

# Parent Handbook

## 2023/24



**Just Imagine  
Preschool**

**(517) 214 -7968**

**[www.justimagineprek.com](http://www.justimagineprek.com)**

124 Julian Ave  
Lansing, Michigan 48917

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*“Education is a natural process carried out by the human individual, and is acquired not by listening to words, but by experiences in the environment”*

Maria Montessori

**Just Imagine Preschool** takes this quote by Maria Montessori to heart. Our Preschool is a beautiful learning environment offering many different experiences. Not only Montessori inspired but also Creative Curriculum and Tradition forms of teaching are used.

As children are unique so is the way they learn. Each child has his or her own way of seeing the world which is why our environment incorporates Montessori, Creative Curriculum, tradition and modern technology opportunities in our classroom. This gives each child an opportunity to excel in his or her own learning style.

## Specials

On a monthly basis the children will have opportunities with “Special Activities”. Any fees associated with “Special Activities” are included in tuition

## Class Schedule:

- Monday, Tuesday & Wednesday 9:00am to 11:30pm
- Monday-Thursday 12:30pm to 3:30pm

## Tuition:

Monday, Tuesday & Wednesday per month \$250.00 or \$2,250.00 year

Monday – Thursday Afternoon per month \$300.00 or \$2,700.00 year

## Registration Fee

A \$50.00 non-refundable registration fee is due with registration forms.

## Supply Fee

A \$75.00 non-refundable supply fee is due with registration forms.

## Payment Options

Payments may be made by Cash, Check, Money Order or Direct Deposit, Venmo. Direct Deposit information will be provided upon request. Before using Venmo please contact Miss Kim

## Late Fees for Tuition:

Payment of tuition is due on the first of every month. Tuition not paid by the 1<sup>st</sup> of the month is subject to a \$20.00 late fee.

## Return Checks Fee

A \$25.00 return check fee for any check that is returned from the bank. After 2 returned checks you will be required to pay tuition by cash, money order or direct deposit.

## Tuition Payment Schedule:

Tuition is due the first of every month August 1 through April 1. Tuition is paid a month in advance, if starting preschool after the first of September current month plus one month will be due at time of sign up.

## Child Absences

Please call or text (517) 214-7968 if your child will not be in class, there will be no reduction in tuition if a child is absent.

## Closures

We follow Waverly School District weather delays and closures. If Waverly Schools are closed due to weather so is Just Imagine Preschool. If there is a 2-hour delay, there will be no morning preschool class. See "[School Calendar](#)" for complete school schedule.

## Dress Code

We have fun and love to get messy!!!! Please dress your child in play clothes that are seasonal and weather appropriate. Shoes and boots should be easy for the child to get on and off by themselves, as well as coats, hats, mitten and snow pants. **Names must be on all items including shoes/boots and backpacks.**

## Backpacks

All children will need a backpack every day. This will be how we send home artwork, projects, papers, and communicate with families. The following items should be in backpacks every day:

- 1) Extra set of clothes due to spills, accidents or mishaps (**name must be on everything**)
- 2) Hoodie/Sweater or Sweatshirt (**name must be on clothing**)
- 3) Diapers or Pull-ups (for those who are not potty trained) We are unable to accommodate cloth diapers due to State of Michigan licensing rules (**name must be on each diaper**)

## Medications

Medication will NOT be dispensed at Preschool unless it is an EpiPen for allergic reaction or Inhaler for Asthma. Both will require completed medication forms and for food allergies a FARE Plan will need to be in place before a child is admitted to preschool.

## Sick Children

**Due to COVID19 our sick policy has changed :**

Returning to preschool after illness

- Children and Staff must be fever free for 48 hours before returning to preschool (even if other symptoms are not present)
- If a staff member or child exhibits multiple symptoms of Covid19, suspect possible exposure, or an individual test positive for Covid19 the individual must stay home until:
  - Has been fever-free for at least 48 hours without the use of medicine that reduces fevers **AND**
  - Other symptoms have improved **AND**
  - At least 10 days have passed since your symptoms first appeared

Sick children should remain home. Children showing the following symptoms currently or within the past 48 hours should be kept home: fever, vomiting, diarrhea, eye discharge, excessive cough, rash, excessive nasal discharge, chicken pox, strep throat, pink eye, hand foot and mouth, head lice or flu.

If your child is taking an antibiotic he or she may return to Preschool after being on antibiotic for 48 hours.

Cases of head lice; preschool must be notified immediately so we can start cleaning procedures. Children may not return to preschool until they have been treated, nit (eggs) free, live lice free, coats, backpack, extra clothes, mittens, hats, scarfs, car seats and bedding have been cleaned. There are many websites on the internet on how to prevent and treat head lice. Children may return to preschool after all nits and lice have been removed, everything is cleaned, and Miss Kim has inspected the child's hair for nits and live lice.

Should your child show symptoms while at Preschool parents will be notified and must pick up their child within 30 minutes. If we are unable to contact parents Emergency Contacts from Child Information Card will be notified to pick up child.

## **Drop off and pick up**

Parents/Guardian must sign in/out their child for each class.

Drop off and pick up is done from the back gate of Preschool. Parents/Guardian will walk student to waiting staff.

## **Late Pick-Up Fee**

Children must be picked up by 11:30pm for the morning session and 3:30 for the afternoon session, late fee will be charged. Late fees must be paid in cash and will be \$5.00 for 5 minutes, \$10.00 for 10 minutes \$15.00 for 15 minutes etc....

## **Snacks**

Snacks will be supplied by Just Imagine Preschool

Children with food allergies will supply their own snacks. Snacks container must be labeled with child's full name and be a disposable container.

## **Birthday/Holiday Treat**

Before planning on a treat please check to see if there are any food allergies in your child's class. Non-food Birthday treats are also welcome.

