

Part 1: Type of Program

Mighty Mack Preschool is a preschool program designed to provide a preschool education to children who have turned four or five years of age by August 1st of the school year. Mighty Mack Preschool will be licensed by the State of North Dakota, Department of Human Services (N.D.C.C. 50-11.1, N.D.A.C. 75-03-08 through 75-03-11.1) and will have a highly qualified Early Childhood Educator Teacher in the classroom.

At Mighty Mack Preschool, each and every student will receive the best preschool experience, both educationally and socially. Preparing a student to enter the elementary school years with a foundation of knowledge is critical. In addition, the early learning years of social and emotional development are equally important. The staff at Mighty Mack Preschool will get to know each child individually and will work to help each child grow throughout their time here.

It is the goal of Mighty Mack Preschool to have highly educated and skilled employees who are well-trained. All staff will be educated and/or trained to do their job, to include formal training and an annual review of policies and procedures. All staff will be First Aid and CPR certified, to ensure that all students have the best possible education.

Part 2: Floor Plan

See separate document of Classroom and Outdoor space floorplans.

Part 3: Budget

See separate document of Annual Budget for 2016-2017 school year.

Part 4: Mighty Mack Preschool Policy Manual and Parent Handbook

Mighty Mack Preschool



Policy Manual 2016

Mighty Mack Preschool Policies and Procedures

I. Introduction

- a. At Mighty Mack Preschool, each and every student will receive the best preschool experience, both educationally and socially. Preparing a student to enter the elementary school years with a foundation of knowledge is critical. In addition, the early learning years of social and emotional development are equally important. The staff at Mighty Mack Preschool will get to know each child individually and will work to help each child grow throughout their time here.
- b. It is the goal of Mighty Mack Preschool to have highly educated and skilled employees who are well-trained. All staff will be educated and/or trained to do their job, to include formal training and an annual review of policies and procedures. All staff will be First Aid and CPR certified, to ensure that all students have the best possible education.
- c. The policy manual is designed to provide information and guidance for Mighty Mack Preschool and can be changed at any time.

II. General Employment Policies

- a. Each position within the preschool will have a formal job description that outlines job duties and responsibilities that are associated with that position. Employees will be hired and will be required to acknowledge that they can perform the duties outlined in their identified job description. Mighty Mack Preschool does not discriminate in any way in regards to race, color, religion, sex, age, national origin, disability, status with respect to marriage or public assistance, or participation in lawful activity during non-working hours. Mighty Mack Preschool is also an Equal Employment Opportunity employer.
- b. Prior to any employee beginning employment, formal reference checks will be completed. In addition, each employee will be required to complete a background check, to include the child abuse and neglect registry.

- c. Employees will begin employment on a probationary status and will remain on probation for a period of three months. After three months of employment, a performance review will be conducted. Upon completion, a determination will be made as to whether permanent employment is offered. An employee's probationary time period can be extended at the discretion of the Director.
- d. All employees on permanent employment status will be evaluated annually regarding performance, or on an as needed basis.
- e. Should an employee have concerns regarding their employment, immediate contact with the Director is encouraged.
- f. The Director will maintain employment files for each employee. Employees have the right to review their file at any time by contacting the Director. All employment related documents, to include hiring documents, performance, and training participation will be maintained in the employee's file. Any correspondence related to employment will also be maintained in a separate section in the file. Employee files are confidential and will be stored in a locked cabinet in the Director's office. The content of the employee's file will only be released upon written approval of the employee, or by law.

III. Hours of Operation and Employee Compensation

- a. Employees will begin employment at an agreed upon wage, that is competitive with like positions within the state. Employees who work 40 hours per week will be considered Full-time and will receive Full-time benefits. Benefits will not be provided to Part-time and temporary employees.
- b. Mighty Mack Preschool will be open from 8:30 to 4:30 each day. The school year will begin the Tuesday after Labor Day and will end the Friday before Memorial Day.
- c. Employees will maintain daily documentation regarding hours worked. This will be a formal document that is then used for payroll purposes. Employees will be paid every other Friday.

- d. Employees will be paid for all required training, to include formal training and staff meetings.
- e. Arrangements will be made with certified instructors to provide CPR and First Aid training upon hire, and annually thereafter. Employees will be paid during the time that they participate in these formal training activities.

