



# Birch Street Elementary School Participant Handbook for the Following Programs:



**Kalkaska Public Schools Preschool Program  
(Tuition-Based)**



**Kalkaska Public Schools Additional Care  
for Exceptional Students (ACES) Program**



**Kalkaska Public Schools Summer Camp**

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# Welcome and Operation Days and Hours

We are pleased to have your child participating in one or more of our programs at Birch Street Elementary School. We offer two preschool programs including the Great Start Readiness Program (GSRP) to qualifying families and Kalkaska Public Schools Preschool which is a tuition-based program. We also accommodate the family's various work schedules by offering Additional Care for Exceptional Students (ACES) program for children 4 to 12 years of age and the Kalkaska Public Schools Summer Camp for children who are 4 by June 1<sup>st</sup> before the start of camp. We look forward to creating a lasting relationship with you and your child. All programs offered are licensed and comply with the rules and regulations established by the Department of Licensing and Regulatory Affairs (LARA). GSRP complies with both LARA and all rules and regulations set by the GSRP program.

It is our goal and responsibility to work with you and your child to provide the best possible experience. We are providing you with this handbook to better acquaint you with the policies and procedures related to the programs offered. The guidelines included are necessary to make our programs a place in which your child can grow academically, socially, and emotionally. Please be sure to read this handbook carefully and keep it handy for future reference.

**Please sign and return the form, "Receipt of Participant Handbook" acknowledging you have read and agree to comply with the policies and procedures. You may return the form to any staff member in the program(s) you are enrolled in.**

## Overview

The Michigan Department of Education funds the Great Start Readiness Program (GSRP) to provide children with high-quality preschool experiences. Our GSRP program serves qualifying children who are four years old by September 1st of the year enrollment is sought. Kalkaska Public School Preschool program is funded by tuition paid by a parent/guardian and through the Child Development and Care (CDC) for qualifying families.

These classes are taught by highly qualified teaching teams. The curriculum is child-centered and aligns with district and state kindergarten curricula. The programs provide family-style breakfast, lunch, and nutritious snacks for the students each day. Research supports that children served by high-quality preschool programs show significant, positive developmental and academic achievement when compared to children who have not attended a program.

The Additional Care for Exceptional Students (ACES) and Kalkaska Public Schools Summer Camp programs are an extension of the high-quality experiences provided by all the staff within the Kalkaska School District.

## Philosophy of Education

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We believe that all children develop emotionally, intellectually, physically, and socially. All areas of development are equally important and affect one another. We also believe that children develop as a result of their interactions with adults, other children, and their environment. Based on these beliefs, we provide opportunities for children to develop in all domains through interactions individually, with the teacher, other children, and with high-quality materials. Our curriculum is designed to enhance the development of children, to extend their skills and levels of understanding as well as foster positive self-esteem and positive feelings about school. We believe that parents/guardians are the primary educators of their children and we strive to partner with parents/guardians around the specific development of their child. We encourage parent/guardian involvement in their child's schooling.

## Cultural Competence

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Kalkaska Public Schools, respect family's diverse cultural practices. Developmentally appropriate practices for young children are informed by knowledge of their social and cultural contexts. It is part of our planned curriculum to incorporate the home cultures and languages of the children in our programs, including the use of familiar music, materials, practices, and customs. We believe this will create positive and meaningful early learning experiences for all our children.

## Admissions Policy

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Programs offered through Kalkaska Public Schools are licensed and each program may have different admission requirements based on the rules and regulations of the program. If you reside outside of the Kalkaska Public Schools District, please fill out a School of Choice Form found at <https://www.kpschools.com/vnews/display.v/ART/55ad4edf14508>. ***Please read each program carefully for admission requirements. ALL PROGRAMS REQUIRE AN APPLICATION PROCESS FOR APPROVAL. ALL REQUIRED PAPERWORK MUST BE SUBMITTED AND NOTIFICATION FROM THE PROGRAM THAT YOUR CHILD HAS BEEN APPROVED MUST HAPPEN BEFORE YOUR CHILD MAY ATTEND.***

### **Kalkaska Public Schools Great Start Readiness Program (GSRP)**

Children must meet the criteria based on the Michigan Department of Education, Michigan Child Care Licensing, and federal guidelines if the program is a GSRP or Head Start blend. Priority is given to families with the greatest need. Openings in the program are filled by income and eligibility factor criteria rather than on a first-come, first-served basis. If your child is placed in the program, parents must provide and complete the following enrollment paperwork before their child beginning the program:

- Application
- Proof of child's age - Children must be at least 4 years old, on or before September 1.
- Proof of income

- Proof of residence
- Eligibility factor information and related documentation
- Immunization records
- Child Information Record
- Health Appraisal
- Free and Reduced Meal Family Application

A Health Appraisal must be on file within the first 30 days of initial attendance or the child will not be able to attend until it is submitted. The Health Appraisal must have a physician's signature, recommendation, stamp, and the date.

#### **Kalkaska Public Schools Preschool (Tuition-Based)**

This program serves children who can take care of their own toileting needs and are between 3 and 6 years of age. All registration will be handled on a first-come, first-served basis until the program reaches capacity. Every child must have a current Health Appraisal on file as required by the Department of Licensing and Regulatory Affairs (LARA). Each child enrolling in the program must have the following forms completed and on file before they can attend:

- Registration form and non-refundable Registration Fee
- Receipt of Participant Handbook
- Child Information Record
- Health Appraisal form signed by a physician
- Immunization Records
- Birth Certificate
- School-Age Health and Immunization Statement (For school-age children only)
- Media Release/Class List
- Food Program Participant Forms
- Parent Provided Food and Drink Form
- Signed Parent Notification of the Licensing Notebook
- Clearance Statement

Every child must have a current Health Appraisal on file as required by the Department of Licensing and Regulatory Affairs (LARA). Children may be screened at the local health department or a family physician. The health appraisal form must be completed and on file at the center on the first day of school. The health appraisal must have a physician's signature, recommendation, stamp, and date.

All children must be up to date on their immunization or present an authorized waiver form before attending school.

