



**HOLLY AREA SCHOOLS**

# **PRESCHOOL PARENT HANDBOOK**

**2024-2025**

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# Preschool Parent Handbook

## Notice of Nondiscrimination

It is the policy of the Holly Area School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities. Inquiries related to discrimination on the basis of disability should be directed to

Jennifer Lauria  
Special Education Director and 504 Coordinator  
920 Baird Street  
Holly, Michigan 48442  
248-328-3170

Direct all other inquiries related to discrimination (Title II, Title VI, Title IX) to Jennifer Herbstreit, Assistant Superintendent  
920 Baird Street  
Holly, Michigan 48442  
248-328-3141

## WELCOME

Welcome to the Holly Area Schools Preschool Program. We are pleased to be working with you and your child. This handbook is to acquaint you with the programs and the policies, which are designed for your child's well-being. Should you have further questions, please feel free to call. We welcome your questions and comments.

## PHILOSOPHY

Holly Area Schools Preschool Program believes individual children develop best in a nurturing classroom through active learning experiences. With the Highscope curriculum, the teaching teams work to build confidence in all children in order to establish a solid foundation at their own developmental level. We foster supportive relationships with families and community partners to enrich the child's emotional and social development. These beliefs guide our practice and provide the framework for program decisions.

The Holly Area Schools' Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Holly Area Schools' Board of Education that no person on the basis of race, religion, color, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied benefits of, or otherwise be subjected to discrimination in any program.

## **ADMISSION**

Holly Area Schools Preschool Program offers three categories of preschool programs to meet a wide range of parental needs. Holly Area Schools Preschool Program is licensed through the Department of Human Services and is supervised by experienced and qualified staff. Our Preschool Program Staff are trained yearly in CPR and First Aid. We are here to help you and your children feel safe and secure in a friendly environment.

Preschool: Half or full day programming depending on enrollment supporting children with highly trained staff in early childhood and the Highscope curriculum. This program operates 4 days per week.

- We offer 4 half days and/or 4 full days.
- Children must be fully potty trained to attend preschool.
- Transportation is not provided for Head Start or Tuition Based Preschool. Parents must transport their children to and from the program.
- GSRP students may be transported to and from school following the elementary school bus schedule.

Required Forms for Preschool

Online Skyward Registration at [www.hask12.org](http://www.hask12.org)

- Birth Certificate- Copy
- Immunization Record or waiver
- Health Appraisal Form (Physical) must be submitted within thirty days of registration or the first day of school. The physical must have a physician's signature, stamp and the date.
- Emergency Card

## **EMERGENCY CARDS**

Emergency forms must be completed prior to a child's attendance in the Holly Preschool Program. State Licensing requires that all lines of the emergency card be completed. All information on your child's emergency card must be current and updated whenever necessary. This is for your child's safety. New telephone numbers, changes in persons allowed to pick up your child and new addresses

must be reported. If your phone is disconnected, you must provide the school with an alternative contact number. Cell phones must be turned on and answered during school hours if they are the main source of contact. Failure to pick up your child in the event of illness or trauma may be considered neglect. PLEASE remember to update these emergency cards whenever your information changes.

## **TEACHING AND LEARNING GUIDELINES**

### **Curriculum**

Our classroom(s) use the research based HighScope Curriculum that aligns with Michigan's Early Childhood Standards of Quality for Pre-Kindergarten. Curriculum areas include Approaches to Learning; Social and Emotional Development; Physical Development and Health; Language, Literacy, and Communication; Mathematics; Creative Arts; Science and Technology; Social Studies; and English Language Learners. In the HighScope curriculum, adults and children are partners in play. More information about the HighScope curriculum can be found at <http://www.highscope.org>.

### **Assessment**

Developmental Screening: In partnership with families we complete the Ages and Stages Questionnaire (ASQ) developmental screening for all children within two weeks of the child's first day of school. This information is supportive for teaching staff to have as a baseline for where children are in their learning. All families will receive their child's results and activities at or before the fall parent-teacher conference. Teachers and families will partner to use the information to plan for each child's success. If further evaluation is indicated by the results of the ASQ, the parents will be notified and a plan of action will be developed.