IV. Leave – Requests for Time-off

- a. Full-time employees may use sick leave for any illness related absences for themselves, their spouse or a child.
- b. Full-time employee will receive five paid vacation days that can be used throughout the school year. Vacation time must be request in advance and approved by the Director.
- c. Full-time employees will be provided with a 30 minute lunch break between the two shifts of Preschool.
- d. If any employee is called into active duty, a leave of absence under the Uniformed Services Employment and Reemployment Rights Act, will be granted upon receipt of the employees written orders. The employee's position will be maintained at the Preschool during their time of absence.

V. Benefits for Employees

- a. Each Full-time employee will be paid for nine holidays. These include President's Day, Veteran's Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas Day, Martin Luther King Jr. Day, Good Friday, and Easter Monday.
- b. Employees are encouraged to take their vacation days during the school year as they will not be carried over to the following year. Full-time employees will receive five paid vacation days per school year. Upon approval of the Director, these can be taken for any day that the Preschool is in session.
- c. Full-time employees will be accrue one day per month of sick leave, which can be used for illness related absences for themselves, their spouse or a child. Unused sick leave will be carried over from school year to school year and can be

accumulated throughout the duration of employment. Unused sick leave will not be paid to the employee upon separation from employment with Mighty Mack Preschool.

- d. Full-time employees will receive three days of paid leave for a death of an immediate family member, which includes spouse, parents, siblings, children, step parents, step siblings, step children, in-laws, grandparents, and grandchildren. If more than 3 days are needed, the employee may use vacation time or may take leave without pay.
- e. Full-time employees will be compensated at their regular wage for jury duty.

VI. Health Insurance and Other Employee Benefits

- a. Full-time employees are provided with a single health insurance policy and the premium will be paid by Mighty Mack Preschool.
- b. Mighty Mack Preschool will pay premiums into Worker's Compensation for all employees within the Preschool. Should an accident occur while performing official duties, the Director must be notified immediately.
- c. Through the payroll process, Mighty Mack Preschool will deduct required federal Social Security payments.
- d. Mighty Mack Preschool will also maintain status for unemployment insurance.
- e. After successful completion of employment with Mighty Mack Preschool, a 3% annual contribution will be made towards retirement. Employees have the option to match any portion of this contribution.

VII. Professional Conduct of Employees

- a. Staff will be required to maintain professional relationships and boundaries with other staff, children and their families.
- b. Staff will dress in casual, yet professional manner. Clothing should be in good repair and without holes. Shorts can be worn as long as the length is within one inch of the knee. Tank tops or crop tops are not permitted. Logos on clothing that advertise

drugs, alcohol, tobacco, or are in any way offense, are not permitted.

- c. Employees are required to be committed to their work schedule and absences kept to a minimum. Should an employee need to be absent from work, immediate notification to the Director is required. Failure to comply with employee work schedules, tardiness or excessive absences will be subject to disciplinary action, which may include termination.
- d. Mighty Mack Preschool and its grounds are drug, alcohol, smoke and tobacco free. These are not permitted in any manner on the property. Employees will undergo immediate termination if under the influence of recreational drugs or alcohol during work. Drug tests may be given when employee is suspected of being under the influence.
- e. Mighty Mack Preschool will be a positive working environment for all who are employed. All acts of sexual harassment must be immediately reported to the Director. Disciplinary action, to include termination, will be taken if verification of activities is done. All reports will remain confidential. Disciplinary action, to include termination, may also be taken for false accusations.
- f. Any disciplinary action will be handled by the Director. Various stages of discipline to include verbal warnings, written warning, conditional work improvement, suspension, or termination will be at the discretion of the Director.

VIII. Preschool Safety for Staff and Students

- a. Each employee will be provided with a Mighty Mack identification badge. Staff are required to wear it at all times throughout the day.
- b. Mighty Mack Preschool is locked throughout the day and employees are provided with the code for the door. Visitors will be able to ring a door bell, which will be responded to by staff.
- c. All employees of Mighty Mack Preschool are mandatory reporters and will be serviced annually on the prevention of abuse and neglect. If there is any suspected abuse or neglect, the

employees will be provided with SFN-960, to report the incident to Child Protective Services, consistent with ND law.

IX. Resignation and/or Termination of Employment

- a. Should an employee choose to end their employment with Mighty Mack Preschool, a written notice of resignation will be required, with a minimum of a two-week notice. Professional staff are asked to provide 30 days, if at all possible to minimize the disruption to students during the hiring process.
- b. Should an employee's employment end due to termination by Mighty Mack Preschool, immediate steps will be taken to ensure that there is not a disruption to the students.

