



## Parent Handbook 2024/2025 School Year

*\*All policies subject to change. Parents will be notified.\**

### MISSION

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

### PHILOSOPHY, VALUES & GOLDEN RULES

Operating within the theory of play-based learning, Mrs. O's Preschool helps 3, 4, and 5 year-olds make sense of the world around them as they are encouraged to develop social and cognitive skills, mature emotionally, and gain the self-confidence required for new experiences and environments.

Built around the Core Values of **Determination, Courage, Respect, Confidence, Playfulness, and Community**, our vision is to model and communicate these values while understanding each child's individual needs.

With decades of early elementary teaching experience, our philosophy focuses on active involvement, meaningful experimentation, and reinforcement through repetition. Our passion for nurturing children shapes Mrs. O's Golden Rules and are directed by our values and inspire our balance of academics, play, and structured activities.

### Mrs. O's Golden Rules:

#### Golden Rule #1

I think I can, I think I can. (Determination)

*"I think I can. I think I can. I think I can. I know I can." The Little Engine That Could by Watty Piper*

### Golden Rule #2

I can read with my eyes shut. (Courage)

"The more that you read, the more things you will know, the more that you learn, the more places you'll go." *I Can Read with My Eyes Shut* by Dr. Seuss

### Golden Rule #3

Treat others how you wish to be treated. (Respect)

"A person's a person, no matter how small." *Horton Hears a Who* by Dr. Seuss

### Golden Rule #4

Believe in yourself. (Confidence)

"The things that make me different are the things that make ME" *Winnie the Pooh* by A.A. Milne

### Golden Rule #5

Every day is a new adventure. (Playfulness)

"In every job that must be done, there is an element of fun. You find the fun and the job's a game." *Mary Poppins* by P.L. Travers

### Golden Rule #6

It takes a village to raise a child. (Community)

Piglet: "How do you spell love?"

Pooh: "You don't spell it, you feel it." *Winnie the Pooh* by A.A. Milne

## DIRECTORS AND OWNERS

### Nancy Obidzinski-Lum

Nancy Obidzinski-Lum is a proud graduate of Western Michigan University and has spent 42 years fulfilling her passion for teaching. Nancy's teaching experience has been at St. Joseph Elementary, Kalamazoo Public Schools and most recently 20 years at Moorsbridge Elementary in Portage. Teaching brings her so much joy. She can't imagine her life without teaching small children. Nancy and her husband, Eric, have three wonderful daughters, Meaghan, Katelyn, and Reilly. She is also "Buttah" to her grandsons, Sawyer and Beckham, and granddaughter, Lyla. Nancy is so happy to bring Mrs. O's Preschool to our wonderful city of Portage.

[nancy@mrsospreschool.com](mailto:nancy@mrsospreschool.com)

### Katelyn Lum-Cortright

Since Katelyn Obidzinski Lum-Cortright was a young girl, her dream was to become a teacher. Katelyn's dream was fulfilled when she graduated from the School of Education at the University of Michigan and was hired as a 2nd-grade teacher in Portage Public Schools. Katelyn finished her 6th year of teaching in the Spring of 2018. She and her husband, Adam, have one son, Sawyer who is five years old and is in kindergarten at Moorsbridge Elementary! Lyla Anne was born in June 2023 and completed their family perfectly! Katelyn is loving spending her days with the littles!

[katelyn@mrsospreschool.com](mailto:katelyn@mrsospreschool.com)

## Meaghan Lum-Dontje

Meaghan Lum-Dontje received her BFA degree in Digital Cinema from DePaul University in Chicago. From there she continued her education at the University of Michigan where she received her Masters in Education. In 2011, Meaghan began her career at Moorsbridge Elementary teaching kindergarten where she shared a classroom with her mom, Nancy. It was a dream come true! She married her husband, Nick, in December of 2019 and they welcomed their first baby boy, Beckham Eric Michael in July 2021. She is thrilled to run Mrs. O's Preschool with her incredible family!  
[meaghan@mrsospreschool.com](mailto:meaghan@mrsospreschool.com)

## ENROLLMENT/ADMISSION

Enrollment for the school year is based on a first-come, first-served basis. Students enrolling at Mrs. O's Preschool in the 3-year-old program must be 2 years and 9 months by September 3, 2024. Students enrolling in the 4-year-old programs must be 3 years and 9 months by September 3, 2024. Students enrolling in the Young 5's Class must be 4 years old by September 3, 2024.

