



Starz Unlimited

Christian Preschool
And Daycare

Handbook



Program Philosophy

Our Starz Unlimited Preschool is a child centered educational program. We will follow the Jenison Public K-12 calendar as much as possible. Exceptions will be made pertaining to half-days, etc., and your child's teacher will keep you informed of any deviations in scheduling. Preschool provides a safe, nurturing environment including a social and active experience for your child.

Your child will be instructed by a certified teacher and assistant. He or she will gain an awareness and enjoyment of the world around him. This will be accomplished through a variety of youth scaled equipment, expressive material, and experiences not always available at home. Our philosophy is to provide a nurturing environment in which the children can develop their intellectual and social skills through structured education and activities.

Curriculum

Starz Unlimited Preschool is a Christian, fitness-based preschool program exclusively for children ages 3-5! Your child will experience an exciting and fun hands-on learning environment while developing in all areas throughout our God-centered, literature-based phonics programs. Each two-and-a-half-hour preschool class will incorporate the use of thematic units, center time, math and science manipulative, and 30 minutes of gymnastics instruction to engage your child in a well-rounded educational experience. Our program is designed to prepare your child with the necessary building blocks to succeed in kindergarten through our developmentally appropriate curriculum and activities.

Goals

Our preschool program is designed to provide your child with a positive learning environment with sports and gymnastics activities. We strive to support a positive self-concept in each child through encouragement and guidance. The program provides for social, emotional, intellectual, and spiritual development for your child.

Schedule of Operation

The Starz Unlimited Christian Preschool/Daycare is a school year program which begins in September – May. The hours are from 7:00-6:00pm. We are closed for the holidays throughout the year Thanksgiving, Christmas, and New Year's Day. A school calendar will be provided at the Open House for important dates of operation.

Tuition Fee

Two-day: \$837

\$415 due at time of enrollment and Nov 20th

\$93 monthly – 1st payment due at time of enrollment

Three-day: \$1170

\$585.50 due at enrollment and Nov 20th

\$130 monthly -1st payment due at time of enrollment

Four-day: \$1526

\$763 due at enrollment and Nov 20th

\$169 monthly – 1st payment due at time of enrollment

Five-day \$1832

\$9*16 due at enrollment and Nov 20th

\$203 monthly – 1st payment due at time of enrollment



Starz Unlimited Preschool and Daycare

9:00 – 9:15	Welcome to Preschool – Free Play
9:15 – 9:20	Clean-Up
9:20-9:30	Circle Time: <ul style="list-style-type: none">*Months of the Year*Days of the Week*Date*Colors and Shapes*Zoo-phonics*Alphabet
9:30 – 9:40	Music and Movement: <ul style="list-style-type: none">*Freeze Dance*Animal Action*Shake your Sillies Out*Bear Hunt*Specials
9:40 – 10:00	Letter/ Number Activity or Table Center Rotations (Stations) <ul style="list-style-type: none">*Letter/ Number Worksheets or Activities*Puzzles, Lacing, Coloring*Fine Motor*Sensory Table
10:00 – 10:30	Gymnastics *Rotations, Open Gym, Pit, Floor Games and Parachute
10:30 – 10:40	Bathroom Break
10:40 – 10:50	Prayer, Snack and Bible Story
10:50 – 11:10	Craft, Game or Organized Group Activity
11:10 - 11:20	Floor Play – Dramatic Play, Books or Floor Puzzles
11:20 - 11:30	Clean –up, Closing Circle, Story and Prayer



Starz Unlimited Daycare

11:45-12:30	Lunch time/Clean Up
12:30-1:00	Open Gym time
1:00-2:30	Nap/rest time/Quiet activities
2:30- 3:00	Free Play-Area play
3:30-3:50	Snack time
3:50-4:15	Open Gym/Outside time
4:15-6:00	Area/Craft/Free choice until pick up



Enrollment

Each child MUST have the following items before attending preschool:

1. A signed report of the state of the child's health, based on an evaluation by a qualified physician. Children's physicals must be completed sometime between May and the start of preschool (mid-September). The report shall contain the statement that participating in a preschool will not be detrimental to the child's health. Restrictions on the physical activity, if any, shall be reported by the physician.
2. Immunization procedures and boosters completed, or in progress, against DTP (diphtheria, tetanus), polio, MMR (measles, mumps, and rubella), varicella (chicken pox), Hepatitis B, and Hemophilic influenza type B.