#### **Pre-registration is necessary.**

At the time of registration, you will enroll your child in a basic schedule. This will reserve your spot in the program for those days each week throughout the year. **Tuition is assessed based**

**on enrollment, not attendance.** Flexible schedules may be available; please consult with the Lead Teacher.

### **Kalkaska Public Schools Additional Care for Exceptional Students (ACES)**

Kalkaska Public Schools Additional Care for Exceptional Students (ACES) program serves children who are enrolled in preschool through fifth grade between the age of 4 and 12. Children must be fully potty trained. Children must be able to successfully engage in age-appropriate classroom activities in accordance with student/teacher ratios set by the Department of Licensing and Regulatory Affairs (LARA). The ratios are in Table A below.

All registration will be handled on a first-come, first-served basis until the program reaches capacity. **Registration is required** to maintain ratio compliance with LARA. During the registration process families will elect the days needed for before and after school care. This will reserve your spot in the program for the selected days for the school year. If your schedule changes you must alert staff immediately as spots may not be available based on ratios. **If your child will not attend the before and after school program on any given day, you must contact the school.** Each child enrolling in the program must have the following forms completed and on file before they can attend:

- Registration form
- Receipt of Participant Handbook
- Child Information Record
- Health Appraisal form signed by a physician
- Immunization Records
- Birth Certificate
- School-Age Health and Immunization Statement (For school-age children only)
- Parent Provided Food and Drink Form
- Media Release/Class List
- Food Program Participant Forms
- Signed notification of the Licensing Notebook
- Clearance Statement

**TABLE A**

Age	Caregiver-to Child Ratio
Infants and Toddlers, Birth until 30 months of age	1 to 4
Preschoolers, 30 months of age until 3 years of age	1 to 8
Preschoolers, 3 years of age until 4 years of age	1 to 10
Preschoolers, 4 years of age until school-age	1 to 12
School-agers	1 to 18

### **Kalkaska Public Schools Summer Camp**



Kalkaska Public Schools Summer Camp program serves children who are enrolled in preschool through fifth grade between the age of 4 and 12. **Children MUST BE 4 years of age BEFORE June 1<sup>st</sup> before the start of the summer camp and must be able to use the restroom independently (fully potty trained).** Children must be able to successfully engage in age-appropriate classroom activities in accordance with student/teacher ratios set by the Department of Licensing and Regulatory Affairs (LARA). Refer to the ratios in Table A above.

All registration will be handled on a first-come, first-served basis until the program reaches capacity. Pre-Registration is required to maintain ratio compliance with LARA. Parents/guardians must pre-register your child for the days and times they will be attending each week. To make sure there is enough staff scheduled for your child to attend, your child needs to be signed up for the following week by Friday afternoon. Flexible schedules may be available but will not be guaranteed after Friday afternoon. Every attempt to accommodate schedules will be made and a 24-hour notice is required. If your child is not pre-registered for a day and as a result, there is not enough staff scheduled, your child will not be able to attend. If there is enough staff and your child can attend, there will be an additional late registration fee of \$5.00. If your child is not attending summer camp on a registered day, you must contact the lead teacher or coordinator. Every child must have a current Health Appraisal on file as required by LARA. Each child enrolling in the program must have the following forms completed and on file before they can attend:

- Registration form and non-refundable Registration Fee
- Receipt of Participant Handbook
- Child Information Record
- Health Appraisal form signed by a physician
- Immunization Records
- Birth Certificate
- School-Age Health and Immunization Statement (For school-age children only)
- Parent Provided Food and Drink Form
- Media Release/Class List
- Food Program Participant Forms
- Signed Parent Notification of the Licensing Notebook
- Clearance Statement

## **Tuition and Fees**

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Each program differs regarding tuition. Families may qualify for free preschool or may qualify for a subsidy through the Child Development and Care fund (CDC). Families who do not qualify for free or subsidized including the Additional Care for Exceptional Students and Summer Camp Programs or Kalkaska Public School Preschool are required to pay tuition. **Please read each program carefully for tuition requirements.**

### **Kalkaska Public Schools Great Start Readiness Program (GSRP)**

Kalkaska Public Schools GSRP is funded by the state of Michigan and is a free preschool program offered to children who are four years of age by September 1<sup>st</sup> of the current school year and who meet eligibility requirements. No fees will be incurred for families enrolled in the program below the 250% FPL (Federal Poverty Level).

**Tuition will be incurred for families enrolled in the program above the 250% FPL (Federal Poverty Level).** If a parent/guardian is responsible for tuition, they will be notified of the amount and specified periods of payment (e.g. weekly, monthly, or one annual payment). Payment can be made with cash or check. There will also be no fees for late payments, special trips or projects, days the program is closed, or if a child is ill or on vacation.

### **Kalkaska Public Schools Preschool (Tuition-Based)**

*Morning (7:30 a.m. – 11:30 a.m.) \$15.00 per day*

*Full day (7:30 a.m. – 3:30 p.m.) \$24.00 per day*

The signed enrollment form indicates the days that will be reserved for your child with the required tuition. The program operates on a prepaid basis; parents/guardians are responsible for paying all tuition in advance unless other arrangements have been made. ***All payments are to be made to the lead teacher at the school, please do not pay at the school office.*** Tuition is charged for all the days a child is enrolled, regardless of an absence; refunds or credits will not be given. Sick/Vacation days are allotted based on enrollment and are prorated accordingly. Adjustments will be made when the program is not in session due to inclement weather, safety threats, or other unforeseeable reasons. Payment can be made with cash or check. There will be additional payments required for field trips.

Parents/guardians will be notified by the lead teacher of past due balances. If satisfactory arrangements for payments are not made, the building principal will be notified and discuss the past due balance verbally and/or in writing with the family. If at one week, the past due balance continues, the child will be dropped from the program until other arrangements are made to pay for the accumulated tuition. Accounts with significant past-due balances may be referred to small claims court for collection.

Parents/guardians experiencing payment difficulties are encouraged to work with the school as soon as possible to avoid having to withdraw a child from the program.

Please be aware that the Kalkaska Public Schools Preschool is funded only through paid tuition by parents/guardians. If tuition is not paid, we cannot pay our expenses. It is necessary to have tuition paid, in full and on time. Thank you for your understanding and cooperation.

