

Sault Cooperative Preschool



In accordance with LARA, this document contains all important and pertinent information for all current and perspective members of the Sault Cooperative Preschool. This includes all policies and procedures, school operations, and essential member information.

MEMBERSHIP
HANDBOOK

Sault Cooperative Preschool Handbook

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PURPOSE

Our mission at Sault Cooperative Preschool is to administer and maintain a **parent cooperative environment** for children on a non-discriminatory basis without regard to national origin, religion, sex, or gender. We also strive to further promote the social, emotional and physical development of preschool children, and help parents learn constructive methods of child care through observation, guidance, and practical experience under a qualified teacher.

SCHOOL OPERATIONS

SCHOOL CALENDAR AND SCHEDULE

Sault Cooperative Preschool follows the school year calendar set for Sault Area Schools. Major holidays, time off, schedule breaks, etc. will closely follow that preset schedule for parent's convenience. However, we will make small changes to suit our staff and members accordingly throughout the year. The school provides an updated calendar on their website, as well as monthly calendars sent home with students.

HOURS OF OPERATION

Monday – Friday 7:30am – 5:30pm

During the school year, Sault Cooperative Preschool maintains their base hours of operations; however, after the school year ends, hours are not continuous. Someone can always be reached via email or Face book messenger, if there are any questions or contact that must be made with the school during the summer break.

CLASS SESSIONS

Preschool class sessions will meet at the following times:

<i>3 Day A.M. (Tuesday – Thursday) session</i>	<i>9:00 a.m. to 12:00 a.m.</i>
<i>3 Day All-Day (Tuesday – Thursday) session</i>	<i>7:30 a.m. to 5:15 p.m.</i>
<i>5 Day A.M. session</i>	<i>8:45 a.m. to 11:45 a.m.</i>
<i>5 Day P.M. session</i>	<i>1:00 p.m. to 4:00 p.m.</i>
<i>5 Day P.M. Extended session</i>	<i>1:00 p.m. to 5:00 p.m.</i>
<i>5 Day All-Day session</i>	<i>7:30 a.m. to 5:15 p.m.</i>

EXCEPTIONS, HOLIDAY, AND EMERGENCY CLOSURES

Reasons for School Closure

Weather:

The Sault Cooperative Preschool will observe and comply with the Sault Area Public Schools in the event of weather or other natural disasters related closure. If the day seems questionable, please listen to the local radio broadcast or local television station. Parents can safely assume the school is

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closed if the Sault Area Schools announce closure. If Sault Area Schools announce a 2-hour delay, all morning sessions will be cancelled.

Communicable Disease Outbreaks:

The Executive Board reserves the right to cancel sessions in the event of a communicable disease outbreak.

Other Circumstances:

The school may also close due to loss of electricity, fire damage or other unforeseen situations. If the President and/or Program director decide, for any reason, to cancel school you will be notified by the activities committee member for your session.

Responsibility of the School

Closing the School:

The President of the Executive Board and/or Program Director will maintain the right to close the school for any of the above noted reasons. A quorum of the board is not required.

Closing Mid-Session:

In the event the school must close mid-session, staff will ensure the safe departure of every child prior to leaving the building. In the event of a natural disaster or fire, children may be moved to another location at the discretion of the staff. (Refer to responsibility of the parents for further information).

Responsibility of the Parents

Closing Mid-Session:

In the event the school must close mid-session, attempts to notify parents will be immediate. Once contacted, parents will be expected to pick up, or make arrangements for the safe pick up of their child as soon as possible. If the school is unable to reach a parent, emergency contacts will be utilized. If the school is unable to reach anyone, the staff will ensure the safety of the child until someone arrives to pick them up. If the child has been moved to another facility for safety purposes, a sign indicating their location will be posted at the school.

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ARRIVAL AND DEPARTURE

Prompt arrival and departure are important for an effective program. Each child shall be accompanied to the school by an adult who follows the policy and procedures states in this handbook.

Children should be brought to the school **no earlier than 10 mins prior to class time**. Early Drop-Off and After-Care rates will apply when children are in the care of the school earlier than 10 minutes prior to class or 10 minutes after class has dismissed. Rates will be charged to the nearest half hour. Please bring your child into the building, see that their coat, backpack and other belongings are put into their locker.

EARLY DROP OFF AND AFTER CARE

Early Drop Off and After Care can be requested for **\$3 an hour**, and you will be billed for those hours every month. After Care begins once your child's regularly scheduled class ends. All members are able to take advantage of Early Drop Off and After Care. After Care ends at 5pm.

Each child must be signed in daily in the attendance log book. There is a sign in/out binder with separate tabs for each session. The attendance log book is located in the welcome center at the front of the school by the front doors. **IT IS VITAL IN CASE OF EMERGENCIES, (I.E. FIRE, ETC.) THAT THE ATTENDANCE LOGS ARE ACCURATE EVERY CLASSROOM SESSION.**

Make sure your child is playing safety in the classroom and that the teacher knows when your child arrives before you leave.

END OF THE DAY

Each child must be signed out daily in the attendance log book. Again, this is vital (in case of emergencies and/or end of day classroom checks) that the attendance logs are accurate.

Prior to dismissal, parents should check the class bulletin board in the coatroom and take all paperwork that is in your child's cubby tray. Please be on time to pick up your child, as the teachers and assisting parents need to clean the rooms and have the post-session discussion with the teacher. A teacher, or teachers assistant, will be in the hall to discuss plans or answer any questions you may have.

The person picking up an enrolled child must be at least 16 years of age, unless the school has written permission on file from the parent or guardian.

When you leave the building, be certain that only your child is leaving with you, as the road and parking lot are very close to the exit.

CHILD RELEASE POLICY

In the event of some emergency or other circumstances, the parent/guardian must supply the names on the Child Information Card (CIC) of individuals to whom staff may release the child. Staff will not release the child to any individual whose name is not on the list. Before staff releases the child, if the individual is unknown to staff, the staff will require that the individual show positive ID, (i.e. a valid Michigan driver's license). Should a parent wish to have a one-time special exception to allow an individual not listed on the CIC card to pick up the child, parents must provide a signed, dated written note with staff on the morning of the release.

