

Explore, Create, Connect
“Where Exploration Begins”
248-823-3000

<https://www.troy.k12.mi.us/apps/pages/preschool>



Summer Preschool Program Information

Get ready for weeks of **SUMMER FUN!**

Our summer staff is ready for summer adventures in learning and exploration. You can be sure your child will enjoy a safe and caring summer environment with opportunity for learning, exploring nature, literacy activities, and more!

For your child's comfort & safety...

- Label every item you bring with your child's first and last name.
- Send a tote bag for your child's belongings.
- Send a small blanket and/or crib sheet for rest time.
- Send a lunch and drink each day, labeled with your child's full name and each day's date. Please do not send food that requires refrigeration, heating, or a microwave.
- Have your child wear clothing that is comfortable for indoor or outdoor play, or messy activities.
- Send your child in closed-toed shoes. Sneakers are preferable. (For safety, no sandals)
- **Children are required to wear water shoes for outdoor water play.**
- If your child will require medication while in summer preschool, the parent and physician must complete a Medication Authorization form. (see Medication section) one completed form is required per medication.
- If your child will require sunscreen to be applied, the parent/legal guardian must complete a Medication Authorization form. The sunscreen container must have your child's full name on it.
- Parents provide two snacks daily for full day classes or 1 snack daily for ½ day classes. Please inform the preschool staff in writing if your child has any food allergies or dietary restrictions.

Troy School District Preschool provides a world class early learning experience for all learners. Your child will receive a high-quality foundation of learning in a nurturing, literacy-rich environment directly aligned to our K-12 TSD curriculum. Troy Preschool teachers work with our Kindergarten staff to ensure that we are empowering our youngest students for a seamless transition into the TSD Kindergarten classroom.

Curriculum & Philosophy

The TSD Preschool curriculum is designed from a comprehensive approach; we have incorporated the best of several philosophies to ensure the highest quality programming for our students. Authentic, balanced literacy is at the heart of our daily interactions with students. The influence of Reading Recovery and the work of Marie Clay echoes throughout our work with preschoolers by having their interactions with literacy be meaningful and imbedded. We emphasize the importance of each child's oral language development, and partner this with intentional and developmentally appropriate interactions

with print. Teachers implement the Essential Instructional Practices in Early Literacy, which is in direct alignment to the Early Childhood Standards of Quality for Prekindergarten.

Our commitment to the Essential Instructional Practices in Early Literacy is coupled with use of the HighScope framework which ensures a consistent daily routine for all students. The HighScope approach supports active, play-based learning and builds on children's interests. During active learning, children construct knowledge through immediate hands-on experiences, scaffolded by adults. The components of High Scope include: Approaches to Learning, Social and Emotional Development, Physical Development and Health, Language, Literacy and Communication, Mathematics, Creative Arts, Science and Technology, and Social Studies.

In Troy School District Preschool, we are proud of the connections and partnerships which support our vision. TSD students and staff benefit from our long-lasting University partnerships with Oakland University and Teachers College at Columbia University. Our programming has an ongoing connection to resources within our Troy Community including Troy Public Library, Stage Nature Center, and Troy Youth Assistance. We strive for an inclusive environment in which students see themselves as active members in both our learning environment and the larger Troy Community.

The Explorers' Program - After School childcare

A separate registration and fees are required. After school childcare is available for students enrolled in Troy School District Preschool. After school childcare operating hours are 3:00-6:00pm. **Families will receive one card to gain access into the building. There is a \$15 fee for an additional card. All Troy School District Preschool policies are applicable to the Explorers program.**

Admission/Withdrawal

Children who are 3-5 years old and potty trained, are eligible for admission to the preschool summer program. Admission to the summer preschool is open to the Troy community and surrounding areas. Enrollments are limited to the number for which the classroom is licensed. Notice of withdrawal from the program must be submitted in writing to the office of the Troy school District Preschool. If withdrawal from the program is after May 13, 2022, the parent/guardian is responsible for all fees registered for Summer Preschool.

Hours & Dates of Operation

Troy School District Preschool
205 W. Square Lake Road, Troy, MI 48098

*Explorers' after school childcare

June 20-August 12, 2022

*The Explorer's program *requires a separate registration and fees.*
3:00pm-6:00pm, \$10.50/per day after school Explorers' childcare

CLASSES

June 20-August 12, 2022

8:00am-3:00pm- preschool full day-Monday through Friday
Fees \$250.00 per week

or

8:00am-11:00am- Half day- Monday-Friday
Fees \$150.00 per week

or

8:00am-3:00pm- Tuesday, Wednesday, Thursday
Fees \$150.00 per week

Registration for Summer Preschool

Registration opens online March 14, 2022.