X. Discipline of Students

- a. Mighty Mack Preschool strives to be a positive learning environment; however, with children, it is inevitable that conflict between children may occur.
- b. Should issues arise, the response by Staff will be to address it in the most positive manner possible, while ensuring the safety of the students within the classroom. This may involve a short time away from the other students to calm down, or a period of time for the child to take a break. Steps will be taken to ensure that time away is minimal, while ensuring safety for everyone involved.
- c. Should a pattern of behavior occur that is disrupting to the education of the students in the classroom, the Director will contact the child's parents to determine the best possible way to address the situation.
- d. Mighty Mack Preschool reserves the right to dismiss a child from the Preschool for actions that compromise the safety of other children.

Mighty Mack Preschool



Parent Handbook 2016

Little Learners Preschool: Parent Handbook

I. Daily Schedule

- a. Morning Classes will begin at 8:30 and end at 12 noon. Students will have a break and snack at 10:15 am.
- b. Afternoon Classes will begin at 1:00 pm and end at 4:30 pm. Students will have a break and snack at 2:45 pm.

II. Curriculum

- a. Mighty Mack Preschool will follow the ND Department of Public Instruction approved curriculum.

III. Enrollment Requirements

- a. Application Form
- b. List of names, addresses, and telephone numbers of both parents.
- c. List of individuals who are allowed to drop off and pick up children from school
- d. Copy of child's immunization record signed by a physician

IV. Hours of Preschool Operation

- a. Students who attend the morning session may be dropped off between 8:15 and 8:30 am and must be picked up no later than 12:15 pm.
- b. Student who attend the afternoon session may be dropped off between 12:45 pm and 1:00 pm and must be picked up no later than 4:45 pm.

V. Fees and Payments

- a. Fees will only be refunded at the discretion of the Director.

- b. Tuition payments (\$500/month) are due the 1st of each month. A late fee of \$25 will be assessed if the payment is received after the 3rd of the month.
- c. If tuition payment has not been paid within 10 business days after the 1st of the month, the child's enrollment will be terminated.

VI. Student's Personal Possessions

- a. Each student will be assigned a personal cubicle with a corresponding hanger to keep their personal belongings.
- b. Children are discouraged from bringing valuable items to school with them. The Center will not be liable for any lost or broken items.
- c. Any item that is brought to school by the student should be labeled with their name on it.

VII. Accident and Emergency Care

- a. Should an accident occur at the Preschool, the child's parents will be notified immediately. If the child's parents cannot be reached, the other emergency contacts on the enrollment paperwork will be contacted. If notification cannot be done, Preschool personnel will take the necessary steps to ensure that medical attention is sought in accordance with the parent's preferences. All staff within the Preschool are certified in CPR and First Aid.

VIII. Child Abuse and Neglect

- a. In accordance with ND state law, all Preschool employees are mandatory reporters in regards to child abuse and neglect. All employees will be trained annually regarding the reporting requirements.

IX. Discipline and Behavior Management of Students

- a. Mighty Mack Preschool strives to be a positive learning environment; however, with children, it is inevitable that conflict between children may occur.

- b. Should issues arise, the response by Staff will be to address it in the most positive manner possible, while ensuring the safety of the students within the classroom. This may involve a short time away from the other students to calm down, or a period of time for the child to take a break. Steps will be taken to ensure that time away is minimal, while ensuring safety for everyone involved.
- c. Should a pattern of behavior occur that is disrupting to the education of the students in the classroom, the Director will contact the child's parents to determine the best possible way to address the situation.
- d. Mighty Mack Preschool reserves the right to dismiss a child from the Preschool for actions that compromise the safety of other children.

X. Birthday or Other Special Events and Celebrations

- a. Birthdays are events that are very important to children and will be celebrated throughout the year. You are welcome to provide a snack for your child's birthday. To ensure that all children are able to participate, it will be important to ensure that there is enough for all students within the class.

XI. Clothing

- a. All students are encouraged to wear clothing that is comfortable and appropriate for the school environment.
- b. During warmer weather, students may wear sandals; however, it is asked that students avoid wearing flip flops or open toe shoes due to safety risks.
- c. During winter, students will have time outside unless the temperature reaches zero. Therefore, students are encouraged to have snow pants, winter jackets, hats, scarves and gloves.

