



CRYSTAL LAKE
cooperative preschool

Parent Handbook
2025-2026
(Updated February 2025)

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The handbook informs members about Crystal Lake Cooperative Preschool standards, services, common practices, and operating procedures. It is expected that all members and teachers be familiar with this handbook and its contents.

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Letter to CLCP Families

Welcome to Crystal Lake Cooperative Preschool!

For nearly 60 years, Crystal Lake Cooperative Preschool (501c3) has served a dedicated community of preschool families, working together to create a fun and safe place for our children to learn and play.

Crystal Lake Cooperative Preschool is a place where sharp minds, strong bodies, and good self-esteem are developed. It is also a special opportunity for you to spend quality time with your child while nurturing their social and emotional growth. We hope that being part of our cooperative preschool will be as rewarding for you as it is for your child.

In the State of Michigan, a cooperative preschool is “a nonprofit, nondiscriminatory institution, maintained as a community service and administered by parents of children currently enrolled in the preschool” (Act 143, 388.1021, Section 1 (a)). To be successful, a cooperative preschool requires *lots* of parental participation and input. We ask you to be actively involved in this very important part of your child’s development. As we begin the school year, please be ready to roll up your sleeves and immerse yourself in the cooperative preschool experience! Bring your enthusiasm, your questions, suggestions, ideas and talents to the classroom, to our fundraising and social events, and to our Executive Board meetings. Doing so will ensure that our school remains a wonderful and welcoming place for all.

Once you familiarize yourself with our Handbook, please print, sign and return the last page for CLCP records.

Once again—welcome! We thank you for choosing Crystal Lake Cooperative Preschool, and we look forward to an exciting and rewarding year with you and your child.

Sincerely,

Your CLCP Executive Board

Overview: Crystal Lake Cooperative Preschool

History

Crystal Lake Cooperative Preschool (CLCP) is a parent-supported nonprofit 501c3 preschool that seeks to provide high-quality, progressive early-childhood education in a nurturing atmosphere. Founded in 1965, the school was envisioned as an alternative to parents who sought an enhanced level of involvement in the education of their young children and who believed a cooperative community would provide an ideal setting for early childhood education.

Executive Board

The Crystal Lake Cooperative Preschool is governed by an Executive Board, which is composed of CLCP parents who are elected by the previous year's membership. The Board works closely with the teacher and parents to ensure the smooth management of the school. The Board meetings are held once a month and all parents are encouraged to attend and participate.

Elected Members of the 2024-2025 Executive Board:

President: Michaela MacGirr

Vice President: Carrie Rains

Treasurer: Brittany Walton

Secretary: Ireland Sutter

Fundraising Chair: Danielle Garlinghouse & Miranda Buist

Parent Liaison/Representative: Ashley Lindstrom

Parental Involvement

Parents play a central role in the operations of our school and the education of our students. Parents help enrich the curriculum, assist in the classroom, fundraise, and staff essential leadership roles on our Executive Board.

Educational Philosophy

Young children learn best through play—by actively thinking, experimenting, exploring and manipulating their environment—to make sense of their world, to understand and negotiate relationships, to develop creative thinking and to build a positive sense of themselves and their significance to a community.

Child-directed, teacher-facilitated play is central to all aspects of the CLCP curriculum. Play provides the important foundations for academic learning in the later years and is central to all aspects of a child's social, emotional, intellectual, and physical growth.

Through art, singing, building, exploring, and engaging in pretend play, students—with teacher guidance—build on their knowledge of emergent literacy, math and science concepts.

Three-Year Program

We welcome our youngest learners into the classroom two days each week to explore with us! Students explore the classroom environment, friendships, routines, activities, and learning processes. This preschool class is designed to offer students the beginning “feels” of school. Each morning, our students listen to wonderful stories and express themselves through music and movement. They discover and imagine through self-guided play in thoughtfully designed activity centers. They make art, learn math and science, and engage gross motor skills through playground activities. We pack a lot of meaningful learning experiences into our mornings together!

Four-Year Program

We welcome our four-year old students into the classroom three days each week to learn and grow with us! Because many of these students are returning CLCP students, we build on the foundation of classroom routines and activities established in our Three-Year Old Program. This enables us to spend greater class time exploring concepts and activities, following the lead of students’ individual ideas and interests, and continuing to develop students’ emerging skills. Our continued and constant emphasis is learning through play-based activities.

