### COMMUNICATIONS

Good communication is essential for a great preschool experience. Our board and teachers are committed to having open and frequent communication with our preschool families in the following ways.

The board and teachers will utilize both email and the Kaymbu app to keep families informed about events, school closures and other important information. Please be sure to check the email on file regularly.

A newsletter will be sent out monthly, informing you of activities, future program objectives, and overall growth of the children. Please note the important dates, times, and activities pertaining specifically to your child.

We invite you to follow our public Facebook page as well as join a private Facebook group for the current school year. The public page will highlight our fundraisers and fun community events/activities. The private page will be used to post and share classroom pictures and videos as well as to allow families to communicate with one another.

### FIELD TRIP POLICY

### Learning Tree Cooperative Preschool has field trips every year for children in the Early Learners and Prekindergarten programs. Parents/guardians will be notified of the date, location, and time of the field trip. Parents/guardians must remain with their child for the duration of the field trip. Learning Tree Preschool is not responsible for transportation to the field trip site. Field trip days are considered regular school days and children are expected to attend. Field trips will be held rain or shine, unless weather conditions force the cancellation of classes for Midland Public Schools. Children should be dressed appropriately for the inclement weather when field trips are scheduled to be outdoors.

### LUNCH POLICY

According to state licensing rules, the students that participate in any of the lunch programs must have their lunch bags or boxes labeled with their full names (safer to do on the inside) so no mix-up can occur. Also, all lunches must have a labeled ice pack included to keep the food cold until lunchtime. Licensing also requires each lunch to be dated daily. These labels will be provided every morning. Children are not allowed to share the contents of their lunches with their classmates.

### PARENT VOLUNTEERS

Parents are always welcome at Learning Tree Preschool. We certainly would enjoy having you share your special abilities and interests with us. Having volunteers for both special events as well as everyday activities provides the children with unique and invaluable experiences.

### PARKING & DROP-OFF POLICY

1. An adult must accompany all children for whom they are responsible into the preschool.
2. The adult must wait until a staff member has completed check-in before leaving the preschool.

 3. Please **do not** park in spaces reserved for the Reverend and church staff.

### PICK-UP POLICY

Children may only leave the preschool when accompanied by an authorized adult listed on their white Child Information Record or with written permission (handwritten/email/text) from a parent/guardian, that is signed and dated. Government issued photo ID may be checked for verification. If necessary, copies of custody paperwork must be on file at the preschool.

**Early Explorers & Prekindergarten Classes (3-5 year olds):** When picking up a child at the end of class, please line up your vehicle along the curb near the entrance to the preschool or park in the regular parking. The children will wait by the brick wall, and a teacher or assistant will escort your child to you or your caregiver. Please do not call or gesture to your child to come to you before a teacher takes their hand. As a courtesy to your child and teacher, *please end all cell phone calls before picking up your child.*

If you need to pick up your child early, please inform the teachers in advance if possible and sign the “Early Check-Out” form on the double doors as you exit.

Prompt student pick-up from preschool is expected of every parent each school day. When parents are late, it can be frightening for the child, and it can be difficult to provide adequate supervision for the child while they wait for the tardy parent. If you know you are running a little late (from a Dr. appt. etc.), please call the teachers to let them know.

If parents continually pick-up a child late from school, they can expect any or a combination of the following:

1. A phone call from the Learning Tree Cooperative Preschool Board.
2. A monetary fine of $10 for every 5 minutes a parent or caregiver is late for pick-up.
3. Expulsion from the Learning Tree’s preschool program.

TOILET TRAINING POLICY

All children must be striving towards toilet training before attending any classes at Learning Tree Cooperative Preschool, with the exception of the Two’s and You program, as the staff does not change diapers but rather aids in teaching children proper cleaning techniques. If a child has frequent accidents, further arrangements with parents will have to be made according to preschool guidelines.