## **THE FIRST DAY OF SCHOOL**

The first day of Preschool is an important milestone in your child's school career. Prior to the beginning of preschool:

- A classroom visit with the lead and associate teachers will be hosted during the schools normal meet and greet days and times, prior to the first day of school.
- Families can visit the classroom prior to the first day of school.
- Read books about school to your child.
- Work on self help skills at home to support independence in the school routines of dressing and meal time.

## **TUITION PRESCHOOL DAILY SCHEDULE**

(Tuition Preschool Starts at 9:00 a.m. and ends at 12p.m or 3p.m)

Although times may vary from building to building, below is a sample of a typical daily schedule. Your child's teacher will provide their classroom schedule at the beginning of the year.

8:30-8:50 –Arrival/Greeting time/Morning meeting –Children enter the room at their own pace. Children have choices about whether to eat, spend time with books or interact with teachers and/or peers. Once all the children have arrived, adults share the daily announcements.

8:50-9:20 –Outside Time –Children have choices about how they play in the outdoor learning environment much as they do during work time indoors.

Teachers supervise children for safety and also join in their outdoor play, supporting children's initiatives and problem solving.

9:20-9:30 –Planning Time –Children indicate their plans to the teacher in a place where one-on-one conversations can occur and where people and materials are visible. Teachers use a range of strategies to support children's planning (e.g., props, area signs, tape recorders, and singing, planning individually, in pairs or in small groups).

9:30-10:50 –Work Time/clean up (uninterrupted choice time) –Children always initiate activities and carry out their intentions. Children make many choices about where and when to use materials. During Work Time, teachers participate as partners in child initiated play and encourage children's problem solving both with materials and during times of social conflict.

10:50-11:00 –Recall Time –Gathered in small group settings, children choose Time experiences to reflect on, talk about and exhibit. Teachers provide a variety of materials and strategies to maintain interest as they follow the children's lead and encourage children to share (e.g., individual props such as: puppets, telephones, group games using a hula hoop, ball or spinner, reenacting, drawing, showing and describing a structure or painting). Children are given uninterrupted time to give details of what they did.

11:00-11:15 –Small Group Time –Teacher initiated learning experience based on children's interest and development; where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same materials in their own way.

11:15-11:30 --Large-Group Time/Music and Movement/Dismissal –Children will participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects, and events meaningful to children.

11:30-11:45-Bathroom/Wash hands/ Prepare for Lunch- Children assist in preparing and setting up for lunch. Children choose where they would like to sit..

11:45-12:35 – Lunch – Meals support children doing things for themselves (e.g., serve themselves, pour the beverage, distribute napkins, wipe up spills etc.).

Children choose whether to eat, what to eat and how much to eat. All children are

encouraged to clean their own space including disposal of leftovers, wiping tables and pushing in their own chair.

12:35-2:00 –Quiet/Resting Time –Resting is a time for sleeping or quiet, solitary, on-your-nap mat play. Rest time plans are individualized to meet the needs of each child. Quiet play could include books, dolls, and fine motor manipulatives.

2-2:30 –Wake/Bathroom/Snack –Children are gently awakened as teachers play music, open blinds, and turn on lights. Students and teachers work together to put away nap mats and set up for snacks. (Snack time procedure is the same as lunch procedure).

2:30-3:00 –Outside Time

3-3:15 – Small Group Time –Teacher initiated learning experience based on children’s interest and development; where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same materials in their own way.

3:15-3:30-Dismissal-Children get all materials together to take home along with backpacks and coats. Read aloud/manipulatives/journaling while they wait

## **YEARLY CALENDAR**

The program will operate on a similar yearly calendar as the Holly Area School district. We will provide an updated calendar for parents at the beginning of the school year.