After Care (Extended Day Option)

We invite students in our Four-Year Program to extend the day with us! This afternoon program begins with lunch together (prepared at home), followed by relaxation and rest time. Rest time allows the students to do just that—recharge after a busy morning in the classroom. Lights are dimmed and quiet music is played while students relax on soft mats provided by CLCP. Different enrichment activities are offered after rest time, which can include walks to the nearby library, snack making, STEM activities, art, and more! Extended day also includes additional discovery time in the classroom as well as on the playground.

Weekly Schedule

Three-Year Class	Tuesday and Thursday	9:00 AM - 11:30 AM
Four-Year Class	Monday, Wednesday, Friday	9:00 AM - 12:00 PM
After Care	Monday, Wednesday, Friday	12:00 PM - 4:00 PM

After Care is only available to students in the Four-Year Program.

Student Enrollment

Enrollment begins on a date set by the board of directors yearly. No waitlist or enrollment list will be created until the agreed upon dates.

Enrollment will have three phases, each phase will last one week. These phases will go as follows:

Phase 1- Current standing board members with a commitment to retaining a board position gain first priority enrolling their child(ren) in the following school year.

Phase 2- Currently enrolled families in good standing will have the next priority in enrolling if space allows.

Phase 3- Enrollment opens to the public, if space allows, with past families in good standing having the next priority.

Spaces will be available on a first come, first serve basis with these priorities considered while space allows. Registration form and nonrefundable registration/supply fees must be submitted to be considered for enrollment. If classes become full prior to an enrollment request, those applicants will be added to a “waitlist” in order of date/time at which the enrollment registration forms were submitted. A board member will contact prospective families should a space open.

Prospective families seeking admissions to CLCP shall first familiarize themselves with our preschool by browsing our website or facebook page, and reviewing the Parent Handbook. Next, Families must then complete and submit the Application along with a nonrefundable registration and supply fee, payable online at <https://www.crystallakecoop.org/admissions>.

As part of the admissions process, families shall attend a Parents’ Night in mid-August to meet the teacher and Executive Board members, finalize paperwork and tuition fees, and receive information about volunteer responsibilities. Finally, new families will participate in a one-on-one “Meet the Teacher” appointment in the classroom with Miss Bianca, allowing the incoming student to explore the classroom and become acquainted with their teachers.

Age Levels

Crystal Lake Cooperative Preschool uses December 1st as a reference point for determining which class a child should attend. A child who is three by December 1st may enroll in the three-year program. A child who is four by December 1st may enroll in the four-year program. All prospective students must be able to use the bathroom independently.

Mid-year enrollment will be allowed if spots are available, but will be determined on an individual basis. They require both teacher consultation and approval by the Executive Board. Class sessions, age restrictions, and class sizes are subject to change at the discretion of the Board and will be handled on a case-by-case basis.

Student Eligibility

All students must be toilet trained and independent in their abilities to use the restroom to be enrolled.

A toilet trained child can:

- Alert classroom teachers when they need to use the restroom before going
- Pull down their clothes and pull them back up without assistance
- Wipe themselves after using the toilet
- Get on and off of the toilet by themselves
- Postpone going if they have to wait for someone else to finish or if they are away from the classroom
- Wash and dry their hands

Required student paperwork must be completed prior to a child's attendance:

1. Receipt of handbook form
2. Registration packet
3. Health appraisal
4. Immunization record
5. Child information card

Required parent volunteer paperwork must be completed prior to child's attendance:

1. Michigan Child Care Background Check Consent and Disclosure Form
2. Basic Child First Aid/CPR training
3. Healthy and Safety Training

The CLCP teacher will communicate directly with families to schedule parent volunteer screening and training events. For school licensing purposes, all parents/family members who plan to volunteer in the classroom must complete these screening and training events and provide formal documentation.

Nondiscriminatory Policy

Crystal Lake Cooperative Preschool provides students of any race (meaning students of any race, color, or national or ethnic origin) to all the rights, privileges, programs and activities generally made available to students of the school; and does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Tuition and Fees

The tuition rate for the 2025-2026 school year:

Three-Year Program	\$146.00/month
Four-Year Program	\$245.00/month
After Care Rate	\$24.00/day (Four-Year Program only)
Full Time After Care	\$21.50/day (Four-Year Program only. This rate is only for students enrolled in after care Monday, Wednesday, and Friday)

Tuition

The first month of tuition is due July 1st for September's tuition. Subsequent tuition is due by the 1st day in advance of each month. For example, October tuition is due by September 1st. Families have the option to make payments on a monthly, semester, or yearly basis. The "paid in full" tuition amount is \$1460.00 for the Three-Year Program, and \$2448.00 for the Four-Year Program. A **\$10 a day late fee** will be applied to the next month's statement for any tuition received after the 1st.

