



# PARENT HANDBOOK

## Public Schools of Petoskey

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## PROGRAM OVERVIEW

### Welcome!

The Public Schools of Petoskey would like to welcome you and your child to the exciting world of preschool education. This handbook is designed to explain the policies and operation of the program. Please read this handbook and any other information that you may receive, so you have a clear understanding of the partnership between home and school.

### Contact Information

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### Early Childhood Philosophy

Little Northmen Preschool focuses on developing the whole child by providing a developmentally appropriate learning environment and experiences utilizing scientifically researched objectives/dimensions in the areas of: social/emotional, physical, language, cognitive, literacy, math, science, social studies and the arts. The goal of our early childhood program is to develop competent, sensitive, enthusiastic learners who have the ability to adapt to a changing world.

We believe:

- That this learning best occurs in a comprehensive program, which includes an integrated curriculum and strong parent/community involvement.
- Each child is a unique individual with physical, social, emotional, and intellectual needs. Recognizing that our children enter school with many different backgrounds, we provide individually rewarding and stimulating experiences in a diverse, bias-free environment.
- A child learns best in a warm, secure environment that provides opportunities for:
  - Interaction with materials which encourage creativity, exploration, questioning and independent discovery. This interaction includes a variety of active, concrete, “hands on” learning experiences matched to individual abilities and learning styles.
  - Interaction with ideas through open-ended and higher-order questions, problem solving, and discussions. This interaction emphasizes the process the child goes through to accomplish a task.
  - Interaction with each other and all adults through quality and uninterrupted play situations. This interaction promotes cooperation, self-responsibility and respect for self and others.



## Cultural Competence

The Public Schools of Petoskey recognizes that early childhood programs are responsible for creating a welcoming environment that respects diversity, supports children's ties to their families and community, and promotes both second language acquisition and preservation of children's home languages and cultural identities. Linguistic and cultural identities are an asset, not a deficit, for young children. Literature and learning experiences will be intentionally inclusive and families are invited to share their culture in a variety of ways.

## Calendar

Little Northmen Preschool operates Monday through Friday from 8:10 AM - 3:05 PM and follows the Public Schools of Petoskey school year calendar with the exception of the first and last day of school. Students begin preschool on the Monday following Labor Day. The last day of school will be the Friday after Memorial Day. The Preschool-specific calendar, shared with parents upon enrollment, includes preschool parent/teacher conference dates. Please see the last page of the handbook to view the calendar.

## Snow Days/Inclement Weather

Little Northmen Preschool follows the Public Schools of Petoskey closings. For inclement weather closings you may:

- [Subscribe to School Messenger updates](#)
- [Subscribe to BeAlert for snow day notifications](#)
- Tune in to local radio: WLXT 96.3, WKHQ 106
- Tune in to local television: 9&10, UpNorthlive 7&4
- You may also check the District website ([www.petoskeyschools.org](http://www.petoskeyschools.org)) where closings will be posted on the front page

## Transportation

Transportation will not be available for preschool students. Children must be dropped off and picked up at Ottawa Elementary School.

## Eligibility

Preschool classrooms serve children that are 4 years old by September 1st of the current school year. Prior to admission, the following documents need to be completed and on file:

- Application
- Proof of age: birth certificate or a passport
- Health Appraisal signed by a doctor (due within the first 30 days of school)
- Immunization records



- Child Information Record
- Free and Reduced Meal Family Application (if applicable)

The school maintains updated immunization records for each child as required by the State of Michigan. A licensed physician must complete the back page of the health appraisal form. Staff will discuss any documented concerns with parents. Parents MUST notify staff of any and all food allergies verbally and in writing on the child's emergency card.

## Tuition

Tuition will be billed September 2023 - May 2024. You will have the following payment options:

- Pay the year in full by September 15th, \$6,750.00/year
- Pay monthly, due on the 15th of each month, \$750.00/month
- Break the monthly payment into two \$375.00 payments, due the 15th & last day of the month

All billing and payments will be via an online program called ProCare.

If you indicated an interest in free preschool tuition on the preschool application form, a free and reduced lunch form must be completed and returned to Nicole Morrow ([morrow.nm.y@northmen.org](mailto:morrow.nm.y@northmen.org)) at the Spitler Administration building as soon as possible. Free tuition slots are limited. Applications are completed by parents.