### **Kalkaska Public Schools Additional Care for Exceptional Students (ACES)**

The signed enrollment form indicates the days that will be reserved for your child with the required tuition. The hourly rate for before and after school care is \$2.50. ***All payments are to be made to the lead teacher at the school, please do not pay at the school office.*** Tuition is charged for all the days a child is enrolled and is to be paid in full every two weeks.



Parents/guardians will be notified weekly of the current balance. Adjustments will be made when the program is not in session due to inclement weather, safety threats, or other unforeseeable reasons.

Parents/guardians will be notified by the lead teacher of past due balances. If satisfactory arrangements for payments are not made, the building principal will be notified and discuss the past due balance verbally and/or in writing with the family. If at two weeks the past due balance continues, the child will be dropped from the program until other arrangements are made to pay for the accumulated tuition. Accounts with significant past-due balances may be referred to small claims court for collection.

Parents/guardians experiencing payment difficulties are encouraged to work with the school as soon as possible to avoid having to withdraw a child from the program.

Please be aware that the Kalkaska Public Schools Additional Care for Exceptional Students program is funded only through paid tuition by parents/guardians. If your tuition is not paid, we cannot pay our expenses. It is necessary to have tuition paid, in full and on time. Thank you for your understanding and cooperation.

#### **Kalkaska Public Schools Summer Camp**

The signed enrollment form indicates the days that will be reserved for your child with the required tuition. The hourly rate for the summer camp program is \$2.50 with a minimum of four hours per day. If your child will not be attending summer camp on a registered day, you must contact a staff member 24 hours in advance, or you will be charged the four-hour minimum. An additional fee of \$5.00 will be charged if your child attends summer camp on a day they were not pre-registered (see Kalkaska Public Schools Summer Camp under Admissions Policy heading). ***All payments are to be made to the lead teacher at the school, please do not pay at the school office.*** Tuition is charged for all the days a child is enrolled and is to be paid in full every two weeks. Parents/guardians will be notified weekly of the current balance. Adjustments will be made when the program is not in session due to inclement weather, safety threats, or other unforeseeable reasons.

Parents/guardians will be notified by the lead teacher of past due balances. If satisfactory arrangements for payments are not made, the building principal will be notified and discuss the past due balance verbally and/or in writing with the family. If at one week the past due balance continues, the child will be dropped from the program until other arrangements are made to pay for the accumulated tuition. Accounts with significant past-due balances may be referred to small claims court for collection.

Parents/guardians experiencing payment difficulties are encouraged to work with the school as soon as possible to avoid having to withdraw a child from the program.

Please be aware that the Kalkaska Public Schools Summer Camp is funded only through paid tuition by parents/guardians. If your tuition is not paid, we cannot pay our expenses. It is

necessary to have tuition paid, in full and on time. Thank you for your understanding and cooperation.

### **Kalkaska Public Schools Preschool, Additional Care for Exceptional Students and Summer Camp Child Development and Care (CDC) Program**

Kalkaska Public Schools participates in the CDC program offered through the Michigan Department of Health and Human Services (MDHHS) for qualifying participants. Each parent/guardian will be responsible for 50% of the weekly tuition until reimbursement authorization is received from the state. All CDC payments are made directly to Kalkaska Public Schools. These payments may not cover your entire childcare costs for the program. Parents/guardians will be responsible for any differences. This is the link for the application for subsidy:

[https://www.michigan.gov/documents/mde/Michigan\\_CDC\\_Application\\_policy\\_chgs\\_11.2015\\_ADA\\_506739\\_7.pdf](https://www.michigan.gov/documents/mde/Michigan_CDC_Application_policy_chgs_11.2015_ADA_506739_7.pdf)

### **Late Pick-Up Policy/Fees**

Parents/guardians who arrive after regular program hours to pick up their children will be charged a late fee of \$1.00 per minute starting one minute after the program closing time. If a child is not picked up at closing, we will begin calling parents and other emergency contacts. Please be considerate of our staff.

### **Returned Check Policy**

Checks returned to the school from the bank for non-sufficient funds will be charged a \$25.00 returned check fee. The teacher will be notified when this occurs, and the fee will be added to your next payment. If this occurs more than twice, you will be asked to make all payments with cash or money order.

### **Payment Records**

The lead teacher will provide you with a receipt each time you make payments. We will also supply you with tax information in January for income tax purposes.

## **Change of Address or Telephone Number**

Please inform a teacher as soon as possible if there are any changes in address, phone number, or email. If we need to contact a parent/guardian in an emergency, current information is required by the Michigan Department of Licensing and Regulatory Affairs (LARA) and records must be updated accordingly.

# Attendance and Daily Check-in-and-out Policy

## **Kalkaska Public Schools Great Start Readiness Program (GSRP)**

Regular attendance is a requirement of GSRP to maintain your child's placement within the classroom. As parents, valuing your child's education early on is a very important impression that will impact them for years to come in their success in school. The program expectation is that your child attends all class sessions throughout the week. We feel strongly that consistency is important for young children and regular attendance is an integral piece to building a child's self-confidence, language, peer relationships, independence, creativity, trust, problem-solving, and cognitive skills. We are happy to help resolve issues that may stand in the way of your child's attendance. If your child is absent or has a planned absence, please call your child's classroom phone number or the main office at (231) 258-8629.

## **Kalkaska Public Schools Preschool (Tuition-Based)**

Regular attendance is a requirement of Kalkaska Public Schools Preschool. We feel strongly that consistency is important for young children and regular attendance is an integral piece to building a child's self-confidence, language, peer relationships, independence, creativity, trust, problem-solving, and cognitive skills. If your child is sick or will not be attending, please call the classroom number or the main office at (231)258-8629. We need to know who will be attending each day. **Reminder: Tuition is assessed on enrollment not attendance.**

Each child will be allowed four days per year for absences in the interest of containing communicable illnesses. Days will be prorated if enrolled after January 1.

## **Kalkaska Public Schools Additional Care for Exceptional Students (ACES)**

If your child is not attending on a registered day for any reason, please notify the school in advance. It is important staff is notified to keep your child safe, to maintain ratios and so the staff can accommodate other families that may need care for the day. You can report absences to the school office at (231)258-8629.

## **Kalkaska Public Schools Summer Camp**

If your child is not attending on a registered day for any reason, please notify the lead teacher in advance whenever possible. Phone numbers will be posted and in newsletters while summer camp is in session. It is important staff are notified to maintain ratios and the staff can accommodate other families that may need care for the day. Each child is allotted four absences in the interest of containing communicable illnesses. You will be charged the four-hour requirement fee unless you notify the lead teacher in advance of an absence.

