



2018-19 Parent Handbook

Our Philosophy

Bounce is committed to supporting each child's social, emotional, physical and educational development while respecting the individual differences. We strive to promote children's education, health and self-worth. Our objective is to provide every child with a safe, loving environment and opportunity to engage in a wide variety of educational experiences.

Mission Statement



OUR MISSION is to **ENRICH** and **ENERGIZE** our students by helping them to recognize their **INNATE WORTH** by celebrating their own personal "10", maintaining an environment that keeps them **SAFE** from harm, creating a **FUN** learning environment which will instill a **LOVE OF LEARNING**, and helping students to learn to care about and help others.

Table of Contents

Page 2 - Welcome Letter and FAQ

Page 3 - Operational Policies

Page 4 - Daily Sample Schedules, Group Size, Dress Code and Personal Items

Page 5 - Nutrition and Snacks, Drop Off and Pick Up Policies

Page 6 - Behavior Management

Page 7 - Safety Procedures, Environment

Pages 8 and 9 - Health and Medical

Pages 10 and 11 - Bounce Preschool Academy Enrollment Form

Pages 12 and 13 - Developmental History Form

Page 14 - Volunteer Policy and Form

Additional Forms:

Bounce Release Form

Child Information Record

Health Appraisal

Days & Hours of Operation

Bounce Preschool Academy Hours:

Monday/Thursday 8:45am-4:15pm

Wednesday 8:45am-12:15pm

Bounce Gymnastics and Office Hours:

Monday-Friday 8:45am-8:30pm

810-632-7222, x2

2755 Arena Drive

Hartland MI 48353

www.HartlandSportsCenter.com

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Dear Families,

Welcome to Bounce Preschool Academy!

We are extremely honored you have chosen us to be a part of your child's learning experience. We are a State of Michigan licensed, play-based preschool, designed to provide a stimulating, nurturing environment. We have a certified teaching staff that are qualified to meet the needs of each child with love and creativity while offering a warm and secure environment, small classroom numbers, sensitive teachers and staff, and a loving family-like support for all children and parents.

Bounce Preschool Academy offers children an opportunity to grow in an unique environment that supports each child as a whole. We help each child become a unique individual by nurturing self-confidence and self-esteem through daily experiences and by providing opportunities for self direction and a sense of responsibility that encourages them to learn social, as well as academic skills.

Our environment, which is unique and unlike any other in the area is set up to challenge and develop all aspects of your child's learning. This includes language arts and literacy, mathematics, science, social and emotional development, and gross and fine motor development.

Sincerely,
Abby Dahlgren, Bounce Preschool Academy

Frequently Asked Questions

What Preschool Programs are offered?

3-5 year old - T/TH 9:01a-12:00p or T/TH 1:01p-4:00p

Optional add on day for 3-5 year olds- Wednesdays 9:01a-12:00p

What are the birthday requirements? A child must be 3 years of age by September 1, 2018

What is the first and last day of school? September 11, 2018 - May 23, 2019

Holiday breaks? There will be NO CLASSES: 11/19-23, 12/20-1/2, 3/25-3/29.

Do you have to pay for school supplies? No ***Who provides snack for the preschooler?*** Parents provide a snack and drink.

Does the preschooler have to be potty trained? Yes

What if I decide not to attend or need to pull my child out of school before the end of the year?

Once you have registered for your child's spot you are obligated and bound by the installment tuition terms.

What if I cannot pick my child up?

A written notice must be sent to the office, instructing staff who they can release a child to. Staff may not release children to anyone who is not authorized by the custodial parent(s).

What should my child wear? Children should be dressed in comfortable, weather appropriate play clothes.

What qualifications do the teachers have?

We require our lead teachers to be Michigan Certified teachers or Certified in child development. Our staff is certified in basic First Aid and CPR and maintain the highest education and training to comply with the licensing rules as required by the State of Michigan. A licensing notebook is kept on-site and available for you view.

