

Wayland Union Schools

Preschool Handbook 2025-2026



Wayland Union Schools
www.waylandunion.org

Baker Elementary
507 W. Sycamore St.
Wayland, MI 49348
(269) 792-9208

Dorr Elementary
4159 18th St.
Dorr, MI 49323
(616) 681-9637

“The future of the world is in very small hands.”

- Ellen Galinsky

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Welcome

Wayland Union Schools Little Wildcats Preschool 3-Year-Old Tuition Preschool Program

Welcome to Wayland Union Schools' Little Wildcats Tuition Preschool Program. We are excited to have your child in our program this year and look forward to getting to know your family. We strive to offer a high-quality early childhood experience in each of our classrooms located at Baker Elementary and Dorr Elementary.

We believe the early years are some of the most important years of your child's growth and development. Our preschools promote learning through play by providing developmentally appropriate activities. We focus on the whole child to help them grow socially, emotionally, physically, and cognitively.

We look forward to joining you as we work together in supporting your child's development, building and building a foundation for your child's future.

Sincerely,

WUS Little Wildcats,
Tuition Preschool Program Staff



2025-2026 3-Year-Old Tuition Preschool Programs

Baker Elementary
Tuition Preschool
3-year-old Half Day AM (Monday, Wednesday, Friday) 9:05 am - 11:45 am Limit of 16 students
Dorr Elementary
Tuition Preschool
3-year-old Half Day AM (Tuesday, Thursday) 9:05 am - 11:45 am Limit of 16 students

Program Philosophy

Wayland Union Schools, Little Wildcats Preschool, believes every child is unique and learns best in a nurturing, child-centered environment that values play as a fundamental vehicle for exploration and discovery. We are committed to supporting the comprehensive growth of every child—cognitively, socially, emotionally, and physically—through developmentally appropriate practices aligned with the Michigan Great Start Readiness Program Implementation Manual. By fostering strong partnerships with families and the community, we create an inclusive atmosphere that embraces diversity and equity, ensuring that all children feel valued and respected. Through reflective practice and continuous improvement, we strive to cultivate a love of learning that prepares children for success in school and life.

Vision Statement: Ensure every learner, school, and community thrives.

Mission Statement: Support and engage in partnership with our districts and communities to serve all families and create and drive educational innovations.

Belief Statements:

- We believe that quality education requires strong, trusted community partnerships and community collaboration.
- We believe that ALL students should have access to quality education.
- We believe that education should provide the foundation for a rewarding life.
- We believe in being good stewards of the responsibilities we are entrusted with through leadership, education, and service.

Strategic Priorities:

- **Academics/Programs:** Develop, provide, and support relevant, high-quality, regionally coordinated educational programs that meet community needs and develop lifelong learners.
- **Culture/Learning Environment:** Support a quality learning environment and culture utilizing the whole child framework.
- **Personnel/Leadership:** Recruit, develop, and retain highly qualified, engaged, responsive employees.

- **Communications/Community Involvement:** Foster community partnerships and create awareness of Allegan Area ESA and its quality comprehensive programs and services.
 - **Operations and Finance:** Establish long-term, stable funding that provides adequate resources for programs and services.
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2025-2026 Tuition Preschool Rates

Tuition Preschool Rates:

- **M/W/F:** \$195/ month (in-district), \$225/month (non-district)
- **T/Th:** \$130/month (in-district), \$150/month (non-district)

*In-district prices reflect the use of funds from the Gun Lake Tribe revenue in lieu of taxes.

Requirements - Enrollment in our preschool requires that a child meet age requirements, which means the child turns 3 by September 1st, 2025. *All children must be toilet-trained to attend our tuition preschool.*

Enrollment Procedure for Tuition

Apply Online

Families may apply anytime online through the Help Me Grow application at [Help Me Grow Allegan](#).

Completing the pre-admission application does NOT guarantee a spot in a classroom, but will allow us to contact you with the next steps and/or be placed on a waitlist. The online pre-admission form will save your spot in line for registration while you complete the forms and submit the enrollment fee.

Step 1: Complete the Allegan Area Preschool Application

Step 2:

New Families: Within 5-7 business days, receive an email to complete the Wayland Union Schools Online Registration process and provide required documents.

Returning families: skip this step.

Step 3: Within 5-7 days, receive a confirmation email with instructions to submit additional required licensing paperwork.

Step 4: Within 5-7 business days of receiving completed paperwork, WUS will contact you through email to set up a \$75 enrollment fee to reserve your spot on a class roster.

Step 5: Within 5-7 business days of receiving the \$75 enrollment fee, contact you through email to indicate whether or not your child has received a spot on a class roster or on a waitlist. Spots will not be saved until the \$75 enrollment fee has been paid. The enrollment fee will be counted towards your first monthly bill.