## **Daily Check-in-and-out Policy**

Kalkaska Public Schools is passionate about your child's safety. School entrance and exit policies differ and may change during the school year so please check with the teacher or another staff member for the proper and safe way to escort your child to and from a program.

**\*\*CHECK-IN POLICY\*\*** All children must be signed into the program by the person dropping off the child.

**\*\*CHECK-OUT POLICY\*\*** For a child to be released, the parent/guardian must be present. If a parent/guardian is picking up a child and has not met the teacher or staff prior the parent/guardian must have a legal picture identification before the child will be released to the parent/guardian. If someone other than a parent/guardian is picking up a child, the individual must be listed on the Child Information Card. If the individual is not listed on the Child Information Card, other written forms of communication by the parent/guardian informing the teacher the child is to be picked up by another adult must be communicated before the child can be released. The communication must include the approved individual's full name and the time they will pick up the child. The individual must bring a legal picture identification for the child to be released. The individual will need to be added to the Child Information Card as soon as possible and the parent/guardian must initial and date the card indicating the change.

## Sample Daily Schedule

### Kalkaska Public Schools Great Start Readiness Program (GSRP) and Preschool (Tuition-Based)

The following is a **SAMPLE SCHEDULE** for the preschool programs. Please ask the lead teacher in your child's classroom for a copy of their daily schedule as all classrooms vary.

**Kalkaska Public Schools Great Start Readiness Program** starts at 8:05 a.m. and ends at 3:05 p.m. Monday-Thursday (Please see the School Calendar section of this handbook for more details).

**Kalkaska Public Schools Preschool (Tuition-Based)** program starts at 7:30 a.m. and ends at 3:30 a.m. Monday-Friday (Please see the School Calendar section of this handbook for more details).

**8:00–8:45 Arrival/Breakfast/Greeting Time** – Children enter the classroom at their own pace. Parents/guardians are encouraged to stay until children are ready for them to leave. Children have choices about whether to eat, spend time with books, or interact with adults and one another. Once all children have arrived, adults share the daily announcements.

**8:45–9:00 Large-Group Time/Music and Movement** – All adults and children participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects; and events meaningful to children.

**9:00–9:10 Planning Time** – Children indicate their plans to adults in a place where intimate conversations can occur and where people and materials are visible. Adults use a range of strategies to support children's planning (e.g., props, area signs, tape recorders, singing, planning individually, in pairs, in small groups).

**9:10–10:10 Work Time** (children's hour of uninterrupted Choice Time) – Children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Work Time, adults participate as partners in child-initiated play and encourage children's problem solving both with materials and during times of social conflict.

**10:10–10:20 Cleanup Time** – Children and adults clean up together keeping the spirit of play and problem solving alive. Children make many choices during clean up. Adults accept children’s level of involvement and skill while supporting their learning.

**10:20–10:30 Recall Time** – Gathered in small group settings, children choose Work Time experiences to reflect on, talk about, and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow children’s lead and encourage children to share (e.g., individual props such as puppets, telephones or periscopes, group games using a hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting). Adults are unhurried in their approach and may complete Recall Time with four or five children each day.

**10:30–10:45 Small Group Time** – An adult-initiated learning experience based on children’s interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their way.

**10:45–11:30 Outside Time** – Children have many choices about how they play in the outdoor learning environment, much as they do during Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem-solving.

**11:30–11:40 Bathroom/Wash Hands/Prepare for Lunch** – Children assist in the preparation and set up. Children choose where they would like to sit and are encouraged to serve themselves.

**11:40–12:25 Lunch** – Family-Style meals support children doing things for themselves (e.g., serve themselves, pour beverages, distribute napkins, wipe up spills). Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own snack space including disposal of leftovers, wiping off tables and pushing in their chairs.

**12:25–1:25 Quiet/Resting Time** – Resting is a time for sleeping or quiet, solitary, on-your-own-cot play. Rest Time plans should be individualized to meet the needs of each child. The quiet play could include books, soft music, baby dolls, or fine motor manipulatives.

**1:25–1:55 Wake/Bathroom/Snack** – As children wake up, adults and children work together to put away cots and set up for a snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping off tables, and pushing in their chairs.

**1:55–3:00 Plan/Work/Cleanup/Recall** – (refer to AM descriptions).

**3:00–3:30 Outside Time/Dismissal** (refer to AM descriptions).

## Parent Involvement Information

Children who are successful in school have many healthy interconnections between family, school, and community. Parent/guardian involvement in the learning process strengthens learning at home and is directly linked back to positive child outcomes at school. Communication and strong relationships are the keys to successful parent/guardian involvement. Parent/guardian involvement is a very important part of our program and parents are welcomed visitors in the classroom at any time.

### **Kalkaska Public Schools Great Start Readiness Program (GSRP)**

**Home visits** - Twice during the year, lead teachers will schedule a home visit with your family. The goal of home visits is to better meet the needs of your child and family. In promoting a partnership between parents/guardians and teachers, home visits provide a time to share the interests of your child and family, information about the program, and how the program can best serve the needs of each family. For example, the home visit before the start of the school year is an excellent time to get acquainted with one another and the spring home visit helps to provide a smooth transition to Kindergarten.

### **Kalkaska Public Schools Great Start Readiness Program and Preschool (Tuition-based)**

**Conferences** – Parent/teacher conferences are held twice a year (fall and spring). During the conference, the teacher will discuss your child's progress, answer any parent/guardian questions, and develop a plan to address any areas of concern or interest. Teachers will work with parents/guardians to schedule a time for the conferences.

### **Kalkaska Public Schools Great Start Readiness Program (GSRP) and Preschool (Tuition-Based)**

**Open House** - Held before the first day of school. This is an opportunity for parents/guardians and children to come and visit the classroom and meet other parents and students. Participation in this event will help alleviate any first-day jitters.