Operational Policies

ADMISSION POLICY:

- The number of participants is limited, so enrollment is based on a first-come, first-serve basis.
- There is a non-refundable annual registration fee for each child. Your annual registration fee is \$100. The registration fee must be paid to hold your spot in an assigned class. If you have paid a registration fee for the Bounce Preschool Academy for 2018-19 we will waive the \$45 annual registration fee for your entire family for gymnastics.
- A child must be 3 years of age by September 1, 2018 to enroll.
- Submit a completed registration packet which includes Bounce Preschool Academy enrollment form, Bounce Release Form, Child Information Record, and Health Appraisal, as well as required health forms. These must be turned in by the 1st day of class.
- Must be toilet trained.

PROGRAM CALENDAR: Our program runs from September 11—May 23. There will be NO CLASSES: 11/19-23, 12/20-1/2, 3/25-3/29. If Hartland Schools call a snow day, we will be closed. We do accept enrollment throughout the year as space allows.

SCHOOL CLOSING POLICY: All of Bounce's daytime programs, including Bounce Preschool Academy, will follow the Hartland School District closings. If Hartland Schools are closed due to weather, Bounce Preschool Academy will be closed. We factor in 5 snow days per year. Any additional snow day(s) beyond that will be made up at the end of the school year.

If for any reason school must be closed, you will receive an email and a phone call from us letting you know there will be no school.

TUITION: Tuition is Paid in Full prior to September 1st, or if you prefer, you may enroll in our convenient *Nine (9) Payment Installment Plan*. Your tuition includes a gymnastics class within your class time.

If you choose the **Nine (9) Payment Installment Plan**, the tuition is broken into nine **EQUAL** installments (Sept-May), due on or before the first of each month with valid debit or credit card. You may choose to pay each payment with a check, however you must keep a credit/debit card on file in the event timely payment is not received. If your payment is not received by the 15th, the card on file will be charged along with a \$15 late fee. Your tuition pays for a class spot, regardless of attendance. Therefore, if you withdraw, you are still responsible for the remainder of installments.

WITHDRAWAL POLICY: There are no make-ups or refunds. Because our excellent student/teacher ratios affect our budget, we plan on your child's enrollment for the entire year. Therefore, tuition will not be refunded because of withdrawal. Once you have registered for your child's spot you are obligated and bound by the installment tuition terms outlined in our Parent Handbook.

In the event that a child is having any problems, a conference will be arranged between you and the Preschool staff. We reserve the right to terminate enrollment of a child, if, in the opinion of the staff it is not beneficial for the child to continue in the program or if their enrollment is detrimental to other children.

Daily Sample Schedules

AM Classes

9:01-9:30a
9:30-10:15a
10:15-10:45a
10:45-11:15a
11:15-11:30a
11:30-12:00p

PM Classes

1:01-1:30p
1:30-2:15p
2:15-2:45p
2:45-3:15p
3:15-3:30p
3:30-4:00p

Topics/Event

Greeting and group time
Educational Activities
Music and small group activities
Gym
Snack
Group/dismissal

Group Size

4's-18 students with 9:1 ratio

3's-14 students with 7:1 ratio

Dress Code and Personal Items

Since children like to be independent we encourage you to allow them to choose their outfits for school. However, please make sure they are weather appropriate not constrictive or elaborate. Please note that we will have many "messy" hands on activities and arts and craft projects so please make sure clothes are washable. We will also have gym time daily so pants with no zippers are preferred, such as leggings, sweatpants, etc.

We do require that your child comes with an extra set of weather appropriate clothes to each class (extra shirt, pants, underwear, socks and shoes). Accidents happen and we want each child to feel comfortable throughout the day. Please write your child's name on all extra pieces of clothing.

Shoes are an important part of your child's day. Please dress them in comfortable, well-fitted shoes made for playing in and outdoors.

All students should come to class with outdoor weather appropriate outer clothing. Students will be exploring the outdoors, going on nature walks, playing in the snow, etc and must come dressed for the constantly changing weather here in Michigan. In the winter months children should have snow pants, winter coat, snow boots & indoor shoes, mittens and a hat.

Personal Items/Possessions From Home

Bounce is not responsible for any lost or damaged items and therefore we recommend that your child leave any and all personal items i.e. toys, books, electronics etc. at home. If your child does lose anything, please check in with the front desk to see if it was found and to be put on a call list if it does get turned in. There is also a lost and found bin in the main gym hallway between the restrooms.