Enrollment Fee - A non-refundable enrollment fee of \$75 for one child or \$100 for two children is due upon registration. An invoice will be posted in your family's Infinite Campus account, and the payment will be processed online. We will only collect an enrollment fee if we can offer you a confirmed spot on the roster, and it will be applied to your first monthly payment. If the class you selected is full, you are welcome to join the waitlist at no charge. If an opening becomes available, then we will contact you to collect your enrollment fee to confirm your spot.

The parent/guardian must complete all of the following **before** the child may begin attending the program. **Most of which is done during the enrollment process.**

Before the child can be placed on a classroom roster, the following must be submitted:

- A copy of the child's birth certificate or other appropriate documentation must be presented at the time of application.
- A completed Health Appraisal from your child's 4-year well-child exam must be presented **before** the first day of school.
- A copy of the child's updated immunization record must be presented **before** the first day of school. Children will not be permitted to start until the health appraisal and immunizations have been turned in.
 - Immunization waivers must be obtained from the Allegan County Health Department if parents choose not to immunize their child.

After enrollment, additional documentation may be required:

- Child Information Card (emergency card): Must be presented on or before the first day of class; all lines of the card must contain information. At least 3 emergency contacts must be listed, other than parents or guardians.
- Parent's signature that the Parent Handbook has been received
- Photo & Video Release Form

- Concussion Awareness Form
- Mandated Reporter Statement
- Transportation and Field Trip Form Permissions

No new enrollments are processed after March 1 of the program year.

Contact the Early Childhood Coordinator at 269-792-9208 EXT 3184 with any questions you encounter with the application process.

Tuition Payments - Families enroll at the beginning of the year for auto payments in their child's Infinite Campus account. Payments are posted on the first of each month from September to May (9 months).

Tax ID # E386000391 - Expenses for a child in preschool, below the level of kindergarten, may possibly be deductible for childcare purposes. You will need to confirm with your accountant if your family meets the tax requirements. You will need the tax ID number listed above. Please save all billing statements to use as tax documentation. WUS does not send yearly statements.

Attendance

Research shows that regular attendance may be one of the biggest influencing factors on school success.

Regular attendance (arriving on time and attending each scheduled day) is encouraged and expected for all children. It is the family's responsibility to contact their child's teacher before the start of school if their child will be absent.

Our staff is committed to having all children in school during their scheduled days. Teachers will use many strategies to encourage attendance and to follow up with families when attendance becomes irregular. If regular attendance does not occur, a child may be exited from the program.

- Staff will contact families 30 minutes after the start of the day if your child is not at school.
- If attendance is irregular and the family does not contact the school, a conference will be held to discuss any challenges that may prevent the child from attending. (This includes consistent tardiness and late pick-up)

Withdrawal/Exit

If a parent/guardian wishes to withdraw a child from the program, a one-week written notice to the teacher must be obtained. Upon withdrawal, any prepaid tuition will not be refunded. Please understand that the enrollment fee is not refundable if you choose to withdraw from the program before the first billing period.

Please try to inform your child's teacher in advance of the last day. This helps us to ensure a smooth transition for your child and to gather any items and work that should be sent home. Once a child has exited from the program, their place may be given to a child from the waiting list. Any family wishing to return after exit must complete the application again and will be added to the waitlist, if applicable.

While our goal is to ensure every child can participate in preschool, there are a handful of reasons Wayland Union Schools may need to exit a child:

- Failure to provide the required registration documentation listed above.
- The Director/Family together determines that tuition preschool is not the best placement for the child, and a better placement is found.
- Failure to follow school policies per the Parent Handbook.
- If a child misses two consecutive weeks of school, unrelated to illness, s/he may be dropped from the program. The spot will be given to the next child on the waitlist if a reasonable solution cannot be found.
- Inconsistent attendance with monthly attendance less than 50% may result in a drop from the program.
- Consistently picking up or dropping your child off late for class.
- If attendance becomes an issue, the Teachers will hold a conference with the Parents/Guardians to facilitate a plan that will work for all parties. Failure to comply with the plan after the conference will result in dismissal from the program.
- If a parent/guardian verbally abuses or physically harms another child, another parent/guardian, or a staff member
- Significant behavioral challenges that are not corrected through positive supports and classroom management strategies, and interventions.
- The child is not toilet-trained.
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Exclusion due to contagious illness: A child may be excluded from the program until a doctor permits them to return to school.

Exclusion due to immunization status: A child may be excluded from the program without an immunization record,

medical waiver, or certified non-medical waiver on file. Families will have two weeks to provide documentation, including a student in a dose waiting period.

All families will be notified in writing of termination and will have the opportunity to appeal to teaching and/or administrative staff.

TRANSPORTATION/DROP OFF AND PICK UP

Drop Off and Pick Up

Do not drop your child off before school start times. For safety reasons, please bring your child to the designated meeting place and sign your child in and out on the attendance log. You will have to initial and include a drop-off time and a pick-up time. Children cannot be dropped off with older siblings (16 or under) or in front of the school building. Failure to comply with this policy could result in immediate dismissal from the Tuition program.