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Parents must be aware that the staff is not properly trained to make assessments relating to intoxication or other impairment, and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.

Staff assumes no responsibility for any injury or harm to the child who has been released to a person on the (CIC) card or identified in the written exception request process.

With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child. Staff will release the child to a known identifiable parent.

SNOW DAYS AND EMERGENCY CLOSINGS:

Should the Sault Cooperative Preschool have an unplanned closing for any reason during the school year members will be notified in a variety of ways: SCP Facebook page, email notifications, text alerts, phone call, and the Remind app.

ADMISSION REQUIREMENTS

Admission standards shall conform to the requirements of the Department of Consumer and Industry Services Bureau of Regulatory Services, Division of Child Care Licensing of the State of Michigan or such other state and local agencies as are authorized by law to regulate the operation of preschools.

Children shall be between two and three quarters ($2\frac{3}{4}$) and five (5) years of age to start school. A child is eligible for enrollment if their third birthday precedes the date dictated by the State of Michigan.

All children attending preschool must be potty trained. With the exception of minimal accidents, our definition of “potty trained” means that the child is in underpants and indicates toileting needs to teachers on a regular basis.

We are not equipped for diaper changing or daily accidents.

NON-DISCRIMINATION POLICY

The Sault Ste. Marie Cooperative Preschool admits children of any race, religion, disability, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. We do not discriminate in any way within the administration of our educational policies, enrollment policies, financial plan or any other school administered program. A multi-cultural, anti-biased curriculum is offered.

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TUITION RATES

MONTHLY TUITION RATES:

Payments are paid on a monthly basis, and are due by the first of each month. For returning members, the first payment (for September) for is due when the enrollment packet is turned in.

3 Day Session (Tuesday-Thursday: 9:00am – 12:00p.m.)

Cooperative Membership - \$117.00/month

Non Cooperative Membership - \$177.00/month

3 Day All Day Session (Tuesday-Thursday: 8:45am – 5:15pm)

Cooperative Membership - \$300.00/month

Non Cooperative Membership - \$360.00/month

5 Day AM/PM Session (Monday-Friday: 8:45am – 11:45am or 1:00pm – 4:00pm)

Cooperative Membership \$190.00/month

Non Cooperative Membership - \$250.00/month

5 Day PM Extended Program (Monday-Friday: 1:00pm – 5:00pm)

Cooperative Membership - \$254.00/month

Non Cooperative Membership - \$314.00

5 Day All Day Session (Monday-Friday: 8:45am – 5:00pm)

Cooperative Membership - \$510.00/month

Non Cooperative Membership - \$570.00/month

Non-Refundable Registration Fee if paid before April 1st, 2018 it will be \$45.00. If the Registration Fee is paid after April 1st, 2018 it will be \$70.00.

CURRENT FEES AND POLICIES

REGISTRATION FEE:

Standard Registration Fee: \$70

Anyone registering for the school year that did not register during the early enrollment period will pay the Standard Registration Fee rate. This is Non-Refundable, but transferable.

Early Registration Fee: \$45

Early enrollment is before enrollment for the new school year. During this time, we offer a discount for any members enrolling students. This is Non-Refundable, but transferable.

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**The Board of Trustees Registration fee is waived. If paid previously, those funds will be transfer to open balances for that member.*

***This is further explained in the Membership Information section and Registration packet.*

BUSSING FEE: \$15

This covers any bussing cost for field trips throughout the year. You may opt out, but you're responsible for your child's transportation to and from any field's trips.

SUPPLIES FEE: \$50

In lieu of sending an extensive list of supplies needed for class, Sault Cooperative Preschool purchases all supplies need, and provides them for the students. Members are responsible for pay a standard fee for all their students supply needs for the entire year. It is more cost effective for the school and members. Members are always encouraged to donate various items throughout the year should they school have a need of them.

OTHER FEES AND POLICIES

Late Charges

If tuition has not been paid by the tenth of the month, a \$10.00 late fee will be added. If tuition is not paid by the 30th of the month an additional late fee of \$25.00 will be added.

Time Off/Holidays

Tuition must be paid in full each month regardless of number of days attended. The Executive Board may consider special circumstances (i.e. long term illness). Although several months of the school year are shorter because of holidays and scheduling, full tuition is still due for EACH month of the school year.

Types of Payment Accepted

The school accepts money orders or personal checks. Credit card and PayPal payments can be made on the school website. An additional convenience fee is charged by Paypal for this service. Cash is not accepted. Tuition may be placed in the Tuition Box, located by the front door. This box is black with a small lock. If a receipt is necessary, please contact the Tuition Administrator.

Paying by Check

When paying by personal check, please make checks payable to Sault Cooperative Preschool. To ensure prompt and accurate processing, please fill out the Tuition Payment Form located near the Tuition Box and note your child's name and session on the bottom of the check. Please make checks out for exact amount due; credits will not be issued for overpayment.

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Returned Checks

A charge of \$35.00 will be assessed for any returned checks. If a member has two NSF checks they will be placed on a cash only basis for the remainder of the school year. Any other fees that may be incurred by an NSF check against the school will be the responsibility of the member as well.

Multiple Enrollees

Families with more than one child enrolled at the school concurrently will pay full tuition for the first child and receive a 20% discount on any subsequent children. If children are in different sessions, full tuition will be based on the oldest child enrolled. Families with more than one child enrolled, must fulfill fundraising obligations and classroom working obligations for each child enrolled.

Late Payment Penalties

If tuition has not been paid for 30 days, your child will be dropped from class until tuition and late fees are paid. Termination of enrollment begins on the 31st day of non-payment. If tuition is unpaid, a certified letter will be sent informing of the schools right to terminate enrollment. The child's space in the program will not be held and may be given to the next family on the waiting list.

Refunds

Families withdrawing their child/children from the school are expected to give one month's notice. **However, under no circumstances is September's tuition ever refunded.** If a child leaves the school mid-month, a written request for a refund must be submitted to the Treasurer. The tuition will be refunded on a pro-rated basis.

Withdrawal Policy

Members must notify Sault Cooperative Preschool of intent to withdrawal within 30 days of their last day of attendance. Tuition will be prorated in accordance with date of withdrawal. Without notice, members are responsible for their full monthly tuition regardless of the last date of attendance.