After Care

Students in the Four-Year Program are eligible to participate in After Care on Monday, Wednesday, and Friday from 12:00 PM - 4:00 PM. After Care is billed monthly with tuition. Families have the option to utilize After Care 1-3 days per week, but they must be the same days each week (for example, every Monday and Wednesday). A discounted after care rate is available for families who choose to send their student all 3 days. A full-semester commitment is required, due to teacher contracting and school licensing requirements. After Care is nonrefundable..

Financial Hardship

If your family is experiencing financial hardship, please reach out to the preschool board to fill out a hardship form. All responses are processed on a case by case situation.

Paperless Billing and Payment System

Paperless billing is the preferred method in receiving tuition payments. To transfer funds directly from your bank to Crystal Lake Cooperative Preschool's Honor Bank checking account, you will need the following information:

Account Holder: Crystal Lake Cooperative Preschool
 CLCP's Routing Number: 072406865
 CLCP's Checking Number: 1037269

There is a dedicated mailbox in the classroom for checks or cash (in an envelope, with your student's name) if you prefer to pay this way.

Tuition and After Care Reimbursement Policies

Tuition and after care is due for all students for the entirety of their enrollment regardless of illness, vacations, school closures, etc..

Registration Fee

A non-refundable \$50.00 registration and supply fee secures your child's enrollment at Crystal Lake Cooperative Preschool and helps support the cost of student materials in the fall semester. The fee for currently enrolled families is \$30

Michigan Child Care Background Check Consent and Disclosure

A non-refundable \$65.00 fee covers the cost of fingerprinting and background check for one family member planning to volunteer in the classroom. This is a CLCP licensing requirement.

Field Trips

There are no fees due for field trips or special events for enrolled students. Family members who attend field trips and/or special events are responsible for their own fees.

All fees are subject to change as determined by the Executive Board with a 30 day notice to enrolled families.

Withdrawal Policy

CLCP will always endeavor to communicate/counsel with families before dismissing a student. CLCP may choose to dismiss a student for any of the following reasons:

1. Nonpayment of tuition or fees.
2. Excessive student absences.
3. Excessive parent volunteer absences.
4. The suitability of the program for a particular student and specific behaviors that are unacceptable/inappropriate for the classroom (physical violence, aggression, etc).
5. Inability to properly acclimate to the classroom based on developmental needs that we are unable to provide services for without special education service intervention.

Parents may choose to withdraw their student at any time, but they are required to give a withdrawal notice in writing to the Executive Board. We ask parents to give a two-week notice of withdrawal, when possible. All prepaid fees and tuition are non refundable.

Parent Requirements and Responsibilities

Parents play a central role in the operations of our school and the education of our students. Parents help enrich the curriculum, assist in the classroom, fundraise, and staff essential leadership roles on our Executive Board.

Michigan Child Care Background Check Consent and Disclosure

Due to licensing requirements, all parent volunteers in the classroom must be fingerprinted and

complete a background check. All family members who will volunteer in the classroom must complete this process before the start of the school year. Non-fingerprinted families will pay a \$65.00 fee, which covers the cost of fingerprinting for one family member.

To schedule your appointment, email, Bianca McLaren: crystallakecooppreschool@gmail.com

Basic Child First Aid/CPR Training

The CLCP Board and staff will provide basic Child First Aid Information/Training as required by licensing for all unsupervised volunteers. This information will be presented to families at Parents Night or upon enrollment, if mid-year. Presentation methods may vary (email, power point, discussion, handouts, etc.).

Healthy and Safety Training

The CLCP Board and staff will provide basic Health and Safety Training on a variety of topics, as required by licensing for all unsupervised volunteers. This information will be presented to families at Parents Night or upon enrollment, if mid-year. Presentation methods may vary (email, power point, discussion, handouts, etc.).

Parent of the Day (POD)

Every day a parent attends school as the Parent of the Day (POD) to assist the teacher with educational activities, provide and serve healthy snacks, and participate and play alongside students. Families can expect to spend approximately one to two days per month as POD. In the event of scheduling conflicts, parents can swap POD days with another parent. Being POD is a wonderful opportunity to engage with your student, their classmates, and their teacher during the day.

POD Protocol

If a POD cannot volunteer due to a scheduling conflict, the POD may swap volunteer days with another parent. However, it is the responsibility of the scheduled POD to facilitate this swap. Due to licensing compliance, classes may be canceled in the event of a no-show POD. A fine will be assessed to the no-show POD as well (See Schedule A in By-Laws).