<https://tsdpreschool.troy.k12.mi.us/>

All registrations are required to pay a non-refundable \$105 registration fee.

No cancellations/refunds/credits after May 13, 2022.

Families will be invoiced on the 15th of the month. Payment is made by the 1st of the month.

Accounts past due by the 6th day of the month will be charged a \$45 late fee.

Check the Troy School District website

<https://tsdpreschool.troy.k12.mi.us/>

for dates and times for Preschool Fall 2022-23

Fees

Payment is expected at the time of enrollment for June.

Payment for July and August will be invoiced.

Fees may be paid online through Eleyo. Families can sign into their account at

<https://troy.ce.eleyo.com/preschool>

Fees are assessed to cover the reasonable costs associated with offering a quality program.

The fees are on a weekly basis. Accounts more than 5 days past due may be withdrawn. Re-admission is possible once the account has been brought up to date, space permitting.

Accounts more than 30 days past due will be turned over to a collection agency.

Payment Details

Families may view their child's Preschool account(s) online at **<https://troy.ce.eleyo.com/preschool>**

Payment is made for the weeks selected by the parent/guardian at the time of registration. You will be responsible for payment for the fees based on the preschool class/ weeks selected (full or part time) and for the child's schedule in the Explorer's program if applicable. Additional weeks for the summer (if available) may be added by logging on to your Eleyo account or contacting the preschool office at 248-823-3000 for availability.

- The weeks you choose by May 13, 2022 is your child's schedule through Aug. 12, 2022. Additional weeks may be added, space permitting. * a 7-day notice is required to add additional weeks if space allows.
- You are responsible for the schedule you choose for the Explorers Program by May 13, 2022. Additional days may be added, space permitting.
- After May 13, 2022, there are no refunds or credits provided.
- *CDC -Child Care payments are accepted. Families must qualify and participate through MI Bridges/MDHHS.

Drop Off/Pick Up

Parents (or designated adult) must accompany each child into/out of the preschool classroom to sign the child in/out each day. The Michigan Dept. of Licensing & Regulatory Affairs (LARA), requires that drop off and pick-up times and the adult's initials be noted by the parent on each day of attendance. We appreciate your help in complying with this safety measure.

A Child Emergency/Information Record form must be completed for each child attending the Preschool Summer Program/Explorers program, including permission to seek emergency medical treatment, and designating who may pick up each child. The Preschool staff will not, under any circumstances, release a child to an individual who is not designated by the parent in writing. **Persons picking up a child must provide picture ID. If you are using your Information Record or other forms from the school year, please review all information, sign and date that you have provided up-to-date information.** Where there are custody concerns,

a dated and official copy of the court documentation is required whenever a child is not to be released to a parent.

Late Fees

When you are late picking up your child from the Preschool Summer Program or the Explorers childcare program, your child and the staff become concerned about your safety. *** If a child is picked up late from the preschool portion of the day (3:00pm), late fees will apply accordingly too.** In addition, when you pick up late, staff may not be able to honor their personal commitments after work or get home to their own waiting families.

Be sure to list a neighbor, relative, or co-worker on your child information form. Having an approved release person will allow you to contact them to pick up your child if you find yourself running late and unable to pick up by 3:00pm (from Preschool program) or 6:00pm (from the Explorer's childcare).

Late fees will be assessed beginning at 11:01am (1/2 day classes) or 3:01pm(full day or half day PM classes) or 6:01pm(Explorers) when applicable. We will refer to the wall clock when assessing late fees. Below is an example of late pick up fees. Children not picked up within 1 hour of closing, may be released to the Troy Police or Children's Protective Services. Late fees will be strictly followed. Lateness of 3 or more times may result in dismissal from the program.

6:01-6:05 = \$5.00
6:06-6:10 = \$10.00
6:11-6:15 = \$15.00
6:16-6:20 = \$20.00
6:21-6:25 = \$25.00
6:26-6:30 = \$30.00
6:31-6:35 = \$35.00
6:36-6:40 = \$40.00
6:41-6:45 = \$45.00
6:46-6:50 = \$50.00
6:51-6:55 = \$55.00
6:56-7:00 = \$60.00

Parents/guardians will be asked to sign a late pick-up form upon arrival. Your cooperation is appreciated.