If a student is absent for more than 10 days without notifying the school or staff, Sault Cooperative Preschool will ask for a well check for the child from the Sault Police Department.

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CURRICULUM

At the Sault Cooperative Preschool we have adopted the Creative Curriculum and it's assessment partner GOLD Assessment tool. The Creative Curriculum is a child lead curriculum that helps the kids learn from hands on activities, teach lead whole group discussions, and free choice. It is a way for the kids to stay interested in what THEY want to learn about. The staff uses the GOLD Assessment tool to see where the kids are on all different levels and interprets that into what each child needs to do to get where they need to be. Along with the Creative Curriculum, and the GOLD assessment, the staff uses Zoo Phonics on a daily basis to help the students with their letter and sound recognition.

OVERVIEW OF SAULT COOPERATIVE PRESCHOOL'S DAILY ROUTINE:

The daily routine is the order of the day's events, each with a specified amount of time. This schedule is the same every day, although time periods are occasionally altered due to special circumstances. Having a daily routine gives students a sense of control and allows them to work independently. In addition, the regular organization of the day's events helps them develop important concepts about sequence and duration. The concepts play a central role in early mathematics and scientific thinking.

Free Play/Small Groups (60+/- minutes)

The kids will explore that activities that are out in the room, while learning to make their own decisions on what they want to do. Activities will include, but are not limited to: art project, science activities, books, sand/water play, small group activities lead by the teachers, gross motor play.

Carpet Time (30+/- minutes)

Students will gather on the big rug on their designated areas, where they will see/do their job for the day, listen to a story, and have group discussion on the topic of the day.

Technology/Letter Practice (20+/- minutes)

While snack is being prepped by the classroom assistant/or parent helper, the kids will do alphabet activities with the lead teacher on the computer.

Snack/Free choice (30-40+/- minutes)

Snack is provided family style to the students. After they are done, they get to have free choice while the other children finish their snack and the teachers clean up.

Outdoor play/wrap up (30+/- minutes)

Providing the weather is above 15°F according to the thermometer, the students will go outside for 30 minutes each day. There are days when this time is moved to earlier in the day to provide to get winter clothes on and still have time to play. They will have a mixture of free time and structured time. Please send your child to school with weather-appropriate clothing. During the winter months, this means snow pants, boots, hats, mittens, and coats.

Times can vary with each class and group dynamics (i.e. age and size of class.)

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Our teachers welcome children to bring objects that can be used for learning experiences during the session. However, it is best to make arrangements in advance. Please refrain from bringing toys that are apt to cause a problem of possession, or very small things that are apt to get lost. **No guns, money, sharp objects, balloons, candy, gum or cookies are allowed.**

**Each teacher has a daily session plan which is available for viewing upon request.*

STAFF INFORMATION

ROLE OF THE PROGRAM DIRECTOR

The Director oversees the educational program and staff, and works hand-in-hand with the Board to carry out the administrative duties and activities. To implement the program they act as the consultant, work with committees planning for orientation, parent education, equipment decisions, parent assistance and other areas pertaining to the school program. They are also responsible for making sure the preschool is 100% in compliance with State Licensing Regulations. The Director attends the general, parent meetings, and executive board meetings.

ROLE OF THE TEACHER

The primary role of the teacher is to function as a leader in the education area. They assist the director with planning and directing the program for the children. They are sensitive to each child's needs and capacities to direct the program. They help parents further understand young children, and help them participate effectively as assistants in the school program. It is their duty to keep the educational standards at the highest possible level and be aware of the responsibility of their profession as well as complying with all state regulations. The teacher attends the general, parent meetings, and executive board meetings.

ROLE OF THE TEACHER ASSISTANT

The teacher assistant is to assist the teacher with implementation of the activities for that particular day. The teacher assistant must be able to work with children in small or large group settings and follow job duties as outlined in the job description. The teacher assistant also attends the general, parent education meetings.

ROLE OF THE PARENT ASSISTANT

Parent participation is strongly encouraged at Sault Ste. Marie Cooperative Preschool. *Your duties will be under the direction of the Teacher and/or Program Director.* The parent assistant provides support to the teachers, as directed, in implementation of the activities for that particular day. Sign up directly with your child's teacher for volunteer opportunities in the classroom.

You will be expected to be at the school 15 minutes before your scheduled session starts. This will mean 8:30 a.m. or 12:45 p.m. for 5 Day sessions and 8:45 a.m. for 3 Day sessions. Please be prompt. This time is used for the teacher to give you the activity plan, specific duty assignments and allows time for

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preparing any materials and/or equipment before the children arrive. Plan to stay at least 15 minutes after the session is over to clean up, and for post-session discussion with the teacher.

Please do not bring any other children other than the one you have enrolled to the school on your scheduled workday. The teacher and teacher assistant need this individual and undivided time with the parent assistants to prepare for the session.

TEACHERS RIGHT TO REFER

In the event the teacher believes a student would benefit from the support of an outside resource, a meeting between the teacher and the parents will be arranged, during which the child's needs and recommended support will be discussed. With the parents' consent, the teacher will make arrangements for the recommended support. The parent is responsible for following through with said recommendation.

In the event the parent chooses to forgo the recommended support and/or referral, the teacher will determine if the child should continue in the program. In the event the child's behaviors become increasingly problematic (i.e. disruptive or dangerous), an Emergency Discharge may become necessary.

EMERGENCY DISCHARGE SITUATIONS

In very rare instances, when the teacher believes a child's continued participation in the program creates a direct threat to the other children or to the child's own safety, the *Program Director* may implement an Emergency Discharge. A meeting will be convened including the *Program Director* and the Executive Board, during which the situation will be reviewed in depth. Although the Board will be made aware of the situation and may provide input, the *Program Director* will have the final authority regarding any emergency discharge situations.

VOLUNTEER TERMINATION

If a parent wishes to withdraw their child from the program, one month's written notice is requested. Please refer to the Tuition and Registration Fees section - "Refund" for further information.