Any child who will be three years of age by November 1, and is toilet trained, will be eligible for the three-year-old program. Any child who will be four years of age by November 1, and is toilet trained, may attend the four-year-old program.

Attendance/Illness

Children should be kept home when they have had the following conditions within the last 24 hours: fever, persistent cough, diarrhea, contagious rashes, and/or vomiting. Please call the preschool if your child will be absent. We request a two-week notice, in writing, when a child will be absent for a week or more due a family vacation, etc.

Class Size

There is a limit of 17 preschoolers per 4-year-old class. There is a limit of 16 preschoolers per 3-year-old class.

Equipment

The equipment and supplies are sized appropriate to the age and skill levels of our preschoolers.

Field Trips

Due to concerns regarding liability and the child restraint system guidelines from NHSTA, which now requires that all children under age four be properly restrained in a car seat, field trip transportation is not provided. If you are unable to attend a field trip, please coordinate a ride for your student with other parents.

Divorced Parents

In the case of divorce, either parent may pick up a child unless a court order indicates limited visitation or / no visitation. A copy of the court order should be on file if there is no or limited visitation on the part of one parent. If parents are in the process of separation or divorce, while the child is in care, every attempt should be made to keep childcare staff members informed on issues affecting a child's custody or emotional well-being.

Guardianship

If a child is enrolled by a legal guardian, rather than a parent, a copy of all appropriate legal paperwork must be on file with the preschool. This is especially critical if natural parents have no custodial or visitation rights.

Emergency Release

Only names on the emergency card will be available to pick up your child – ID will be checked.

Supervised Visitation

In the event that one parent has been restricted by the court to supervised visitation, it must be understood that such supervised visitation cannot occur at the preschool. State mandated staffing requirements would not permit assignment of any staff persons to a supervisory role in such a visitation.

Special Note

Please inform the teacher if your child has any special needs.



Conferences

Good communication between parents and the preschool staff is important. You will be informed during the school year of any planned conference time.

Clothing

Please send an extra outfit with your child in their backpack in case of an accident. Please put your child's name on any item your child brings from home. Dress comfortably. Please, no leotards for 3-year-olds as children have a difficult time in the bathroom.

Delinquent Tuition

We recognize that families experience financial difficulties for several different reasons. However, you will be expected to contact our office regarding this subject matter. An effort will be made to place you on a different installment plan which may be better suited to your current financial situation. In the event you fall two installments behind, you run the risk of your child being removed from the program. If total payment is not received prior to the end of the school year, we will pursue other means of recovering all outstanding tuition.

Late Pickup Fees

Parents must pick up their children immediately following dismissal of preschool. There will be a late fee of \$10 per 1/4 hour for not picking your children up on time. We would appreciate your support and cooperation regarding this subject matter showing the teacher and assistant respect for their time.

Child Management

The following steps will be taken to encourage children to grow in self-esteem, self-control, and self-direction. Each child will always be treated with dignity.

- The teacher will set clear, fair, and consistent limits for the children.
- The teacher will help children in conflict resolution through modeling skills and problem-solving techniques.
- The teacher will patiently remind children of rules, with the knowledge that mistakes are often valuable learning opportunities.
- If a conflict cannot be resolved following these steps, a time out chair will be used with children 3-5 years old. Time out will not be used for those younger than 3 years old.

Withdrawal Policy

If a student withdraws from the program, the tuition is due until the last day of school. We do not offer refunds.

Snacks/Nutrition

A small snack is given each day. Snacks are provided by parents. A donation list of approved snacks will be available at the open house. Allergy sensitive snack donations are appreciated. Starz Unlimited is a peanut free environment. Water will be given for the beverage at snack time due to the Starz Unlimited sensitivity to nutrition and allergies. Hand washing is required before and after snack time.