Late fees will be invoiced, and payment is expected within 15 days from the invoice date.

Illnesses

Fee credits will be given only for extended illnesses (five (5) or more consecutive days), such as chicken pox or hospital stays, with a doctor's note, and only for the student enrolled. Credits are not given for family illnesses or travel.

COVID-19

Positive COVID-19 cases will isolate for 5 days and return on day 6 if symptoms have improved. If your student is a close contact to a positive COVID-19 case at school, you will be notified and provided information on test out options, however, quarantine is no longer required. Beginning Monday, February 28th, masks are recommended but not required.

To view Troy Preschool updated Covid-19 Response and Preparedness Plan
[COVID-19 Response & Preparedness Plan - Troy Early Childhood Center](#)

**To view the Troy School District Return To Learn
[MI Safe Schools Roadmap FINAL 695392 7.pdf \(michigan.gov\)](#)**

**To View the Troy School District COVID-19 Dashboard
[COVID-19 Safety & Data Dashboard - Troy School District](#)**

If a child develops symptoms during care hours:

- Parents 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 the following designated staff member(s): Front office staff
- The child and designated staff will wait in the following safe, isolated location: Clinic

Concussion Awareness

All preschool/childcare staff has received training for the signs and symptoms of a concussion. Staff will notify the parent/guardian when concerned about the possibility of a concussion or a child's safety. Parents must sign the Concussion Awareness form indicating that they too are familiar with concussion signs and symptoms.

Cell Phones

Please make your drop off and pick up time A NO CELL PHONE ZONE. Your child has much to share at the beginning and end of the day. Those brief moments of conversation increase your child's understanding of the world around him/her, and how things work. They are excited to tell you about their day. Actively listening to your child sends the message that what your child has to share is important to you! Putting down the phone will also help keep your child safe while walking through the parking lot.

Licensing Notebook Policy

As required by the Michigan Department of Human Services Rule R.400.5114 (1), dated May 28, 2010, each center must comply with the following rules:

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans for the past 5 years.
- The notebook will be available to parents for review during regular business hours, (8am-4pm)
- Licensing inspection and special investigation reports from the past three years are available on the Bureau of Children and Adult Licensing website @www.michigan.gov/michildcare.
- Parents/guardians may review the Licensing Notebook and licensing inspection reports for The Troy School District Preschool as indicated above.

Lunch and Snack

Parents provide a nutritious lunch daily for full day preschool. (for safety, please do not send glass containers). Parents included a cold pack to keep lunch items cool. Refrigeration is not provided for lunches. We are not able to heat or microwave food. Please limit sugary items.

Please inform the staff if your child has any food allergies. When parents provide food for lunch or snacks, for consumption during the childcare portion of the day, parents must label the snack or lunch container/bag with the child's first and last name, and the date. The rule was established to ensure that each student is eating the

snack intended for them, and by labeling the packaging/bag with the date, allows for the monitoring of spoilage.

Schedule of the Day

A typical full day will include the following:

AM Schedule	Activities		PM Schedule	Activities
8:00-8:15	Greeting/Message Board		12:45-1:15	Snack
8:15-8:35	Small Group		1:20-1:40	Large Group/planning
8:35-8:55	Planning Time		1:45-2:15	Work time
8:55-9:40	Work Time		2:15-2:30	Clean up/review
9:40-10:10	Clean-up Time/review		2:30-3:00	Outdoor/Gym
10:15-10:45	Outdoor Time			
10:45-11:15	Lunch			
11:30-12:45	Rest time			

A typical half day will include the following:

AM Schedule	Activities
8:00-8:15	Greeting/Message Board
8:15-8:35	Small Group or Large Group
8:35-8:55	Planning Time
8:55-9:40	Work Time
9:40-10:05	Clean-up /Review Time
10:10-10:35	Outdoor/Gym Time
10:35-11:00	Snack
	Review

Rest- time (full day preschool only)

Children will have a rest-time each day. Children should bring a crib sheet for the cot, a small blanket, and a soft quiet toy. Bedding must be taken home at the end of each week for laundering. Please be sure all items are labeled with your child's name. Rest time typically is 30-45 minutes.

Photographs

There may be occasions throughout the summer when we will take photographs in our programs. These photos may be used in Troy School District publications, general news articles, web page & social media. Whenever possible we will notify the parents of our intent to publish their child's photograph.