PARENT CONDUCT AND INFORMATION

PARENT MEETING REQUIREMENTS

You are expected to attend the following meetings; additional meetings may be added if needed:

Parent Orientation Meeting is held prior to the start of school;

Spring Program/meeting is held in April or May to elect officers to the Executive Board for the next school year, with the possibility of the Super Raffle drawing if it has not been done prior.

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PARENT CONDUCT

Role Models

Parents must be aware that adults serve as role models for children. When working at the school, parents are responsible for the protection of the children in their care, as well as the provision of a safe workplace for staff. Therefore, it is imperative that parents conduct themselves in a safe, professional and rational manner at all times while working at the school. Please refrain from using your cell phone in the classroom if you are a parent volunteer unless you are using your phone to capture pictures!

Relief of Duties

At the discretion of the teacher, a parent assistant may be relieved of his/her duties. The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors):

- Acts of violence, including assault and battery;
- Harassment of, or threats against, the staff, other parents or children;
- Possession of illegal substances or firearms;
- Verbal or physical abuse of any child;
- Intoxication;
- Profanity; or
- Indecent exposure.

Once a parent has been relieved of his or her duties, they will no longer be eligible to work at the school. However, they will be responsible for finding an acceptable replacement on their scheduled days.

FELONY DISCLOSURE FORM-RULE 104(1)

Every volunteer worker at the Sault Ste. Marie Cooperative Preschool must complete a Felony Disclosure Form, per licensing Rule 104(1).

In the event of any affirmative answers to the three pertinent questions, an individual will be denied the opportunity to work directly with the children. Any individual refusing to submit a completed form, or found to be misrepresenting truths on the form will be immediately prohibited from working with the children.

REQUEST FOR CENTRAL REGISTRY CLEARANCE

Every volunteer worker at the Sault Ste. Marie Cooperative Preschool must complete a Request for Central Registry Clearance Form, per Michigan law. This form must be filled out and submitted by the volunteer to the Department of Human Services (DHS) with a picture I.D. (DHS will make a copy for their records) for further review. The form must be brought back to the school, and any volunteer failing to

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do so will not be allowed to work at the school or drive on the field trips. It will be up to the parent/or guardian to make an alternative plan to cover the days they are needed.

AFFIRMATIVE ANSWER TO CENTRAL REGISTRY CLEARANCE

If the Membership Chairperson is made aware that an individual is in fact listed on the Central Registry, only the Board President and Vice President will be notified. No other board member will be provided with this information. However, the individual in question will be asked to meet the President and Vice-President as soon as possible. The individual will immediately be disallowed from working with children in the school. The family will continue to be scheduled on the monthly calendar, and arrangements must be made to cover all assigned sessions.

BASIC SCHOOL FUNCTIONS

CLOTHING

Dress your child according to the activities of the school. We finger paint, crawl on the floor, climb the gym set and play outdoors - so dress your child in durable and appropriate clothing. Your child should also wear soft-soled shoes to prevent slipping on the tile floor. If outdoor play is scheduled, bring the necessary clothing to keep your child warm and dry while outside. Please check your school calendar for the day's activity. This suggestion is also for parents on the days they are working at the school.

Please bring a change of clothing (including underwear and socks) in a plastic zip lock bag marked with your child's name and session to school on the first day of class. This will be kept at the school in case it is needed.

CUBBIES

Each child will be assigned a cubby located in the coatroom. Please note that the cubby may be shared with a child from another session. A name tag representing each session will be placed on the cubbies. If you wish, you may leave a pair of shoes in the cubby during winter season.

FIELD TRIPS

There are four to six field trips schedules per year. *No child may go on a field trip without a signed parental permission slip.* This form is provided in the Enrollment Packet at the time of registration. If a parent does not give permission for their child to participate in the field trip, alternate child care arrangements must be made by the parent. Parents are also required to pay \$15.00 during the registration for bussing fees. Only assisting adults, teacher, teacher assistants and enrolled children may ride on the bus.

PARENT-TEACHER CONFRENCES

Parent-teacher conferences will be held in the fall and spring. Dates and times, along with a sign-up sheet, will be posted. If you wish to talk to the teacher about any concerns, at any time, please call or email them or the school at saultcooperative@hotmail.com or (906) 632-9761.

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CALENDAR

The monthly calendar detailing each day's session theme and the family responsible for snack will be placed in your child's cubby and posted on the website. Please make sure that you receive your copy. Extra copies will be in your child's session mailbox.

TOTLINE

The *Totline*, the parent newsletter, is published at least every other month and will be emailed to families and posted on the website. Please be sure to review it. It will provide important and up-to-date information on the school, activities and events. If you have a small business, you may advertise for a nominal fee with all proceeds going to the school.

BIRTHDAYS

Birthday celebrations are encouraged in the school. If you would like to volunteer on your child's birthday, please arrange that in advance with your child's teacher. If you don't work, but would like to make a special snack please notify the teacher and snack person who is working that day. If you are having a home party for your child right after school, try to keep it separate from the school activities. Please do not distribute invitations for private parties, programs, or outings at the school unless all students are invited. These invitations may be placed in each child's cubby. Staff will not circulate any such invitations.

HOLIDAYS

Special plans are scheduled for the school day nearest a holiday. Please review your calendar which will note any special instructions.

The Sault Ste. Marie Cooperative Preschool adheres to the holiday schedule followed by the Sault Area Public Schools.

SNACK

Sault Cooperative Preschool does not offer a food service program, but each family will be assigned to bring the snack on specific days which will be indicated on your child's class calendar. When you supply the snack for the children, please bring something to eat and something to drink. We encourage you to bring a tasty, wholesome snack*; the beverage should be either water, milk or 100% juice (which has been pasteurized), not a juice drink or soda pop. A pitcher of water is kept in the school refrigerator to offer as an alternate beverage.

The school provides disposable plates, silverware, cups and napkins.

It is mandatory to wash the snack table with a bleach solution before snacks are served and again at clean-up time. Children wash their hands before eating. Children are responsible for taking their used dishes and flatware to the wastebasket.

If a field trip is planned, or there is a special theme for the day, the teacher may ask the snack person to provide a special snack.