1. Arrive at 8:45 AM on your scheduled volunteer day.
2. Meet the teacher in the classroom for an overview of the day's activities.
3. Help the teacher set up equipment or projects.
4. Participate in classroom activities alongside the teacher and students.
5. Clean tables in preparation for snacks using prescribed cleaning protocol.
6. Provide and serve at least two healthy snack options for all students.
7. Sweep and clean the table area after snack time.
8. Help students with weather-appropriate clothing for playground activities.

9. Remain engaged with students during playground and gym activities.
10. Remain after class ends to help organize and clean up the classroom.

When you are the POD, please be aware that your child may need some time to adjust to the attention and care that you will be providing other children. They may not be used to sharing you with others. While this can be stressful, children do make this adjustment and you will find your time in the classroom a valuable experience shared between you and your child.

The POD's job is to be an aid to the students and the teacher. Feel free to share at an appropriate time any knowledge you have acquired on the topic of the day. Please do not stand around and talk with the other parents. Silence your phone and avoid making calls or sending texts during class. Please refrain from bringing siblings on your helper day. Please dress comfortably to assist on the playground during outdoor recess time, assist in the classroom during indoor recess time, and during gym class.

Outside Play

1. Children must stay within the confines of the school playground.
2. No fence climbing is allowed.
3. Please remain aware of all CLCP students and any strangers.
4. Do not let students go with anyone who is not listed as an authorized escort person on the enrollment form. If there is any doubt, ask the teacher. Also, always tell the teacher if you see a student leaving with a parent. Encourage students to tell the teacher good-bye so that she can keep track.
5. Children may not leave the playground if they see their escort person; they must wait for the person to come and get them.
6. Always keep an eye on the students - they are FAST!

POD Best Practices

The following tips are designed to help the POD have a successful classroom volunteer experience and enrich the classroom environment for all students:

- Use positive reinforcement when discipline is required. It is important to help the student develop a good self image. Use positive redirection rather than negative direction.
- Let students take the initiative as much as possible. Try not to do things for them. We stress independence. However, offer suggestions or redirect if you sense trouble.
- Whenever possible, sit or kneel. It keeps you closer to the student's level.
- When at the circle rug, be a quieting and calming presence by joining the circle and sitting next to a particularly busy or disruptive student.
- If a student leaves the circle or an activity, please gently encourage them to return to the activity. If the student is obstinate, just let them go, but remind them they must be quiet. Always whisper words calmly when it's circle time.
- Children are expected to use indoor voices, but please recognize and accept constructive noise.

Our cooperative school cannot operate without you. Thank you for doing your share so willingly and well!

Food and Drink Policies

POD Snack Requirements

Parents are required to provide healthy snacks for the class on the day they volunteer in the classroom. Examples of suitable snacks include fresh fruit, fresh vegetables, string cheese/cheese slices, yogurt, healthful crackers/muffins/cookies, pretzels, granola bars, and peanut butter/vegetable/hummus dips. We ask parents to bring at least two snack options for students, which will be helpful for some of our more particular eaters. Parents will also be notified of any classroom allergies and food to avoid serving.

Drinking Water for Students

Parents must provide a labeled water bottle for their own student each day. This bottle should have the student's name visibly noted and be filled each day with fresh water only (no juice or other drinks for snack time). These bottles must be taken home daily and sanitized.

Lunch Service

Parents are required to pack a lunch and an afternoon snack for students in the Four-Year Program who participate in After Care. We encourage families to pack healthy lunches with whole foods. Lunches are not refrigerated, so include ice packs when necessary. Lunch boxes must be labeled with students' names and put in the designated lunch box bin each day. This bin is dated to ensure lunches consumed are made daily and all food consumed in the classroom is fresh.

If a student attends After Care and a lunch has not been provided, CLCP will make alternate arrangements with the Benzie Central food service program to ensure that all students have a lunch available to them.

Classroom Cleaning

Parents will be scheduled to clean the classroom during the monthly board meetings. Parents serving on board positions are exempt from cleaning. Please check the monthly schedule for assigned cleaning dates. If a parent cannot clean due to a scheduling conflict, they may swap their cleaning day with another parent. However, it is the responsibility of the scheduled parent to facilitate this swap. In the event the parent is a no-show for their scheduled class cleaning, they have 7 days to reschedule and clean before a fine is assessed (See Schedule A in By-Laws).

Fundraising

Fundraising is critical to the continued operation of our cooperative preschool, as tuition

collection does not cover all operational expenses. Current CLCP families are required to participate in fundraising events throughout the year. Fundraising supports operational costs of the preschool. Families who do not participate, will be charged a non-participation fee to be determined by the board.

