

COMMON QUESTIONS

DAILY PROCEDURES

Q: What is the procedure to *drop off/ pick up* my child according to McKinley's bylaws?

A: Parents/Guardians are to accompany the child into the building. The child is to hang up their backpack and jacket on the coat rack. Parent and child are to wait outside the classroom for the teacher to come get the children. During the winter months, please allow your child extra time for the removal of their boots and the putting on of their shoes. In the event that you will not be at home while your child is in class, please leave a number where you can be reached – there is a clipboard located on the bench outside the classroom. Pick-up – Please plan to arrive five to ten minutes early for pick-up. Parents are to wait outside the classroom for dismissal. This is a great opportunity to check your mailboxes and pick-up any of your child's artwork or crafts.

Q: What if my child is ill?

A: Members are to keep their children out of preschool when they have a cold. If the cold-like condition is caused by an allergy or if the condition appears to be chronic, but NOT contagious, the teacher should be notified so that she may be aware of the situation. To insure the continued health of all the children, members should NOT work in the preschool when they have sore throats or colds either. A substitute MUST be found. When any member of your family comes down with, or is suspected of having a communicable disease, except a common cold, please call the Health & Licensing Chairperson who will inform you of your responsibilities, if any, and take other steps as necessary.

WHEN IN DOUBT, KEEP OUT – AN EXTRA DAY SHOULD TELL WHETHER IT IS AN ILLNESS OR NOT!

Q: What should my child wear to school?

A: You can expect your child to come home dirty, as he/she will have been playing with a variety of creative materials. Rubber soled shoes are encouraged, as they are the safest for indoor play. Your child should ALWAYS have a spare set of clothing in their backpack. These clothes will be used in case of accidents your child may have during class time. Make sure to keep these clothes up to date with the seasons. All clothing should be clearly labeled with your child's first and last name to avoid confusion. Label jackets, sweaters, hats, boots, mittens, scarves, etc. Make sure your child brings their backpack everyday. Again, clearly label your child's name on their backpack.

Q: Does my child need a backpack?

A: YES, your child needs to bring a backpack to school everyday to bring home his/her artwork and crafts he/she may have made that day.

Q: What if my child has to use the restroom?

A: Parent helpers will assist your child to the restroom, but children must be able to dress and undress themselves.

TUITION

Q: When do I pay tuition?

A: Tuition for September and May is due prior to the beginning of the school year. Tuition for the remaining months is due by the 1st of the month. For example, October tuition is due by October 1st.

Q: What if I forgot to pay my tuition?

A: Failure to pay your tuition by the 1st of the month will result in a \$25.00 fine. Late charges will also be assessed beginning after the second Monday of the month.

Q: Can I put money in the mailboxes?

A: **NEVER, EVER, FOR ANY REASON, LEAVE CASH, CHECKS, OR MONEY ORDERS IN THE MAILBOXES!!** You need to always either hand the money to whom it belongs to, or, if it is a check or money order for the school, put it in the lock box.

Q: What if my *tuition check bounces*?

A: A member who submits a check that is returned for insufficient funds will be required to pay a fine equal to the amount that the preschool is charged by the bank. A tuition payment returned for insufficient funds will be subject to the late fine in addition to the bank fine. A money order will then be MANDATORY as payment for the past and present tuition and fines payments for the remainder of the school year.

Q: Whom do I make my tuition check out to?

A: All monies shall be made payable by check, money order, or cashier's check, to McKinley Cooperative Preschool.

TEACHER

Q: What are the teacher's responsibilities?

A: The Board selects the teachers. The teacher's responsibilities are as follows:

1. Plan daily programs in compliance with the goals set by the membership.

2. Shall be in complete charge during the preschool sessions.
3. Conferences will be held upon the request of a parent and/or teacher.
4. Shall notify parents of any injury or illness.
5. Shall attend ALL General Membership meetings, Orientation Meetings, Board Meetings, and Open houses.
6. Shall prepare a list of supplies needed.
7. Shall make a daily health check and may exclude from any preschool session any child who she feels should not be in attendance that day.
8. Shall recommend the withdrawal of a child if necessary.
9. Shall notify the President of an intended absence.
10. Shall hold at least one Special Guest Night during the year.
11. Shall have a physical exam at least every two years and a TB test every two years.
12. Shall have on file in the classroom, a set of emergency lesson plans.

Q: What if I want a conference with the teacher?

A: Scheduled conferences will be available with the teacher upon request. If a parent has any questions about the child in school or is disturbed in any way about the child's behavior, the teacher is available after school through telephone contact. Do not contact the teacher during school hours, meal times, or weekends. A conference about any individual child may be requested at any time by the parent or the teacher.

SPECIAL PROCEDURES

Q: What do you do if it's a snowy day?

A: All Wayne-Westland schools, both public and private, have agreed to a mutual closing day in inclement weather conditions. The preschool is housed within a Westland facility and is subject to the same closings. If weather conditions are such that you question whether school will be in session, please listen to the radio and TV for closings.

Q: What if there is an emergency at school?