## **Photographs**

Photographs of the children are taken throughout the school year. By signing the Agreement Page, you agree to release photographs for advertising purposes, social media, school projects, family photo discs, and slide shows.

## **Parent Terminating**

A 30-day notice must be given in writing if you are terminating. If a 30-day notice is not given in writing, you will forfeit all tuition currently paid. Any late fees or past due money must be paid at time of 30-day notice.

## **Preschool Terminating**

Just Imagine Preschool has the right to terminate for any of the following reasons, (but not limited to) with or without notice: Non-payment of tuition, violent parent or child, uncooperative parent or child, child unable to adapt to Preschool environment, excessive late pickup, NSF check.

## Immunization Records

Parents must provide a copy of immunization records at the beginning of the school year.

Children who are receiving an immunization should be taken home after the immunization and not returned to the Preschool for that day. It is possible that some children may have a reaction to the immunization and the safest place for your child is with you.

Parents who choose not to immunize will need to complete a waver form from the Michigan Department of Human Services.

## Outside Time

We are required by the State of Michigan Licensing Regulations to take all children outside every day, unless: children will not go outside if the temperature is below 10 degrees Fahrenheit (including wind chill) or 95 degrees Fahrenheit or above. Please have your child dress appropriately for the weather. If you feel your child is too ill to be outside, then please keep them home. Children should come with coats, boots, mittens, hats, and snow pants during the winter months or when the weather deems necessary (**with their names on all items**).

## Releasing Your Child

We will require pictured ID of any individual we are not familiar with. If the person picking up the child is not listed on your child's "Information Card" or a parent/guardian has not written a permission slip **prior** to the person picking up your child, we will not release your child to this person. Phone calls/text or emails will not be accepted.

Children of divorced parents will be released to the parent the divorce decree states has custody.

## Volunteering/Visiting Preschool

Volunteering is a wonderful way to be involved in your child's school day. We have opportunities that are in the classroom such as parties, reading, special projects or sharing an activity. You can also help outside of the classroom by organizing parties, fund raisers, or with preparing for activities.

Keeping our students and staff safe is a top priority. In order to ensure this safety, and in accordance with the State of Michigan Licensing, Just Imagine Preschool requires a criminal record check be performed through the Michigan State Police ICHAT System and Central Registry Clearance on all volunteers. A valid Michigan driver's license or valid State of Michigan ID is required to conduct a Michigan background check. **Background checks must be conducted for each school year you wish to volunteer**, please contact Miss Kim for necessary forms.

## Volunteering/Visiting Preschool cont...

Just Imagine Preschool reserves the right to “approve” or “deny” any volunteer service upon review of the background check returned through ICHAT and Central Registry Clearance. The determination will be based upon the individual’s fitness to have responsibility for the safety and wellbeing of children. Providing false information, or information contradicting the background check information, is grounds for immediate volunteer denial.

### Daily Schedule:

1. Large Group: calendar, story, daily planning, presentation of new activities, show and tell, Word Wall, music, group art
2. Small Groups: student will be divided into small groups to work with teachers on individual projects, art, music, Scholastic magazines
3. Open Work Time – children will be free to explore activities
4. Open Snack Time – Snack is available anytime during class
5. Recess
6. Dismal/Pickup

### Discipline Policy:

1. Children will be treated with respect
2. Children will not be threatened
3. Children will be encouraged to work out problems with each other in a calm and non-violent manner
4. Adults will get down to child’s level to talk
5. Adult will not yell, scream, or raise voice
6. Children will be:
  - a) redirected
  - b) given choices on the situation
  - c) told of consequences to their behavior which might consist of not being allowed to play with a particular toy, activity area or being excused from a group to a “quiet area or calming zone”
7. Children who are being violent to other children will be removed from the situation along with the other child. The children will be mentored by an adult to work out the problem.

If needed parent will be contacted and asked to come to the Preschool to help resolve the situation and/or remove child for the day.

8. Children who are being violent to themselves will be removed from the group and the adult will talk calmly with the child. If needed parent will be contacted and asked to come to the Preschool to help resolve the situation and/or remove child for the day.
9. Children being violent to adults will be removed from the group and the adult will talk calmly with the child to resolve problem. If needed parent will be contacted and asked to come to Preschool to help resolve the situation and/or remove child for the day.
10. Children being violent or destructive to Preschool property will be removed from the group and the adult will talk calmly with the child to resolve problem. If needed parent will be contacted and asked to come to Preschool to help resolve the situation and/or remove child for the day. Parents will also be responsible for cost of equipment or property that was damaged.



## School Calendar:

# 2023/2024 School Calendar

<b><u>August</u></b> 1 – Tuition due	<b><u>January</u></b> 1 – Tuition due 8 – School Resumes <b>15 — No School M L King Day</b>
<b><u>September</u></b> 1 – Tuition due 11 – First day of School	<b><u>February</u></b> 1 – Tuition due 14 – Valentine Parties <b>19 - Presidents Day No School</b>
<b><u>October</u></b> 1 – Tuition due 3 – School Pictures 31 – Halloween Parties	<b><u>March</u></b> 1 – Tuition due 27-28 Parent Teacher Conferences via Zoom <b>school is in session</b>
<b><u>November</u></b> 1 – Tuition due 1 – <b>No School – Teacher workday</b> 15 & 16- Parent Teacher Conf via Zoom <b>school is in session</b> <b>24 &amp; 25 Thanksgiving No School</b>	<b><u>April</u></b> 1 – Tuition due <b>1-5 Spring Break No School</b>
<b><u>December</u></b> 1 – Tuition Due <b>21 – Jan 7 Winter Break No School</b>	<b><u>May</u></b> 22 – Morning Class last day of school 23 – Afternoon Class last day of school