- The Holly Preschool program will begin 1 week later than k-12 students, and end the school year one week earlier.
- All half days will align with the Holly District calendar
- All staff professional development days will align with the Holly District calendar

## **SCHOOL CLOSINGS AND HOLIDAYS**

The Holly Preschool Program will be closed on school holidays, district professional development days, snow days or other emergency days as set by the Holly Area School District.

## **ARRIVAL/DEPARTURE PROCEDURE**

It is required that parents accompany their child/children into the building and sign them in on arrival and also sign them out at pick up time. An adult must escort children arriving at school into the building. Whoever drops off must sign the child in each day and sign back out at the end of class. They must release their child to a staff member before leaving their child at school. All children must be picked up on time (see Late Pick-Up Charges). Vehicles must not be left running in our car line, bus lane, or parking lot! Children should not be left unattended in vehicles. These rules are very important for the safety of your children, please share this information with anybody who may be bringing your children to school.

## **PICK UP PROCEDURE**

To ensure your child's safety, he/she will not be released to anyone that is not listed on the child's emergency card. We do not take phone calls during the day to add people to the emergency cards. Those listed on the emergency card must show proper identification to sign the child out of the program. It is recommended that caregivers carry their identification daily. The program will request to see ID when we have a substitute care provider.

## **CUSTODY CONFLICTS**

It is not within our legal right to withhold a parent from their child unless there has been court action, which limits that parent. Court papers **MUST** be provided from the custodial parent to confirm the limits of the non-custodial parent.

## **ABSENCE POLICY**

We regret that we are unable to credit your account for routine illnesses or absences. Your tuition pays for the direct cost of staffing and operating the program. Credits are not issued for children who leave school early due to illness or district cancellations. .

## **CRITERIA FOR WITHDRAWAL**

A parent may withdraw their child from the Preschool Program at any time. To withdraw a child, parents must notify, in writing, the lead of the program at least two weeks in advance stating the last date of attendance. All unpaid fees must be paid in full upon withdrawal.

## **MEDICATION POLICY**

Medication shall be administered only with prior written authorization from the child's physician as well as the parents. A signed "Authorization for Medication" form is needed. These are available on the district website [www.hask12.org](http://www.hask12.org). We will follow all steps noted in the Licensing Rules for Child Care Centers, Rule 400.8152. Staff will maintain a record as to the time and amount of any medication given or applied. The medication must be in the original container, stored according to the instructions, and clearly labeled for the specific child. Staff will return the medication to the parent or destroy it when it is no longer needed. Prescription medication should have the pharmacy label indicating the physician's name and strength of the medication and shall be given in accordance with those instructions.

## **TOILET TRAINED**

Your child should be toilet-trained and independent in taking care of bathroom needs. We understand that children may have accidents; therefore, in the event that your child has an accident and dry clothes are accessible, then your child will

be sent to the restroom to change their clothes. If dry clothes are not available or additional clean-up is needed, parents may be called for immediate pick up or to come to school to assist with changing. Students who are not potty trained will not be allowed to attend.

## **CONFIDENTIALITY**

Out of respect for the privacy of each family in our program, all information pertaining to students and families will be kept confidential. If a student is attending a program administered by a public school, the student's COR assessment and attendance records may be passed on to the students' Kindergarten school building. Information may be reviewed by Oakland Schools and/or the MDE to ensure and support program compliance. The only instance in which information will be shared about a child or family without a parent's written consent is when staff has reason to suspect the child may have experienced abuse or neglect.

## **HEALTH GUIDELINES**

Regardless of the precautions taken at home or school, your child may become ill during the course of the school year. If your child becomes ill, you will be called and asked to pick up your child. If you are unavailable, we will call someone on your Emergency Card. The child should be picked up within one hour of being notified. The child will be isolated from other children and as many staff as possible (the child will not be left alone) If your child has been absent due to a communicable disease or an extended illness (more than two days) a doctor's note is required for re-admittance to school.

