

**Preschool,  
Junior  
Kindergarten & Kids'  
Club  
Programs**



**Family Handbook**

# 2024-2025

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**Office Hours: 8:00AM - 4:00PM**

# **Mission & Vision of Kingsbury Country Day School**

## **MISSION**

It is the mission of Kingsbury Country Day School to help every child reach their maximum potential through a challenging curriculum and expert instruction, in a safe and supportive learning environment.

## **VISION**

Kingsbury Country Day School is committed to the development of lifelong learners; to promoting critical thinkers; to nurturing respect for ourselves, others, and our environment; and to fostering personal integrity and responsibility by providing a school which uses its strong academic program and diverse outdoor setting to serve families with children in grades preschool through eighth grade.

## **Program Philosophy and Curriculum**

At Kingsbury Country Day School, the staff provides each student with a quality, developmentally appropriate educational experience in a safe and secure environment. The program will focus on providing children with skills needed to be prepared for educational success. It is our goal to create a learning environment where there is a balance between adult-initiated and child-initiated activities, where children can construct their own knowledge and are supported in doing so. We create predictable routines, develop plans based on our children's interests and developmental levels, arrange the classroom environment to engage and support children's active exploration, and support children's physical, emotional and cognitive growth.

## **Parent Involvement**

Children who are successful in school have many healthy interconnections between family, school and community. Parent involvement in the learning process strengthens learning at home and is directly linked to positive child outcomes at school. Parent involvement is welcomed and encouraged. To establish and maintain a strong school-home connection, we offer the following ways for families to be involved:

- \* Volunteering in the classroom: Talk to your child's teacher about how you can help.
- \* Supporting children's learning at home
- \* Reading school and classroom newsletters and emails
- \* Responding to teacher communication
- \* Attending school events, curriculum nights, and parent teacher conferences

## **Volunteering in the classroom**

Parents are welcome in the classroom at any time as long as they have contacted the teacher. Parents must also complete the volunteer screening as described below. Parents will follow the daily routine as set by the teacher, but will never be left alone with the children.

Any adult wishing to volunteer at the school or attend a school sponsored event as a volunteer must fill out a volunteer form and provide a copy of their driver's license. Volunteers (including parents) will be screened through internet sites, such as the Sex Offender's Registry, Internet Criminal History Access Tool (ICHAT)

or other similar sites. Volunteer forms are in the school office and on Operoo and must be completed at least two weeks prior to the volunteer date. If a volunteer refuses to submit to such a background check, they will be prohibited from volunteering at the School.

## **Hours/Days of Operation**

The classroom day is from 8:15AM to 3:15PM, Monday through Friday, following the same calendar as the K-8 school.

### *Drop off & Pick up*

#### Drop off - Begins at 8:05AM

Children will enter the classroom from their exterior classroom door (except for room 1, where children will enter through the front school door). Parents are welcome to enter the building to drop off their children for the first two weeks of school. After that, we ask that the children enter on their own, in order to promote independence.

#### Pick-up – Begins at 3:10PM

Students will be dismissed from their classroom exterior door (room 1 will be dismissed from the front porch of the lower school). Please pick your Preschool or JK student up prior to picking up students at the Upper School. In the event that a child is not picked up at the end of dismissal at 3:30 pm, they will be sent to PM Kids' Club. Payment is due upon pick up in the amount of \$20.

If you need to pick your child up early from school, you must sign him/her out with the classroom teacher. Any changes to your child's normal pick-up routine must be phoned to the office prior to 12:00 pm. Please do not email these requests, so that we can be sure that the classroom teacher gets the information in time.

#### Kids' Club: AM Kids' Club & PM Kids' Club

These services are available for Preschool-8th grade students. Parents must establish a monthly schedule in advance and submit it to the Kids' Club Director.. There is a \$100 registration fee for billing and processing. There are no refunds for absences. AM Kids' Club runs from 7:00AM-8:00AM and is held in the Upper School. PM Kids' Club runs from the end of the school day until 5:30 PM and is held in the library of the Upper School. If students are not picked up by 5:30 PM a charge of \$1/minute will be incurred.