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An emergency snack is kept at the school to be used in case a family forgets to bring the snack for the day. The emergency snack consists of graham crackers and juice. If the emergency snack is used by a parent/guardian, it is their responsibility to replace the items before the next class session.

It is mandatory that all snacks be recorded on the appropriate class snack list. This list will be kept by the teacher and posted in the classroom. Parent may request to see it at any time. To assist with planning snacks, specific food allergies of children in each session will be posted.

Children with food allergies will not be discriminated against by the preschool. In the event that a child with a severe/life-threatening food allergy is enrolled, the parent/guardian will need to obtain written instructions from a board-certified physician explaining what to do if the child has an allergic reaction. The instructions should identify the child's specific allergy, the specific signs of allergic reaction, and the specific course of action that is to be taken in the event of an allergic reaction. The staff will work with the parents to develop avoidance strategies, and a food allergy management plan.

Examples of Nutritious Snacks:

Crackers, cheese and vegetable juice; vegetable sticks and dip with orange juice; a mix of different cereals, bite-size crackers and pretzel twists with apple juice; peanut butter and jelly sandwich quarters with milk; vanilla pudding with sliced banana and pineapple juice; a bowl of cereal and milk with juice; mini bagel halves with peanut butter or light cream cheese and grape juice; berries, yogurt and juice. Use your imagination and have fun!

ANIMALS IN THE SCHOOL

The Preschool recognizes that animals have educational value in the school setting, but only under conditions that insure the safety and well-being of the students, staff, and the animal. Live animals in the classroom provide opportunities to learn about diversity, habitat, humane care, animal growth and development, and behavior. A teacher must have a clear understanding of, and a strong commitment to, the responsible care of living animals before making any decision to use live animals for educational study. Preparation for the use of live animals should include acquisition of knowledge on care appropriate to the species being used including housing, food, and exercise.

Prior approval must be received from the Program Director before any animals are brought into the school. Animals in the school shall be planned and approved in accordance with established procedures.

MEMBERSHIP INFORMATION

CONFIDENTIAL INFORMATION

Each child has a right to confidentiality. All information pertaining to the children in the program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without the express written permission of parent or guardian, unless required by statute, court order or licensing mandate.

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MEMEBERSHIP REGISTRATION

Participating Members

Parents or guardians of the children currently enrolled in the Sault Ste. Marie Cooperative Preschool shall be given the first option to enroll their child for an available space for the first week of enrollment starting in February of the current school year. To enroll, participating members must submit an enrollment packet and \$45 nonrefundable registration. September's non-refundable tuition is also due at the time of enrollment. Cashier checks are strongly recommended as the school cannot cash checks until the new fiscal year begins in June.

Former Members/Alumni

Persons who have had children attend Sault Ste. Marie Cooperative Preschool in past sessions (Former members) or have attended themselves (Alumni) shall be given the second option to enroll their child for an available space during the second week of enrollment. To enroll, former members and Alumni must submit enrollment packet, \$45 nonrefundable registration, and September's non-refundable tuition. Cashier checks are strongly recommended as the school cannot cash checks until the new fiscal year begins in June. Alumni must supply in enrollment packet their maiden name (if applicable) and year they attended for verification, additional information may be required.

General Public

Commencing the third week, enrollment will be open to the general public. To enroll, new members must submit enrollment packet, \$45 nonrefundable registration, and September's non-refundable tuition. Cashier checks are strongly recommended as the school cannot cash checks until the new fiscal year begins in June.

Subject to the preferences specified above, all applications for enrollment will be

considered in chronological order measured by the payment date of the registration fee and the first month's tuition (September) being received by above guidelines.

Members may enroll their child in one session only, (first 20 openings); however they may enter their child's name on more than one waiting list if their preferred session is filled.

REQUIRED FORMS

The forms listed below must be completed before the child can attend their session. It is the sole responsibility of the parent for ensuring the accuracy of the information contained within the required forms, and for keeping all such information current. The Sault Ste. Marie Cooperative Preschool assumes no responsibility for keeping forms updated.

Forms Required:

1. Enrollment Contract
2. Member Information Form
3. Rule 104 Form
4. Consent for Photo Form

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5. Field Trip Permission Form
6. Child Care Organization Licensing Changes Form
7. Policies and Procedures Acknowledgement Statement
8. Child Information Record form
9. Central Registry Clearance Request-Due at Parent Orientation
10. Health Care Appraisal and Immunization Record-Due at Parent Orientation
11. Committee Obligation Form – Due at Parent Orientation Meeting
12. Fundraising Obligation Form – Due at Parent Orientation Meeting

The Committees Obligation Form and Fundraising Obligation Form will be handed out at the Parent Orientation Meeting and can be signed and turned in at that meeting as well. The Central Registry Clearance Request Form and the Health Care Appraisal and Immunization Record are included in the enrollment packets and should be turned in at the Parent Orientation. All forms must be turned in by the start of school. Failure to return all completed forms will cause the child/children to be unable to attend their session until this occurs.

RIGHTS OF MEMBERS

- *A member shall have the right to request a conference with the teacher regarding problems arising in the preschool*
- *A member shall have the right to bring a grievance before the Executive Board for consideration at a closed meeting.*
- *A member shall have the right to attend Executive Board Meetings but are not entitled to vote.*
- *Upon request, members may receive special consideration because of pregnancy and other extenuating circumstances approved by the Executive Board regarding scheduled work sessions, field trips, etc.*

For further information regarding the operation of the Sault Ste. Marie Cooperative Preschool, please refer to the bylaws posted on the school's bulletin board.

BEHAVIOR MANAGEMENT POLICY

All adults working with children at the Sault Cooperative Preschool are committed to using, or learning to use better, positive methods of behavior management which encourage self-control, self-direction, and self-esteem for each child. These methods insure healthy growth for the individual child and the group. Assistance in managing and directing behavior and feelings is carried out in a context of living with children through each minute of the day--listening, observing, structuring, informing, limiting, responding, and encouraging with warm, convincing and committed involvement.