On any special days such as "show and tell", write your child's name on any item they bring in. All items will stay in their backpack until it's time for the activity and promptly returned right after the activity. Staff will do their best to insure all items get home safe but unfortunately Bounce cannot be responsible for any lost or damaged personal items.

Nutrition and Snacks

Proper nutrition is an important part of the learning process. Each class period will consist of a snack time served family style. Gaining independence is one of the core goals at Bounce Preschool Academy so teachers will only be there to *assist* children during this time, not do everything for them. Children will learn to set up, eat and clean up with minimal assistance, if any. Snack time will also be used as a time for teachers to engage children in conversations on topics including healthy eating habits, food groups, benefits of healthy eating and more.

All students should come to class with a healthy snack and drink every day. We highly recommend fruits, veggies, whole grain crackers, meat or cheese to eat. Water or milk to drink. We will use their snacks as ways to talk about healthy eating. If you should forget their snack please do not worry. We will never let a child go without a snack. We will provide them with a healthy snack and water.

Special Diet Needs and Restrictions

Please inform us of any special diet needs or restrictions your child may have due to medical reasons. Report any and all allergies that we need to be aware of on your child's health information packet.

Peanut and Nut Free Classroom

Because of the extreme nature of allergic reactions to peanuts and products containing or even made in facilities where there are nuts, Bounce Preschool Academy will not allow any nuts and/or food containing nuts or nut products to be brought in by their students. However, Bounce Preschool Academy is inside Hartland Sports Center and therefore, cannot guarantee that common areas will not have nut products, such as: the concession stand, lobby, gym, ice rinks and restaurant area.

Drop Off and Pick Up Policies

Drop off Policy When arriving at school, each child must be walked into their classroom and signed in by an adult. The teacher will open the classroom doors right at 9:00 am to welcome in the children and speak with anyone who needs to talk to them.

Pick up Policy Parents are expected to arrive on time for their child's departure. The teacher will be going over the day's activities and letting you know what to look for that the child should be bringing home. You will be given a 5 minute grace period. If you are later than that, you will be charged \$1.00 for each additional minute.

When arriving for pick up, each child must be signed out by their parent/guardian. The teachers will only release the child to their parent/guardian unless they are aware of any changes.

Our staff must have written authorization from a parent/guardian for anyone, other than the parent/guardian to pick up a child. We will not allow a child to leave with anyone else without dated/written permission from the parent/guardian. Each written permission slip will be checked with the license of the person who is picking up. A written, dated permission slip signed by the parent is required for each change on any given day. Exception: if a child rides home with the same non-parent person numerous times throughout the year, we will accept a one-time written slip.

In the case of any custody issues it is the parent(s)/guardian(s) responsibility to provide court documentation of the agreement clarifying the rights and responsibilities of each parent while that child is in our care. Without

court documentation Bounce Preschool Academy will assume each parent has equal rights to drop off and pick up the child.

Behavior Management

Discipline Policy

The preschool years are very important in the development of personality and self-esteem and children are testing his/her own behavior and the limits of their environment. Because of this teachers will work individually with their class, parents and children to set guidelines for developmentally appropriate behavior and disciplines that work well for the individual child in addition to our code of conduct.

Bounce Preschool Academy's goal is to help guide children in a positive way which allows children to develop the skill of self-discipline. Children are more likely to develop this skill and behave appropriately if they are treated with respect and given clear, consistent limits. Our teachers are here to help children understand rules and expectations and understand the consequences of their actions.

Bounce Preschool Academy will only use positive methods of discipline and guidance that encourage self-control, builds self-esteem and respects the child and the classroom.

Teachers will:

- Demonstrate and encourage proper behavior
- Focus on the positive behavior we want to see, not the unacceptable behavior
- Remind students of the acceptable behavior with clear statements of what is allowed
- Redirect the negative behavior to a more positive one
- Give the child an opportunity to correct behavior
- Briefly have the child take a break from the group or activity only when deemed necessary and appropriate for child's development. This is only used when the child is showing temper tantrum type behavior that could result in the child hurting themselves, others or property.