AM Kids' Club – Preschool-8  
\$5.00 per day

PM Kids' Club – Preschool-8  
\$15.00 per day

### PM Kids' Club Drop In

Drop in services are for students who must attend PM Kids' Club on an unscheduled, emergency, or irregular basis. This is a **space-available** option and should include parent notification to the director. There is no morning drop in. If utilizing drop in services, there is a monthly billing and processing fee of \$10.

### PM Kids' Club for Half Days:

KCDS has occasional half days during the 2024-2025 school year. We are offering PM Kids' Club from 12pm – 5:30pm on those days. However, they are pre-register only. Half day PM Kids' Club must be scheduled by the Friday before the half day.

## **Preschool and JK Tuition**

### Tuition Fees and Billing:

#### Preschool

3 days- \$5,280.00

4 days- \$7,040.00

5 days- \$8,800.00

#### Junior Kindergarten

3 days – \$ 5,280.00

4 days – \$ 7,040.00

5 days – \$ 8,800.00

A \$500.00 non-refundable deposit is due with the signed contract for Preschool and Junior Kindergarten.

## **Schedule Changes**

If you would like to change your schedule, you will need to email the Director of Admissions with a 30 day notice. Please understand that there is no guarantee that your child's schedule can be changed; it is based on whether there is availability for the days you are requesting.

## **Half Days, School Breaks, and Snow Days**

Half days will still be charged as full days as these are a part of the regular school year calendar. School calendar breaks will be counted as school days for purposes of tuition. Refunds are not provided for snow days or other emergency shutdowns that are beyond the control of the school.

## **Kingsbury Ski Days**

Because Kingsbury Country Day School values the outdoor classroom, the School sponsors a unique ski program. This long-standing tradition is enjoyed by students, teachers and families alike. This very popular program encourages the acquisition of lifelong fitness skills for Kingsbury students. Four Fridays during the months of January and February are designated for the program. In the event of inclement ski conditions, skiing will be canceled for the day and school classes will be conducted instead. Kingsbury Ski Days are considered school days, and all students should participate. We have had great success with our 3 and 4 year olds at the ski hill.

The Kingsbury Country Day School downhill ski program is conducted at the Mt. Holly Ski Area, located 22 miles west of the campus. Preschool and Junior Kindergarten parents transport students directly to Mt. Holly. Parents of Preschool and Junior Kindergarten students remain at the hill with their students to supervise their skiing.

Lift tickets and equipment rental fees are the responsibility of the family and must be paid in advance. Students who have their own equipment may bring it to the hill on ski days. Kingsbury will not assume responsibility for loss or damage of ski equipment used in this program.

Students new to Kingsbury Country Day School are encouraged to take a group or private lesson on the first day of the program. This will help the student and the Mt. Holly Ski Patrol determine what hills are safe for the student and whether they should use the magic carpet, tow rope or chair lift to ascend the hills. Parents wishing either private or semi-private lessons for skiing or snowboarding must schedule those arrangements themselves by contacting Mt. Holly Ski School (refer to the "Ski Packet") in advance of the ski date.

One parent must be present on ski days in order for a Preschool or Junior Kindergarten student to participate. If a parent or other guardian cannot be present for ski day for a Preschool or Junior Kindergarten student, that student will attend school for that day. School at Kingsbury on Ski Days is a multi-age experience that may be staffed by your students' regular teacher or another faculty member. If you have any questions concerning the Ski Program, please contact Sue Mallard [smallard@kingsburyschool.org](mailto:smallard@kingsburyschool.org).

## **Emergency School Closings**

Inclement weather, power outages, or other building problems may require the School to be closed. Families are encouraged to tune in to school closings listed on the local TV and radio stations to learn if school is closed for the day. Parents will also receive a telephone alert of the school closure. Decisions to close the school will be made by 6:30 AM, if possible. If school is in session and needs to be closed, families will be contacted via phone and/or electronically to pick-up their child.