To register, please mail the Enrollment Fee & Registration Form  
with a non-refundable \$200.00 check  
made payable to Mrs. O's Preschool:

Mrs. O's Preschool  
8025 Moorsbridge Road  
Portage, MI 49024

Your child's registration will be complete when we have received the Enrollment Fee, Registration Form, Child Information and Health Forms, as well as an up to date list of vaccinations.

**Withdrawals:** If you choose to withdraw your child, a one month's written notice is required. Payment is required for the 30 days after receiving withdrawal notice. For example, if you choose to withdraw your child on November 15th, you are required to pay tuition through December 15th even if your child's last day is November 30th. (December tuition would be prorated).

Also, if your child requires more attention than the provided student to teacher ratio, he/she could be withdrawn from the program. A meeting will be scheduled between the parents and teachers. Parents will be asked to withdraw their child if the behaviors are not corrected.

## SCHOOL SCHEDULE

The school year begins on Tuesday, September 3, 2024 and ends on Friday, May 23, 2025. The morning school hours are 9:00 - 11:30 for the 3 and 4-year-old classes. The morning Young 5's class runs from 9:00-12:00. The afternoon school hours are 1:00 - 3:30 for the 3 and 4-year-old classes as well as the playdate.

Doors will open for arrival at 8:55 a.m. and 12:55 p.m. At this time, parents will not be allowed in the building during drop off and pick up time. Please send your child to school with a large backpack that will hold papers and projects.

- Sign In Procedure:
  - Student sign in will be touchless via Procare. You will need a device that Procare can be accessed on. Once you enter our parking lot, you will open the app and click the bracketed QR code at the top right of the screen. At the bottom of the screen it will say "Looks like you are at school!". You will tap sign in and sign your name.
    - If someone other than a parent or legal guardian is dropping off your preschooler, they will need to sign-in within the vestibule with a teacher. Each authorized pick up/drop off person will have their own specific 4 digit code that will be provided on Procare.
  - Parents will bring their child to the vestibule to drop off. A teacher will greet the child, give hand sanitizer, and walk him/her to the cubby room.

Dismissal - For security purposes, the front doors will always be locked. Feel free to wait outside the front doors and we will bring your child to you.\* We will only dismiss your child to anyone listed on the emergency form. **If you have any dismissal changes for your child, please message us on Procare to let teachers know that your child will be picked up by someone different. We will ask for a picture ID when there is a change in pick up. Please include all people your child can be released to on the emergency form AND Procare.**

- Sign Out Procedure:
  - You may sign out your child, the same way you signed your child in via Procare.
  - Please wait outside the building and we will bring your child to you.

Vacation Days- Mrs. O's preschool follows the Portage Public Schools calendar for major breaks including Thanksgiving, Winter Break, Spring Break, and scheduled half days.

## DAILY ROUTINE

9:00 / 1:00: Arrival Time

9:00 - 9:25 / 1:00 - 1:25: Free Play

9:25 - 9:45 / 1:25 - 1:45: Circle Time

9:45 - 10:45 / 1:45 - 2:45: Activity Center Time

10:45 - 11:00 / 2:45 - 3:00: Clean-up/Snack Time

11:00 - 11:20 / 3:00 - 3:20: Outside Play, Creative Movement, Show & Tell or Music Time

11:20 / 3:20: Pack Backpacks

11:30 / 3:30: Dismissal

## ABSENCES

When your child is unable to attend school, please message us on the Procare app.

## USING THE BATHROOM

We understand potty training is a journey! Students are welcomed to wear a Pull Up to school. Please be sure to communicate with a teacher if this is the case! 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.

IMPORTANT: If your child requires more attention and care using the bathroom than previously anticipated, the program directors will consult with parents to improve the situation. If improvement is not visible within a month, your child could be withdrawn from the program.

## SNACK POLICIES

Birthdays will be celebrated during class time. You may send in an approved snack to celebrate your child's birthday. The approved snack list is as follows: individually packaged Oreos, individually packaged Chips Ahoy, individually packaged ice cream cups, and individually packaged Rice Krispie treats.

If your child has a food allergy, please provide us with a list of approved snacks that your child can eat.

Each child will be served a snack during the day provided by the preschool. Our classrooms will be NUT FREE.

Children will have access to their water bottles throughout the school day.

## PICKUP POLICY

If your child is picked up from school more than 10 minutes late, a \$15.00 fee will be charged to your Procure Connect account. We appreciate your understanding and diligence in picking up your children on time. Our teachers only have a short window of time for lunch and planning. If late pick-ups continue to occur, withdrawal from the program is possible.

## TUITION AND FEES

Tuition is due on the last day 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 of \$30.00 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.

