

# The A B C's of Mrs. O's Preschool

## Parent Handbook 2019/2020 School Year

### MISSION

Providing high quality preschool education with a focus on developmental, age-appropriate learning in a nurturing, family-oriented environment.

### PHILOSOPHY

Mrs. O's Preschool provides a nurturing environment and high quality education for young children. With over 50 combined years of early elementary teaching experience, we believe in developmental, age-appropriate learning, where children learn at their own pace. We offer a balanced combination of academics, play, and structure to give children a positive first school experience. As mother and daughters, we promote the importance of family since parents are children's first teachers. Mrs. O's Preschool will create an educational bridge between your homes and our school, because it takes a village to raise a child.

### STAFF

#### Nancy Obidzinski-Lum

My name is Nancy Obidzinski-Lum. I am a proud graduate of Western Michigan University and have spent 39 years fulfilling my passion of teaching. My teaching experience has been at St. Joseph Elementary, Kalamazoo Public Schools and most recently 20 years at Moorsbridge Elementary in Portage. Teaching brings me so much joy. I can't imagine my life without teaching small children. My husband, Eric, and I, have three wonderful daughters, Meaghan, Katelyn, and Reilly. I am also Grams to my grandson, Sawyer. I am so excited to bring Mrs. O's Preschool to our wonderful city of Portage!

## Katelyn Lum-Cortright

My name is Katelyn Anne Obidzinski Lum-Cortright. Since I was a young girl, my dream was to become a teacher. My dream was fulfilled as I graduated from the School of Education at the University of Michigan and was hired as a 2nd grade teacher in Portage Public Schools. I finished my 6th year teaching in the Spring of 2018. My husband, Adam, and I welcomed our first baby boy, Sawyer Eric David, in May of 2018. I cannot wait to begin this exciting journey with my mom and sister. I look forward to sharing my passion with you!

## Meaghan Lum

My name is Meaghan Anne Obidzinski Lum and I am thrilled to begin this new adventure with my mom, Nancy, and my sister, Katelyn! I was born in the Kalamazoo area and grew up attending Portage Public Schools. I graduated in 2003 from Portage Central High School and in 2009 I received my BFA in Digital Cinema from DePaul University in Chicago. From there I continued my education at the University of Michigan where I received my Masters in Education. Upon my graduation from the program in 2011, I began my career at Moorsbridge Elementary teaching kindergarten. I shared a classroom with my mom, who taught the morning section and I taught the afternoon section. It was a dream come true! I am finishing up my eighth year at Moorsbridge and am now venturing to open this new school with my incredible family!

## ENROLLMENT/ADMISSION

Enrollment for the school year is based on a first-come, first-serve basis. Students enrolling at Mrs. O's Preschool in the 3-year-old program must be 3 years old by September 1, 2019 and potty trained. Students enrolling in the 4-year-old program must be 4 years old by September 1, 2019 and potty trained.

To register, please mail the registration form with a non-refundable \$200.00 check (made payable to Mrs. O's Preschool):

Mrs. O's Preschool  
PO Box #1571  
Portage, MI 49081

## SCHOOL YEAR DATES and START TIMES

The school year begins on the Tuesday following Labor Day, (September 3rd) and ends on May 22nd. The morning school hours are 9-11:30. The afternoon school hours are 1-3:30.

## SCHOOL DAYS

Your child may meet teachers in the classroom at 9:00/1:00. Feel free to help your child hang coats/backpacks in his/her cubby. Please send your child to school with a large backpack. Large enough to hold large papers and projects.

## DISMISSAL

Feel free to wait in the lobby and we will bring your child to you. We will only dismiss your child to anyone listed on the emergency form. Please make sure you include any or all people your child can be released to on the **emergency form**.

## ABSENCES

When your child is unable to attend school, feel free to call and leave a message on our answering machine.

## USING THE BATHROOM

All students need to be fully potty trained and able to use the bathroom independently to attend Preschool. We understand that accidents do happen so we are asking parents to keep a Ziploc bag of extra clothes in your child's backpack. Please include: socks, underpants, pants, and a shirt.

## NEWSLETTERS

You may view a monthly newsletter concerning preschool news, important dates, etc. on our website.

## BIRTHDAY SNACKS

Birthdays will be celebrated during class time. Please make sure all food items are peanut/tree nut free.

## SNACKS

Once every 6-8 weeks your child will bring in a snack to share with the class. We ask that you send in a small, healthy snack for your child to pass and share with his/her class. We will share the snack calendar on our website.

## CONFERENCES

Parent-teacher conferences will take place in October and March. Feel free to discuss any concerns you may have with your child's teacher before our October conferences.

## TUITION

Tuition is due on the 5th of every month. Tuition is not affected by absences due to illness, vacations, snow days, or school breaks. If your tuition payment is not received by the 5th of the month, it will be considered late and a late payment fee will be assessed. If your account is not brought up to date by the 1st of the next month your child will be withdrawn from the program.

## WITHDRAWAL POLICY

If you choose to withdraw your child, a one month's written notice is required. If withdrawal is made anytime after the first of the month, full payment for the month is required.

## ILLNESS

In order to keep everyone healthy at school, we ask that you please keep your children at home when they are not feeling well. Please make sure your children are fever-free for 24 hours before you send them back to school.

## MEDICAL FORMS

The Department of Child Care Licensing requires that each child have a full physical every two years, and that those records be kept on file at Mrs. O's Preschool. Immunizations need to be updated according to state law and the medical form signed by a physician.

## VACATION DAYS

Mrs. O's preschool follows the Portage Public Schools calendar for major breaks including: Thanksgiving, Winter Break, and Spring Break with the exception of half days. If and when Portage Public Schools have a half day, we will still have school.

## WEATHER RELATED CLOSINGS

Mrs. O's preschool will follow the Portage Public Schools closing recommendations. If in the event that weather conditions and/or road conditions worsen during the course of the day, and the decision is made to close the school, you will be notified as soon as possible.

## FIELD TRIPS

We will go on occasional field trips. Transportation is not provided for field trips. We encourage parents to stay and help with our trips however, you may drop off your child and then pick up when the trip is over.

## SHARING

We will be sharing in school. No toy guns or weapons please.