A: **Fire Drills** – Each class will participate in fire drills. The teacher will direct this activity. The class will follow this procedure:

1. Leave Immediately. Do not stop for outer clothing or equipment.
2. One member checks the bathroom for children.
3. Walk quickly to the outside, at least 100 feet from the building.
4. Take roll call or count heads
5. Return to the building when the teacher directs.
(in case of actual fire, follow firefighter's directions)

Severe Weather – If weather appears threatening, tune school radio to local station to monitor weather conditions. Call Edison Elementary school at 595-2540

to inquire about specific information from their weather radio. The regular class program should be maintained in the building.

Tornado Warning – (tornado has been sighted in the vicinity) – Signal is given by the City of Westland siren. All children and adults should not be allowed outside. Children will be directed immediately to the assigned shelter area. The class roll call should be taken by the teacher at the shelter. School radio and flashlight are to be taken to the shelter area. Radio will be tuned to local station to await the “all clear.”

The shelter for our preschool is the preschool bathrooms. The children should sit their knees up, heads on knees, and arms covering their heads.

Release of Children – The children will be released to their parents when, in the best judgment of the teacher, the conditions are such that it can be accomplished in a safe and/or orderly manner. They will be released to someone other than their parents only when there is time to verify from the child’s parents through either a written note or telephone message.

Q: What if it is my child’s birthday?

A: Your child may want to celebrate his/her birthday in the classroom, if desired by the parent. The parents prepare a simple treat for the occasion, and this treat must be wrapped up to be taken home. Check with the teacher for suggestions. Let the teacher know when you will be celebrating your child’s birthday. If a child’s birthday is in the summer, a half birthday may be celebrated also.

WORKDAY PROCEDURES

Q: What if I can’t work a day I’m scheduled to work in the classroom?

A: If you can’t work one of your scheduled workdays, it is your responsibility to find a substitute for that day and then contact the scheduler so that the scheduler can make the change. If a member doesn’t work their workday or provide a substitute, they will be scheduled one extra workday and must pay a \$25.00 penalty with their next month’s tuition.

Q: What time do I need to arrive on my workday?

A: Upon your workday, you must arrive a minimum of 15 minutes early to set up. Failure to arrive early, sign in and out, and remain after a session until all tasks are complete, will result in a \$10.00 fine after the second offense.

Q: What if I have more than one child in a class?

A: A parent with a child in either the toddler, three year or four year programs must work the required number of workdays. Parents with more than one child in the same class will be required to work 1 ½ times the normal workdays. This is done to accommodate having one less working parent for the workday's schedules. A parent with a child in more than one class must work the required number of days **IN EACH CLASS**.

Q: Do I receive a workday credit if my special job requires me to stay in class (party planner job)?

A: The special job and scheduled classroom workdays are separate from each other. A member will not receive a workday or snack credit when performing the special job. The only exception is the party person for each class who will receive ½ work day credit for each of the 4 class parties, providing he/she attends those parties.

Q: How long do I stay on my workday?

A: You are required to stay 15-20 minutes after the dismissal of the class to help clean up. All working parents are to leave together.

Q: What do I do if I am snack person?

A: Each parent will be scheduled to provide a nutritious snack. The teacher may request a particular snack to go along with the lesson plan for the day. Always keep in mind that healthy snacks such as fruit, cereal, cheese and crackers, yogurt or muffins, are best for our children. Also, remember to check for any **ALLERGIES** in your class which is listed and posted on the fridge in the kitchen. Leftovers are to be taken home at the end of the classes. The school provides all paper products.

Q: What will be expected of me on my workday?

A: There are three different jobs to fulfill for each class day (with the exclusion of Tots). These include Snack, Bathroom and Set-up. If you are snack person you are responsible for bringing in the snack and preparing and serving it. If you are the bathroom person you are in charge of making sure the bathroom is clean and stocked for the class day and you may be asked to attend children in the bathroom or help with hand washing. Set-up will be responsible for setting up the classroom as needed by the teacher. There is also a rotating schedule for mopping so someone will be responsible for this on a workday in addition to their normal job. Above all, the Teacher will also most likely direct you as to what tasks she needs performed that day.

REGISTRATION

Q: How do I register my child for the next year?

A: Registration forms for the next year will be distributed near the end of the current school year. Present members will be given the opportunity to register first, followed by

Alumni members (one week after present members), and then open registration (one week after Alumni members).

The child entering the toddler program must be 2 years old on or before September 1st of the preschool year. The child entering the 3 year session must be 3 years old on or before September 1st of the preschool year. The child entering the 4 year session must be 4 years old on or before October 1st of the preschool year. The child entering the 4 year Optional Day class should preferably be 4 years old by September 1st of the preschool year. A child who has not attained the age of 4 years by September 1st may be allowed into class at the teacher's discretion. Birth certificates will be required of all new children entering the preschool.

The registration fee and completed application form must be paid to the membership chairperson at the time of acceptance into the program. Registration fees are non-refundable. With the exception of a child in the four year program for a repeat year whose parents opt to send the child on to Kindergarten.