No child will be allowed to hurt themselves, or others, nor disrupt the play of others. Behavior management should be used positively and consistently in such a way as will be helpful to the child and will allow him/her to maintain a positive self-concept and his/her dignity. Troublesome behavior should be dealt with as soon after the incident as possible, at a level appropriate to the child's developmental stage. Discipline should be related to the inappropriate behavior. The child should understand the

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consequences of behavior. The teacher will inform the children what is expected of them (the rules of the school), and will positively reinforce desirable behavior.

PROHIBITED FORMS OF DISCIPLINE ARE:

- Corporal punishment of children. This includes, but is not limited to; striking a child directly or with any physical object; shaking; shoving; spanking; other forms of aggressive contact; requiring or forcing a child to repeat physical movements; or forcing food on the child.
- Deliberate harsh, belittling or degrading responses of any form, including verbal, physical and emotional, that would humiliate a child or undermine a child's self-respect.
- Depriving a child of any of the usual comforts, including food and clothing.
- Isolating, physically restraining, or confining a child to a lockable room or structure.

EXAMPLES OF POSITIVE METHODS

- Sharing with children what is expected helps avoid resistance or angry reactions.
- Specific words or praise, or encouragement with respect, build cooperative attitudes.
- Adequate adult supervision in appropriate places avoids problems developing.
- Meeting individual needs with close relating.
- Get down to the child's eye level when you can. Use positive suggestions in modulated, convincing voice. State rules clearly and simply. Repeat if needed, and explain reasons or alternatives within common sense limits.
- You may need to limit a child's behavior for his/her, or other's safety.
- You may need to redirect an activity or substitute another.
- Let the child, or children work a problem or conflict out for themselves if possible. Interrupt or intervene on an activity only when needed, or when you could add constructive enrichment.

EMERGENCIES, ACCIDENTS, INJURIES, INCIDENTS AND ILLNESSES

EMERGENCY PROCUDURES

1. Life-threatening Emergencies

- a. One staff member trained in CPR and First Aid stays with injured/ill child applying CPR and/or first Aid if needed.
- b. One Staff member will call 911. For poison control 1-800-222-1212.
- c. As soon as possible, contact parent/guardian.

If the child is taken to the hospital by car, and a parent has not yet been contacted or arrived, one staff member will accompany him/her with the child's Emergency Information Form.

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If parents or other guardian cannot be contacted in the case of a life-threatening emergency, the Sault Ste. Marie Cooperative Preschool and Hospital Officials will be in charge of making crucial decisions as authorized by the Emergency Information Form.

2. Minor Emergencies

- a. Staff trained in CPR and First Aid will take appropriate steps referring to emergency and first aid manuals as needed.
- b. Incident will be recorded on an Injury/Illness form in the classroom where the child is enrolled by a staff member who was present.
- c. The incident shall be reported to the parent when the parent picks up the child that same day at the preschool. The parent will be expected to sign the Injury/Illness form, thus indicating his/her awareness of the incident. The Injury/ Illness form shall be kept in the child's file in the Preschool Office.
- d. The incident shall be recorded in the Preschool's Accident/Illness & Medication log kept in the office.

Parents are required to keep emergency information updated to reduce delays in providing emergency care for their child.

WHEN TO CALL 911

The teacher will call 9-1-1 under the following circumstances (or others that she deems life-threatening): seizure; respiratory distress (blue around lips, unresolved choking); cardiovascular event (no breathing, no heartbeat); or head injury with altered consciousness; or other major traumas. Other accidents for which parents will be called (but not 9-1-1) include: apparent broken bones, head injury without loss of consciousness; severe cuts, bleeding, or bruising; fainting; rapid or labored breathing; severe wheezing; and other situations deemed serious by the teacher. The parent gives permission to the preschool to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of the parent or guardian.

CHILD ILLNESS

Please do not bring your child to the preschool if you think he/she may have a contagious illness. Children that have been ill during the night, or early in the morning, should stay at home. A child should also stay home if she/he does not feel well enough to participate comfortably in the school activities. The staff cannot adequately care for the sick without compromising the care of other children.

A child is too sick to attend school if they have any of the following symptoms:

- **Fever:** Above 100 degrees F taken under the arm, or 101 degrees F taken orally.
- **Signs or symptoms of possible severe illness:** sore throat with fever and swollen glands, earache, eye discharge, yellowish skin or eyes, persistent crying, extreme irritability, uncontrolled or severe coughing (child gets red or blue in the face or makes a high-pitched whooping sound after coughing), difficulty breathing, wheezing, confusion or unexplained lethargy.

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- **Diarrhea:** Changes from the child's usual stool pattern with increased frequency of stools; runny, watery or bloody stools, or child cannot get to the bathroom in time.
- **Vomiting:** More than two (2) times in the last 24 hours.
- **Rash:** With a fever or behavior change.

Exposure to contagious diseases must be made known to the teacher immediately for the protection of others. Notice of the exposure (name excluded) will be put on the class bulletin board in the main entry.

A child is too sick to attend school if they have any of the following diagnoses from a health provider, and may not return until treated and/or are no longer contagious:

- **Infectious Conjunctivitis/Pinkeye:** With eye discharge that is yellow, white, or green. Return possible 24 hours after treatment has started.
- **Impetigo:** Child may return 24 hours after treatment has begun and no longer has a discharge.
- **Strep Throat, Scarlet Fever, or Other Strep Infections:** Child must stay home until 24 hours after treatment has started and the child is fever-free for at least 24 hours.
- **Scabies, Head Lice and Other Infestations:** Child must stay home until 24 hours after appropriate treatment and is free of infestation.
- **Chickenpox:** Child may return six (6) days after the rash begins, or when all blisters have formed scabs.

Exposure to infectious diseases must be made known to the teacher immediately for the protection of others. Notice of the exposure (name excluded) will be put on the class bulletin board in the main entry.

Source: The ABCs of Safe and Healthy Child Care: A Handbook for Child Care Providers, DHHS, USPHS, CDC, 1996.

CARE OF ILL CHILDREN

When a child becomes ill with any of the symptoms noted above or an injury which requires parental attention while at school, these are the procedures which will be followed:

1. Staff member will try to comfortably isolate the child in an area where the child can be supervised.
2. Staff member will immediately contact the parent/guardian, who will be requested to pick up the child as soon as possible
3. Toys, toilet and sink used by an ill individual will be appropriately cleaned before being used by other children. The preschool complies with FIA regulations on disposal of blood resulting from an accident.