Medication

It is the Troy School District policy that all medications (prescription and over the counter) dispensed at school require an authorization from the physician. Parents need to ask their physician to complete an Authorization for Medication Form and we will be pleased to dispense the medication to your child. All medications must be in the original packaging with the pharmacy or packaging label intact. Medications must be presented to the childcare supervisor. Medications may not be in the possession of children. These can cause serious health hazards if misused. Please keep the childcare staff informed of any medical concerns your child might have while in our care.

Exclusion Due to Illness

We appreciate a phone call and information about your child's illness, should your child not feel well enough to attend school. A child exhibiting or experiencing any of the following symptoms may not attend school. The symptoms include vomiting, diarrhea, undiagnosed rash, green or yellow discharge from nose, an inflamed throat, persistent cough, redness or discharge from the eyes, or an elevated temperature. A child may also be excluded if he/she exhibits any other conditions

which may be considered contagious to others. **A child must be excluded until he/she is fever free for 24 hours without the use of medication, or unless the doctor provides a written note.** We ask that you follow these rules to help keep everyone healthy. Please keep the staff informed of any medical concerns your child might have. Parents will be notified if another student, staff, or volunteer has contracted a communicable disease. Families will be notified by a notice posted in the center or by email.

Serious Illness, Injury, Accident or Incident

If a child experiences a serious illness, injury, accident, or incident, while in childcare, the parent will be notified first either by phone, email, or text. Upon contact with the parent, the parent will decide if they will come and transport the student to a hospital or home, or if the child will be transported immediately to a hospital where the parent will meet the ambulance. If the illness, injury, or accident is life-threatening 911 will be called and the child will be transported to the nearest hospital. Continuous attempts will be made to contact the parent or guardian. If the parent or guardian is not reached, an emergency contact person will be contacted. If a child is transported to the hospital, a staff member will go with the child to the hospital and remain with the child until the parent/guardian arrives.

If the parent decides to transport the child, and while waiting for the parent to arrive, the child will be isolated from other children if there is concern for a contagious illness. The child will be comforted and monitored by staff until the parent, or an authorized release person arrive

Sunscreen

If your child will require sunscreen while in our care, the parent must complete a Medication Authorization form. Please advise staff if your child tends to have sensitive skin. Staff can then watch for any allergic reaction that might occur. The sunscreen container must be labeled with your child's name. Please be sure to use a long lasting, non-stinging, waterproof sunscreen whenever possible. Sunscreen may be applied at home prior to coming to school.

Behavior Expectations

We believe that children learn best in a well-ordered environment that is free from disruptions. To promote such an environment, the Early Childhood department, teachers, and staff work together to help children to:

- Respect all persons & property
- Act in a courteous and cooperative manner.
- Use acceptable and appropriate language.
- Be safe & learn to act responsibly.

These student rules are described in the Troy School District's Student's Rights and Responsibilities Code of Conduct booklet and apply to all schools in the district. This can be found on the Troy School District's website at www.troy.k12.mi.us/about/codeofconduct.pdf.

Teachers will implement most of the strategies within the classroom. Repeated and/or harmful behavior to others or self, will be called to the attention of the Early Childhood Director and/or Coordinator and parents will be notified. Behavior will be monitored and communicated with the family. We will implement universal supports to aid the child's adjustment to the classroom environment and developmental needs.

1. If significant behavior changes do not occur, teaching team, director, and family, may meet to discuss alternative options, strategies, classroom supports, next steps.
2. If placement in the preschool classroom is determined to not meet the developmental and physical needs of the child, resulting in a recommendation by the Director and the teaching team, the child may be removed from the program.
3. Staff shall use developmentally appropriate positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. Staff shall be prohibited from using the following as a means of punishment: Hitting, spanking, biting, pinching, or inflicting other forms of corporal punishment. Restricting a child's movement by tying or binding him/her. Inflicting mental emotional punishment, such as humiliating, shaming or threatening a child. Depriving a

child of meals, snacks or rest or necessary bathroom use. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Program Dismissal

The following circumstances may result in a child being dismissed from the summer preschool program.

- **Incomplete forms.**
- Dropping off a child before the start of class.
- Late pick-up (after class ends) more than three (3) times.
- Physical or verbal abuse/harm to another child or staff member, according to developmental expectations.
- Physical or verbal abuse/harm to another child or staff member by either a child or a parent.
- A child who does not adjust to behavioral recommendations as stated in the behavior expectations.
- Accounts more than five (5) working days overdue may be dropped from the program.