<b>3-year-olds (18 student max)</b>	<b>4-year-olds (18 student max)</b>	<b>A.M. Young 5s (19 student max)</b>	<b>P.M. Young 5s (19 student max)</b>	<b>All-Age Playdate (18 student max)</b>
<p>Our 3-year-old program is designed for children who will be <b>3 years old by December 3, 2024</b> and are able to use the bathroom independently*. We will focus on providing a smooth transition into the school setting through play and academics. Students will learn to interact with their peers in a positive, social environment.</p> <p><b>T/Th</b> <b>9:00 am - 11:30 am</b></p> <p><b>OR</b></p> <p><b>M/W</b> <b>1:00 pm - 3:30 pm</b></p> <p>\$2,790.00/YEAR \$310.00/MONTH (9-month payment period)</p> <p>\$200.00 Enrollment Fee <i>This non-refundable enrollment fee is in addition to yearly tuition.</i></p> <p>*We understand potty training is a journey! Students are welcome to wear a Pull-Up to school. Please be sure to communicate with a teacher if this is the case!</p>	<p>Our 4-year-old program is designed for children who will be <b>4 years old by December 3, 2024</b> and are able to use the bathroom independently*. These students may not be ready for a full day Young 5s or Kindergarten experience, but are eager for a challenge <b>three days per week.</b> This transitional class gives your children the time and opportunity to grow socially, emotionally and academically.</p> <p><b>M/W/F</b> <b>9:00 am - 11:30 am</b></p> <p><b>OR</b></p> <p><b>M/W/F</b> <b>1:00 am - 3:30 pm</b></p> <p>\$3,735.00/YEAR \$415.00/MONTH (9-month payment period)</p> <p>\$200.00 Enrollment Fee <i>This non-refundable enrollment fee is in addition to yearly tuition.</i></p> <p>*We understand potty training is a journey! Students are welcome to wear a Pull-Up to school. Please be sure to communicate with a teacher if this is the case!</p>	<p>Our Young 5s program is designed for children who will be <b>4 years old by September 3, 2024</b> and are able to use the bathroom independently*. These students may not be ready for a full day Young 5s or Kindergarten experience, but are eager for a challenge <b>five days per week.</b> This transitional and <b>extended-day class</b> gives your children the time and opportunity to grow socially, emotionally and academically. This class will prepare each child to be successful in kindergarten.</p> <p><b>M/T/W/Th/F</b> <b>9:00 am - 12:00 pm</b></p> <p>\$6,075.00/YEAR \$675.00/MONTH (9-month payment period)</p> <p>\$200.00 Enrollment Fee <i>This non-refundable enrollment fee is in addition to yearly tuition.</i></p> <p>*We understand potty training is a journey! Students are welcome to wear a Pull-Up to school. Please be sure to communicate with a teacher if this is the case!</p>	<p>Our Young 5s program is designed for children who will be <b>4 years old by September 3, 2024</b> and are able to use the bathroom independently*. These students may not be ready for a full day Young 5s or Kindergarten experience, but are eager for a challenge <b>five days per week.</b> This transitional class gives your children the time and opportunity to grow socially, emotionally and academically. This class will prepare each child to be successful in kindergarten.</p> <p><b>M/T/W/Th/F***</b> <b>1:00 pm - 3:30 pm</b></p> <p>\$5,058.00/YEAR \$562.00/MONTH (9-month payment period)</p> <p><b>***Please note the shorter day and price difference for P.M. Young Fives***</b></p> <p>\$200.00 Enrollment Fee <i>This non-refundable enrollment fee is in addition to yearly tuition.</i></p> <p>*We understand potty training is a journey! Students are welcome to wear a Pull-Up to school. Please be sure to communicate with a teacher if this is the case!</p>	<p>An extension of our weekly themed curriculum taught by certified Mrs. O's teachers. Children must be <b>3 years old by December 3, 2024.</b> Exploratory centers and structured play will focus on making positive peer relationships, managing tiny human emotions, and developing age-appropriate social skills.*</p> <p><b>T/Th</b> <b>1:00 pm - 3:30 pm</b></p> <p>\$2,340.00/YEAR \$260.00/MONTH (9-month payment period)</p> <p>\$200.00 Enrollment Fee <i>This non-refundable enrollment fee is in addition to yearly tuition.</i></p> <p>*We understand potty training is a journey! Students are welcome to wear a Pull-Up to school. Please be sure to communicate with a teacher if this is the case!</p>

## PARENT COMMUNICATION

Parent-teacher conferences will take place in April. Feel free to discuss any concerns you may have with your child's teacher throughout the school year. A social emotional progress report will go home with your child in October and a full progress report will go home with your child in April prior to conferences.