We strongly encourage CLCP families to bring fundraising ideas and talents to the fundraising chair by email or by attending a board meeting.

Executive Board Membership

The Executive Board is composed of current CLCP parents in good standing who meet once monthly to oversee administration of the cooperative preschool. Executive Board positions open each year, and new members are elected by the previous year's returning members. New CLCP family members are strongly encouraged to request information and to volunteer for board positions. The CLCP cannot exist without an Executive Board. Please consider volunteering your time in this unique and rewarding capacity. *Note: Executive Board members are exempt from monthly parent classroom cleaning duties.*

Standards for Preschool Operation

Hours of Operation

Our hours of operation are M/W/F from 8:30 AM - 4:00 PM and Tu/Th from 8:30 AM - 11:30 AM. The CLCP is open and operates according to the schedule of Benzie County Central Schools. The CLCP has the right to close the school if the Executive Board deems necessary based on illness, inclement weather, etc.

The CLCP is closed for the following holidays: Labor Day; Thanksgiving and the Friday that follows; Christmas and the week following; New Year's Eve and New Year's Day; President's Day; Spring Break (typically the last week in March); Good Friday and Memorial day. We are also closed on various BCCS professional development days (subject to change each year).

Drop-off/Pick-up

Homestead Hills Elementary allows CLCP students to enter the building for drop-off at 8:45 AM. *Please no early drop-offs to ensure the classroom is ready for students.* The parent should enter the classroom with their student and assist them in changing out of winter gear as needed, taking care of their water bottle and/or lunchbox, and directing them to the hand-washing station. The classroom volunteer and teacher will assist students with handwashing, and parents should exit the classroom.

Student pick-up takes place at 11:30 AM. Parents arrive in front of the school by 11:25 AM and meet students for pick up on the playground. Aftercare pickup takes place in front of the school

from 3:45 to 4:00 PM.

Dressing Your Child

Parents should dress the student in clean, weather-appropriate clothing throughout the year. When in doubt, provide your student with layering options, as the classroom and playground temperatures will likely vary.

At home, families should help the child practice putting on and taking off jackets, shoes, and additional outdoor gear. This practice supports the development of the child's independence and confidence, and it facilitates smoother transitions between the classroom and playground.

When temperatures begin to drop, students must bring a warm coat, hat and mittens to school each day. During winter months when temperatures remain below freezing, snow pants and boots will be required.

Items To/From Home

Students must bring a backpack to school each day with the following:

- A clean, labeled water bottle filled with fresh water
- A clean change of clothing
- Weather appropriate gear, such a mittens and hat, as needed
- Clean pair of shoes to wear in the classroom (on rain and snow days)
- Packed lunch and afternoon snack (Four-Year After Care only)
- Optional small pillow, blanket, and stuffy (Four-Year After Care only)

Note: All items must fit in the student's backpack

At the end of the day, students must bring home their water bottles and lunch boxes for sanitizing.

At drop-off and pick-up, parents should check their student's cubby for any take-home materials.

Sample Morning Schedule

8:30 - 9:00 Set-Up: Set-up of classroom, prepare materials for the day, inform POD of the day's schedule/activity, greet students and parents as they arrive and help them with their belongings.

9:00 - 9:15 Greeting Time: Songs, finger plays, stories, calendar, and introduce the day's activities. Greet late arrivals, help them with their coats, and escort them to the rug area.

9:15 - 10:15 Discovery Time: Children move about freely choosing activities from learning centers - math/science, small muscle, large muscle, art, dramatic play and language centers.

Assist POD with art projects, read to students in the library area, encourage them to try activities, assist with toileting and hand washing.

10:15 - 10:30 Clean-Up: Teacher and POD support students with clean-up and reset activities. Escort students to the circle time area.

10:15 - 10:30 POD Prepare for Snack.

10:15 - 10:30 Teacher reads with students or short activity at rug area while snack is being prepared.

10:30 – 10:50 Handwashing and Snack Time: Assist POD with hand washing, serve second helpings of snack and juice and encourage table manners. Parent helper clears tables after snack.

10:50-11:00 Show-and-Tell: Student of the Day shares their Show-and-Tell item.

11:00 - 11:30 Outdoor Time: Outdoor activities will take place on the playground if weather permits. If the playground area is muddy, we may go for a walk. In case of bad weather, small group time may be extended, or the teacher will lead a music activity. POD will assist with supervising students outside or begin clean-up if possible.

11:30 Class dismissed: POD may remain to assist with clean-up.

"Student of the Day" is the child of the POD.