There are times when a child should not be sent to school. These times include when a child has:

- A fever (temperature of 100.4 or more)
  - Child must be free of fever for 24 hours without fever reducing medication in order to return.
- Diarrhea or vomiting
  - Child must be symptom free for 24 hours without medication in order to return.
- Discharge or redness of the eyes
- Discharge from the ear
- Green or yellow discharge from the nose
- Persistent or productive cough
- Sore throat
- Skin rash
- Ringworm (exclusion is not necessary unless the contact with other could promote spread), lice, hand-foot-mouth or any other communicable disease listed on the Oakland County Health Division Communicable Disease [Reference Chart](#)



## **COMMUNICABLE DISEASES**

The following are symptoms suggestive of communicable diseases. Children, staff or volunteers with these symptoms should stay home. If any of these symptoms are noticed while your child is at school, you will be contacted immediately. Children, staff and volunteers should be seen by a physician and will be excluded from school using the Oakland County Health Department Exclusion Guidelines. Parents must notify the school if a child has a communicable disease or an extended illness. When applicable, the school will notify families of an illness. A doctor's note for treatment of a communicable disease or an extended illness (more than two days) is required for re-admittance to school. We are required to report many conditions and diseases to the health department within 24 hours.

- Red, running or discharging eyes
- Persistent or productive cough
- Sores or crusts on scalp, face or body particularly if red, swollen or draining
- Any skin eruption or rash
- Sore throat
- Swollen or tender glands
- Fever 100.4 or above
- Nausea or vomiting
- Pain and stiffness of neck and headache
- Jaundice yellowing of eyes and skin
- Diarrhea or persistent abdominal pain

## **ACCIDENTS, INJURY AND INCIDENT POLICY**

In case of an accident/injury a staff member will identify the injury and notify the certified CPR/First Aid staff member. An accident/injury report will be completed by staff and submitted to the office by the end of the school day. A parent can obtain a copy of the report by request.

When a child incurs a minor injury, staff will take the following steps:

1. Immediate care is provided to the child.
2. A phone call, written report or both will be provided to the parent at or before dismissal on the day of the minor injury

When a child incurs a serious injury, staff will take the following steps:

1. A staff member calls 9-1-1 and then immediately phones any other required personnel that need to be notified when 9-1-1 is called, while the certified CPR/First Aid staff member remains with the injured child.
2. Ensure the scene is safe. If so, provide care and comfort to the injured child until EMS personnel arrive.
3. EMS personnel will determine if the injured party needs to be taken to the hospital.
4. The parents will be contacted by phone once the situation is under control. If the parents cannot be reached the next person on the emergency card

will be contacted until either the program is able to talk with someone or all individuals have been phoned.

5. A staff member will ride in the ambulance if the parent is unable to do so.
6. Within twenty-four hours of the injury, a call will be made to the Department of Regulatory Services Licensing Division followed by a written report within three days of the injury.

In the event of incident involving a child staff will take the following steps:

1. Immediately contact that child's parent via telephone. Should we be unable to reach the parent we would then contact the child's emergency contact person whose phone number has been provided to us by the parent.
2. Staff would call 911 if the incident is a safety or security risk.

### **OPEN DOOR POLICY AND VOLUNTEERING**

The school district requires a parent volunteer background check to be completed annually. You can assist in the classroom by:

- Reading books to the children
- Donating requested items
- Coordinating parties or special activities
- Sharing special talents or skill with other parents, staff or children
- Completing projects or favors at home

We truly appreciate our volunteers, and our program runs smoothly with added assistance. To keep in compliance with state licensing rules and regulations, we cannot allow for volunteers to be left alone with any of the children, there will always be a staff member present. Any individual registered on the public sex offender registry(PSOR) is prohibited from volunteering. All of our staff are fingerprinted and have had criminal background checks completed.

\*Please note, our programs must defer to district policy regarding in-school volunteers.

### **LATE PICK-UP CHARGES**

If your child is not picked up on time, late fees will be assessed. Please have an alternative back-up for unknown circumstances. Since all of our programs have different end times, please look up when your program closes for specific closing times.

1<sup>st</sup> Offense: First minute is \$15.00 and \$1.00 each additional minute.

2<sup>nd</sup> Offense: First minute is \$30.00 and \$2.00 each additional minute.