Under NO circumstances will the following types of discipline be use:

- Humiliating, ridiculing, harsh language, or physical punishment
- Restriction of basic needs
- Requiring a child to sit and be inactive for inappropriate amounts of time

Parents will be informed if behavior problems arise. The first offense will result in an "oops" note sent home describing the incident and outlining future consequences if the undesired behavior continues. Teachers will work together with parents on necessary behavior modifications.

If necessary, the director will be notified of any persistent misbehavior and parents will be asked to meet with the teacher and student. Continued misbehavior and/or class disruption will be documented and could result in expulsion. Any child that is harming him/herself or other children may also be asked to leave school.

Behaviors that will not be tolerated and result in immediate contact of parents:

- Any physical harm to another child including biting, hitting, shaking, etc,
- Malicious destruction and damage of property. If it's determined that the child's behavior is responsible for the destruction of property, the parent(s)/guardian(s) will be responsible for the repair or replacement of the property.
- Bring in weapons, real or pretend to class or pretending to do any violent acts to another child or staff including shooting, stabbing or blowing up another person.

Safety Procedures

Emergency Drills and Procedures

Bounce Preschool Academy staff and students will perform regular fire, tornado and emergency drills throughout the school year. Parents and children will be aware of each of the drills and the process of them.

In the event of a real emergency, parents will be notified as soon as possible via phone and email. If it becomes necessary to remove the children from Bounce, children will be taken to one of the emergency evacuation sites. In the case of a fire, children will be escorted across the front parking lot to the grassy area out front of the building. If it becomes necessary to seek shelter, the children will be taken to the Hartland Pediatrics building out front on M-59 (11525 Highland Rd). In that case, you may be asked to pick your child up there.

In the event that the building must go into lockdown, parents will be notified as soon as possible via phone and email. During a lockdown, children will be moved to a secure location within the building where the doors will be locked and window secured. In this case, no one will be permitted to enter or leave the building until the center is cleared by emergency personnel.

Environment

Maintain A Clean Environment

It is our commitment to provide a clean and healthy environment. We strive to maintain a clean facility and take precautionary steps to prevent the spread of illness. Our center is cleaned on a daily, weekly and monthly basis. Every area of the center is on a continuous cleaning schedule. All of our staff participates in the daily cleaning rituals and we bring in a professional cleaning service several times a week.

Thorough and frequent hand washing has been proven to be the single most effective method of reducing the spread of infectious disease. We promote cleanliness and good hygiene for our students by including hand washing at various times throughout the day. Children will wash their hands with soap and warm water upon arrival, before eating snacks, after using the restroom and after various activities.

Certified BioGreen Clean Facility



As an extra added precaution, we are also a Certified BioGreen clean facility. To safeguard the health and well-being of our customers, families, kids and staff, we have incorporated a monthly BioGreen Solutions treatment as part of our normal cleaning program.

This process uses environmentally safe disinfectants with 100% green attributes to kill and protect against pathogens including bacteria, viruses, odors and mold.

Health and Medical

Health History

A health history, record of immunizations and physical evaluation are required from a licensed physician certifying that your child's health is satisfactory to attend Bounce Preschool Academy. All medical forms must be turned in at the time of enrollment.

Illness

If a child should become ill while in school, the parent/guardian will be notified for the following reasons and be asked to pick the ill child up from school:

- Fever of 100.0F degrees or more
- Vomiting or diarrhea
- Rash
- Any other illness symptom that seems to get worse over time

A child may be excluded from Bounce Preschool Academy when an illness or symptom prevents the child from participating in activities, when the illness/symptom requires more care than the staff can provide and is trained for, or when the illness or symptom compromises the health and safety of other children and staff.

Children who are absent with a contagious illness may not return to Bounce Preschool Academy without a written clearance from a doctor.

As adapted from the Academy of Pediatrician's report of the Committee on Infectious Diseases, children with any of the following conditions must stay home until the symptoms/condition have been resolved and the child has been symptom free for at least 24 hours or has been on medication for 24 hours.