Please note: Your first POD days will seem very hectic and tiring. Once everyone (adults and students) are into the routine, the day will flow more smoothly. Weekly lesson plans will be posted on the bulletin board and on the calendar. Reading them is encouraged before being a POD, as well as to know what your student is doing in school. Remember that the daily schedule and the lesson plans are guides. We will be flexible and alter these when necessary.

Sample After Care Schedule

12:00 - 12:30 Prepare for / Lunch Time: Hand washing before lunch. Lunch must be provided by a parent.

12:30 - 1:00 Prepare for Rest Time: Clean-up, use restroom, story time.

1:00 - 2:00 Rest Time: Children will be placed around the room on rest pads. Lights will be turned off with soft music in the background.

2:00 - 2:30 Free Choice: Children will be able to pick activities of their choice.

2:30 - 3:00 Art, Games or Music: Teacher leads songs, games or art project.

3:00 - 3:30 Outdoor Time: Outdoor activities will take place on the playground if weather permits. If the playground area is muddy, we may go for a walk. In case of bad weather, we will extend art, games, music or free choice.

3:30 - 4:00 Prepare for Departure: Clean-up and packing student's belongings.

State of Michigan Licensing and Regulatory Affairs (LARA) Discipline Policy

History: 2013 AACPS; 2019 AACPS. R 400.8140 Discipline. Rule 140.

1. Positive methods of discipline that encourage self-control, self direction, self-esteem, and cooperation must be used.
2. All of the following means of punishment are prohibited:
 - a. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
 - b. Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
 - c. Restricting a child's movement by binding or tying him or her.
 - d. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
 - e. Depriving a child of meals, snacks, rest, or necessary toilet use.
 - f. Excluding a child from outdoor play or other gross motor activities.
 - g. Excluding a child from daily learning experiences.
 - h. Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
 - i. Time out must not be used for children under 3 years of age.
3. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.
4. A written policy must be developed and implemented regarding the age appropriate, non-severe discipline of children. The policy must be provided to staff and parents.

CLCP Discipline Policy

We believe each child is unique and should be allowed to develop at his or her own pace. Our priority is to provide a safe, nurturing environment where children are challenged and allowed to grow at their individual rates. Conflicts may arise when children interact in a classroom setting. We will take every opportunity to teach each child ways to solve their differences in a peaceful manner. We will praise and recognize positive behavior, while discouraging and constructively addressing negative behaviors. We believe discipline is not about punishment, but rather about teaching appropriate forms of behavior.

Implementing positive interactions, we nurture students who:

1. Make safe choices
2. Keep hands to themselves
3. Are aware of personal space.
4. Respect self by learning words to express self
5. Respect others by taking turns, using good manners (please and thank you!)
6. Respect property
7. Follow routines in the classroom

REDIRECTION: Positive methods will be used to redirect a child's unwanted behavior into more acceptable modes of interacting with their peers.

CONFLICT RESOLUTION: This is a technique used by our teachers to help our young students learn the skills to resolve conflicts independently. The techniques teach the children good self-concepts, while helping them grow in social awareness, acquire communication skills and develop respect and empathy for others.

SAFE SPOT/CALM-DOWN: This comfortable, quiet space in the classroom gives the student a place to go when they are upset or struggling, where they can calm down and work through a situation. This is typically a student-led choice, but our teachers can help guide the student to this choice..

PARENT CONFERENCE: If unwanted behavior continues to be an ongoing experience or a single incident is concerning enough to warrant it, the teacher will hold a conference with the parents. The teacher may ask the Executive Board President to join this conference. If the unwanted behavior is a safety threat to other students in the class, the parent will be asked to stay in the classroom to assist in redirecting their child's behavior. If the unwanted behavior is merely a disturbance, the parent may be asked to stay in the classroom and/or to work on positive reinforcement at home. The teacher will consult with the parents on an ongoing basis about the child's progress.

DISCIPLINARY ACTION PLAN: Should challenging or aggressive behavior that compromises the overall safety of the teacher and/or the other children occur, the Disciplinary Action Plan will be implemented as outlined in Article XIV Discipline of the Crystal Lake Cooperative By-Laws. If the unwanted behavior is a grave concern and/or it is still a safety threat to the other children, then the parents may be asked to withdraw their child from the preschool (See By-Laws Article XIV).

Inclement Weather Policy

- The CLCP follows the inclement weather guidance of Benzie County Central Schools. The CLCP is closed when BCCS is canceled due to weather. The CLCP is closed when a two hour

delay occurs. The CLCP does not offer tuition reimbursement for school closures due to inclement weather.