Preschool applications are prioritized in the following order:

1. Students with siblings in the Public Schools of Petoskey
2. Students living in the Public Schools of Petoskey service area; no siblings in the district
3. Students living outside the Public Schools of Petoskey service area

## Late Fees

Late Pick Up Fee - \$15 will be charged every 15 minutes beginning at 3:06 PM

Late Payment Fee - \$25 will be added each Monday following the missed due date.

# TEACHING AND LEARNING

## Curriculum and Assessment

The **Connect 4 Learning curriculum** is used in our preschool classrooms along with components of the Public Schools of Petoskey curriculum for the Preschool level.

The **Ages and Stages Questionnaire (ASQ-3)** is a screening tool used to identify developmental strengths, as well as concerns, in order to determine if a child needs additional assessment or interventions. A screening provides a quick



look at how children are doing in developmental important areas such as communication, physical ability, social skills and problem-solving skills. Parents are the best source of information about their child and are involved in filling out this questionnaire.

Throughout the year, teachers monitor each child's progress and utilize assessment data to assist in making instructional decisions. Child assessment information will be shared with parents.

## SCHEDULES

### Daily Schedule

- **8:10-8:30 Arrival/Greeting Time** Children enter the classroom, are greeted by staff, breakfast (as needed) and check in before getting some outside time.
- **8:30-9:00 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. Outside time is minimally 30 minutes each day, excluding time for dressing and transitioning outdoors.
- **9:00-9:10 Music and Movement** – All adults and children participate in activities planned around children's interests, developmental levels, music and movement, cooperative play, and events meaningful to children.
- **9:10-9:30 Large Group Time** - All adults and children participate in collaborative group meetings planned around curriculum and developmentally appropriate practices.
- **9:30-9:50 Small Group Time** – An adult-initiated learning experience 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 own way.
- **9:50-10:15 - Handwashing/Snack Time**
- **10:15-10:20 Cleanup Time** – Children make many choices during clean up. Adults accept children's level of involvement and skill while supporting their learning.
- **10:20- 11:00 - Free Choice (Uninterrupted Choice Time)** - Children always initiate activities and carry out intentions. Children may make choices about where and how to use materials. During Free Choice, adults participate as partners in child-initiated play and encourage children's problem solving both with materials and at times of social conflict.
- **11:00-11:20 - Recall/Large Group** - All adults and children participate in collaborative group meetings planned around curriculum and developmentally appropriate practices. Students will engage in recall activities to reinforce autonomy and decision making.
- **11:20- 11:40 - Bathroom/Wash Hands/Prepare for Lunch**
- **11:40 - 12:10 - Lunch in the cafeteria/Clean Up/Recess Prep** - Children are encouraged to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own meal space including disposal of leftovers and wiping of tables. Children will prepare for outdoor play.



- **12:10-12:40 - 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. Outside time is minimally 30 minutes each day, excluding time for dressing and transitioning outdoors.
- **12:40- 1:05 Center Time** – Children will work at designated centers prepared by the Adults encouraging academic, artistic, and child led actions. Children will be able to rotate to various options throughout this period.
- **1:05-1:15 - Story Time** - Children and adults will gather at the rug and listen to a book aligning with content related to children’s experiences, environment, and engagement.
- **1:15 – 2:15 - 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. Quiet play could include books, soft music, baby dolls, or fine motor manipulatives.
- **2:15-2:30 - Bathroom/Wash Hands/Snack** – Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.
- **2:30-2:45 - Large Group/Afternoon Gathering** - All adults and children participate in collaborative group meetings planned around curriculum and developmentally appropriate practices. Children and Adults will also meet and check-in with students about events and actions throughout the day.
- **2:45-3:00 Clean Up and Pack up** - Children will gather personal materials and prepare to wait for parents in the Courtyard.
- **3:05 Dismissal**

## SCHEDULE DETAILS

### Meals

A planned food service program will be part of the school day. Meals may be provided by the family OR provided by the school. Each family will need to notify the teacher as to which option they prefer. Students will bring home a lunch calendar to choose school meal options. Snack times may vary slightly, but lunch is consistently served at the same time each day. Monthly menus will be planned and posted on our classroom bulletin board and a copy will be placed in each child's folder. Any food substitutions will be shared with families ahead of time and documented on menus posted in your child's classroom. We will ensure that any child with special dietary needs is provided with snacks and meals in accordance with the child's needs and with the instructions of the child's parent and licensed health care provider. We encourage mindful eating habits and avoid added sugar in snack choices as much as possible. While we do not require families to provide food for snacks, families are more than welcome to donate nutritious snacks for the class. Our program is required by Child and Adult Care Food Program (CACFP) guidelines to provide sufficient quantity and nutritional quality to account for the dietary needs of each child according to the minimum meal requirements of CACFP as administered by the Michigan Department of Education. We contract with Chartwells in providing daily meals and snacks.





