

# Forest Hills Public Schools Preschool Parent Handbook



Daniel Behm, Superintendent  
Grand Rapids, Michigan 49546

# Locations

## Ada Preschool

(located at)

**Ada Elementary**

**731 Ada Drive, SE**

**Ada, MI 49301**

616-493-8949

## Ada Vista Preschool

(located at)

**Ada Vista Elementary**

**7192 Bradfield, SE**

**Ada, MI 49301**

Four's Classroom 616-493-8978

Three's Classroom 616-493-8977

## Knapp Forest Preschool

(located at)

**Knapp Forest Elementary**

**4243 Knapp Valley, NE**

**Grand Rapids, MI 49525**

616-493-8985

**When reporting your child's absence or if you need to speak with your child's teacher, please use the phone number above.**

# Program Hours

## Spanish Immersion at Ada Vista Preschool Hours

M-F AM Preschool Session- 8:15am - 10:45am

## Ada Preschool and Knapp Forest Preschool Hours

M-F AM Preschool Session- 9:00am – 11:30am

**PLEASE RESPECT THE START TIME AND END TIME OF THE PRESCHOOL DAY**

# Handbook



## Welcome

A very warm welcome is extended to each of our families. We are happy to have your child with us in our preschool program and look forward to a successful year together.

Working with you and your child to provide the best possible experience is our goal and our responsibility. In keeping with this charge, we are providing this booklet to acquaint you with the preschool program.

The rules and guidelines included are necessary to make the program an effective place for children to grow socially and emotionally. Please keep this booklet handy and refer to it as questions arise.

## Forest Hills Public Schools Mission Statement

In partnership with our community, Forest Hills Public Schools will provide all learners with opportunities to acquire the knowledge, skills and experiences necessary to build meaningful and productive lives.

## Preschool Mission Statement

The purpose of our preschool program is to provide a developmentally appropriate program for young children and support for their families. Diversity is valued and anti-bias attitudes are promoted. Our program seeks to provide a carefully planned, nurturing environment that facilitates the social, emotional, cognitive and physical development of young children. The curriculum emphasizes play, social interaction, creativity, curiosity, and choices in a program designed for young children.

## Admission Policy

Admission into the FHPS preschool programs requires your child be four years old by September 1<sup>st</sup> or three years old by September 1 if enrolling in the three year old Spanish Immersion Preschool. All children must be **completely bathroom independent**. Children must have a current health appraisal as well as up to date immunizations on file before school starts.

## Registration Forms

Child Care Services utilizes the EZ Child Track system for registration and program management. Please visit the link below to complete the registration process:

<https://www.ezchildtrack.com/parent1/ParentLogin.aspx?c=foresthills>

Please choose the correct preschool program when enrolling.

There is a \$50 non-refundable registration fee due in the child care office before your child's enrollment is processed. We will also need a copy of your child's birth certificate.

Please contact the childcare office with any questions at (616) 493-8787.

## Health Appraisal/ Immunizations

Children must have a current physical (within the last calendar year) and a record of required immunizations before he/she can attend preschool. Health appraisals must be submitted to the child care office before school starts. Forms are available in the child care office, on the child care website or at your pediatrician's office.

## Tuition

Our preschool programs are a fee-based, pre-pay program. Your initial enrollment agreement states that parents/guardians are responsible for the full tuition payment each month. After the initial enrollment, families can retrieve their statements via the child care website. The monthly tuition charge of \$280.00 is for your scheduled session, regardless of an absence.

**Refunds or credits will not be given.**

A late fee of \$25.00, assessed for tuition unpaid by the due date on the monthly statement, will be added to your account. After one month of non-payment, parents/guardians will be advised that the child/children will be suspended from the preschool program. Reinstatement will only be possible with a cleared account.

## Withdrawal Policy

We request a two-week written notification for withdrawal of your child from the program.

## Daily Schedule\*

\*subject to change

- 9:00am arrival time (Ada Vista 8:15am)
- Arrival/Quiet activities
- Cleanup
- Group meeting
- Small groups
- Cleanup
- Snack time
- Outdoor choice time
- 11:30pm dismissal time (Ada Vista 10:45am)

## Snacks

Parents/guardians provide a daily snack for their child. Please consider classmates who may have food allergies when choosing a snack for your child. The teacher will provide families with a list of foods to avoid if there are classroom food allergies.

## Volunteers

The preschool teachers welcome classroom volunteers. You may come for the entire session or stay for part of the time. Please find alternative care for younger siblings when you volunteer in the preschool classroom. See teacher for further information.

## Child Safety

If any child's medical condition or behavior directly threatens the health and/or safety of staff, children, or themselves, they will be excluded from the program.

## Emergency Procedure

In the event of an accident or emergency, parents/guardians will be contacted immediately. If we are unable to reach the parent, we will contact those listed on the child information record. If no one can be reached, we will seek emergency medical care as specified by the parents/guardians on the emergency card.

## Attendance

If your child is late for the start of the preschool session, you must accompany him/her to the classroom. If your child must leave early, you must pick her/him from the preschool classroom.