Emergency Procedures

The CLCP follows the emergency procedures set forth by Benzie County Central Schools and the protocols outlined by Homestead Hills Elementary School. Emergency procedures are posted in the classroom. For more information visit <https://benzieschools.net/>

Health & Safety

1. Children and/or staff members will be excluded from the classroom if they have the following symptoms: Diarrhea, difficult or rapid breathing, yellowish skin or eyes, pinkeye, fever, severe itching, unusual spots or rashes, sore throat or trouble swallowing, and vomiting. Children and/or staff members may return to the classroom after symptoms are gone and/or physician indicates, in writing, that they are no longer contagious. All students and staff members may not return to school until they have been without a fever for 24 hours (without medication).
2. CLCP shall have a complete first aid kit available in the classroom at all times.
3. Bloodborne Pathogens Emergency Procedures. Infection control approaches are based on the concept of standard precaution treating all blood and body fluids as if they were potentially infectious. We will use standardized precautions at all times.
4. **Emergencies: Always use gloves, goggles and other barriers.*
5. **Clean Up: Always use gloves, absorbents to cover spills, soap & water and disinfecting solutions on site.*
6. **Disposal: bag all materials, gloves, etc. and dispose of them properly.*
7. In the event of a change in a child's health, accident or Injury, CLCP will notify parents via phone call.
8. Parents will be contacted immediately via telephone call for serious injuries/incidents. if unable to reach parent, the emergency contact person will be contacted for more serious injuries, illnesses or incidents such as but not limited to head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or other situations of that nature.
9. Notification will occur at pick up time for minor injuries, incidents such as a minor scrape on the knee that may only require a staff member to apply first aid, complete an incident report, and notify parents at pick up time verbally and provide written injury report.
10. In the event that your child has been exposed to certain diseases or illnesses, you may receive a "Health Notice" from our Parent Liaison.

Pandemic Policy

Crystal Lake Cooperative Preschool follows guidance from Benzie-Leelanau District Health

Department and the Benzie Central Schools. Benzie Central Schools' guidelines can be found in the "Return to Benzie Plan" (updated 2/15/22) linked here: <https://benzieschools.net/>

COVID-19 Protocol

Crystal Lake Cooperative Preschool follows current CDC guidelines with regards to isolation and exposure. Symptoms must be significantly improved including fever-free for 24 hours without fever reducing medications. (updated 3/3/24)

(<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>)

Medication Policy

1. Medication, prescription or nonprescription, must be given to a child by a child care staff member only.
2. Medication shall only be given with a note from a physician.
3. A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from parent.
4. All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all non prescription topical medications.
5. Prescription medications must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to these instructions.
6. A child care staff member shall keep all medication out of the reach of students and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or expired.
7. A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.
8. A child care staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
9. Topical non prescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellant, requires written parental authorization annually.
10. A center shall maintain a record as to the time and the amount of medication given or applied on a form provided by the state of michigan.

Supervised Volunteer Policy

Supervised volunteers, including parents of children in care, will be directly supervised by center staff at all times. At no time will supervised volunteers have unsupervised contact with children in care. All unsupervised volunteers have a Public Sex Offender Registry report on file prior to volunteering.

Exclusion Clause

Staff and volunteers cannot be present in the center if they have been convicted of the following:

- (a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
- (b) Child abuse or child neglect.
- (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Policy Regarding Child Abuse and Neglect

1. It is the policy of the Crystal Lake Coop Preschool to prohibit abuse and/or neglect in any form; verbal, emotional, social, physical, et. al. Only positive forms of redirection and guidance are used at the Preschool.
2. Conduct such as hitting, punching, slapping, and other inappropriate touches will result in immediate dismissal and reporting for possible prosecution. Likewise, verbal threats that denigrate, shame, or target a child for ridicule are abusive and will result in immediate termination/dismissal and summary report to the authorities.
3. As licensed child care providers, we are required to report alleged abuse and/or neglect whenever we have reasonable suspicion of such occurrences. In addition to on-site directors, all staff are required to report alleged abuse verbally and in writing to the site-director immediately. The staff member must also make contact with protective services.
4. ***The State of Michigan's Child Protection Law*** requires an immediate verbal report of suspected abuse and/or neglect and a written report submitted within Seventy-Two (72) hours of witnessing such occurrences.
5. The Crystal Lake Coop Preschool instructor, teacher assistant, substitutes, and all directors are required by law to comply with the provisions of the ***Child Protection Law***:
 - a. All staff and volunteers will read and confirm that they have read the provisions of the ***Child Protection Law***.
 - b. All staff and volunteers will sign and date the form acknowledging that they have read the ***Child Protection Law*** and are aware that child abuse is against the law.
 - c. All staff and volunteers will read and sign the policy annually.