A first-aid kit(s) is available in each of the bathrooms in the classrooms as well as in the office. First-aid kit(s) are also taken on field trips

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Disclaimer

The preschool will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However, the preschool cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children. Parents must recognize that, while at preschool, it is possible that the child may be exposed to a contagious illness or disease.

Call Parents

Immediately upon learning of a child's serious injury or medical condition, the teacher will turn over the direction of the class to the assistant teacher. The teacher will then stay with the child until the arrival of parent, emergency contact, or medical personnel. The teacher will ask the teacher assistant to call the child's parents, using the list posted by the phone. The teacher assistant will also pull the child's emergency information sheet from the file, so it is ready if needed. If the child's parents are not available, the designated emergency contact will be called. If the parents or emergency contacts cannot be located, we will call the child's physician and follow their instructions. This may include transporting the child to an emergency room or a doctor's office.

Accident Report

In the case of serious accidents (requiring immediate and/or subsequent medical attention), an accident report is to be filled out as soon as possible by the teacher, with input from parent helper witnesses where appropriate. A copy will be given to the child's parents, will be placed in the child's file in the classroom, and also will be sent to MACCP for insurance purposes.

For minor accidents (scrapes, slivers, bumps, etc.), the teacher will give the parent an informal verbal report at pick-up time, with further discussion later if needed. At the after-class debriefing, the teacher will review the day's events, including any accidents that occurred. In the event of any concerns over the teacher's handling of an incident, the parent(s) and teacher should communicate directly with each other (following the school's grievance procedure). If necessary the Director and or President may mediate the discussion.

MEDICATION POLICY

Medication including: prescription drugs, over the counter drugs, or individual special medical procedures, must be administered by the parent or guardian. The teaching staff is not permitted to administer any form of medication or medical procedure.

PROCEDURES FOR BATHROOM ACCIDENTS

Staff will assist children who have a potty accidents, both urination and bowel movements, with discretion and follow procedures for bathroom accidents.

1. Wear disposal gloves
2. Assist child in taking off soiled clothes and putting on dry clothes
3. Put soiled clothes in plastic bag and then in child's cubby
4. Direct the child where to clean with wet wipes, as needed
5. Throw away disposal gloves in plastic bag
6. Sanitize the bathroom and any other area that may have been affected

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HEALTH CARE POLICIES AND PROCEDURES

Hand Washing

Hands must be washed with soap and running water. Each of our sinks in this facility is labeled with proper hand washing procedures. The following are not approved substitutes of soap and running water:

- Hand sanitizers
- Water basins
- Pre- moistened cleansing wipes

Hand Washing Procedures

Hands MUST be washed to avoid spread of illnesses and other infectious diseases. Below are times when hand washing is required while working/volunteering in this facility:

Before handling food items, after personal bathroom use, helping a child with toileting, dealing with own/and or others bodily fluids (saliva, tissue discharges, blood containing bodily fluids, and other potentially infectious fluids).

- Have a clean, disposable paper or single use cloth towel available.
- Water temperature should be between 60 degrees and 120 degrees F.
- Hands should be moistened with water and applied with soap.
- Rub hands vigorously together until a soapy lather appears and continue for at least 20 seconds.
- Rub all areas of the hands- fingers, around nail beds, under fingernails, jewelry, and back of hands.
- Rinse hands under running water until they are free of soap and dirt.
- Dry hands with clean, disposable paper towel provided.
- Dispose of the single service towel in a lined trash container provided.

A common-sense approach will help in the prevention of spreading many communicable and non-communicable illnesses. Appropriate hygiene and sanitation practices are required while working with young children and other adults.

Handling bodily fluids

Staff is required to have blood borne pathogen training and must comply with the universal precautions when there is a potential exposure to blood. Blood-borne pathogen kits are located in each classroom, and rubber gloves are available for use by our volunteers. Staff members will assist and take over any duties when a potential of exposure is present. This facility also utilizes sanitizing and disinfecting kits for other bodily fluid exposure (urine, feces, vomit). Teachers will have the primary responsibility in cleaning such exposures.

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Cleaning and Sanitizing

Staff and parents will follow basic steps in cleaning and sanitization of all hard surfaces.

All utensils and containers used for snack, that are non disposable, will be washed using a dishwasher, and set at the “sanitizing” option of cleaning.

All tables will be washed prior to snack and after snack, and any time needed during the sessions. Commercial sanitizers are available, and need to be used according to the manufacturer’s instructions. When commercial sanitizers are not available, sanitizing solutions will be used. Sanitizing solutions will consist of the following:

****Water and non-scented chlorine bleach with a concentration of bleach between 50-200 parts per million (1 tablespoon to ¼ cup of bleach per gallon of water). Test strips must be used to check the concentration of the bleach/water solution. This solution MUST be made fresh daily.***

***** Our toy cleaning committee will be instructed of proper washing/sanitizing of toys. Bleach being used for items that may be put in children’s mouths MUST have bleach being used with an EPA number indicating an approval for food sanitizing.***

Additional health care information on hand washing, sanitizing, and handling bodily fluids can be obtained at the Chippewa County Health Department. Other information, such as prevention of communicable diseases and signs and symptoms, can be obtained by the local health department, as well as the Michigan Department of Community Health: www.michigan.gov/michildcare; www.pandemicflu.gov; www.michigan.gov/immunize. The Center of Disease Control (CDC) recommendations on immunizations can be obtained from their website (www.cdc.gov/vaccines).

COMMITTEES

To assist in the operation of the preschool, each cooperative-member family is required to volunteer 25 hours. It is your family’s responsibility to properly complete the required duties and record your volunteer hours in the Volunteer Log Book. **Failure in meeting the volunteer hour responsibility will result in a \$20/hr fine and/or removal from the program.** Members are also required to assist in the maintenance of preschool and major work parties as scheduled to improve and maintain preschool premises and equipment. Families who enroll late in the school year will be responsible for 25 hours minus 2.5 hours per month missed. This will be rounded up to the nearest month. Examples of volunteer opportunities include:

Executive Board (25 hours min.) (Must be able to attend monthly board meetings, in addition to position responsibilities.)