## **Withdrawal/Dismissal Policy**

### *1. Parent initiated withdrawal*

If you decide to withdraw from the Preschool or Junior Kindergarten Program, contact the Director of Enrollment. A written statement from a parent or guardian with at least one week's notice is required to withdraw student(s) from the program. The student is considered enrolled for the entire school year and tuition costs are the responsibility of the parent as stated in the signed Enrollment Contract.

## *2. Program initiated dismissal*

KCDS reserves the right to dismiss any student or individual if it is deemed that such person(s) fails to follow classroom policies and procedures determined by the teacher, or in any other fashion creates a continuous disruption to the learning or safety of others in the program. Written notice will be sent to the parent or legal guardian explaining the reasons for dismissal.

## **School Calendar**

Each family is provided a program calendar prior to the first day of school. The calendar is also available at [www.kingsburyschool.org](http://www.kingsburyschool.org), or parents are encouraged to follow the Kingsbury Google calendar; instructions to do so are provided in the newsletter. Refer to the calendar for information regarding the first day of school, last day of school, school breaks, or other days that the classroom may not be open. If you're in need of another copy of the program calendar please contact your child's teacher, the school website, or the main office.

## **Outdoor Time**

Your child will go outside every day, weather permitting. Outdoor time is structured to be a healthy, educational and enjoyable time for children. Please make sure your child is dressed in clothing that is appropriate for the weather conditions. Your child will need to have a pair of boots to keep at school for outdoor time. Your child will also need snowpants, a hat, mittens, and snow boots. Each child must have a complete change of clothes (underwear, socks, shirt, and pants) that will be kept at school. Each piece of clothing must be clearly labeled with your child's first and last name. If you are in need of any of these items, please let your classroom teacher know. Kindly remember if your child is too sick to go outside and play, he/she is too sick to come to school.

## **Conflict Resolution/Discipline**

Staff supports children as they begin to understand their behavior choices and learn acceptable ways of interaction with others. The approach we use promotes and encourages self-regulation, self-direction, self-esteem, and a spirit of cooperation. We use a six-step process to resolve conflicts. We encourage you to use these at home as well. The steps are:

1. Approach children calmly and stop any hurtful actions
2. Acknowledge children's feelings
3. Involve children in identifying the problem by gathering information
4. Restate the problem in children's vocabulary
5. Ask children for solutions and encourage them to choose one together
6. Give follow-up support when children act on their decisions

**\*\*Staff is prohibited from using the following forms of punishment: hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment; restricting a child's movement by binding or tying**

him or her; inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child; depriving a child of meals, snacks, rest, or necessary toilet use; excluding a child from outdoor play or other gross motor activities; excluding a child from daily learning experiences; confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

### **Drug Free and Vape / Smoke Free Zone**

All facilities and grounds are drug free and smoke free zones. Please extinguish cigarettes and properly discard smoking products prior to entering the parking lot and building. **This includes e-cigarettes, vaping devices and chewing tobacco. Help us stay a drug free and smoke free zone by informing anyone that will be escorting your child to and from school of our policy.**

If your child is using our transportation to and from school, please help us set a good example to all children on the bus by also keeping the bus stop a drug free and smoke free zone.

### **Firearms – Weapon Free School Zone**

Academy is located inside of a weapon free school zone. Weapons/firearms are not permitted. The federal Gun-Free Schools Act of 1994 requires school districts to expel a student from school for a period of not less than one year if it is determined that the student brought a firearm to school. Parents of Pre-K students who bring toy weapons of any kind to school will be asked to meet with the program director before the child may return to school.

### **Safety Drills**

Emergency procedures are posted in each room and practice drills will be conducted throughout the year. You may not sign your child out during any drills. By practicing these drills, your child and their teachers will be prepared to follow the necessary protocol in the event of a real emergency. Fire evacuation routes & tornado shelter areas are posted in each classroom. In addition, we have a crisis plan in place to deal with the threat of intruders.