### **Kalkaska Public Schools Great Start Readiness Program (GSRP) and Preschool (Tuition-Based)**

**Parent Advisory Committee (PAC) Meetings** – Local meetings are held three times a year. Those that attend the Advisory Committee Meetings consist of but are not limited to, parents/guardians, GSRP teachers, GSRP administrators, Early Childhood Specialist, Head Start teachers, Title I preschool teachers, Kindergarten teachers, School specialists, Department of Health and Human Services, Community Health Services, Head Start and local early childhood programs, elementary principals, and school superintendent. For more information on these meetings, please ask your child's teacher. **This is a requirement for GSRP. Kalkaska Public Schools Preschool may also participate in these meetings. Check with your child's teacher to clarify participation.**

## **OTHER POSSIBLE IDEAS FOR PARENT INVOLVEMENT:**

- Volunteer in your child's classroom – help prepare materials, read to students, or assist at toys and games tables
- Share special interests with children such as fishing, photography or sewing
- Provide recyclables and help to make play materials
- Create displays of child-initiated work
- Support children's learning at home
- Read or contribute to a parent newsletter
- Storytime (read aloud to your child before bedtime, nap time)
- Have the child write their own story and read it back to you
- Word recognition, touching words
- Word games during road trips



- Visit your local library
- Cook with your child – have your child read the recipe
- Use animated voice when reading to your child
- Memory games

## Multi-Tiered Systems of Support (MTSS)

Our preschool programs participate in MTSS meetings. This is a process that uses data-based problem-solving to integrate academic and behavioral instruction and intervention for students who need additional supports within the classroom.

- *If a parent or teacher has concerns about a child's academic, behavior, or social progress at any time throughout the year, this child may be brought up at MTSS to put helpful interventions in place. Parent permission is required to bring up your child at these meetings. **Student names are kept confidential.***

## School Readiness Advisory Committee (SRAC)

Due to the rural nature of the 5-county region, this committee consists of multiple collaborative efforts of existing groups including Great Start Collaborative, 5toOne Parent groups, Great Start Parent Coalition, Great Start Readiness Program Parent Advisory Committees, Great Start to Quality Northwest Resource Center, and continuous opportunities for feedback using technology. The School Readiness Advisory Committee meets as needed for special issues not currently addressed within existing structures. If you would like to be involved in this committee, please contact the Traverse Bay Area Intermediate School District (TBAISD) Early Childhood Office at 231-922-6437 or find us at [www.facebook.com/greatstartparents](http://www.facebook.com/greatstartparents).

## Great Start Collaborative (GSC)

Every county in Michigan is part of a Great Start Collaborative. Every Collaborative includes parents, service providers, partners, and stakeholders who contribute their time and expertise to help make sure children receive the best care and education we can provide. Locally the Great Start Collaborative Traverse Bay consists of Antrim, Benzie, Grand Traverse, Kalkaska, and Leelanau counties.

If you would like to be involved in this committee, please contact Traverse Bay Area Intermediate School District (TBAISD) Early Childhood Office at 231-922-6437 or find us at [www.facebook.com/greatstartparents](http://www.facebook.com/greatstartparents).



## Great Start Collaborative (GSC) Parent Coalition

The GSC Parent Coalition is a volunteer group of parents *working to ensure that all families have access to information, programs, and services in their communities.*

If you would like to be involved in this committee, please contact Traverse Bay Area Intermediate School District (TBAISD) Early Childhood Office at 231-922-6437 or find us at [www.facebook.com/greatstartparents](http://www.facebook.com/greatstartparents).

## Withdrawal

**Withdrawal by parents/guardians** - Kalkaska Public Schools values our partnerships with families. In the event, your family chooses to withdrawal your child, a two-week notification in writing to the teacher is appreciated. The advance notice allows us to give your child some closure to the program, gather all papers and belongings, and say good-bye to their classmates. This two-week period also allows for a smooth transition for your child.

### **Withdrawal by Birch Street Elementary School –**

**Tuition/Fees:** If payment is not made following the timeframe noted under the Tuition and Fees section of this handbook, your child will be withdrawn from the program and may be reinstated upon payment if there is still availability in the program.

**Behavior:** Children enrolled in the Tuition-Based program may be asked to leave the program if they are not potty-trained, exhibit excessive physical behaviors. When all strategies to help retain a child in a classroom have been exhausted and the child is a continuous physical threat to themselves or other children, your child may be withdrawn from the program. In the event, withdrawal is necessary for extreme behavior you may not be given notice and may be asked to leave immediately. These situations are rare and extreme and every effort to retain all children will be made through strong partnerships between staff and families.

**Exclusion Policy** - Children enrolled in GSRP programs cannot be excluded or expelled because of the need for additional medical or behavioral support, needed assistance with toileting, or staff attitudes and/or apprehensions. If your child is struggling in our GSRP program, we will partner with you to help your child succeed.

## Referral Policy

If a parent has concerns about their child's development, they should begin by contacting the lead teacher. The lead teacher will partner with the family to incorporate various at home and at school strategies to meet the child's goals. If concerns continue, the lead teacher will initiate the

Multi-Tiered Support System process. If further interventions are needed, with parent/guardian permission, a team will be formed to discuss how to best meet the child's needs. The team may include the parent/guardian, the teacher, the building principal, the Traverse Bay Area Intermediate School District (TBAISD) Early Childhood Specialist, or other special education staff. If a child already receiving services for a disability, the GSRP program staff will join the Individualized Education Program (IEP) team and continue services.

## Confidentiality Policy

Kalkaska Public Schools employees must not divulge confidential information contained in the records and files of all children, except to other employees who may need such information in connection with their duties and to authorize parties following proper departmental procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information following applicable procedures and should refer the requestor to the employee's immediate supervisor. Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined under established policies and procedures.

Parent/guardian and family involvement is an integral part of all programs. Any parents/guardians or family members that choose to be part of our day and activities are asked to follow the same confidentiality policy as employees and staff regarding what they learn and observe about children and families.

## Staff/Volunteer Screening Policy

Kalkaska Public Schools complies with federal and state laws regarding the screening of staff and volunteers. Comprehensive background checks are required of all staff members and any unsupervised volunteers. Checks include FBI fingerprinting, Michigan Child Abuse and Neglect Registry, National Sex Offender Registry, childcare licensing database for previous disciplinary action, and any criminal or child abuse history in previous states of residence in the past 5 years.