All containers must be labeled with first and last name. All food must meet CACFP or NSNP requirements except when documented food allergies or intolerance or family beliefs prohibit. No child will be deprived of a meal or snack.

## Outdoor Play

Children will go outside every day weather permitting. Outdoor play time is structured to be a healthy, educational and enjoyable time for children. Please make sure your child is **dressed in clothing that is appropriate for the weather** conditions. Adults will be outside with the children so if your child is too sick to go outside and play, he/she is too sick to come to school.

## Rest Time

Full-day preschool children must have a rest period as required by the State of Michigan. The duration of rest time is 30-60 minutes and allows for the individual needs of the child. Resting is a time for sleeping or quiet, solitary, on-your-own cot play. Rest time plans will be individualized to meet the needs of each child. **Children will need a blanket and travel-size pillow.** Please send items that will fit in the child's cubby. We will send home items to wash each week. Children assist in setting out rest time materials (mats), turning off lights, closing shades and listening to soft music. Rest time will conclude by staff gently awakening children, turning on lights, opening shades, and assisting children with putting rest materials away.

## Field Trips

Any off campus field trips will be announced in advance along with a written permission slip for your signature. Only a limited number of parents may volunteer to chaperone a field trip due to site restrictions.

## BEFORE / AFTER CHILD CARE

Before and after care is available for your preschool child in our preschool classrooms. Morning care starts at 7:00 a.m. until the start of school and after care starts from the end of school until promptly 5:00 p.m. A monthly commitment schedule, due the 1st of each month, must be completed and submitted to your child's teacher to be able to participate. Billing for before and after care will be via Pro Care and will be due the 15th of each month. Charges are based on the days in the commitment schedule. If a student does not attend a scheduled day, you will still be charged. Daily rates are as follows:

- \$3.00 a.m. daily
- \$5.00 p.m. daily
- \$8.00 a.m & p.m daily



## ITEMS FROM HOME

There are many reasons that children may want to bring things to school like their favorite toy, stuffed animal, or security blanket. Except for rare occasions, we encourage children to leave these things at home. While we try to keep track, items from home can be damaged, lost or end up in someone else's backpack. Please keep things at home that are not necessary at school. Check your child's backpack and pockets every day before they come to school. There is a chance that something dangerous could find its way into a backpack. Preschoolers have little understanding of dangerous items such as guns and knives. PLEASE help us keep all children safe and secure.

### Clothing

Children's clothing should be comfortable and easy for them to manage. Children will engage in messy and active play inside and out, therefore, play clothes that can be easily laundered are encouraged. All children are required to keep an extra set of clothing at school, each item **labeled with the child's first and last name** (shirts, socks, pants, undergarments, and shoes).

Children should wear sturdy shoes with non-slip soles to help prevent falling from climbing equipment. Open toe shoes, hard heeled boots, and children's plastic dress-up shoes are strongly discouraged. Sandals should have a strap on the back. In the winter, shoes are requested in addition to boots so that the classroom remains clean and dry.

### Medication

Medications shall be given only with prior written permission from the parent and a Medication Authorization Form. Medication includes both prescription and non-prescription medicines which are taken by mouth, inhaled, injected, applied as drops to eyes or nose, or applied to the skin. Topical non-prescription medication, including but not limited to, sunscreen and insect repellent, requires written parental authorization annually. Prescription medication shall be in the original container, stored according to instructions, have the pharmacy label indicating the physician's name, child's first and last name, instructions and the name and strength of the medication, and shall be given according to those instructions. Only a staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician. Medication will not be added to a child's beverage or food unless indicated on the prescription label.