In the case of fire, tornado, lockdown, or other severe weather/emergency crisis, our preschool will follow the safety procedures as outlined by Benzie Schools. Plans for these safety procedures are posted in the classroom. Teachers will take copies of the student's emergency cards with them and take attendance once the children reach the predetermined safety site. A staff member or board member will communicate such events through email or phone communication.

Communication

Clear and consistent communication is vital to the success of our organization, which relies heavily on parent participation and support. The teacher and Executive Board will share email updates throughout the semester, including newsletters, tuition invoices, volunteer schedules, board meeting minutes, and notifications that impact school operation.

When questions or problems arise, families should proactively communicate these issues to the teacher or the parent liaison in a timely manner. It is always the goal of the teacher and Executive Board to help answer a question or solve a problem in accordance with the cooperative's policies and with special consideration of the family's needs.

Parent and Teacher Conferences

The teacher offers optional parent-teacher conferences midyear, and throughout the year upon parent request. Parents are encouraged to schedule conferences with the teacher. Any issues which directly involve the academic or social growth of your student may be addressed to the teacher at an agreed upon time. Email to schedule: bianca_mclaren@rocketmail.com

Parent Roster

Parent rosters will be provided for current families each semester. Please use the roster to communicate and coordinate POD and classroom cleaning swaps as needed.

Student Cubby

Each student has a cubby adjacent to the classroom entrance, where the parents will routinely receive printed information, resources, and materials (including student projects) from the teacher and Executive Board. Parents should check their student's cubby each day as part of student pick-up protocol.

Teacher Emails

The teacher provides email updates to CLCP families. These emails include information about the week's learning activities, requests for supplies, and upcoming events and opportunities for students and families.

Teachers email address: crystallakecooppreschool@gmail.com

Executive Board Emails

The Executive Board shall provide email communications to families regarding matters related to the operation of the cooperative preschool, including but not limited to tuition, fundraising, and other relevant information. The Executive Board's contact information, meeting agendas, and

minutes shall be published on the Parent Portal of the CLCP website. Any concerns or issues related to these communications must be submitted in writing and directed to the Executive Board.

CLCP Licensing Materials

The CLCP licensing handbook is located in a cupboard in the classroom.

Parents are also able to view the licensing notebook kept by the CLCP. The licensing notebook contains all licensing inspections, special investigation reports, and related corrective action plans maintained in accordance with the required retention period. The licensing notebook is available to parents during regular business hours (M, W, F 8:30-4 and Tu/Th 8:30-11:30). Licensing inspection and special investigation reports from at least the last two years are available on the child care licensing website at www.michigan.gov/michildcare.

Website

The CLCP website <https://www.crystallakecoop.org> contains information and resources for current and prospective families. For current families, the website contains a password protected Parent Portal, where families can access the following:

- Parent Handbook
- CLCP By-Laws
- Registration documents
- Parent communication roster
- Fundraising forms
- Monthly parent volunteer schedule
- Monthly board meeting minutes

The password for the Parent Portal will be provided to current CLCP families by email at the start of the fall semester.

Student Photographs

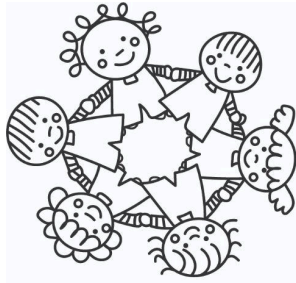
During the school year, our teacher(s) send out emailed newsletters to families currently enrolled in our program. These emails may include updates on upcoming classroom events, field trips, and general information. Emails may include classroom photos or photos of individual students engaging in activities and classroom events. From time to time, CLCP updates information on our website, creates a new brochure, or places a classroom photo or video on our social media accounts.

- Published documents will not include a child's name.
- Documents will not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in

school activities.

- Documents must adhere to school board policies and established school guidelines.
- Documents must be approved by the classroom teacher before publication.

If you'd like to request your student's face being covered in photos, please fill out the opt out form located in the Parent Portal on our website.



CRYSTAL LAKE

cooperative preschool

Receipt of CLCP Handbook Form

My signature below verifies that I have received, read, and understand the CLCP Handbook policies and guidelines. I agree to abide by these policies and guidelines.

Child's Full Name (Printed) _____

Parent's/Guardian's Name (Printed) _____

Parent's/Guardian's Signature _____

Date _____

This page must be signed and returned before the first day of student's attendance.