3<sup>rd</sup> Offense: First minute is \$30.00 and \$2.00 each additional minute and dismissal from class

### **ATTENDANCE**

Good attendance plays a very important role in your child's educational success. A phone call, email or note stating the reason for your child's absence is much appreciated. Children having symptoms of any communicable disease should

stay home until these symptoms disappear. If your child is deemed contagious, please contact us so we may monitor common illnesses. The program will operate with the children in attendance for a minimum of 128 days of the academic school year. The program will be closed on Home Visits, conferences, school holidays, snow days, or other emergency days as set by the Holly Preschool Program.

### **SCHOOL CLOTHING POLICY**

Please send your child in playwear and pack a complete change of clothes in a backpack. When soiled clothes are sent home, please send another change of clothes the next day. Please remember to occasionally check your spare set of clothes for appropriate size and season. Whenever possible, we will take advantage of the great outdoors so please send your child to school dressed for the weather. Please label all of your child's belongings.

### **BIRTHDAYS**

We welcome the celebration of birthdays in your child's class. You may send in a special snack or non-food item of your choice. Please inform the staff ahead of time to make sure if there are any allergies in the class.

### **COMMUNICATION FROM PARENTS**

To ensure efficient communication, it is helpful to receive messages in writing since our drop-off and pick-up times can be very busy. You may also choose to leave a voicemail message or send an email to your child's teacher. Please make contact prior to class beginning or after class ends so as to not interfere with the educational time that is allotted for the children's learning time.

### **CHILD BEHAVIOR MANAGEMENT POLICY**

Our staff has attended workshops and worked closely with Oakland Schools to learn appropriate skills and techniques to support all students. Our staff believes in:

- Building positive relationships among children and adults
- Arranging learning environments
- Designing age-appropriate schedules and routines
- Teaching of skills and new behaviors

### **CONFLICT RESOLUTION/DISCIPLINE**

Staff supports children as they begin to understand their behavior choices and learn acceptable ways of interaction with others. The approach we use promotes and encourages self-regulation, self-direction, self-esteem and a spirit of cooperation. We use a six-step process to resolve conflicts. The steps are:

1. Approach children calmly and stop any hurtful actions
2. Acknowledge children's feelings
3. Involve children in identifying the problem by gathering information
4. Restate the problem in children's vocabulary

5. Ask children for solutions and encourage them to choose one together
6. Give follow-up support when children act on their decisions

We encourage you to help us give children a consistent message by trying to use the six steps at home.

Staff is prohibited from using these forms of punishment:

- Hitting, spanking, shaking, biting, pinching or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
- Depriving a child of meals, snacks, rest or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

### **REPORTING ABUSE AND NEGLECT**

By law, employees are required to report suspected cases of abuse or neglect to the Child Protection Division of the Department of Human Services. After the initial call is made, a follow-up written report will be made within 72 hours. The school district may not dismiss or otherwise penalize an employee for making a report. Abuse includes any suspected neglect, sexual abuse, physical abuse, emotional abuse and verbal abuse.

### **SEVERELY CHALLENGING BEHAVIOR POLICY AND PROCEDURES**

In cases where behavior management procedures are ineffective, the teacher will discuss the situation with the parent to design a plan for the individual child and the particular behavior, which needs to be addressed. This plan will address methods of behavior modification that may include home environment, classroom environment, nutritional habits, sleeping patterns, television exposure, counseling, etc.

A child may be considered for alternate program options/variations if the behavior that is expressed by a child during classroom hours, is repetitive and endangers or threatens another child or classroom staff. At no time will a child be expelled for such behaviors.

Purpose:

Severely challenging behaviors include, but are not limited to: biting, hitting, kicking, choking, throwing objects that may cause harm and inappropriate sexual behaviors. These behaviors not only hinder the educational growth of the classroom, but the child displaying the behavior. With appropriate interventions, our purpose is to decrease aggressive behavior, protect safety of all involved and ensure educational growth while in school.