School staff will maintain a record of the time and amount of medication given. All medications shall be in the original container, stored according to the instructions and clearly labeled. Medication shall be kept out of reach of children and will be returned to the parent or destroyed when it is no longer needed or expired. Due to the possibility of a reaction, staff cannot give the first dose of medication.



## PARENT INVOLVEMENT

Parents and other family members are encouraged to participate in their child's preschool experience. Throughout the year, we will be asking for help with special projects and activities. Any volunteer will need to complete a background check form for Public Schools of Petoskey. We also ask that you make other arrangements for younger children. If this is a problem for you and you would still like to help out, we will be happy to send things home with you that need to be traced, cut, stapled, assembled, etc.

### Parent Teacher Conferences

There will be two parent-teacher conferences during the school year. Conferences are held to discuss overall development, child strengths, areas of concern, review goals, and review results of assessments. If you have any concerns, you may set up a conference with your child's teacher any time during the school year.

### Thursday Folders

Your child will be bringing home a folder each week with papers, artwork, and weekly newsletters. Let your child tell you about the papers they have brought home to share with you. Displaying some of their favorite schoolwork helps to develop their self-esteem and pride in their work. Please check the folder each week and return them the first day they return to school the following week.

### Volunteer Background Check

All staff and volunteers must have criminal background checks. Volunteers are required to sign a screening form that states they have never been convicted of a crime, have felony charges pending against them, or have been involved in abuse or neglect of children. Volunteers shall be supervised at all times by the preschool staff and shall not have unsupervised contact with children. Volunteers shall act in a manner that is conducive to the welfare of all children. All supervised volunteers must have a public sex offender registry clearance before having contact with children in care. Any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in care.

### Child Custody Considerations

It is our intent to meet the needs of children, especially when families may be experiencing difficult situations such as divorce, separation, or remarriage. Sharing information about such situations can help classroom staff support your child through potentially difficult and challenging experiences. Staff hold this information in strict confidence. Our centers cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking up the child. A child shall be released to either parent or the child's guardian, unless a court order prohibits release to a



particular parent. A copy of the order prohibiting release must be kept on file at the center. In case of conflicts, the proper authorities will be contacted to ensure safety of all staff and children.

## POLICIES AND PROCEDURES

### Toileting

We require all children who attend Little Northmen Preschool to be toilet trained. While we understand that accidents can and do happen with children this age, we will support and encourage each child's readiness for independent self-help skills. Classroom staff will work together to make sure that the toilet routine is consistent. However, if a child consistently demonstrates the inability to toilet him/herself, parents will be asked to pick up the child.

### Attendance Policy

Your child will be required to attend on a regular basis. Extended or unexplained absences not related to sickness or family emergency can result in dismissal from the program.

### Withdrawal Policy

A parent may withdraw a child from the program at any time. If a parent removes a child from the program, please inform the teacher in writing of your child's final day.

### Drop-Off/Pick Up Procedures

Little Northmen Preschool students will enter Ottawa Elementary School through the playground-courtyard entrance. A staff member will meet you there. Students may not be dropped off early. Do not drop your child off at the curb and allow him/her to walk in alone. Doors will be open from 8:00 - 8:10. If you are late for school, you must bring your child through the main entrance of the school and walk them to the classroom.

At dismissal, preschool staff will release individual children directly to their parent/guardian from the playground-courtyard entrance as well.

- Your child will be released **only** to a parent, guardian or the persons listed on the emergency card.
- We must receive written notification from a parent or guardian if someone other than the parent, guardian or persons listed on the emergency card is picking up the child.
- Siblings or babysitters under 16 years of age are not permitted to pick up a child from school.
- Photo Identification is checked when necessary.



## Sick Policy

If a child or staff member has a temperature above 100.4 degrees and/or symptoms (fever or chills, shortness of breath or difficulty breathing (without recent physical activity), continuous cough, fatigue, extreme fussiness, flushed cheeks, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea) they will be sent home immediately with the recommendation to contact their primary care physician/medical provider. If anyone shows emergency warning signs (for example, trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately.

### Sick symptoms during care hours

- ◆ Parent/guardian will be contacted for prompt pick-up.
- ◆ The child will be isolated from other children and as many staff as possible (the child will not be left alone).
- ◆ The child will wait with a designated staff person in a safe, isolated area
- ◆ Child Information Records must be up-to-date with working emergency contact phone numbers.

