

**Huron Area Technical Center**  
**Kid's World Preschool**  
(Laboratory Preschool)



Mrs. Brenda Krotchen (Mrs. K)- Instructor of Professions in Education  
Director of Kid's World Preschool

Mrs. Jillian Steinman (Mrs. Jillian)- Paraprofessional for Professions in Education

Work Hours: 8:00 – 3:30  
Work Phone: 989.269.9284 ext.2146

In addition to the instructor and paraprofessional, the program is staffed with Professions in Education students. The students include 11<sup>th</sup> and 12<sup>th</sup> grade students from the area high schools as well as adult students. These students are involved in working directly with children as part of the occupational experiences. Their curriculum includes: observing, planning, preparing, teaching and conducting the program with lesson plans of age appropriate activities and experiences. An observation room is provided within the preschool center for Professions in Education students and parents for observing and learning about the development of children.

Kid's World Preschool at the Huron Area Technical Center requires a criminal history on its employees but not student volunteers. It also requires that all staff and volunteers are informed that abuse and neglect of children is against the law. Staff and volunteers are informed of the center's policies on child abuse and neglect and understand that they as staff and volunteers are mandated by law to report suspected abuse and/or neglect of children to the local Family Independence Agency within 24 hours. All staff and student volunteers have had a Child Abuse/Neglect Central Registry clearance performed through the local Family Independence Agency.

**ADMISSION POLICY**

The Huron Area Tech Center will offer a preschool program available to all children who are at least three years old by December 1st. Enrollment is limited to 24 children in a session.

- A health form must be completed by a physician for each child and returned before the start of the preschool program.
- A child information record with emergency information will also be kept on file. Please be sure to keep this form up to date, especially phone numbers, and names of persons allowed to transport your child.

All forms must be filled out completely by a parent or guardian upon admission. We have many requirements from the Department of Social Services and the Department of Education to follow. The information is necessary to help insure the safety of your child while at the laboratory preschool. All information will be confidential.

## TUITION POLICY

Payment for the entire month is due on the first of the month. Tuition for the preschool is

- \$25.00 per month per child for three days a week

2<sup>nd</sup> child of same family (less 20% discount)

- \$20.00 month

Tuition that is paid for the entire school year will receive 1 month free. Entire payment must be received by the 1<sup>st</sup> week of school.

- \$175.00 per year minus 1 month free = \$150.00

Payment that is 2 weeks overdue will be charged a \$10.00 late fee.

Payment that is 4 weeks overdue will result in loss of placement in the program.

There can be no fee adjustment for the absence of a child for the days when the preschool must be closed due to weather conditions.

Checks are to be made payable to the Huron Area Tech Center. Payments will be made to Mrs. Krotchen at the preschool office.



## ARRIVAL AND DEPARTURE TIMES

It is extremely important that your child **NOT ARRIVE EARLIER** than the designated starting time, and that your child is picked up **PROMPTLY AT DISMISSAL TIME**. The high school students arrive and leave by school bus, so their schedule is very tight. They have many advance preparations prior to preschool and a lot of clean up duties afterwards. WE SINCERELY APPRECIATE YOUR CONSIDERATION IN THIS MATTER.

### MORNING SESSION

- TUESDAY, WEDNESDAY AND THURSDAY
- 8:30 – 10:30 A.M.

### AFTERNOON SESSION

- TUESDAY, WEDNESDAY AND THURSDAY
- 12:00 – 2:00 P.M.

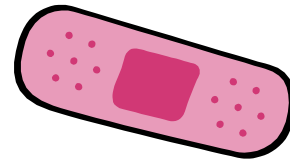
## PRESCHOOL CLOSING

The preschool program will follow the Huron Area Technical Center calendar. The program will not be conducted when the Technical Center is on semester breaks or when the Technical Center is closed for inclement weather. Whenever the Technical Center is closed, the preschool will be closed and an announcement will be made on radio WLEW 1340 AM and 102.1 FM. Whenever the Bad Axe Schools close for weather, the preschool will be closed. Whenever the Bad Axe Schools delay for weather, the morning preschool will be closed.

A specific calendar of the program dates will be made available to all parents at the start of the program in September.

## ABSENCES AND WITHDRAWAL POLICY

If your child is going to be absent please phone the instructor between 8:00 – 8:15 a.m. A child will be dropped from the program after three weeks of unexplained absences. In the event parents decide to remove their child from our program for any reason, advance notice of at least one week should be given to the instructor. Refunds will only be granted for extenuating circumstances such as accident, illness and the inability for the child to feel comfortable in the program on a prorated basis.



## HEALTH

To maintain the health of all children in the program, please **do not send** your child if:

- He/she is not able to fully participate in the program either indoors or outdoors due to an illness.
- He/she has a communicable illness.
- He/ she has been running a fever over 100 degrees within the past 12 hours.
- He/she has vomited and/or has had diarrhea in the past 12 hours.

If your child is exposed and/or contracts a communicable illness, please notify the instructor. Your cooperation and help will be greatly appreciated.