- Conjunctivitis ("pink eye")
- Influenza
- Infections such as but not limited to- Pertussis, Strep Throat, Head Lice and Scabies, Coxsackie Disease, Hand, Foot and Mouth Disease, Chicken Pox, Impetigo, Mumps, Measles, Rubella, Hepatitis
- Eye Discoloration, ear or nose discharge
- Evidence of severe illness such as lethargy, unusual sleepiness, irritability, prolonged crying, inconsolability, obvious discomfort, labored, difficulty or rapid breathing, extreme coughing, wheezing, poor appetite.

Accidents

All staff are trained in basic first aid and CPR. When an injury occurs staff will perform the basic first aid necessary. If the injury is minor and the child is capable of performing class activities they will be permitted to return to class. If the injury prevents the child from participating in normal activities or is severe parents will receive a phone call to inform them of the situation. In all cases, an Incident Report will be filled out documenting the injury or incident.

Should a medical emergency occur, a staff member will call 911 for an EMS team to come to the building while another staff member performs basic first aid and/or CPR until EMS has arrived.

Allergies and Medications

Bounce Preschool Academy must be notified of any allergies or medical conditions your child may have and the medications used to treat them if necessary. Bounce can safely store your child's medications at our center and administer when necessary with a written permission from the parent/guardian.

All medications brought in to our facility must be:

- In original container
- Labeled with the child's first and last name
- Labeled with the date and dosage

And must include: specific directions

- Physician's name
- Expiration date
- Way to dispense the medication if in non pill form

For all non-prescription/over the counter:

- Must have a note from a doctor stating the exact dosage and frequency of the medication for that specific child and illness

Teachers will record the following information for all medicine dispensed during school hours:

- Child's name
- Name of medication
- Date, time and dosage given
- Name of person who gave it

MUST FILL OUT MEDICATION PERMISSION AND INSTRUCTIONS FORM



Session Dates: Sept. 11, 2018—May 23, 2019

There will be NO CLASSES: 11/19-23, 12/20-1/2, 3/25-3/29.

2018-19 PRESCHOOL ACADEMY ENROLLMENT FORM, Page 1

Family Information

Today's Date: _____

Parent's Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

Student and Class Info

Student's Name: _____ Birthday: _____

1st Choice Class: _____ Day: _____ Time: _____

2nd Choice Class: _____ Day: _____ Time: _____

ADD On (Optional Wednesday): Time: _____

Class Choices	Days	Times	Pay In Full (includes 3% discount)	9 installments
3-5 year olds	T/TH	9:01a-12:00p	\$997	\$114
3-5 year olds	T/TH	1:01p-4:00p	\$997	\$114
ADD ON:				
3-5 year olds	Add 3rd day option Wednesday	9:01a-12:00p	\$498	\$57

Tuition and Fees

Tuition is Paid in Full prior to September 1st, or if you prefer, you may enroll in our convenient *Nine (9) Payment Installment Plan*. Your tuition includes a gymnastics class within your class time.

_____ **Paid In Full** pricing includes a 3% discount. It must be paid in full at the time of enrollment and prior to Sept. 1.
(initial here)

_____ The **Nine (9) Payment Installment Plan** is broken into nine **EQUAL** installments (Sept-May), due on or before the first of each month with valid debit or credit card. You may choose to pay each payment with a check, however you must keep a credit/debit card on file in the event timely payment is not received. If your payment is not received by the 15th, the card on file will be charged along with a \$15 late fee. Your tuition pays for a class spot, regardless of attendance. Therefore, if you withdraw, you are still responsible for remainder of installments.
(initial here)

2018-19 PRESCHOOL ACADEMY ENROLLMENT FORM, Page 2

ADMISSION POLICY:

- The number of participants is limited, so enrollment is based on a first-come, first-serve basis.
- There is a non-refundable annual registration fee for each child. Your annual registration fee is \$100. The registration fee must be paid to hold your spot in an assigned class. If you have paid a registration fee for the Bounce Preschool Academy for 2017-18 we will waive the \$45 annual registration fee for your entire family for gymnastics.
- A child must be 3 years of age by September 1, 2018.
- Submit a completed registration packet which includes Bounce Preschool Academy enrollment form, Bounce Release Form, Child Information Record, and Health Appraisal., as well as required health forms.
- Must be toilet trained.

PROGRAM CALENDAR:

Our program runs from September 11—May 23. There will be NO CLASSES: 11/19-23, 12/20-1/2, 3/25-3/29. If Hartland Schools call a snow day, we will be closed. We do accept enrollment throughout the year as space allows.