Weather, School Closings, and Related Information

In the event of inclement weather, preschool may be forced to cancel classes. If Jenison Public Schools are closed due to weather, then preschool will also be closed. If there is a 2-hour delay, morning preschool will be cancelled. Please look on our Facebook page for updates or email for communication due to closing.

Preschool will be cancelled in the event of a tornado warning being issued prior to its scheduled start. When a tornado warning is issued all children will be moved to a safe location determined by the program director. The teacher will take the attendance book and call roll. However, you may come and pick up your child from school if you wish during any severe weather warning or watch.

Emergency Procedures

In case of an injury, parents will be notified, followed by communication for medical assistance. It is important to have up to date emergency telephone numbers so we may contact you. In case of fire or Bomb Threats, the students will be evacuated from the building – The authorities will be notified.

Licensing Notebook

The Licensing notebook is in the gray cabinet located in the preschool room.





Accident/illness Guidelines



Scrapes

If the child scrapes and has some bleeding, put on the gloves, the wound would be cleaned and the child would be given a band-aid from the first aid kit, in our cabinet.

Bumps

If ice is needed there are ice packs in the ice dispenser.

*Parents will be notified with an incident report filled out. We will place in their mailbox. A follow up text/call or in person to the parent will also be done.

Injuries – Serious Accident

All included but not limited to the following:

- A child is lost or left unsupervised.
- Alleged sexual contact between children or a child and staff member or volunteer.
- Physical discipline of a child by a staff member or volunteer.

If the child has an injury that requires more attention:

- Assistant will take the class and the teacher will care for the child.
- If an emergency the assistant will call 911 and the teacher would continue to sit with the child.
- If needed CPR would be given until ambulance arrives.
- Parents will be notified immediately by phone call. An injury form is written up as well.

Child illness

Parents will be notified immediately when the center observes changes in the child's health, and too ill to stay in the group.

- The child will be cared for in a separate area supervised until the parent arrives.
- Items and facilities, including bedding, toys, toilets, and lavatories, used by the ill child shall not be used by any other person until thoroughly cleaned and sanitized.
- If the center becomes aware that a child in care has contracted a communicable disease, then the center shall notify parents of the following:
 - * The name of the communicable disease.
 - * The child may have been exposed.
 - * The symptoms of the disease.

General Information

Please complete each form in this packet and return to Starz Unlimited Preschool before the first day of school. Your child can not participate in the class until all paperwork is complete.

Health Form- This form must be turned in before the first day of school so your child can participate.

Calendar of Events –We will provide a quick glance calendar with all scheduled field trips, upcoming school closing, holiday parties, and Christmas Program.

Open Sign – School starts at 9:00 am. It concludes at 11:30 am. Starz Unlimited Preschoolers will be allowed in to enter the classroom 5 minutes prior to opening. Teachers will open door when it's time to enter.

Share Bag Student – Each day we have a share/special student. This child will bring home the share bag that contains a note. When they bring the bag back, please include a snack to share and a show-n-tell item. If a snack is forgotten, or a child is ill, we will provide the snack. It is recommended that prepackaged snacks be used instead of homemade snacks. However, we know special birthday treats are usually homemade.

R 400.8146 (1) *Information provided to parents*

Enrolling a child that includes at all the following

(a-)

(j) *Notice of the availability of the center's licensing notebook.* The notice shall include all the following:

(i) *The licensing notebook contains all the licensing inspection*

And special investigation reports and related corrective action plans since May 28, 2010.

(ii) *The licensing notebook is available to parents during regular business hours.*

(iii) *Licensing inspection and special investigation reports from at least the past 2 years are available*

On the childcare licensing website at www.michigan.gov/michildcare.

I have read “The Starz Unlimited Preschool and Daycare” Handbook. I understand the information provided and agree to follow The Starz Unlimited guidelines and polices. I also have been notified of the location of the preschool’s licensing notebook available to look at any time.

Parent/Legal Guardian Signature: _____

Date: _____