## Absences

If your child will be absent, please call the preschool teacher. See inside of the front cover for classroom phone number.

## Parking

Please park in the designated areas if you are coming into the school. Preschool offers drop-off service for 5 minutes before school and a 5 minute pick-up service after school. Your child will be waiting in the office if you are late. **Please do not park in bus drop-off/pick-up areas.**

## Delayed Starts and School Closing

In the event of a two-hour delay for the Forest Hills Public Schools, A.M. preschool is cancelled.

Preschool is closed when Forest Hills Public Schools closes for inclement weather

Please check on the school district's web site; [www.fhps.net](http://www.fhps.net) or local television stations for school closings.

## Severe Weather Policy

In the event of a tornado warning, children will remain in a protected area at school under the supervision of the staff, until picked up by the parent or guardian.

## Behavior Policy

The Forest Hills Preschool Program has been developed to provide a warm, positive environment that meets children's daily needs. There are times when behavior problems may occur and need to be managed. The following guidelines have been developed to support this environment.

The Preschool "Bill of Rights" outlines the behavior expectations for our program:

1. We have the right to be safe in Preschool: this means do not hit; do not push; do not hurt anyone.
2. We have the right to be treated with kindness and respect in preschool: this means to be kind to all; be fair to all; do not hurt others' feelings.
3. We have the right to hear and be heard in preschool: this means be a good listener; do not interrupt; do not disturb others.
4. We have the right to have personal property respected in preschool: this means be careful with all things; do not take or mistreat anything that belongs to others.
5. We have the right to attend a clean and orderly preschool site: this means to show respect for school property; do not litter and help put away toys and supplies that have been used.
6. We have the right to know that everyone is respected in preschool: this means to be considerate and cooperate with adults and children.

Our staff will use positive methods of discipline, which will encourage self-control, self-direction, increased self-esteem and cooperation. The staff will explain to the child why certain behaviors may be inappropriate and focus on what the child should be saying or doing rather than focus on the negative behavior. Rules will be explained to the children.

# Progressive Discipline Policy

Children are entitled to a pleasant and harmonious environment while participating in the preschool program. The program cannot serve a child who displays chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity that may include, but is not limited to, behavior that requires constant attention from the staff and ignores or disobeys the rules that guide appropriate behavior. If a child cannot adjust to the program setting and behave appropriately, he or she may be dismissed.

1. Step 1 (1st Warning) – Child is given a verbal warning specifically stating the inappropriate behavior. Depending on the age of the child, the child will either be told or will be asked to display more appropriate behavior.
2. Step 2 (2<sup>nd</sup> Warning) – Child will be reminded of inappropriate/appropriate behavior and a logical consequence to take place if misbehavior occurs again. An older child may be asked to write down the nature of the misbehavior and what corrective measures he/she plans to take.
3. Step 3 - Child receives the logical consequence as described to him/her in Step 2. Parent communication takes place in person, by telephone, and/or in written form. The Child Care office will contact the parent/guardian that the next step will be probation.
4. Step 4 - Child is placed on probation by the child care director. A letter is sent home to parents from the Child Care Services, a copy will be given to the school's principal, and a copy sent to human resource department.
5. Step 5 – Suspension of program privileges. Permanent dismissal shall take place if the behavior continues upon reinstatement from suspension.

# Health Policy

A child should never be sent to school if he/she has symptoms of illness. If your child should become ill while in our care, a parent/guardian will be notified. To protect your child and his/her classmates, please keep your child home if they present with any of the following symptoms:

- Sore throat
- Fever
- Earache / discharge
- Listlessness

- Restlessness
- Diarrhea
- Nausea or vomiting
- Swollen glands
- Overly tired
- Inflamed eye / discharge
- Skin rash
- Sores on skin (such as impetigo, scabies, or ringworm)
- Persistent cough

Children are welcome to return to school after being fever-free for 24 hours.

PLEASE NOTIFY THE PRESCHOOL TEACHER IF YOUR CHILD DEVELOPS A COMMUNICABLE DISEASE

## Dress and Personal Belongings

Children get messy at preschool...so clothing might get messy, too. Please dress your child in play clothes. All preschoolers are expected to go out for recess with their teacher, unless there is inclement weather. During the winter months, preschoolers should be dressed appropriately. Please **send labeled outerwear to school every day**. Preschool students do not go outside if the temperature or wind chill is 15 degrees or below. Children may spend time playing in the gym; **tennis/gym shoes work best for school**. The program is not responsible for lost items. Valuable items should not be brought to school.

## Birthdays

A birthday is a special day for your child and his/her family. Please remember that birthday party invitations are passed out in class **ONLY** if there is an invitation for every child in the class. Otherwise, we ask that you mail the invitations to the guests. Forest Hills Public Schools wants to make sure that the feelings of all children are considered.

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 <http://www.michigan.gov/michildcare>.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

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In accordance with the Federal Law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, D.C.

USDA is an equal opportunity provider and employer.

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Daniel Behm, Superintendent