TUITION: Tuition is Paid in Full prior to September 1st, or if you prefer, you may enroll in our convenient *Nine (9) Payment Installment Plan*. If you choose the **Nine (9) Payment Installment Plan**, the tuition is broken into nine **EQUAL** installments (Sept-May), due on or before the first of each month with valid debit or credit card. You may choose to pay each payment with a check, however you must keep a credit/debit card on file in the event timely payment is not received. If your payment is not received by the 15th, the card on file will be charged along with a \$15 late fee. Your tuition pays for a class spot, regardless of attendance. Therefore, if you withdraw, you are still responsible for remainder of installments.

WITHDRAWAL POLICY:

There are no make-ups or refunds. Because our excellent student/teacher ratios affect our budget, we plan on your child's enrollment for the entire year. Therefore, tuition will not be refunded because of withdrawal. Once you have registered for your child's spot you are obligated and bound by the installment tuition terms outlined in our Parent Handbook. In the event that a child is having any problems, a conference will be arranged between you and the Preschool staff. We reserve the right to terminate enrollment of a child, if, in the opinion of the staff it is not beneficial for the child to continue in the program or if their enrollment is detrimental to other children.

AUTHORIZING SIGNATURE (Parent/Legal Guardian)

By signing below, you are agreeing to all of the terms outlined on the front and back of this enrollment form and Parent Handbook, as well as the form of payment listed below. I authorize Bounce to charge the credit card listed below as outlined in the policies above.

CC Type: _____ Number: _____ exp. _____

Sign Here: _____

FOR OFFICE USE ONLY

Release Form on File: <input type="checkbox"/> yes <input type="checkbox"/> no	Bounce Member: <input type="checkbox"/> yes <input type="checkbox"/> no	
Annual Registration Fee \$100/per child (includes gymnastic class annual fee)		
Paid In Full Tuition		
1st Installment Payment for Class		
1st Installment Payment for Add On Friday		
TOTAL DUE:		

Developmental History Form, Page 1

Child's Information

Child's Name _____

Nickname _____

Birth Date _____

Age _____

Male Female

Home and Family Life

Mother's Name _____

Father's Name _____

Mother's Address _____

Father's Address _____

City, State, Zip _____

City, State, Zip _____

Child Resides with: Both Mom Dad Other _____

Mother's Primary Phone _____

Father's Primary Phone _____

Mother's Email _____

Father's Email _____

Sibling's Name	Age	Gender	Resides with Child (Y/N)	School
1.				
2.				
3.				
4.				

Please describe your child's home life: Example: Lives with both parents, siblings, grandparents, pets, etc.

Are there restrictive custodial issues of which the school should be aware? If so, please provide copies of supporting court documents.

Developmental History Form, Page 2

Home and Family Life

How does your child handle conflict?

How does your child express frustration/anger?

Does your child have any fears?

How is your child usually calmed/comforted?

Does your child play with other children? If so, what types of contact does your child have with other children and how often? Ex. older/younger siblings, play groups, day care, etc.

Are there, or have there been, areas of concern regarding any facet of your child's development and growth?

Are there any present/upcoming events/issues that might affect your child's emotional/physical state? Ex. new baby, divorce, move, etc.

Is this your child's first school experience? In no, please describe:

Do you have any concerns regarding your child in a preschool setting?

What do you hope your child will gain from the Bounce Preschool Academy experience?

Is there anything additional you would like to add concerning your child that would help us get to know him or her? (Special interests? temperament, etc.)

Form filled out by: _____ Date: _____ Relationship to Child: _____

Volunteer Policy and Form

Volunteers will work under the direction of staff and will be supervised by staff at all times. Volunteers will not be allowed to diaper children or escort children to the restroom. All volunteers will sign the Self Certification statement below attesting to the following:

- I have not been convicted of a crime falling under a listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- I have not been convicted of child abuse or child neglect
- I have not been convicted of a felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Volunteer Signature

Date

You may not volunteer until this form is submitted to the front desk. Each time you volunteer you must sign in on the Volunteer Sign-In Sheet located at the front desk.