# QUICK REFERENCE PAGES

## SCHOOL CANCELLATIONS

### INCLEMENT WEATHER

* We follow the MPS decisions for snow days & fog delays.

**The MPS Snow Day/Fog Delay Line is 923-SNOW (923-7669).**

Check the MPS website **www.midlandps.org,** radio (WMPX 1490 AM, WHNN, etc.) or local TV.

* Updates for school closures or delays can be found on our Facebook page, through the Kaymbu app (text message), and email.
* In the event that the MPS system has a fog delay:

- A *one hour or less fog delay*, will delay both the Early Learners and Prekindergarten classes by

one hour. However, the **“Two’s & You” class will be canceled.**

-A *two-hour fog delay* will **cancel ALL classes.**

### FUNERALS

If a funeral is scheduled at St. John’s Episcopal Church, preschool classes for that day are sometimes canceled or adjustments made in drop-off/pick-up locations. Parents will be notified one or two days in advance by the preschool staff.

### MAKE-UP DAYS

If more than 2 days are canceled in the Prekindergarten program, make-up days will be scheduled at the end of the school year. For example, if school is canceled 3 times, then there will be 1 make-up day at the end of the year. For the Early Learners class, make-up days will begin after 2 cancellations. In the “Two’s and You” class, make-up days will begin after 2 cancellations.

## COLDS AND ALLERGIES

To keep colds and infections at a minimum, each parent should check their child for flushed skin, a runny nose, rash, sore throat, etc. It is at the teacher’s discretion to check again at the start of the school day.

1. **If a child is suffering from allergies with cold symptoms, please notify the teacher. If your child has a runny nose, or is coughing constantly, he/she may not attend school until the 3rd day after onset of symptoms and must be fever free, WITHOUT fever medication, for at least 24 hours.**
2. If your child is not well enough to play outdoors, please do not send him/her to preschool.
3. Whenever possible, please call the preschool in the morning or leave a message on the answering machine if your child will not be attending due to illness. The phone number is **(989)** **259-5412**.

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## PRESCHOOL ATTIRE

Please dress your child in comfortable play clothes that are easy to wash, and that your child can paint in. We do get messy! Closed toe, rubber-soled shoes are also suggested for safety reasons. Footwear must be worn at all times. Be sure your child has appropriate clothing for outdoor play, including coats, snow pants, winter boots, gloves, and hats in winter weather.

## WHOM TO CONTACT

Please do not hesitate to contact the teachers at any time if you have questions regarding the classroom or your child. Their contact information is included on your Staff and Board Contact Information list, and they do not mind being contacted at home. Questions about preschool policies, etc. should be directed to the Board president or to the teachers. All parents are welcome to attend board meetings that are typically held the second Monday of each month at the preschool.

## MEMBERSHIP AND HEALTH REQUIREMENTS

### MEMBERSHIP

To be eligible for enrollment, the following requirements must be met:

1. The child must be 2.5 years old on or before September 1st for the Early Learners program.
2. The child must be 3.5 years old on or before September 1st or have approval of the teacher to participate in the Prekindergarten program.
3. The child must be a walking toddler to begin the “Two’s and You program. Priority will be given to children over the age of 2.
4. A preschool application and registration fee must be submitted. The following information is needed for successful completion:
	1. Class selection
	2. Child’s general information
	3. Answering the screening questions (**see “Responsibilities of All Preschool Parents”**)
	4. Signing a parent’s contract agreeing to the responsibilities listed (**see “Responsibilities of Preschool Parents”** for specific requirements)
	5. Selecting a job responsibility (**see “Job List”)**
5. Children must have the proper health forms completed by the first day of school. (See **“Health Requirements”)**
6. All tuition payments must be paid according to schedule.
7. All families must comply with the preschool policies and bylaws.
8. Licensing requires parents to sign a form indicating they have received a copy of the Handbook and all other pertinent paperwork, as well as signing another form indicating they are aware of the Licensing Binder which is kept in the Preschool Office and is available to view electronically.

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### HEALTH REQUIREMENTS

As a prerequisite for the licensing of our preschool and attendance of your child, the Michigan Department of Health and Human Services (MDHHS) requires the following:

**Prior to the first day of initial attendance:**

1. **A Child Information Record card** must be completed for each child for the current year. It contains parental permission to seek emergency care, emergency contacts, and the names of persons to whom your child may be released from preschool. This card is kept on file in the preschool office for two years. Please update your child’s information card throughout the year with any changes, such as phone numbers, addresses, emergency contacts, or allergy/medication changes.
2. **A Health Appraisal Form must** be completed for each child. This includes your child’s immunization records, health history, and a physical health statement that **requires a signature from your physician or nurse practitioner**. They are valid for two years for preschoolers from the date of the physician’s signature and are kept on file in the preschool office. Toddlers must have an updated physical/Health Appraisal Form completed annually.
3. An immunization waiver is available from the Health Dept. for families who choose not to immunize their children. This waiver should be completed and returned to the Program Director by the first day of school.
4. If children need to have medication during preschool hours, a medication permission form needs to be filled out, dated and signed. This form will be kept on file and a copy with the staff. All prescription medications must be in the original container, labeled with the child’s name, doctor’s name, dated and stored out of reach of children. Similarly, lotions, sunscreens, etc. require a permission form be completed and must also be in the original containers and stored out of reach of children.

***AS INSTRUCTED BY STATE LAW, CHILDREN WILL NOT BE ABLE TO ATTEND PRESCHOOL UNTIL THESE FORMS ARE COMPLETED AND RETURNED.***