## Level I

If a child, on a regular basis, is harming himself/herself, or others, or destroying property, then the following procedure is used:

1. A staffing referral is made, either by parent or staff member, outlining the general and/or behavioral concerns.
2. Teacher and Teacher Assistant record the behavior observed, time, date, place, apparent triggers and others involved. This takes place for 3 weeks unless it is an emergency situation.
3. Parent signs permission for observation by support staff. Appropriate support staff talks with the parent to see if there is additional information that would be helpful in understanding and solving the issue.
4. Appropriate support staff makes and records observations.
5. Once observation is complete, the teacher and support staff meet and decide if the situation requires an observation from the Oakland Schools Behavioral Support Team.
6. Staff and parents will share their observations and information and together will develop an Action Plan. This plan will outline strategies to be implemented in both home and in the classroom by parents, teachers and other applicable support staff to help eliminate the behavior. Everyone signs off on the plan...
7. A follow up meeting is scheduled for two weeks to discuss progress. During the two-week period, the Teacher continues to record the child's behavior.
8. Level I should take a minimum of 4 weeks and a maximum of 8 weeks.

## Level II

If the disruptive behavior continues, the following procedure will be implemented:

1. A second follow up staffing meeting will be scheduled to review the Level I plan and its implementation. The Teacher will contact the parent to set up the meeting. The following questions to be considered in this meeting are:
  - Have strategies been implemented on a consistent basis by both parent(s) and staff?
  - Has there been measurable improvement in the child's behavior since the implementation of the strategies?
  - Have parents and staff made a reasonable effort to follow Oakland Schools recommendations, but the child's disruptive behavior continues?
  - Is the behavior life-threatening or does it pose an injury risk to self?
  - Does the behavior seriously interfere with students' learning or the other students' learning?
  - Does the behavior hurt other children or staff or damage materials?
  - Has trained staff found it necessary to hold the child to keep the child and others safe?

2. Depending on the answers to the above questions, staff and parents will discuss and decide whether to continue with the Level I plan, or if it is necessary to continue to Level III.

### Level III

If a decision is made to move to Level III program staff and parents work together to construct an alternate program option that would best meet the needs of the child and family. Options to be considered include:

- A shortened school day
- Fewer days per week

### **FOOD POLICY**

Food and beverages provided by the center shall be of sufficient quantity and nutritional quality to provide for the daily needs of each child. School lunches may be purchased for any child attending, or you may bring a lunch from home.

### **CLEANING AND SANITIZING**

Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

Three step process on all eating surfaces 1. Soap and water 2. Water 3. Bleach (let air dry if possible if not wait 10 seconds before wiping), Diluted bleach solution on used toys before being used again. (Clean and dirty toys will be rotated daily), Cloth materials laundered daily if used at all.

### **CLASSROOM CLEANING**

Classrooms are deep cleaned at the beginning of the school year and as often as needed to prevent the spread of any and all communicable diseases. Door knobs, table tops and play areas are cleaned several times daily. In the event of an outbreak of an illness, sanitation will occur immediately.

### **HEALTH CARE POLICY**

Teachers will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video) proper hand washing every 2-3 hours with soap and water. How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash. Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards and the parent handbook. Parents and caregivers will be asked to review and reinforce with their students.

### **BODILY FLUIDS**

When handling all bodily fluids, staff will take every precaution and wear gloves to not spread communicable diseases or viruses. Staff will wash surfaces with soap, rinse with water and sanitize, allowing the surface to air dry. Staff will dispose of all fluid soaked materials and gloves in a plastic bag and place the

bag in the appropriate covered trash container. Staff will wash hands immediately with soap and water after removing gloves. Staff are required to receive Blood Borne Pathogens training and yearly refresher courses.

### **PESTICIDE APPLICATIONS**

Parents will be notified annually of pesticide applications. Parents will be given written notice in September. Liquid spray or aerosol insecticide may not be performed in a room unless children will not occupy the room for not less than 4 hours or longer if required by the pesticide label.

### **CONFERENCES**

The Holly Preschool Program conducts formal conferences twice a year. However, a parent may request a conference at any time. All information is confidential. Information would only be shared with the staff that would have a need to know to benefit the child.