XII. Communicable Disease & Illness

- a. If any child is diagnosed with a disease that can be transferred to others, the Director should be notified immediately. Children must be symptom free for a minimum of 24 hours before they return to the Preschool.

- b. If student becomes ill at the school, parents will be notified and asked to make arrangements to pick their child up.
- c. Parents are encouraged to keep their children home from school if they have an elevated temperature, diarrhea, strep throat, vomiting, chicken pox, head lice/scabies, impetigo, pink eye, rashes or other conditions that can be spread to other children.

XIII. Confidentiality of Records – Student and Employee

- a. All student and employee records will be kept confidential and will be locked in the Director’s office. The Director will be the only person who has access to the locked files.

XIV. Custody of Students

- a. The Director reserves the right to request for documentation regarding any custody questions that arise to ensure that students are only released to those who have the legal authority to do so. Others are able to drop off or pick up a students, as long as they are listed on the student’s enrollment application. Others may be asked to produce identification before a child is release to their care.

XV. Parental and Volunteer Participation

- a. Parental involvement is encouraged at all times within the Preschool Program. Grandparents are also welcome at the Preschool for activities, both in the school and also for field trips.
- b. A newsletter will be sent home with the students on the first day of each month. The newsletter will contain information regarding the month’s activities, to include special events within the classroom and also activities or field trips that will be planned in the community. It is always helpful to have extra pairs of hands for community activities, so family members are always welcome to attend with the class.

XVI. Field Trips and Community Activities

- a. Field trips will be planned throughout the year. At the beginning of each month, parents will be informed of the month’s field trips and a consent form to participate will be provided for each student’s parent to sign.

- b. If any special instructions are needed for field trips, parents will be notified to ensure ample time for planning.

XVII. Fire, Safety and Disaster Drills

- a. One of the first lessons that we, as a class, will have during the school year is fire and disaster safety. This will include a formal review of steps that will be taken in the event that there is a fire. Regularly scheduled practice drills will take place within the Preschool to ensure that students have the opportunity to practice what should occur in a true emergency.

XVIII. Inclement Winter Weather

- a. Mighty Mack Preschool will follow the public school cancellation policy in the event that weather poses a safety concern for students and parents. Formal notifications will be made as soon as possible, by phone calls, should the Preschool be closed.

XIX. Toilet Training

- a. It is expected that all students who are enrolled in Mighty Mack Preschool have been successfully toilet trained before the beginning of the school year.
- b. While we know that accidents can happen, parents are encouraged to ensure that there is a change of clothes in their child's backpack at all times.

XX. Student Medications

- a. Mighty Mack Preschool will administer medications to students as long as the following items are in place:
 - i. Parent or guardian written authorization to dispense medication.
 - ii. A written prescription from the child's prescription and an original medication bottle with the child's name and the medication clearly indicated.
 - iii. Medication will only be given to the student in which the medication belongs to.

Part 5: Transition Plan

Within the first 45 days of attendance at Mighty Mack Preschool, each child will participate in an ongoing assessment process using the North Dakota Pre-K standards. Throughout this assessment process, students will participate in learning activities that will be designed to assess the level of learning that they are at upon entrance into the program.

Throughout the school year, lessons will continue to be designed with the standards in mind, with the intent that students will gain the knowledge throughout the year to improve their achievement of these skills.

During the last 30 days of the school year, lessons will be geared towards the assessment of where each child has ended the school year. An assessment report will be compiled with information for each child by the Director and Teacher Assistant. This information will be shared formally with parents in an effort to ensure that they have the knowledge needed to determine their child's readiness to enter into Kindergarten upon turning 6 years of age.

Throughout this process, the Director and Teacher Assistant will pay careful attention to students who may be struggling or not moving through the learning activities in relation to their age-related peers. If this is of concern, the student's parents will be contacted to discuss potential next steps in supporting their child's learning within the program.

If a child continues to struggle with making progress throughout the school year, the Director may encourage parents to seek supports and services outside the Preschool setting and may assist with referrals to entities that can provide more specialized assessment and evaluation regarding the student.

Prior to the end of each school year, formal meetings will be planned, with the intent to support parents in the planning process for their child's transition to the elementary education system. This will include information regarding the array of available services both public and private, along with information regarding supports and services that can enhance their child's early learning.