaned 3 times annually (fall, winter, spring). In addition, all toys will be cleaned when they are rotated to the storage area after being available to the children for play.
10. All toys will be cleaned using a dishwasher, detergent, and bleach or by hand-washing using water, detergent, and bleach.
11. Staff will use universal precautions to prevent the spread of infection.
12. Kleenex and hand sanitizer will be available in each preschool room at all times.
13. Parents are to be notified whenever a caregiver observes a change in a child's health, a child experiences an injury, or when a child is too ill to remain in the group.
14. A child too ill to remain with the group will be taken to the Preschool office and remain in care of the Program director until the parent is able to arrive.
15. The Preschool director will notify parents when a child/children has been potentially exposed to a communicable disease. All health information/resources will be maintained by the Preschool director in the black file, under 'Health Info'.
16. Smoking and Vaping are not allowed on the premises during preschool hours or on field trips or in vehicles where children are present.

Kent County Health Department
700 Fuller NE, Grand Rapids,
616-632-7100
www.accesskent.com/Health/HealthDepartment

Kent Regional 4C's
232 E. Fulton, Suite 107, Grand Rapids, MI
616-451-8281
www.4Cchildcare.org

National Center for Disease Control
www.cdc.gov

U S Department of Agriculture (USDA)
www.mypyramid.gov

Michigan Department of Human Services
415 Franklin SE, Grand Rapids, MI
616-247-6300
www.michigan.gov/DHS

NUTRITION

Please send a filled reusable water bottle with your child each day to be kept in his/her backpack. A water fountain is available for refilling. All children are required to bring a small, nutritious snack each day for themselves. We are asking that all snacks sent be nut-free at first until we know if we have children with allergies. Your child will occasionally be cooking his/her snack that corresponds to the unit being studied. Advanced notice will be given if we will be baking.

If your child has food allergies, please tell us the details fully so we can keep your child safe.

LUNCH BUNCH OPTION

Every day school is in session, an optional "Lunch Bunch" is available from 11:15 to 12:15. Children bring a lunch from home and will eat it at school. Then time will be spent in outdoor play (unless it's raining or wind chill is below 15 degrees). You will be asked to sign up for all Mondays or all Tuesdays, etc. There will be a charge of \$120 semester for each day you sign up for which will be due at the beginning of the semester. If we have more interest than our licensing ratios allow, we will give preference to the 4 year olds.

NEWSLETTER/CALENDAR

The calendar and newsletter are sent to all parents around the beginning of most months (a few months will be combined). It is our key link with you, and it is full of dates and information you will need each month. **Please take time to read** about our teaching units to springboard dinner table conversations! Teachers will also be sending emails every few weeks keeping you informed of daily happenings.

SCHOOL BACKPACKS/TOTE BAGS

We would like every child to bring a **large**, personalized backpack or tote bag to school each day. We will send it home at the end of every session with his/her projects and any communications from school tucked inside. Individually personalized Eastminster Preschool clear vinyl bags are a perfect size and a limited number of bags are available for purchase (at

our cost) during orientation sessions in fall. Put all communications from home (i.e. notes, tuition checks) inside the **main** pocket of the backpack, **Please check and empty the bag daily**. We do allow parents to provide a change of clothes inside their bag if the child is one who might have an accident at school; or an epi-pen for us to use if your child has severe allergic reactions.

ME BAG AND BOOK BAGS

Each child will have times to 'Show and Tell' special treasures and toys from home. We call this the ME Bag. It will come home in your child's tote bag (with instructions) when it is his/her turn. Please help them to limit it to **5 items**. Book bags include a stuffed animal and corresponding storybook for your child to read and enjoy. Return book bags to preschool on your child's next school day, so another child can have a turn.