### **BACKPACK**

Your child should bring a backpack to school each day. This will help cut down on the number of lost items. Your child's backpack is also a form of communication; it will contain notes sent home from the teacher. Please check it every day. Please remember to keep an extra set of clothes in your child's backpack.

### **LICENSING RULES NOTEBOOK**

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.

- (ii) The licensing notebook is available to parents during regular business hours.
- (iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**Holly Preschool TUITION 2024-2025. Rates will expire June 7, 2025.**

There is a \$50 NON-REFUNDABLE Registration Fee due upon registering per year and per family. Tuition is due on the following schedule according to your preferred choice of payments:

Half Days	Full Days	In- Full*
Monday - Thursday	Monday - Thursday	Monday - Thursday
\$320 per month	\$720 per month	Half Days - \$3,040
		Full Days - \$6,840

**\*\* All students must attend all 4 days\*\***

- All tuition is prepaid on the 1st of the first of the month.
- Paid-in-full reflects a 5% discount when paid on or before August 22nd 2024
- If payments are not made on time, a fee of \$10 daily will be automatically assessed
- If payments are not received, the child will be unable to attend the following week
- There are no adjustments made for non-attendance, weather or emergency closures (i.e Snow Days)

**CHILD CARE ASSISTANCE PAYMENTS**

The Holly Latchkey, and Preschool Program accepts payments from the Department of Human Resources (DHS). Parents who are applying for financial assistance will be expected to make payments to cover childcare costs until approval is received from the agency. Reimbursements for tuition may be made when the program receives payment from the state. Parents remain responsible for portions not covered by DHS.

**PAYMENT OPTIONS**

You may choose to pay online via ProCare with a credit card (2.75% transaction fee applied) or Debit/ACH (\$.75 transaction fee applied). Checks are accepted in-person at the Early Childhood office at Holly Elementary and given to Amber Carmichael.

Tuition payments must be kept up-to-date. Families with delinquent accounts may be denied access to the program and are subject to collections. Fees for returned payments will be \$3.50, this will be your responsibility and added to your invoice. The tuition is calculated based on the district calendar, taking all half and full days off, as well as holidays and spring break into account.



## **SIBLING DISCOUNT**

Discounts are available for families with more than one child enrolled in the tuition based preschool programs. Siblings are considered children living in the same household, related by blood, marriage/domestic partnership, adoption or foster care. 2 children: 10%, 3 children: 15%, 4 or more children: 20%

## **PRESCHOOL PROGRAMS**

Holly Elementary Preschool  
801 E. Maple St. Holly, MI 48442  
248-328-3600

### **School hours**

Monday-Thursday  
Full day: 9am-3pm  
Half day: 9-12pm

Davisburg Elementary Preschool  
12003 Davisburg Rd. Davisburg, MI 48350  
248-328-3500

### **School hours**

Monday-Thursday  
Full Day: 9am-3pm  
Half day: 9am-12pm

HEALTH RESOURCES	OTHER RESOURCES
Oakland County Health Division 248-858-1280 <a href="http://www.oakgov.com/health">www.oakgov.com/health</a> 1200 North Telegraph Building 36 East Pontiac, MI 48341	National Capital Poison Center 800-222-1222 www.poison.org Call-211 United Way
Physicians Referral Line Beaumont Hospital 800-633-7377	OLSHA 248-209-2600 196 Ceasar Chavez Pontiac www.olhsa.org/contact/us
Children's Hospital 313-745-5437	Care House The Child Abuse and Neglect Council Of Oakland County 248-332-7173 www.carehouse.org

Crittenton Hospital 888-904-4325	State of Michigan Department of Human Services 248-975-4800 <a href="http://www.michigan.gov/dhs">www.michigan.gov/dhs</a>
Ascension Hospital 800-327-6262	St. Ritas 248-634-4841
Huron Valley Hospital 888-362-2500	Neighbor to Neighbor 248-620-0900
St. Joseph Mercy Hospital 800-372-6094	