## Curriculum

### **Kalkaska Public Schools Great Start Readiness Program (GSRP) and Preschool (Tuition-Based)**

Creative Curriculum is a research-based, state-approved curriculum that guides daily activities in both preschool programs. The act of play is important in the development of young children and is a strong base for both programs. The children will learn strong social-emotional skills such as taking turns, communicate wants and needs, increase creativity, and enhance self-regulation skills. Creative Curriculum creates opportunities for child lead investigation with teacher guidance. While becoming comfortable as a student in school, children will also be exposed to a

variety of academic skills, including early literacy, math, social studies, science, and technology. All activities are developmentally appropriate and engaging to maximize your child's learning potential.

## Developmental Screening

### **Kalkaska Public Schools Great Start Readiness Program (GSRP) and Preschool (Tuition-Based)**

Kalkaska Public Schools preschools use Early Screening Inventory-Revised (ESI-R) as our screening tool. ESI-R is a brief developmental screening instrument that is individually administered to children aged 3-5 years. The screening is a snapshot in the performance areas of speech, language, cognition, perception, and motor coordination; this tool allows teachers to individualize child needs and identify possible areas of concern.

## Ongoing Child Assessment

### **Kalkaska Public Schools Great Start Readiness Program (GSRP)**

Kalkaska Public Schools GSRP uses Teaching Strategies GOLD as an assessment tool. Teaching Strategies GOLD is an authentic, observational assessment system for children from birth through third grade. It is designed to help get to know children well – what they know and can do, as well as their strengths, needs, and interests. With this information, we can guide children's learning by planning engaging experiences that are responsive to individual and group needs. Parents and families are invited to participate in the online system as well. For more information, please talk to your child's teaching team.

### **Kalkaska Public Schools Preschool (Tuition-Based)**

Kalkaska Public Schools Preschool uses Teaching Strategies Gold as an assessment tool. Teaching Strategies Gold is an authentic, observational assessment system for children. It is designed to help get to know children well-what they know and can do, as well as their strengths, needs, and interests. With this information, we can guide children's learning by planning engaging experiences that are responsive to individual and group needs. These assessments will be used in informing parents about their child's progress at parent-teacher conferences.

## Program's Calendar

**\*Please note that the programs offered in this handbook do not operate during scheduled breaks or on days' school is closed due to inclement weather. Please listen to your radio or local TV station for announcements of closings. You will also be notified by the district via telephone and/or email.**

### **The calendar Year and Hours of Operation**

**Each program differs. Please read each program carefully. A copy of the school calendar for each program will be given to you upon enrollment.**

### **Kalkaska Public Schools Great Start Readiness Program (GSRP)**

The Kalkaska Public Schools GSRP program will follow the Kalkaska Public Schools calendar for holidays and vacations except for our start and end dates. *GSRP does not operate on half days. Alternative care is not available on these days.* GSRP preschool start and end dates will be announced each year. Parents will be notified of any additional changes that occur in the schedule.

#### ***Daily Hours***

Kalkaska Public Schools GSRP Preschool is a Monday-Thursday program from 8:05 a.m.-3:05 p.m.

### **Kalkaska Public Schools Preschool (Tuition-Based)**

The Kalkaska Preschool will follow the Kalkaska Public Schools calendar for holidays and vacations. We will begin on the first scheduled day of school and will end with the last day of the school year. **Please note we do not operate during scheduled breaks or on days closed due to inclement weather.**

We cannot cancel class once the school day has begun. The parent/guardian needs to use their discretion when deciding to attend class on any day.

#### ***Daily Hours***

Kalkaska Public Schools Preschool is a Monday-Friday program from 7:30 a.m. – 3:30 p.m. Families have the option to enroll for mornings only (7:30 a.m.-11:30 a.m.) or full days (7:30 a.m.-3:30 p.m.) on the days they prefer.

### **Kalkaska Public Schools Additional Care for Exceptional Students (ACES)**

The Kalkaska Public Schools Additional Care for Exceptional Students will follow the same calendar as the Kalkaska Public Schools (attached and on the school website). Services are to begin the first day of school and ending on the last day of school.

#### ***Daily Hours***

Kalkaska Public Schools Before and After School is a Monday-Friday program from 6:30 a.m. – 6:00 p.m.

### **Kalkaska Public Schools Summer Camp**

Kalkaska Public Schools Summer Camp will begin on the first Monday after the last day of school (this may change based on make-up days for inclement weather) and end on a Friday one week before the start of the new school year.

#### ***Daily Hours***

Kalkaska Public Schools Summer Camp is a Monday-Friday program from 6:30 a.m. – 6:00 p.m. (If camp is held the summer of 2020 times may vary due to COVID 19 restrictions).

## **Outdoor Play and Weather Policy**

Physical activity is also an important part of a child's health and development. Kalkaska Public Schools GSRP and Preschool programs dedicate at least 30 minutes per day outdoor physical activity. The Kalkaska Public Schools Additional Care for Exceptional Students (ACES) and the Kalkaska Public Schools Summer Camp programs also offer a generous amount of outdoor play.

The following weather conditions prevent our programs from going outdoors:

- Temperature or wind-chill below 10 degrees
- Rain, hail, or sleet
- Other severe weather such as high winds, lightning, etc.

When the weather is too bad for students to go outdoors, students will be offered alternate large motor activities.

## Clothing

In general, the rules of the season and good taste should prevail regarding student dress. For safety reasons, appropriate footwear must always be worn (except rest time). **During winter months, your child needs to bring a jacket, snow pants, hat, mittens, and boots each day, as we will go outdoors as weather permits.**

Situations do arise in the school day where a child's clothing becomes wet and/or soiled. Parents/guardians are asked to send a complete set of clothes to be kept at school for their children. Please send the items in a Ziplock bag marked with the child's name and replace them in the event they are worn home.

## Field Trips

You will be given notice if your child leaves school grounds in writing in advance. If your child participates in a field trip requiring transportation (bus) you will need to sign a permission slip specifically for that trip.

## Personal Items/Toys from Home

Except for personal items or toys that are needed in the very opening days of school to help your child's transition from home to school, we ask that your child leave personal items or toys at home. "Special" items or toys brought to school sometimes end up going home with other children. There may be times a child is asked to bring something to school to share with the class, please label it with your child's name so we are sure to get it back to you.