A weekly newsletter will be sent via Procure Connect updating parents on the Letter of the Week, Sight Word of the Week, the mentor text we will be focusing on, the Number of the Week and other important and exciting happenings at school!

## PROCARE CONNECT

Procure Connect is our online portal in which we will use for parent communication, billing, attendance, important family/student information, etc. Download the app on your devices to create an account. Procure Connect is compatible with both Android and Apple devices.

## PARENT NOTIFICATION POLICY

In the event of illness or major injuries, parents will be contacted via Procure Connect and/or telephone immediately. Accidents and minor injuries will be discussed with parents at dismissal in person and/or Procure Connect.

## VOLUNTEER POLICY

Volunteers will be accompanied by a staff member at all times.

Volunteers will be asked to sign a document stating that he/she has not been convicted of the following:

- Child Abuse/Neglect
- A felony involving harm or threatened harm to an individual

Volunteers will also be run through the Public Sex Offender Registry.

## FIELD TRIPS

We will go on occasional field trips. Transportation is not provided for field trips. A parent or another approved adult is required to stay with your preschooler.

## SHARING

We will be sharing every week in school. Instructions for sharing will be in our weekly newsletter. No toy guns or weapons, please.

## HEALTH POLICIES AND PROCEDURES

Should your child acquire head lice, we will call you to pick up your child. Your child must be free from lice before returning to school. This is a very common and contagious condition.

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 current according to state law and the medical form signed by a physician. In order for your child to begin school at Mrs. O's Preschool, he/she needs a list of all completed vaccinations signed by a physician. **Waivers will NOT be accepted.**

**\*The Covid-19 Vaccine is NOT mandatory.**

Each staff member has received medical clearance from a primary care physician. Medical clearance forms are kept on site. All lead staff members are trained in first aid, CPR, AED, and dealing with blood borne pathogens,

Mrs. O's Preschool does not administer medication unless it is necessary in an emergency.

COVID-19 and Illness

\*Please see the Covid-19 and Illness Policies and Procedures handout.

## SAFETY AND WEATHER RELATED POLICIES

Mrs. O's Preschool will follow the Portage Public Schools closing recommendations. You can sign up for text/email alerts through [wwmt.com](http://wwmt.com). You will know we are closed if Portage Public School has canceled school for the day (Mrs. O's Preschool will not be listed). 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 via email.

### Emergency Weather Procedures:

\*We will practice each drill twice between the months of September and April.

*Tornado-* In the event of a tornado warning, students will be escorted by their teacher to the child bathrooms located in the classroom. These bathrooms do not contain any windows. Each teacher will conduct a head count and have a cell phone on hand.

*Fire-* In the event of a fire, students will exit through the nearest emergency exit. Each classroom contains an outside door with a walkway. Students will be escorted to the neighboring parking lot (Raymond James). There are two additional doors located on either end of the building.

### Other Serious Accidents/Injuries and Other Emergencies



*Man-Made Disaster including a person wishing to do harm to the school* - Your child's safety is our number one priority. We will make decisions based on keeping your child in the safest possible environment. It is possible that we may exit the building and relocate. If this does happen, a teacher will remain with your child at all times and we will contact you as soon as possible to give you information on your child's well-being and new location.

*Child Injury* - Despite our best efforts to keep your child safe, sometimes accidents happen. We are trained to assist your child for minor injuries (scrapes, cuts, small falls). However, if the injury is more severe (bumps on the head, large falls, possible broken bones), we will contact you immediately through phone and call 911 if necessary. In the event we cannot reach you, we will contact the provided Emergency Contacts. Please keep this up to date!

*Power Outage* - In the event of a power outage, all families will be contacted to pick up their children and the facility will close for the remainder of the day.

## **BEHAVIORAL EXPECTATIONS**

At Mrs. O's Preschool, we follow, model, and expose each preschooler to our six core values: respect, courage, determination, confidence, playfulness, and community. All discipline actions will be positive in nature. The method of discipline will vary with the age and action of the child. Individual teachers are given discretion in how to handle each situation as it arises. As a matter of policy, the following is a general framework for discipline.

- Separate the child from the behavior
- Redirect the child's behavior
- Give acceptable choices
- Use positive language
- Look for a deeper problem

Our priority is your child's safety. If we feel a child is struggling with following the classroom directions and is putting themselves or others in a dangerous situation, he/she will be moved to the "Take A Break Station".

If the behaviors continue, a meeting will be scheduled between the parents and teachers. Parents will be asked to withdraw their child if the behaviors are not corrected.

## **LICENSING NOTEBOOK**

The center does not keep a licensing notebook, but the internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).