Students with special circumstances (asthma, seizures, severe allergies, physical mobility, anxiety, ADHD) will receive special treatment during any emergency drill or situation if needed. This will be incorporated into the Preschool-8 emergency preparedness plans that are posted in every classroom.

### **Emergency Procedures and Precautions**

Severe emergency situations including fire, tornado, serious accident/injury and man-made disasters, as well as, a crisis management plan has been written.. Emergency procedures and evacuation plans are posted for your review in each classroom and include detailed instructions on specific emergency procedures.

The program defines a crisis as an unexpected, critical event that disrupts normal business operations and could threaten people's safety and welfare on the property where the program is located including, but not limited to: intruders, bomb threats, custody disputes, power outages, or violence. Both internal and external communication takes place in cooperation with local law enforcement. Phone numbers for emergency personnel, as well as the building address and nearest cross streets are posted in each classroom and on the Early Childhood Programs



Family Board for immediate and effective response to any emergency situation.

## **Building Evacuation Plan**

In the event of a building evacuation, a relocation site has been predetermined to ensure that all children are effectively and safely moved to an alternate clean and secure site. Children with special needs are accommodated in accordance with the special health care plans on file.

## **Lockdown Procedure**

Lockdown procedures have been created to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with the special health care plans on file. The severity of the threat will determine how lockdown procedures are enforced. In a 'Lockdown Code', family members will not have access to the building until law enforcement has deemed the area safe.

## **Pick Up After An All School Emergency**

In the event of an all-school or site-wide emergency, site protocol will be followed, including the format of how families shall be contacted. Once law enforcement determines that an emergency has been resolved, family members/designated adults will be contacted via phone using the contact information provided on your child's information card. Adults will be provided details on how, when, and where to pick up their child.

## **Hazardous Exposure Policy**

A plan for responding to a situation of hazardous exposure has been put in place to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with the special health care plans on file. In this situation, family members will not have access to the building until law enforcement has issued an 'all clear'.

## **Referrals for Child and Family Needs**

We strive to meet the individual needs of all children in the program. Teachers observe to assess the children's developmental, behavioral, and language development. If these observations - as well as information provided by parents, doctors, or other specialists - result in a concern about the child's development or functioning, we will begin a process to follow up on that concern, including a recommendation for further evaluation if needed.

## **Confidentiality**

All information about families is kept in strict confidence. All information regarding children and their families is limited to the administration of the program. No other use of this information will be given without the written consent of the guardian. Concerns regarding a student's progress or behavior will be discussed with guardians only. Volunteers are expected to follow the same confidentiality as staff members when in the classroom or on field trips. The only instance in which information will be shared about a child or family without a parent's written consent is when staff has reason to suspect the child may have experienced abuse or neglect.

## **Admission**

New students must be enrolled by their parent or legal guardian. Prior to enrolling, parents are welcome to

participate in a guided tour of the school to obtain detailed information and ask questions. Upon acceptance, parents/guardians must provide copies of the following:

- A. a birth certificate or other reliable proof of identity
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. two proofs of Michigan residency
- D. a copy of the driver's license of the person enrolling the student
- E. \$500 program Registration Fee / \$100 Registration Fee AM/PM Kids' Club

In order to enter the Preschool program, the child must be 3 years of age by September 1st.

In order to enter the JK program, the child must be 4 years of age by September 1st.

Preschool and JK students must be FULLY POTTY TRAINED prior to starting the program. Accidents are understandable, but if they become frequent, the child may be asked to leave the program.

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

### **Accidents/Emergencies/Incidents**

In case of an accident/injury, a staff member will evaluate the injury. All Preschool and Junior Kindergarten staff are CPR and First Aid certified. An incident report will be completed by staff and submitted to the office by the end of the school day and a copy will be sent home with the child.