ASSESSMENT/SCREENING

Teachers conduct informal assessments of children throughout the school year. These take place while children are engaged in play. These are called "authentic assessments" and are considered the most accurate way to determine that a child has incorporated new skills and knowledge into their everyday life. They are the most effective way to evaluate social, emotional, and language development. For these authentic assessments, the children are blissfully unaware that the teacher is even engaging in assessment of any kind. Formal assessments and screenings are also conducted as a way to evaluate the children in a more specific and standardized way, to check for developmental skills that are critical for future kindergarten success. As part of our formal assessment of children, we conduct the Brigance screener in late-September. This is a standardized test performed one-on-one. It covers all realms of development, and is a powerful tool for us to use in determining whether a child's development is within normal expectations. It also helps us to know that our curriculum is meeting the age-appropriate needs of the children. We conduct other formal assessments to evaluate skills within specific realms of development. For example, does this 4-year old child possess the small-motor development to cut straight, curved, and angular lines; or, does this 5-year child possess the large motor development to efficiently balance on one leg, hop, jump, leap, and skip. The results of these formal and informal assessments will be shared with you at our spring conference.

CONFERENCES

We conduct parent/teacher conferences twice per year. In November, we conduct phone conferences. These conferences address early considerations, such as adjustment to school. In

spring, our conferences take place at school and include a report card and examples of your student's work. Spring conferences will be held on **March 13, 14, & 15**. Daytime and evening conference times will be available on March 13 and 14. Evening-only conference times are available on March 15. **There will be no school for all children on Monday, March 13 and Tuesday, March 14.** Additional informal or telephone conferences are encouraged anytime you feel the need. Parents are welcome to come and observe school at anytime. No appointment is necessary.

CLOTHING

Play clothes and shoes are most appropriate. We provide paint shirts for the children to use , but cannot guarantee that clothes will not get dirty during the course of the day. We encourage your efforts in helping your children to be increasingly independent. **Learning to dress themselves, putting on and zipping their jackets, and learning to put on their shoes are all important milestones in the preschool years.** Allow the children to do these activities on their own if they are able.

PERSONAL BELONGINGS

Please label with your child's name all belongings the child might remove - coats, jackets, sweaters, and sweatshirts. Young children often don't remember what their jacket or sweatshirt looks like, and many times classmates have very similar items of clothing. This helps teachers a LOT!

Security items are allowed, but bringing of toys is strongly discouraged, except on ME Bag day. We frequently encounter problems with lost toys or difficulty in sharing when children bring possessions from home that we are not anticipating.

WINTER OUTDOOR PLAY

For our classes that meet for 2 $\frac{3}{4}$ hour sessions (AM 4's, MW 3's, TTH 3's), winter outdoor play WILL NOT take place, (unless your child is attending Lunch Bunch) due to the limited time spent at preschool and the difficulty of helping many children get into outerwear. For that reason, children in those classes do not need to bring boots or snow pants to school. To provide increased gross motor opportunities for those children in winter, the AM 4's participate in a

weekly physical education class, while the 3-year old class children are provided increased opportunities to play on ride-on toys, spring horses, gym mats, etc. throughout winter months.

For our class that meets for a 3 hour session (PM 4/ 5's), winter outdoor play WILL take place. We will spend our play time outside at the start of our sessions (12:15 PM). Please dress your child appropriately to the weather, particularly during the winter months when we expect children to wear winter coats, boots, snow pants, hats, and mittens. We provide extra storage for the children in those classes to keep track of winter gear. Children will not go out if the wind chill is below 15 degrees.

CHILDREN'S VISITORS

We occasionally receive calls asking whether a visiting cousin or friend may attend school with a child enrolled in our program. We regretfully must always answer no. Our license requires that we have certain paperwork on file for each child in our care. We are able, however, to have visiting adults come and spend time with their special little loved one during the day, or have a visiting child come accompanied with an adult for a portion of the day, especially for events such as birthdays. Adult family members who may be in town and would like to visit our preschool are more than welcome. We will work out a good time with you for that to happen.

WHEN TO CALL or EMAIL US

Questions or concerns are always important to us, and can be directed to your child's teachers or the preschool directors at anytime. Please also call us if:

- **your child is ill and will not be in school**
- **your are going on a trip**
- **someone other than you or a person designated on your school form will be picking your child up (we will not release your child to anyone not specifically authorized by a parent)**

ADMISSION AND WITHDRAWAL POLICY

Eastminster Preschool admits students without regard to national origin, ethnicity, religion, or family structure. Children need to be potty-trained, but do not need to be accident-free. We allow children to wear a Pull-Up at school if that is the parent's preference. Parents need to

notify the preschool in writing 2 weeks in advance of withdrawing their child from the program to be eligible for any refund of paid tuition. If notice is not given, parents will pay the original agreed upon weekly payment for 2 weeks after the withdrawal. Should a child pose a consistent concern as to behavior which is of physical or emotional harm to children, and after conferring with parents, seeking advice from an outside professional observer, and documenting concrete examples, the preschool may dismiss a child from the program.