### Children returning after being sick

- ◆ If your child has a fever or a continuous cough, they must be fever free for 24 hours after symptoms resolve without the use of medicine that reduces fevers.
- ◆ If your child was vomiting or had diarrhea, they must be symptom free for 24 hours before returning to school.
- ◆ If your child has a communicable disease, we will use the primary care providers recommendations for returning back to school.
- ◆ If your child has been exposed to a contagious disease, classroom staff should be notified so that the incubation period can be discussed and it can be determined what dates, if any, your child should stay at home.

Little Northmen Preschool is required by Michigan Law to report confirmed or suspected cases of communicable diseases to the local Health Department and to notify families when a child in care has contracted a diagnosed communicable disease. The center is not allowed to release the name of the ill child to any other parent. In situations where the ill child has a diagnosed communicable disease that is more serious than the common nuisance diseases (head lice, ringworm, scabies, impetigo, pinkeye, etc.), Michigan Law requires that the program notify the local health department. The local health department will help determine what information can be released to families and inform the center of any exclusion and re-admission timelines.

### Head Lice

If live lice are found in your child's hair, we will contact you to pick up your child as soon as possible. Students may return to school, accompanied by a parent, after one treatment with lice shampoo and removal of all nits. Students will be rechecked when they return to school after treatment and must be found to be free of all lice and nits before being admitted to class. Parents are asked to talk with their children about not sharing combs, hats, or other clothing, and not laying clothing on a pile with those of others.



## Accident/Incident Report

Preschool staff will notify parent(s)/guardian(s) by phone, text, or a predetermined communication app as soon as possible when a child experiences any of the following:

- Changes in a child's health.
- A child experiences an accident, injury, or incident.
- A child is too ill to remain in the group.
- Staff will also complete and send home an Illness/Incident Report. If emergency action is taken, staff will make a verbal report to Licensing within 24 hours of the occurrence and submit a written BCAL-4605 Incident Report within 72 hours of the verbal report to the Michigan Department of Licensing and Regulatory Affairs

### Medical Care Procedures

Parents will be contacted immediately if their child is hurt and requires special medical treatment. If we cannot reach you, we will contact the individual(s) listed on your child's emergency card. Appropriate first aid will be given while we wait for a parent to arrive. If emergency care is required, we will call 911 and a staff member will accompany your child to the nearest appropriate medical facility as indicated on your emergency card.

Parents will also be notified for injuries that are not of an emergency nature (pinched fingers, bumps on head, etc.) that might require a physician's consultation, but are not serious. We believe that each family should make these decisions individually.

Please keep the emergency phone number up-to-date on the Child Information Card.

### Minor Accidents

All minor accidents will be reported to parent/guardian via accident/incident report and will be handled in the following ways.

Bumps - apply ice

Minor burns - apply ice or run under cool water

Minor cuts and scrapes - rinse out carefully, apply Band-Aid and tape if necessary

## Referral Policy

Little Northmen Preschool works in cooperation with the Charlevoix-Emmet Intermediate School District to provide information regarding resources to assist in meeting child and family needs (i.e. housing assistance, heating assistance, health referrals, etc.) Please let the staff know if you are in need of resource and referral assistance. After a referral is made, Little Northmen Preschool staff will follow-up with you to determine if further assistance is needed.



## Confidentiality Policy

The Little Northmen Preschool is sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. Little Northmen Preschool will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve. Developmental screening and referral procedures will be confidential.

## Discipline/Conflict Resolution

Preschool staff shall use discipline or conflict resolution procedures in which adults support children as they solve problems with materials, do things for themselves, and assist them in resolving conflicts with peers. In your child's classroom, adults:

- Encourage children to do things for themselves throughout the day;
- Treat conflict situations with children matter-of-factly;
- Approach children calmly and stop 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 together; and
- Give follow-up support when children act on their decisions

Positive Discipline Policy:

- Model appropriate behavior; this allows the children to develop appropriate behaviors through observation.
- Give the children choices; giving choices instead of demands teaches children to make decisions, develop problem-solving skills, builds self-esteem, and avoids power struggles.
- Reinforce positive behaviors; this gives the children confidence in their ability to do the right thing.
- Connect to children's feelings.
- Help children to use their words to express and cope with their feelings.
- Redirect children to other activities.
- Give gentle reminders of the rules.
- Time out will only be used to stop aggressive behavior in children 3 years of age or older. Time out will be implemented only as long as it takes for a child to calm down and regain self-control.