When a child incurs a minor injury, staff will take the following steps:

1. Immediate care is provided to the child.
2. A phone call, written report or both will be provided to the parent on the day of the minor injury, if the degree of the injury warrants.

When a child incurs a serious injury, staff will take the following steps:

1. A staff member calls 9-1-1 and then immediately phones administration, while a certified CPR/First Aid staff member remains with the injured child.
2. Ensure the scene is safe. If so, provide care and comfort to the injured child until EMS personnel arrive.
3. EMS personnel will determine if the injured party needs to be taken to the hospital.
4. The parents will be contacted by phone once the situation is under control. If the parents cannot be reached, the next person on the emergency card will be contacted until either the program is able to talk with someone or all individuals have been phoned.
5. A staff member will ride in the ambulance if the parent is unable to do so.
6. Within twenty-four hours of the injury, a call will be made to the Department of Regulatory Services

Licensing Division followed by a written report within three days of the injury.

## Health Guidelines

Regardless of the precautions taken at home or school, your child may become ill during the course of the school year. If your child becomes ill, you will be called and asked to pick up your child. If you are unavailable, we will call someone on your child's Emergency Card. The child must be picked up within one hour of being notified. If your child has been absent due to a communicable disease, such as strep throat, pink eye, or other communicable disease, you will be required to present a doctor's note documenting that the child is able to return to school.

There are times when a child should not be sent to school. These times include when a child has:

- \*A fever (temperature of 99.5 or more) The child must be free of fever for 24 hours (without fever reducing medication) in order to return to school.
- \*Diarrhea or vomiting: Child must be symptom free for 24 hours in order to return to school.
- \*Discharge or redness of the eyes, discharge from the ear, green or yellow discharge from the nose
- \*Persistent or productive cough and/or sore throat, without proof of allergy
- \*Skin rash
- \*Covid-19 symptoms
- \*Hand, Foot, and Mouth disease, Lice, Ringworm (exclusion is not necessary unless the contact with others could promote spread), any other communicable disease listed on the Oakland County Health Division Communicable Disease Reference Chart:

(<https://www.oakgov.com/health/services/Documents/Communicable%20Disease%20Reference%20Chart.pdf>)

## Sanitizing Process and Solution

The following steps are to be followed for cleaning and sanitizing washable surfaces in classroom:

- Clean surface with detergent and water.
- Rinse the surface with clean water
- Submerge, wipe or spray surface with bleach solution.
- Wipe bleach solution over the surface with a paper towel. Do not dry off.
- Allow to air dry for 2 minutes.
- Cloths can be rinsed in solution for food preparation areas, large toys, books, and activity centers.
- Objects, such as small toys, can be dipped into a container filled with the sanitizing solution.

Sanitizer solutions can be applied in various ways to surfaces that have been cleaned with detergent and rinsed: spray bottles for diaper changing surfaces, toilets, doorknobs, cabinet handles, phone receivers, counter tops, and tables. Note: Spray bottles and other containers are ALWAYS labeled with the name and strength of the solution they contain and kept out of reach of children.

A bleach solution is recommended:

- Made fresh daily (the solution loses strength once it is mixed).
- 1/4 cup household (not industrial strength) bleach + 1 gallon of cool water OR 1-tablespoon bleach + 1

quart of cool water.

## **Hand Washing**

Hand washing is probably the most critical element in reducing the spread of germs. Children should learn about hand washing early in life to help them develop healthy habits. Children will be required to wash their hands before eating, after using the restroom, when returning from outdoors and other times as determined necessary by the staff. We ask that you encourage and reinforce this behavior to keep everyone as healthy as possible. Staff also follow this policy and wash their hands before any food preparation.

## **Medication**

In order to establish and maintain a system of safe storage, handling and administering of medications at school, an Authorization to Administer Medication Form is required. We will follow all steps noted in the Licensing Rules for Child Care Centers, Rule 400.8152, including:

The definition of “medication” is prescription, non–prescription and herbal medications, preparations, and/or remedies, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. This policy also applies to any medically-prescribed “treatments”. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training.