## Rest Time Policy

### **Kalkaska Public Schools Great Start Readiness Program (GSRP) and Preschool (Tuition-Based)**

School-day programs offer rest time each afternoon as required by the Department of Licensing and Regulatory Affairs (LARA). You are welcome to send in a small pillow and blanket for your child to use at rest time. Because each child's needs are different, not everyone will sleep, but all

are asked to “rest quietly” in their rest space. These will be long days for the preschoolers and a rest time may be necessary for most. If there is a small special cuddle your child would like to have for rest time, they are welcome to use them at this time.

## Medication Policy

If it should be necessary for the staff to give your child doctor prescribed medicine at school, please follow these instructions:

- Complete the Medication Authorization Form
- Do not let your child carry the medicine

Parents/guardians must bring medicine to school, in its original container, with the physician's order indicating what the medicine is for, how often it must be taken, the amount to be taken and the number of days it is to be taken and your child's name. The medication must be administered by a staff member according to the prescription. The medication will be stored in a safe area out of children's reach and not in a child's personal space (locker, backpack) and will be returned to you at the end of the day if the medication needs to go home. If the medication becomes expired, it will be returned to you to dispose of. Expired medications will not be administered. **If your child is dropped off at before care, please remove the medication from their backpack, with the permission slip, and hand it directly to a staff member. The staff member will be sure to have the medication delivered to the homeroom of your child. Medication left inside backpacks poses a risk to your child or other children.**

## Health Policy

**Each child must have a physical examination within 30 days of starting in any of the programs offered by Kalkaska Public Schools as required by the Department of Licensing and Regulatory Affairs (LARA).** A Health Appraisal form must be completed by the physician and include the physician's signature, recommendation, stamp, and date. All children must be up to date on their immunizations or present an authorized waiver form before attending school. Michigan recently revised the immunizations rules to require all individuals who wish to waive one or more vaccines to:

1. Seek an authorized waiver for medical contradictions from your family physician.
2. Seek an authorized waiver for all non-medical concerns from a county health department.

The cost of the physical examination and immunizations is the responsibility of the family.

We cannot provide care for your child if they are ill. If your child should become ill while in our care, a parent/guardian will be notified. Your child should not be sent to any program if they have symptoms of illness. To protect a child and others, children must be kept at home for at



least **seventy-two hours** (or until your child completely recovers) if they have any of the following symptoms:

- Severe sore throat
- Temperature above 99 degrees (PLEASE wait 24 hours after fever breaks, without any fever-reducing medication, before sending back to school – based on health department guidelines to prevent the spread of flu and other illness)
- Earache/discharge
- Nausea or vomiting
- Skin rash
- Swollen glands
- Overly tired
- Diarrhea
- Inflamed eye/discharge
- Sores on the skin such as impetigo, scabies, or ringworm

If your child does not feel well, they will probably NOT have a good day at school. Please help your child get rest and recover before sending them back to school. If your child is sick, but you feel they can come to school if they stay inside, **please reconsider a student well enough to attend school will be considered well enough to participate in all activities including outdoor play.**

## **Nutrition Policy**

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Kalkaska Public Schools understands that a child needs to learn independence and self-help skills. To facilitate that, meals and snacks will be served family-style in seating that is appropriate for small children. Children are encouraged to try new foods and serve themselves. They will learn social skills like passing food to one another and having conversations. Breakfast, lunch, and snacks are eaten family-style inside our classroom (\*Kalkaska Public Schools Preschool (Tuition-Based) eats lunch in the cafeteria).

Kalkaska Public Schools school-day programs serve breakfast at approximately 8:30 a.m., lunch at approximately noon and an afternoon at snack at approximately 2:00 p.m.

There is no cost for meals or snacks. All food served will be compliant with the nutrition standards of the Child and Adult Care Food Program.

[http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal\\_Patterns.htm](http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm). Also, we follow the guidelines of the Department of Licensing and Regulatory Affairs (LARA). Food served should reflect the home and community cultures and be high in nutrients and low in fat, sugar, and salt. Menus will be posted in the classroom and any food substitutions will be noted.

**If there is a need for a child to receive substitutions due to medical or religious reasons, please notify the staff or teacher during registration. You will be required to submit additional documentation if your child needs food substitutions due to an allergy or medical**



condition. Our programs comply with the Department of Licensing and Regulatory Affairs to ensure children with special dietary needs receive meals or snacks following the child's needs.

## Parent Notification of Accident/Incident and Illness Policy

### **Minor Injuries/Incidents/Accidents**

Notification will occur at pick up times for minor injuries, incidents, or accidents. For injuries, incidents, or accidents like a minor scrape on the knee that only requires staff to apply first aid, an incident report will be completed, and parents will be notified at pick up time and provided with the written report.

### **Serious Injuries/Incidents/Accidents**

Notification will occur immediately via a telephone call to parent/guardian for serious injuries, incidents, or accidents. If unable to reach the parent/guardian, the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents. Examples are head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, or vomiting. Also requiring immediate notification are injuries, incidents, or accidents involving lost children, inappropriate physical discipline of a child, sexual contact between children or between adults and children.

The parent/guardian will be responsible for any incurred medical expenses. For your child's sake, please keep the program staff updated on any change in emergency contact numbers and/or physical illness or conditions.

In the case of fire, tornado, lockdown, or other severe weather/emergency crisis, Kalkaska Public Schools will follow the safety procedures as outlined by Birch Street Elementary. Plans for these safety procedures are posted in the classroom. Teachers will take copies of the student's emergency cards with them and take attendance once the children reach the predetermined safety site.

**Fire/Severe Weather:** There are procedures for both fire and severe weather emergencies posted in each classroom. Should an emergency arise, the staff is responsible for the child's information cards. All children with special needs will be accompanied by the lead teacher/assistant teacher to the designated area. Procedures will be practiced several times throughout the year.

**Communicable Disease Exposure:** If a child, staff member, volunteer, or contracted worker who works in the classroom has contracted a communicable disease you will be notified as soon as the diagnosis has been made known to Birch Street Elementary School. You may be notified in one of several means of communication:

\*Email, application chosen by your classroom teaching team (Bloomz, Brightwheel, DoJo, or other applications), a letter or other communication set forth by your classroom teaching team.