Upstairs School Cleaning (approx. 12 hours per month) A deep school cleaning is done bi-monthly (1st & 3rd weeks of the month) to ensure a healthy environment for students. Duties include mopping, spot

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cleaning walls, deep clean bathrooms, and other small tasks. The entrance way and cubby room are included in the upstairs school cleaning.

Basement Cleaning: (approx. 4 hours per session) The basement is cleaned every other month to ensure a healthy environment for students. Duties include sweeping and mopping, kitchen clean up, and spot washing walls.

Cubby Room Cleaning: (25 hours) Volunteer is responsible for cleaning the cubby room weekly during the school year. Duties include wiping down cubby rooms, sweeping, mopping and vacuuming the floors.

Storage Room Cleanout: (2-3 hours) Under the direction of Ms. Krystle, volunteers will clean out and rearrange the storage room during the spring, date TBD.

Classroom Aide: (3.5 hours per session) Parents are encouraged to help in the classroom. This usually coincides with their snack day. Assist teachers as needed. Prepare and set-up snack. Clean up after snack. Clean up classroom after session has ended.

Volunteer Substitute Teacher (3.5 hours - 8 hours) Assist the teacher as needed for example: set up and clean up snack, oversee the project of the day, stay with students while other teachers take their break or lunch, other duties as assigned by the teacher.

Sewing & Laundry (min. 2 hours per job) At the request of the teacher, sewing and laundry volunteers will wash and/or mend paint smocks, dress up clothes, other classroom items, and iron graduation gowns at the end of the year.

Name Tags (approx. 12 hours per year) Volunteers will create name tags monthly for each student. Typically there are 20-25 students per session.

Christmas Program: (3 hours) Volunteer will help to decorate location prior to event, provide light refreshments, and be available to clean up.

Baking –Christmas Program: (2 hours) Volunteers will bake treats for the preschool Christmas Program, 2 batches per volunteer recommended.

Christmas Shopping Chair: (8 hours) Volunteer will shop for, organize/set up, and put away the “store” during the second week of December.

Christmas Shopping: (5 hours) Volunteer will assist students in shopping from their list, setting up and putting away “the store” during the second week of December. Will need help both during AM and PM sessions.

Graduation: (3 hours) Volunteer will help to decorate location prior to event, provide light refreshments, and be available to clean up.

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Yearbook: (25 hours) Volunteer will collect pictures from throughout the school year, organize the layout, and solicit local printing price options.

Yearbook Advertising: (4 hours) Volunteer will solicit advertising from local businesses and/or families for the annual yearbook.

Snow Plowing: (25 hours) Volunteer should have reliable access to a snow plow or snow blower, as they will be responsible for ensuring the school's parking lot is clear and safe following snow falls.

Recycling: (20 hours) Volunteer is responsible for collecting the school's recycling twice per month and bringing recyclable materials to a recycling center.

Repairs/Maintenance: (min. 2 hours per job) Volunteer is responsible for ensuring the school is in good repair, as needed. Jobs typically include paint touch ups, light dry wall repair, etc.

Toy Cleaning: (2 hours per job) Volunteer is responsible for cleaning toys in a bleach/water solution once per month and as needed.

Taco Bar Set Up/Clean Up: (5 hours) Volunteer will be available the day of the Taco Bar to assist in setting up event 1 hour prior, assist where needed during, and assist in clean up following the event.

Box Tops/Campbell Soup Labels: (9 hours) Volunteer is responsible for collecting and submitting labels.

Family Fun Run: (6 hours) Help direct runners and traffic, pass out snacks, help with set up and clean up.

Family Fun Run Snacks: Make Snacks: (2 hours) Provide snacks for Family Fun Run.

Pop Bottle Drive: (5 hours) Help collect bottles, return bottles.

Baking-Family Skate: (2) Provide baked goods.

Baking-Taco Bar: (2) Provide baked goods.

Baking-Spring Meeting: (2) Provide baked goods.

FUNDRAISERS

Parent participation in fundraising is essential to keep the cost of tuition down.

The Sault Cooperative Preschool has one required fundraiser; the Super Raffle (selling one-hundred and fifty \$2.00 tickets) or a \$300.00 obligation. The Preschool Board may decide to have various other fundraisers throughout the year that are on a voluntary basis. If and when these fundraisers are decided, the information will be passed out to the parents.

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OTHER MONEY RAISING PROJECTS MAY INCLUDE:

Campbell's Labels/General Mills Box Tops for Education Labels: Families are asked to bring in labels/coupons and leave them in the container located at the top of the entrance stairs. Additional information about which labels to save will be distributed to you.

Christmas Shopping Day: A day in December where the children buy gifts for family members for 50 cents each. The children are assisted with gift selection; their gifts are wrapped, labeled, and sent home that day.

Shirt Sale: You may purchase t-shirts and sweatshirts at the Parent Meetings (if available) or other times throughout the year.

Yankee Candle Sale: Yankee Candle items specifically for Thanksgiving and Christmas are sold to family and friends and online.

Taco Bar: The Longevity Committee works with the Preschool Executive Board to put on a Taco Bar open to the public. Local businesses help sponsor the event.

Pasty Sale: Pasties made by the Kinross Co-op are sold to family and friends.

Christmas Wreath Sale: Christmas wreaths are sold to family and friends.

Kids Creations: Students create artwork which is then sold to family and friends on various items.

Family Fun Run: Members of the school and community are invited to participate in a family fun run which begins and ends at the school. Registration is available online at Active.com

Other Opportunities - may be offered throughout the year.

LICENSING

Sault Cooperative Preschool is a fully licensed child care provider in the state of Michigan.

LICENSING NOTEBOOK

Per the State of Michigan, the Sault Sainte Marie Cooperative Preschool is required to keep a Licensing Notebook. The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans since May 28, 2010. The notebook is available to parents for review during regular business hours.

This Licensing Notebook is located in the Licensing Information binder on the welcome desk at the entrance of the school.

Licensing inspection and special investigation reports from the at least the last two years are available on the child care licensing website at www.michigan.gov/michildcare.