All of the following means of punishment are *strictly prohibited* at Little Northmen Preschool:

- Hitting, spanking, shaking, 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.
- Placing substances in a child's mouth including soap, hot sauce, or vinegar.
- Timeouts will not be used with children under the age of 3 years old.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property.

## PROGRAM REQUIREMENTS

### Licensing Notebook

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection reports, special investigation reports, and corrective action plans from at least the past three years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).
- Parents can access the rules at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### Pest Management

Pesticide Application Pursuant to Public Act 131 of 1993, amending the Pesticide Control Act requiring school administrators to notify parents and guardians of children attending that school of their right to be informed prior to application of pesticides, the following schedule has been designated: Petoskey Schools shall be serviced the first Thursday of every month during the school year. Service shall begin only after students have been dismissed and shall be limited to crack and crevice application.

### Mandated Reporters

Under the Child Protection Law, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Little Northmen Preschool are considered mandated reporters under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making





a report. Under the Law, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protection Law is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

## GRIEVANCES

If a parent has a concern regarding their child's enrollment or learning experiences within the program, the parent should follow the procedure listed below:

- Talk with the lead teacher/director about your concerns.
- If a satisfactory solution cannot be reached, contact the Director of Teaching and Learning

### **Civil Rights - Child & Adult Care Food Program (CACFP)**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

- To request a copy of the complaint form, call (866) 632-9992.
- Submit your completed form or letter to USDA via:  
Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410, Fax: (202) 690-7442, Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **Title IX**

Reference Board Policy 3118 for more information

Any person who witnesses an act of sexual harassment is encouraged to report it to a District employee. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. A person may also anonymously report an incident of sexual harassment or retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described in board policy.

A person who has been the subject of sexual harassment or retaliation may report that behavior to the Title IX Coordinator or any District employee. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

A person may make a report at any time, including non-business hours. Reports may be filed in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Direct inquiries related to sexual harassment to:

- Title IX Coordinator, Director of Teaching and Learning  
1130 Howard Street, Petoskey, MI 49770  
231-348-2352, [TitleIXCoordinator@northmen.org](mailto:TitleIXCoordinator@northmen.org)

## **Non-Discrimination**

Reference Board Policy 8015 for more information

The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all



applicable federal and state laws and regulations prohibiting discrimination including, but not limited to Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; the Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and the Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

The Section 504 Coordinator is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities. The Director of Teaching and Learning is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Superintendent is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the First Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

#### **Policy 8015 Non-Discrimination and Complaint Procedure**

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

- Section 504 Coordinator, Public Schools of Petoskey  
Spitler Administration Building, 1130 Howard Street, Petoskey, MI 49770  
231-348-2235

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

- Director of Teaching and Learning, Public Schools of Petoskey  
Spitler Administration Building, 1130 Howard Street, Petoskey, MI 49770  
231-348-2352



## RECEIPT OF PARENT HANDBOOK

I acknowledge that I have received, read, and understand the Little Northmen Preschool's Parent Handbook. I understand and agree to follow these policies as they pertain to my child's preschool experience.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection reports, special investigation reports, and corrective action plans from at least the past three years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).
- Parents can access the rules at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by: \_\_\_\_\_.

Name of Child Care Center/Preschool

Child(ren)'s Name(s): \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Little Northmen Preschool Calendar 2023-24

August 30	Open House 4:00 PM - 5:30 PM
September 5-8	Teachers and Staff work days; Parent meetings as requested by parent and/or teacher (if time allows)
September 11	Preschool - First Day of School
October 17 & 19	Parent Teacher Conferences (after school & evening times by appointment)
October 20	No School for Students
November 1	No School for Students, ISD Wide Staff Professional Development
November 22-24	No School for Students, Fall Break
December 23-Jan 2	No School for Students, Winter Break
January 19	Half Day for Students
February 16	No School for Students, Professional Development day K-12 staff
February 19	No School for Students, Mid-Winter Break
March 12 & 14	Parent Teacher Conferences (after school & evening times by appointment)
March 15	No School for Students
March 22- April 1	No School for Students, Spring Break
May 27	No School - Memorial Day
May 31	Preschool - Last Day of School