



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

## POLICY MANUAL (3/2017)

### 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 experience 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 older than 3 years of age, on or before December 1, are eligible to attend. Children who are toilet trained and younger than 3 on 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 are required to provide a fundraising deposit each semester. The preschool holds a variety of fundraising events each year where families have the opportunity to earn back all or part of the fundraising deposit based on hours spent at revenue-earning events or on money generated in fundraising sales. For complete fundraising requirements, please see the "Michigan Tech Preschool Parent Responsibilities" document.

### 5. Tuition

A \$50 nonrefundable deposit is required at the spring enrollment. The deposit will be applied to the LAST

payment of the school year's tuition.

Tuition is determined yearly by the board of directors. Please see enrollment form for the current year's rates. Payment plans are available.

#### *Discounts*

- All Daniell 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 may 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 amount due based on your selected payment plan. If payment is received more than 7 days after the due date, a late fee will be assessed according to the following schedule:

- \$25 for first late payment of the semester
- \$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.*

### 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

(Over)

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 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 ( $\geq 100.4^{\circ}\text{F}$ ) please do not send her back to school until she is fever-free 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

Either parent volunteers will use their own vehicles to provide transportation for field trips, or a parent may choose to transport his/her own child. Legally, all children under 8 years of age or under 4 feet 9 inches in height must ride in a government-approved car seat; parents/guardians must provide and install a car seat for field trips.

#### 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, Inc. reserves the right to cancel sessions or reassign students based on estimated enrollment.

#### **Class Schedules**

T/TH 3-4 year olds  
9:00 – 11:30 P.M. ~OR~ 12:30 - 3:00 P.M.  
M/W/F 4-5 year olds  
8:30 – 11:30 A.M. ~OR~ 12:30 – 3:30 P.M.

#### **Children must be dropped off and picked up on time.**

Time between classes is necessary for teacher's lunches and preparation for the next class. We ask all parents to respect this important time and be punctual.

#### 15. Parking

During drop-off and pick-up times, parents are asked to park in the areas designated, "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 on the street in front of the playground.