



Michigan Tech Preschool, Inc.
Daniell Heights Community Center
2000 Woodmar Drive
Houghton, Michigan 49931
(906) 487-2720

POLICY MANUAL (2/2019)

1. Introduction

Preschool provides a bridge between a preschooler's home and his/her future school experience. Michigan Tech Preschool, Inc. gives children the opportunity to socialize with other children their age and to learn new skills, and it provides them with a wide range of experiences to help develop their personalities in a positive way.

Michigan Tech Preschool, Inc. is a cooperative preschool that relies upon its member parents' support for its continued success. An important key to a good preschool is interested parents/guardians who care about what happens in school and are willing to share their ideas, talents, and time to make the school better.

2. Eligibility

Toilet-trained children between the ages of 3 and 5 years, on or before December 1, are eligible to attend. Children who are toilet trained and younger than 3 before December 1 may be admitted at the discretion of the teacher. Toilet-trained means that the child wears cloth underwear and voluntarily uses the restroom without prompting.

3. Admission Policy

Michigan Tech Preschool, Inc. does not discriminate on the basis of race, color, religion, gender, or national and ethnic origin in admission or policies.

4. Fundraising

Because Michigan Tech Preschool, Inc. is a non-profit organization; our only sources of revenue are tuition and fundraising. Families may either buy out (\$100 / semester) of the fundraising requirement or are **required** to participate in fundraiser events. For complete fundraising requirements, please see the "Michigan Tech Preschool Parent Responsibilities" document.

5. Tuition

A \$50 nonrefundable deposit is required at the time of application. The deposit will be applied to the LAST payment of the school year's tuition. Tuition covers the costs of rent, utilities, supplies, salaries, and cleaning of the facilities.

Tuition is determined yearly by the board of

directors. Please see the Enrollment Form for the current year's rates. Payment plans are available.

Discounts

- All Daniel Heights residents are eligible for a 50% tuition discount.
- If two or more children are enrolled from the same family, the oldest child will be charged full tuition and any additional children will be charged 70% tuition.

If a family qualifies for more than one discount, you are allowed to choose only one discount to be applied to your tuition for the school year. You must inform the tuition coordinator of your preference.

Additional Charges

Tuition Statements include due dates and amounts based on your selected payment plan. If payment is received more than a grace period of 7 days after the due date, a late fee will be assessed according to the following schedule per semester.

-\$25 for first late payment

-\$50 for subsequent late payments

-\$20.00 for checks returned for non-sufficient funds.

The Board reserves the right to discontinue monthly payment plans for the second semester if tuition payments are repeatedly late beyond the grace period.

6. Trial Period

A two-week trial period is available for every child to help determine readiness for preschool. If your child elects not to stay beyond the trial period, a percentage of tuition will be refunded.

7. Withdrawal Policy

In the event a parent or guardian must withdraw a child from the preschool mid-semester, a refund of tuition will be considered only if six or more weeks remain in a 15-week semester. The amount of the refund shall be no more than 33% of the full semester tuition. There will be no refunds if less than six weeks remain in the semester.

8. Discipline

The staff uses positive methods of behavior

management, which encourage self-control, self-direction, self-esteem, and cooperation. These methods include: redirection of child to another activity; reminder of rules; lessons focusing on sharing, manners and emotions; and if necessary, time out in a thinking chair for no more than 5 minutes.

9. Dismissal

As determined by the teacher, parents will be notified of serious behavior problems (behavior detrimental to the safety of others). If such problems cannot be resolved to the satisfaction of the teacher within a reasonable time period, Michigan Tech Preschool, Inc. has the right to dismiss the child.

10. Health Rules

If your child is ill, please do not send him/her to school on that day. Besides spreading illness to others, a sick child does not enjoy being at school. If your child becomes sick during the school day, you will be notified and asked to take your child home. If your child contracts a communicable disease (e.g. chickenpox, influenza, pertussis), please notify the preschool so that a notice can be posted to the parents or guardians of other preschool children.

If your child has a fever (≥ 100.4 F) please do not send him or her to school until they are fever free and off analgesic medications (e.g. Tylenol, Ibuprofen) for 24 hours.

If a child is **NOT** immunized and exposed to a contagious disease, he or she must not attend school until after the incubation period for the disease is over.

11. Snacks

Snacks for children are provided on a voluntary basis by parents/guardians. Snack time in the preschool program is considered an educational experience for the children. It provides an opportunity to teach nutrition and simple manners. It is also a time during the day when the children are all together for quiet conversation. Snacks will be nutritious. For birthdays and special holidays, parents are encouraged to provide *nutritious snacks*. Because of licensing laws, home baked goods are not allowed. **To avoid any allergic reactions, all snacks must be free of peanuts, peanut oil and may not be processed in a facility that uses peanuts or tree nuts.** (*Please review snack policy for more details*)

12. Snow Days

The preschool will close for inclement weather on any day that the Copper Country Intermediate

School District decides that Houghton Keweenaw County Schools are closed. If the public school has a late start, the preschool **will** commence at 9:30am. If there is an early dismissal of the public schools in the morning, there **will be no** preschool afternoon class. If there is an early dismissal in the afternoon of the public schools, after the preschool session has begun, the preschool **will** remain open, but we encourage parents to pick up their children.

13. Field Trips

Field trips will either be on foot or the children will be transported by school bus. Parent volunteers are always appreciated.

14. Class Sessions

Classes run for two semesters. At full enrollment, two sessions are held each day. While every effort is made to accommodate requested schedules, Michigan Tech Preschool reserves the right to cancel sessions or reassign students based on estimated enrollment.

Tentative schedules for 2019-2020

3/4 year old

T/TH 9:00 – 11:30 A.M. ~OR~ 12:30 - 3:00 P.M.

4/5 year old

M/W/F 8:30 – 11:30 A.M. ~OR~ 12:30 – 3:30 P.M.

Additional hours for 4/5 year old

T/TH 12:30 – 3:00 P.M.

The doors of the preschool will be open for student drop-off at the beginning of each session. Children must be dropped off and picked up on time (**NOT** early or late). Time between classes is necessary for teacher's lunches and preparation for the next class. We ask that all parents respect this important time and be punctual.

15. Parking

During drop-off and pick-up times, parents are asked to park in the designated areas, "Visitor Parking" or in the few short-term spaces available near the playground entrance. Michigan Tech University Housing will tow cars parked in spots designated as "Staff Parking" or in the street in front of the playground.