Non-prescription (over the counter) medications are those that are sold directly to the consumer without a prescription from a physician or health care professional. Non-prescription medications may include, but are not limited to, acetaminophen, ibuprofen, cough syrups, cough drops, antihistamines, etc.

The School shall not be responsible for the diagnosis and treatment of student illness except in administering basic first aid and CPR as allowed by law. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment was not made available during school hours, or the student is disabled and requires medication to benefit from his/her educational program.

## **Medication Procedures**

The student’s parent/guardian must provide the school with written permission and request to administer medication. A Medication Administration Permission Form completed by a physician (and is included in the enrollment packet), must accompany such permission and request. Written instructions must include the name of the student, name of medication, expiration date, dosage, time to be administered, route of administration, date, and duration of administration.

Parental or guardian request/permission and a physician’s instructions for administration shall be renewed every school year.

All medication, including Epi-pens® must be brought to school by the parent/guardian. Medications should also be picked up at the end of the school year by the parent/guardian or they will be appropriately destroyed as of June 30th.

The medication shall be examined by the school employee administering the medication to determine in his/her judgment that it appears to be in the original container, that it is properly labeled by a medical professional when provided by the parent/guardian, and that the appropriate, corresponding information for the administration of the medication is found on a Medication Authorization Permission Form for the student listed on the label.

All prescription medication should be kept in a labeled container prepared by a pharmacy, physician, or pharmaceutical company and labeled with the name of the student, the name of the medication, the dosage, the time of the administration, and the frequency of administration.

The school, by law, cannot provide any prescription medications to students without a prescription from a physician as well as written permission from the parent/guardian to administer it. All prescription medication for a student must be provided by the parent/guardian in an original container.

If any changes occur in medication/treatment required, a new Medication/Treatment Administration Permission Form must be filled out and kept on file in the school office.

The school, by law, cannot provide any non-prescription (over-the-counter) medications to students without written permission from the parent/guardian to administer it.

No student is allowed to provide or sell any type of prescription or non-prescription medication to another student. Violations of this rule will be considered violations of the school's Illegal Drugs and Controlled Substances policy with all the associated discipline.

The transporting of medication in student backpacks is not permitted, even medication not administered at school.

Parents/guardians are responsible to inform the School in writing of any medical issue that involves a medical action plan. Examples of medical issues may include, but are not limited to, life-threatening allergies (requiring the need for an epinephrine auto injector, i.e., EpiPen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The School, parents/guardians and the student's physician will participate in developing a medical action plan.

Self-administration of medication (including asthma inhalers and diabetic insulin) shall be allowed under the following conditions: Parent/guardian must provide a Medication Administration Permission Form completed by a physician that indicates that the medication may be self-administered in addition to all other necessary information pertaining to the administration of it. The medication will be self-administered under the supervision of a School administrator or his/her designee.

Unsupervised use of an inhaler is allowed when authorized by a physician and permission granted by the parent/guardian. These students should be instructed by their parents to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the

parents/guardians. An extra inhaler can be kept in the front office.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Epinephrine Auto-Injectors: Michigan Law allows the School to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. School staff members are properly trained in the use of epinephrine.

## **Determining the General Health of a Child**

Throughout routine observation and interaction, if/when a child complains that they are not feeling well or appears to be acting/looking out of character, staff will:

1. Ask the child how he/she is feeling—or if something is bothering them.
2. Check the child's skin and their body for abnormalities (rashes, bumps, temperature, etc.).
3. Take the child's temperature with a thermometer.
4. Consult the school office about the child's condition.
5. Call the child's guardian to see about a possible change of medicine, diet, etc.

## **Child Abuse and Neglect**

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the act, our employees are considered Mandated Reporters and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to discuss their suspicions with parents before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

## **Photo Policy**

The School personnel will take photos of classroom activities and/or individual students from time to time for either release to local media or use in School media, such as the school website or brochures. Permission to photograph is assumed unless you sign a denial form. If you prefer that your student not be photographed, a denial form is available in the school office and on Operoo and should be filled out at the start of the school year.