MEETINGS

Q: When are our monthly general membership meetings?

A: General Membership meetings shall be held on the second Monday of each month at 6:45pm at McKinley Cooperative Preschool, Inc. 555 S. Wayne Road, Westland, MI

Q: What if I miss a general membership meeting?

A: Attendance at monthly meetings is **MANDATORY**. Your ideas as well as your vote contribute to the operation of **YOUR** preschool. If you cannot attend a monthly meeting you **MUST** inform your class representative prior to the meeting. Only two absences will be allowed during the preschool year. After two absences the member will receive a written warning. If a member misses a third meeting, there will be a \$25.00 fine and the Board will consider termination of membership.

Q: What if I don't have a babysitter for the general membership meeting?

A: Babysitting will be provided by the preschool. You **MUST** sign up for babysitting; a sign up sheet will be posted on the bulletin board before the meetings. The cost of babysitting is \$5.00 per child, with a maximum of \$10 per family.

Q: Can I attend a Board meeting?

A: YES! A member shall have the right to attend any Board meetings in ex-office capacity.

Q: What are the duties of the Board?

A: A nominating committee will be formed in January to prepare a slate of candidates for each office. The slate of candidates shall be presented at the March meeting. Election of officers shall be at the March meeting. Nominations for officers may also be made from the floor. Election of offices shall be by majority vote of those present at the meeting. Major duties of the elected officers are as follows: Each officer shall keep records of the year's activities and make recommendations for the following year. Each officer shall attend membership meetings, an orientation meeting, and Board meetings. Two absences from the board meetings shall be allowed. The second missed meeting will result in a written warning. The third missed meeting will result in board review. Each officer shall take part in the hiring of a teacher. In February, a Teacher Contract Negotiating Committee shall be formed. The members of the committee shall consist of the President, Vice-President, Treasurer, and one person from the general membership. The committee has full authority to negotiate a contract with the teacher of behalf of McKinley Cooperative Preschool.

Q: How do I run for a Board position?

A: A nominating committee will be formed in January to prepare a slate of candidates for each office. The slate of candidates shall be presented at the March meeting. Election of officers shall be at the March meeting. Nominations for officers may also be made from the floor.

PRESCHOOL JOBS

Q: What if I can't perform my special job when I am supposed to?

A: If you can't attend an event that falls within your job responsibilities, you shall arrange a substitute and inform that person of his/her duties.

HEALTH

Q: Do I need a TB test?

A: The parent working in the preschool must present evidence of a negative TB test or the proper paperwork for a positive TB test prior to the child's first session *only in the event that there is a TB outbreak*. TB tests are valid for two years.

Q: Can my child attend school without having a physical exam or proper immunizations?

A: The child entering the 3 and 4 year programs must have had a physical examination no longer than one year prior to his/her entering the preschool. The child entering the toddler program must have had a physical examination no longer than 3 months prior to the child entering preschool. Evidence of such examination must be shown on the form supplied by the Michigan Department of Health, **BEFORE** attending their first session. All children's health forms must include date of exam (month, day, & year), physician's

signature, and dates of the following immunization: Polio, D.P.T., Measles, Mumps, Rubella, Hepatitis B, Varicella, and Hib B. State law minimum of one dose of each of the above vaccines or waiver on file prior to the child's first session.

MISCELLANEOUS PROCEDURES

Q: What if I am not happy with a decision or something in the preschool?

A: A member shall have the right to bring a grievance to the Board for consideration.

Q: What if I don't want to participate in the fundraiser?

A: You have the fundraiser buy out option. Instead of participating in a fundraiser, you can provide the school with a check for the amount you are required to purchase and/or sell. You have the option of fundraising or a buy out option, either way you are earning the same amount of funds towards McKinley. Failure to pay full amount by due date will result in a \$50 fine (in addition to the amount due for fundraising), as well as suspension of your child from preschool until payment is received.

Q: Can I bring my preschooler's siblings to an outside activity?

A: The preschool will not be arranging transportation to outside activities. This is the responsibility of each member. Each member must contact their Class Representative by a specific time set (usually the morning of the trip) if they are not attending the trip. Attendance at the outside activities by siblings is at the discretion of the teacher.

Q: What is McKinley's policy on discipline?

A: Our policy on discipline is one of using positive methods to encourage self-control, self-esteem, and cooperation. Hitting, shaking, any severe physical action or any form of corporal punishment is forbidden. We will not allow a child to hurt himself, another person, or property in the room. In extreme cases, a child may be removed from group activities and asked to sit by himself for awhile or asked to leave the room, but under adult supervision, for a short period of time. When in doubt during a situation, seek the assistance of the teacher or another working parent if the teacher is not readily available.

Q: What is special guest night?

A: Because most fathers would find it impossible to share in the preschool experience during the regular working hours, each group has a special session to which fathers are invited. If the father is not available, a grandparent or other special adult may attend. The children really enjoy bringing their special guest to school. This evening session takes the place of the regular daytime session.