PEST CONTROL ADVISORY

As required by State of Michigan licensing guidelines, the center shall develop and implement an integrated pest management program when pesticide applications occur in the building. The integrated pest management program will include, but not be limited to the following:

1. Annual notification will be provided to parents informing them that they will receive advance notice of pesticide applications.
2. Annual notification to parents or guardians will be given by posting on the office bulletin Board and by written notification sent home in your child's backpack
3. Advance notice will contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.
4. Liquid spray or aerosol insecticide applications may not be performed in a room of the preschool unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

EMERGENCY PROCEDURES

Fire Emergency:

1. Immediately upon discovery of fire in the building, the staff member who discovered it will pull the fire alarm (located in Dining Room on kitchen wall, in hallway across from bathrooms, and in Green room by exit door), then 911 will be called.

2. Upon hearing the alarm, staff will instruct the children on how to safely exit the building. Staff will take the emergency backpack and the daily attendance clipboard. Children in the preschool wing will evacuate through the outside door in the Green Room and the children in the dining room will exit by the SW exit. (To the right of the kitchen door.) The Director will do a quick check of bathrooms and classrooms (under desks, closets, room corners) on her way out.

3. All students will line-up against the south fence. Teachers will take roll using the daily attendance log. If any child is unaccounted for, the fire dept must be advised of this immediately upon their arrival. Teachers will supervise until the all clear is announced. If it becomes necessary to move farther away from the building for some reason, children will be moved to Beacon Hill Retirement Home at 1919 Boston SE. If the fire dept hasn't arrived yet, the Director will stay to meet them.

4. Once at the designated meeting place, staff will remain with the children and they will be reassured to keep them calm and quiet. Parents will be notified for pick-up if the building is unsafe to enter.

Tornado Emergency:

1. Upon learning of a tornado watch in the area, the director will immediately access a local weather station on the computer or on a phone. Monitor weather conditions until school is over or the watch is canceled.
2. If a tornado warning is issued, the director will immediately inform teachers.
3. Teachers on music will provide instructions for how children will safely move to the hallway. Teacher will grab the emergency backpack and daily attendance log.
4. Immediately take the children to the inner hallway between the art room and the discovery room/office.
5. Once in the hallway, instruct children where to sit and take roll using the daily attendance log. If any child is unaccounted for, notify the director who will make a systematic search of the facility.
6. Reassure the children and keep them calm and quiet. Keep them in the hallway until the tornado warning is canceled. Keep them all together and stay with them at all times.
7. Once the tornado warning is over, if it is determined you need to evacuate the building, relocate to Beacon Hill as in fire emergency.

Flood Emergency:

1. In the event of a flood during school, children will be removed to the 2nd story of the building as needed and remain there until parents come to pick up, or they are taken by emergency personnel.

2. In the event of a flood that takes place outside of school hours, school will be cancelled.

3. In the event of a flood, the surfaces of the school will be professionally treated to prevent the spread of germs, illness, mold, mildew, etc.

Serious Accident, Injuries, and Illness:

1. In the case of serious accident, injury or illness, the director will immediately call 911 and report the emergency.

2. The second teacher will stay with the sick or injured child. Administer emergency first aid as necessary. Reassure the child and keep them calm and quiet until the emergency medical personnel take over the child's care.
3. The teacher on music will stay with the rest of the class. Move them to a different room if injured child cannot be moved. Keep them calm and care for them until the emergency situation is resolved.

Notifying Parents in the case of accidents, injuries, incidents, and illnesses:

1. In the case of minor injuries where no first aid was required, the teacher will inform the parent at pick up.
2. In the case of injuries where first aid was given, an accident report will be written and a copy will be sent home in the child's backpack. Teachers will inform parents at pick up or send an email.
3. In the case of serious injuries, accidents, or incidents, parents will be notified by phone call immediately after the children are cared for.