**Medications will not be given out at the center. If your child needs medication, please arrange to give the medication before or after school hours.**

## AUTHORIZATION TO PICK UP

In order for another individual, other than the parents, to pick up your child the program must have written permission allowing the other person to take your child. This written permission slip may be done in one of two ways. If the person is going to pick up your child infrequently, you may chose to only write a note on those particular days. If this person may frequently be picking up your child, you may choose to enter the individuals name on your child's emergency card and then inform us of the days when that person will pick up your child. It is necessary to remember that we need written permission for another person to take your child.

## **SERIOUS INJURY**

In the event of a serious injury, O.S.H.A. procedures will be followed. The witnessing adult will assist and remain with the injured child. The child will not be moved until the extent of the injury is known. The witnessing adult will administer first aid until the school nurse arrives and takes over. The principal will assess the situation and determine if an ambulance needs to be called. The paraprofessional will take over with the children, keeping the routine as normal as possible. The witnessing adult and school nurse will remain with the child. The parents will be notified after everything is under control and after the injury is assessed. A complete accident report will be completed by the witnessing adult and the instructor, and will be placed in the child's file.

## **CLOTHING**

Sometimes lab activities can be messy, and the children will be encouraged to become involved. Although smocks will be worn for messy activities, paint and other materials sometimes splatter. In light of this, please dress your child in everyday play clothes. Please send appropriate outdoor clothing in all seasons so your child may participate fully in outdoor activities. In the fall and spring send a jacket, hat and mittens. In the winter send **snowboots, snowpants, jacket, hat and mittens** are needed. Due to the number of clothing articles and the number of children enrolled in the program, we ask that you please put your child's name on each item of removable clothing. You may wish to send a complete change of clothing for your child in the event of soiling due to a bathroom accident or a messy activity. Each article of this change of clothing also needs to be labeled with your child's name.

## **TOYS FROM HOME**

At the beginning of each semester or during a time of stress, favorite personal possessions are often needed to facilitate the transition from home to school. During these times a child may bring something from home, but these articles will be kept in the individual child's book bag to prevent loss or damage. Please do not send toy guns, knives, or other forms of weapons.



## **SNACK**

A daily snack will be provided for the children. Snack served to the children will be nutritious and will provide a good supplement to any diet. Snack time is a very good time for informal conversations with other children and adults. The children are encouraged to serve themselves. After snack the children are responsible for throwing away their cups and napkins and cleaning up their area. Each child may be asked to take a small taste of what has been prepared for the snack but will never be forced to consume anything they do not wish to eat or drink. The snack menu for each week will be posted. Please notify the instructor of any food allergies your child may have.



### **BIRTHDAYS**

Children's birthdays may be celebrated by bringing in special treats. Cake, cookies, cupcakes, fruit bites, donuts, or rice-krispy treats are just a few of the things that work well. Keep frosting and sprinkles to a minimum, as it is hard for the children to eat. **Please let the instructor know a few days in advance, if you will be bringing in a treat, so that snack menus can be adjusted accordingly.**

### **FIELD TRIPS**

During the year, we may be going on a field trip(s). (Example: Park, Bakery, Tribune). Parents will be notified in advance of the place(s) to be visited, method of transportation and the duration of the trip. Parents will be required to sign a permission slip before the trip is taken. At other times, we may have special presenters come and visit our Program. (Fire Fighter, Police Officer, Musician). Parents are not required to chaperon but are always welcome to join us.

### **PARENTS**

Our responsibility for your child begins when he/she enters the preschool door. Parents must assume responsibility for the child in the parking lot and on the way into school. We feel a very deep obligation for each child's safety and ask you to always be alert to possible dangers, watching or holding onto your child every minute. **NEVER ALLOW YOUR CHILD TO RUN INTO SCHOOL BY THEMSELVES.**

### **TRANSPORTATION**

Parents must provide transportation to and from the preschool program. Once you have received a list of children in the program, you as a parent may want to contact others to take turns or car pool. The TAT bus might also be an alternative means for transportation.

### **THUMB AREA TRANSIT**



**For children who may ride thumb area transit, parents must be aware of the following:**

- Parents must make all drop off, pick up and payment arrangements
- Parents are responsible for making sure that children are dropped off and picked up in a **timely** manner.
- Parents must provide the center with the name, address, and phone number of where your child is being transported to. **Parents must keep the center updated of any changes in transportation at all times.**
- **Please notify TAT and the preschool program if your child will not be riding TAT.**

- In case of emergency (weather condition, illness, building problems, etc.) Parents will be contacted and expected to arrange for the child's transportation. If parents cannot be reached, the center staff will contact the emergency number that parents provided.
- In case of breakdown of tat transportation, parents are responsibility for providing alternate transportation.
- In case of a child's illness, parents will be notified and required to provide alternate transportation. **The center will not place an ill child on TAT.**

### **OBSERVATION ROOM**

The students will use the one-way glass windows of the Observation Room to observe behavior, developmental patterns and learning experiences which your child will be engaged in throughout the year. **ENROLLMENT IN THIS LAB PRESCHOOL PROGRAM INDICATES YOUR PERMISSION FOR THE STUDENTS TO OBSERVE YOUR CHILD.** Parents are welcome to observe their child in the program at all times. Never discuss your or other children's behavior with the students, and please don't tell your child he/she is being watched by yourself or others, as this may hamper his/her normal activities in the classroom. Please come and observe your child engaging in developmental learning and projects during the preschool year along with our students.