In the notification of communicable disease exposure, you will be given the symptoms associated with the disease. If your child exhibits any of these symptoms, please follow the guidelines set forth by the Center for Disease Control and adhere to the Health Policy on pages 18 and 19 of this handbook.

Center for Disease Control <https://www.cdc.gov/DiseasesConditions>

**Emergency Evacuation:** If we need to evacuate our school building, we will go to the High School gym. All children with special needs will be accompanied by the lead teacher/assistant teacher to the designated area. Parents/guardians will be contacted immediately by phone. If we are unable to reach a parent/guardian, we will contact those listed on the Child Information Form. A familiar adult will wait with the child until they are picked up by an approved adult.

**Lockdown:** For the safety of all students and staff, there is also a “Lockdown” procedure for each classroom if an unsafe person or persons enter the school property. All children with special needs will be accompanied by the lead teacher/assistant teacher to the designated area. The procedure will be practiced several times throughout the year.

## Discipline Policy/Conflict Resolution

Kalkaska Public Schools programs provide a warm, positive environment that meets children’s daily needs. There are times when conflicts occur and need to be addressed. The following discipline guidelines have been developed in support of this environment.

Teachers and assistants will support children as they solve problems with materials, do things for themselves, and assist them in resolving conflicts with peers. Kalkaska Public Schools staff will:

- Encourage children to do things for themselves throughout the day;
- 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;
- Give follow-up support when children act on their decisions.

Staff is prohibited from using these forms of discipline/punishment:

- Hitting, spanking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child’s movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.

- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle
- Putting vinegar, hot sauce, or soap in a child's mouth.
- Timeouts are not a form of discipline used for children under three years of age.

## Child Protection Policy

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the Act, Kalkaska Public School employees are considered Mandated Reporters and are required, by law, to report any suspicion of abuse or neglect to the proper authorities. Under the Act, Mandated Authorities can be held criminally responsible if they fail to report suspected abuse or neglect. Kalkaska Public Schools employees are not required to discuss their suspicions with parents/guardians before reporting the matter, nor are they required to investigate any suspicious marks, behavior, or condition before making a report. Kalkaska Public Schools take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

## Grievances

Should a parent/guardian have a complaint or concern, please discuss it with your child's teacher and try to resolve the issue as soon as possible. If you feel the situation is not resolved in your best interest, please contact the principal. If the concern/problem continues, specifically in a Great Start Readiness Program classroom, the teacher can provide contact information for the appropriate Traverse Bay Area Intermediate School District (TBAISD) Early Childhood Specialist.

## Parent Notice of Program Evaluation

### **Kalkaska Public Schools Great Start Readiness Program (GSRP)**

Our program is required to work with the Michigan Department of Education (MDE) to measure the effectiveness of the statewide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents/guardians questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you

or your child could be identified. It is protected by law.

Questions? Contact: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov)

or 517-241-4290

Or MDE, Office of Early Childhood Education and Family Services, 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909

## Subject to Change Notice

Items in this Participant Handbook are subject to change due to state and federal policies/mandates. Written notification of changes will be provided to parents/guardians and will supersede this handbook.

## Licensing Notebook

Our program's "Licensing Notebooks" are available on-site for parents to review. The following are available in the licensing notebook:

- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action (CAP) plans since May 28, 2010.
- The licensing notebook is available to parents during regular business hours.
- Licensing inspection and special investigation reports from at least the past 2 years are available on the childcare licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

*The Great Start Readiness Program portion of this handbook was developed under a grant awarded by the Michigan Department of Education.*

# Numbers to Remember

## Kalkaska Public Schools GSRP, Preschool (Tuition-Based) and ACES Contact Information

Birch Street Elementary School  
309 N. Birch St.  
Kalkaska, MI 49646  
231-258-8629

**Birch Street Elementary Principal:** Arica Zenner

### Room 2 Classroom (GSRP)

Classroom Phone: 231-258-8629 Extension: 4208

**Teacher:** Heather Day

e-mail: [hday@kpschools.com](mailto:hday@kpschools.com)

**Assistant Teacher:** Cheyenne Hickman

e-mail: [chickman@kpschools.com](mailto:chickman@kpschools.com)

### Room 5 Classroom (GSRP)

Classroom Phone: 231-258-8629 Extension: 4211

**Teacher:**

e-mail:

**Assistant Teacher:** Krystal Tinker

e-mail: [ktinker@kpschools.com](mailto:ktinker@kpschools.com)

### Room 6 Classroom (GSRP)

Classroom Phone: 231-258-8629 Extension: 4212

**Teacher:** Jennifer Ray

e-mail: [jray@kpschools.com](mailto:jray@kpschools.com)

**Assistant Teacher:** Angie Bromley

e-mail: [abromley@kpschools.com](mailto:abromley@kpschools.com)

### Room 3 Classroom (Tuition-Based Preschool)

Classroom Phone: 231-258-8629 Extension: 4209

**Teacher:** Peggy Schaub

e-mail: [pschaub@kpschools.com](mailto:pschaub@kpschools.com)

**Assistant Teacher:** Kristine Stanula

e-mail: [kstanula@kpschools.com](mailto:kstanula@kpschools.com)

**Additional Care for Exceptional Students (ACES)**

Room 1 Classroom Phone: 231-258-8629 Extension: 4209

Cafeteria Phone: 231-258-8629 Extension:

A.M. Care for all students is in the cafeteria.

P.M. Care for preschoolers and Kindergarten students are in Room 1.

P.M. Care for students 1<sup>st</sup>-5<sup>th</sup> grade is in the cafeteria.

## Receipt of Participant Handbook

My signature below verifies that I have received, read, and understand the Kalkaska Public Schools Great Start Readiness Program, Preschool (Tuition-Based), Additional Care for Exceptional Students and Summer Camp handbook policies and guidelines. I agree to abide by the policies and guidelines.

Child's Name (printed) \_\_\_\_\_

Child's Name (printed) \_\_\_\_\_

Child's Name (printed) \_\_\_\_\_

Child's Name (printed) \_\_\_\_\_

Parent's/Guardian's Name (printed) \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

*THIS PAGE MUST BE COMPLETED AND RETURNED TO A TEACHER/STAFF BY THE FIRST DAY OF THE PROGRAM.*