## **Grievance Policy**

We strive to provide a positive, nurturing environment for all. However at times, concerns may arise. If you

have a concern about something related to your child's Preschool or Junior Kindergarten program , the best place to start to resolve the issue or concern is with your child's teacher. Talk about the concern with the teacher and try to reach a solution. If that does not work, you are welcome to contact the KCDS Head of School. We will work with all families to arrive at an agreeable resolution for all parties.

## **Licensing**

Our Preschool and Junior Kindergarten programs are licensed by the State of Michigan and all staff members are required to have:

- DHSS clearance
- Criminal history check
- Current First Aid and CPR training
- TB Test
- Access to ongoing professional development activities

Teachers have either a bachelor's degree, an Associate's degree in early childhood, or equivalent coursework and field experience as required by the State of Michigan.

## **Licensing Notebook**

The program licensing notebook is available on-site for parental inspection. The licensing notebook includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook is available to parents during regular school hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **Snack/Lunch**

Kingsbury Country Day School does not offer a meal program. Students are required to bring in their own snacks and lunches. For Preschool and Junior Kindergarten, students will need a morning snack, lunch, and afternoon snack. Students who also stay for PM Kids' Club are encouraged to bring in an additional snack.

## **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary immunizations or waiver, the Head of School may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the School. Immunization waivers will not be accepted by the School unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to the office manager.

A student who has not been vaccinated due to a waiver is considered susceptible to the disease or diseases for which the vaccination offers protection. That student will be subject to exclusion from the School if an outbreak of a vaccine-preventable disease occurs according to local Health Department guidelines.

## **Equal Education Opportunity/Civil Rights Designee**

It is the policy of Kingsbury Country Day School to provide an equal education opportunity for all

students regardless of their race, color, ethnicity, national origin, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information.

Any person who believes that s/he has been discriminated against while at the School or a School activity should immediately contact a School administrator or designee below.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Michael Schaibly and Audrey Smith-Dibble

Title IX Coordinator: Niki Werden, 5000 Hosner, Oxford, MI 48370

Website Accessibility Coordinator: Niki Werden, 5000 Hosner, Oxford, MI 48370

Any student making a complaint or participating in a School investigation will be protected from any threat or retaliation. A School administrator can provide additional information concerning equal access to educational opportunity.

### **Pesticide Notice**

The School is required by Act 451 Part 83 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances chemical treatments will be a last resort.

Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides. Advance notice of the pesticide application will be given at least 48 hours before application. Notices of the application will be posted at School entrances and in the school office and on the School's website.

In addition, a parent may request in writing to receive written notification at least three (3) days prior to the pesticide. Pesticide may be applied without prior notice. The School will provide notice of the emergency application as soon as possible.

Parents/guardians may review the School's integrated pest management program and records of pesticide applications. If you have any questions or wish to request prior notification of the application, please contact Niki Werden, Head of School, 5000 Hosner, Oxford, MI 48370, (248) 628-2571,

### **Student Records**

The School maintains many student records including both directory information and confidential information. Educational records of students at the School are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law.



Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the School to comply with FERPA .

If the School receives a record request from another school, the School will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes School administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the School has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the School office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the Head of School or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the School wishes not to amend the student record as requested, the School will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**FAMILY HANDBOOK RECEIVED**

I have the Pre-School and Junior Kindergarten Handbook on the KCDS website and am aware that the licensing notebook is available for review during regular business hours or access to the reports can be viewed at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

Child Care Organizations Act, 1973 Public Act 116

**Michigan Department of Licensing and Regulatory Affairs**

**Child Care Licensing Bureau**

- The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by Kingsbury Country Day School

Child(ren)'s Name(s):	
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Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

LARA is an equal opportunity employer/program.
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CCL-5053 (Rev.7/14/2022) Previous editions obsolete.