### **PRESCHOOL PORTFOLIO**

Each Team Teacher will be assigned a child to observe, recording physical, social, emotional, and intellectual development. Receiving a portfolio will be based on student/team teacher ratio. A Kindergarten readiness report will be made available with your child's specific skills and development charted for you. Kindergarten readiness reports are limited to those going on to Kindergarten. If you have a special question or concern, please schedule an appointment with the director.



### **GUIDANCE POLICY**

The guidance principles used in the Laboratory program are in keeping with the philosophical orientation. Indirect guidance and redirection are the most frequently used forms of guidance. The children are given choices of what they do and must choose an appropriate alternative to replace the inappropriate behavior. Time out for a short period of time (one to two minutes) may be required for a child who is having a hard time making a choice or is unable to choose an alternate appropriate behavior or activity. In the event of your child biting and/or spitting, your child will be placed in time out and a warning will be given. The child will be removed from the program if biting and/or spitting occurs after the initial warning is issued to ensure the safety and health of all the children. **NO** physical punishment will be used in the Laboratory program at any time. We will use a positive guidance approach with the children in the form of praise and encouragement. The goal is for the child to develop self-control, self-esteem, and self-discipline.

## **PROGRAM PHILOSOPHY**

We believe that each child is unique and at their own level of development. We highly assert that each child should be treated with respect and understanding, and view them as having rights, choices, responsibilities, capabilities, and differences.

Our program philosophy blends the theories of development and instruction. Both child-directed and teacher-directed approaches are used.

Teacher-directed activities (group time) are used to introduce new topics and to discern the initial level of understanding of the concept/theme. These activities include books, flannel boards, pictures, music, discussions, and questions.

Child-directed activities are used to expand on the basic concept/theme. These activities include games, puzzles, toys, art experiences, books, music, and learning centers. We believe by exposing children to an environment rich in a variety of stimulating materials and events that are relevant to their life experiences that they will be motivated to explore. This child-directed exploration will lead to new discoveries and learning. Continually adding and changing materials in the room and allowing the child to direct and choose his/her own activities will foster enthusiasm for school, self-confidence, and creativity.



## **LEARNING ENVIRONMENT**

Our goal at Kid's World Preschool is to be aware of each child's developmental needs in all areas of growth (physical, social, emotional, intellectual and creative), and plan for an interrelated, stimulating, on-going growth experience that meets these needs. Each child's developmental level is viewed as being an important aspect of choosing and planning learning activities.

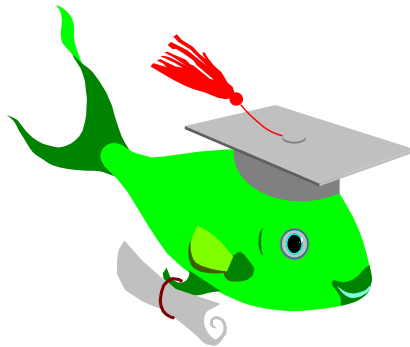
In our program, children will experience many individual and group activities that will help them develop independence, creativity, and a positive self-concept. Students provide support, expand play, help children through their conflicts and serve as models of appropriate behavior and language. The atmosphere is busy, involved and challenging, but always flexible.

The center will provide a program of daily activities and relationships that offer opportunities for the developmental growth of each child in all of the following areas:

1. Physical development, including large and small muscle.
2. Social development, including communication skills.
3. Emotional development, including positive self-concept.
4. Intellectual development.

## **PROGRAM GOALS**

- Become able to separate from parents and caregivers
- Learn to share and play with other children
- Learn to get along in a group setting
- Develop an interest in learning
- Feel successful and proud of accomplishments
- Learn to express themselves
- Learn self control and how to express emotions in an acceptable manner
- Develop imagination and creativity
- Learn responsibility by performing tasks such as: table manners, cleaning up toys and dressing themselves.
- Learn about numbers, letters and safety





## PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116  
**Michigan Department of Human Services**

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 and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by Kid's World Preschool

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

Parent Name \_\_\_\_\_

Parent Signature Date \_\_\_\_\_

**Kid's World Preschool**  
Huron Area Technical Center

**Educational Contract**

**This is to acknowledge that I have read and understand the conditions set forth in the parent's handbook. A contract is required of all licensed child care center by R 400.5105b of the Michigan Administrative Code. The Michigan Department of Consumer and Industry Service is required to inspect the child care center and enforce the contract based on the terms provided in this contract.**

**I agree to abide by these conditions in order to help my child have a successful educational experience. Upon signing this agreement, the parents, legal guardian or responsible adult and the child care facility agrees to abide by all of the provisions contained in this contract.**

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**Parents/Guardian Signature and Date**

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**Directors Signature and Date**