IMPORTANT PHONE NUMBERS AND INFORMATION

- Summer Preschool programs for children 3-5 years old are available at

Troy School District Preschool
205 W. Square Lake Road
Troy, 48098

Enroll online <https://tsdpreschool.troy.k12.mi.us/>

Erin Keyser, Director, Early
Childhood 248.823.4502

Linda Stanko, Early Childhood
Coordinator
248.823.4504

Jodi Hill
Secretary 248.823.4505

Lindsay Nast
Secretary 248.823.4506

Call 248-823-3000 for more information about our fall Preschool program.

Enrolling now for Fall 2022 preschool.

Visit the website: <https://tsdpreschool.troy.k12.mi.us/>

For a virtual tour of our state of the art facility,

https://resources.finalseite.net/videos/t_video_mp4_480/v1597424751/troyk12mius/rkxsyszfijarnxtbfl1h/VirtualTour.mp4

Additional Information

The Troy School District preschool programs are licensed by the Michigan Department of Licensing & Regulatory Affairs (LARA). The following information is provided to inform you of our practices.

Staff and Volunteer Screening

Troy School District Preschool conducts an FBI fingerprint and a Michigan Child Care Background Check on all staff and unsupervised volunteers prior to contact with students. TSD Preschool conducts a screening on all supervised volunteers through the PSOR system, public sex offender's registry, before having contact with students. ***Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in our care.**

Mandated Reporters

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Troy School District 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 Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act 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 (car seats, seatbelts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for a 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.

Health C.A.R.E. Plan

To control illnesses the following procedures will be followed:

- All staff are required to wash hands at the start of each day and upon returning after lunch.
- Hand-washing posters are placed by each sink to remind children and staff to wash hands.
- Children will be taught how to wash hands using playful methods.
- Staff and children wash hands whenever necessary. Handwashing is done after using the restroom, after coughing or sneezing into the hand, after touching animals or classroom pets (if any), prior to snack time, lunch, and after playing outdoors.
- Liquid soap and one-use paper towels are available for handwashing. When water is not available, a handwashing gel may be used.
- A disinfecting solution of bleach and water is used to clean and sanitize tables and classroom supplies and equipment daily.
- It is our goal to maintain a healthy classroom environment. If staff suspect a child is ill, staff will contact the parent. The parent will be required to pick up the child immediately and the child will be excluded from the program until they are fever and symptom free for 24 hours. (see parent handbook for specific criteria) The child may be separated from other students until the parent/designated adult arrives.
- Parents will be notified of any communicable diseases within the classroom.

Playgrounds

The Troy School District playground equipment has been certified to meet all safety standards required by the Michigan Department of Education. The Michigan Department of Licensing & Regulatory Affairs (LARA), Child and Adult Daycare Licensing, require licensed centers to inform parents that the center plans to use a public school's outdoor play area. In some cases, the equipment may not comply with all childcare licensing rules.

Pest Control Management

The Troy School District Integrated Pest Management (IPM) plan is in complete compliance with current laws and rules, including Regulation 637 of the Pesticide Control Act. Troy School District contracts with Elite Pest Management who is IPM State Certified for pest control services. Elite Pest Management is also "GREEN SHIELD CERTIFIED" for IPM Services to Schools and Healthcare Facilities. For most pest control problems, non-chemical methods are used, such as pest exclusion and access denial. If pest control applications are necessary, technicians will use products that contain organic ingredients and natural insecticides. Pest control measures will not be used when students are in attendance. Parents will be notified each September of pest control measures.

Families that have requested to be notified by completing the Notification for Specific Pesticide Application annually will be contacted in a letter, email, or phone call by the District and/or Elite Pest Management if the pest problem requires an emergency application. When a pest application will take place, notice will be provided to families by either: verbally in person by staff, POSTED near the sign-in/out attendance sheet, or by email. Notice will be provided in advance whenever possible.

Revised 3/2019

Policy of Nondiscrimination

Title IX of the Educational Amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance except as may be permitted by law.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provides that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

It is the policy of Troy School District not to discriminate on the basis of sex or handicap in admission or access to, treatment or employment in its programs and activities. Troy School District periodically reviews its educational and employment programs and activities to assure compliance with Title IX and Section 504/ADA.

Troy School District has established a grievance procedure to provide for the prompt and equitable resolution of complaints by students, employees, or members of the community alleging discrimination on the basis of sex or handicap. The grievance procedure is available through any school office or by contacting, the Coordinator for Title IX and Section 504/ADA matters listed below. In addition, a School District employee who is part of a bargaining unit may process a complaint through the grievance procedure established in the collective bargaining agreement.