Our classrooms are housed in public school buildings, but school personnel are not responsible for our preschool children. Only the licensed preschool teachers will be responsible for our students due to the State of Michigan Child Care Licensing requirements.

IMPORTANT - Your child cannot legally be released to anyone, for any reason, without prior written consent. The names of people who might pick up your child can be added to the Child Information Card at any time. Teachers will ask to see a picture ID, especially for the first couple of weeks of school, in order to pick up children. Adults 16 years of age and older, who have a photo ID and are on the Child Information Card, are the only people allowed to drop off or pick up students from school. Anyone under 16 will not be allowed to sign a child in or out of any of our GSRP classrooms.

Parents will be contacted when a child is not picked up within 5 minutes of dismissal. If, and when, after all attempts to reach parents have been exhausted and staff have waited at least 15 minutes, staff will begin calling the child's designated emergency contacts. If contact with parents and emergency contacts has been exhausted and no pickup can be arranged, staff are required to contact local Public Safety Officers.

Late Pick-up Fees

- \$10 charge for the first 15 minutes
- \$1 per minute for every minute after 15 minutes
- Charges will be directly applied to your Infinite Campus account

A parent with sole custody must supply legal documentation of custody arrangements before requesting the exclusion of the non-custodial parent.

Bussing

Busing is not provided for the tuition program.

Program Curriculum, Daily Schedule, Assessments, and Behavior Support

Preschool plays an important role in a young child's growth and development. Children learn socialization skills that are so important for future peer relationships. They learn there is more than just "me" and that others have needs and feelings too. Children learn to share their toys, their space, their thoughts, and their love. They learn rules and limits in relation to their surroundings. Research indicates that children exposed to early intervention related to reading have success as they progress throughout the educational process. Our Preschool programs offer this through experiences in alphabetic knowledge, print awareness, book knowledge, phonemic awareness, oral language and vocabulary, written expression, comprehension, and reading motivation. Our teachers introduce alphabet letters using the same tactile approach as used in Young Fives and Kindergarten. Children learn that letters are in their names and will begin to write their names. Children learn about numbers and counting, and they learn to cut, paste, and paint. Children will have the opportunity to develop these skills and many more.

Daily Activities - Daily sessions follow a routine that becomes very familiar to the children. In general, each session will have large group/circle time, centers/stations, free-choice play, snack time, small group activities, outdoor recess, and/or gym time. Students will focus on all areas of development: communication, fine/gross motor, social-emotional, cognitive, and problem-solving.

Curriculum: Little Wildcats Preschool is committed to fostering a learning environment that meets the needs of every student, both individually and in a group setting. We utilize a curriculum and supplemental materials that promote play, exploration, and socialization as important parts of the learning process. While the children are playing and exploring, we will be working on shapes, colors, numbers, number relationships, social skills, name recognition, letter formation, pre-reading, pre-writing, etc. Preschool is an important opportunity for your child to develop positive attitudes about

school. Child's unique needs and interests by fostering a personalized learning experience. The following areas are addressed in the Curriculum:

Social-Emotional Development:

Follow a routine.
Adjust to new situations.
Demonstrate self-control by keeping hands and feet in their own space.
Take turns with equipment and share materials.
Play individually, in parallel, or cooperatively with peers in age-appropriate ways.
Ask for help from an adult and peers when needed.
Accept rules and consequences.
Take care of materials.
Use appropriate social manners.
Be accepting of the feelings and needs of others.
Take redirection and make appropriate choices.
Respond appropriately when spoken to.
Stay focused on and complete given tasks.
Show pride in work.
Display self-confidence.
Make and express choices, plans, and decisions.

Physical Development:

Gross Motor: Choose activities that emphasize cooperation.
Control movement of his/her body in relation to objects.
Develop awareness of and name body parts.
Develop fundamental motor skills (jumping, throwing a ball, running, galloping)
Begin to develop ball skills.

Fine Motor: Develop and control muscles needed for the use of crayons, pencils, zippers, etc.
Develop finger, thumb, and whole-hand coordination.
Develop hand-eye coordination.
Strengthen coordination and endurance of hand motion.
Be exposed to sensory-tactile activities.

Cognitive Development:

Language/Literacy: Learning Without Tears Program
Be able to recognize first name, as well as some uppercase and lowercase letters.
Scribble messages as part of a playful activity.
Experience oral reading daily.
Follow a three-step direction.

Participate in circle time.
Be able to sit relatively still during large group times.
Respond to oral language.
Develop concepts of print (front and back of the book, words, and letters).
Express wants / needs and responds verbally.
Be exposed to finger plays and poems.
Be exposed to descriptive language.
Know the author and illustrator.
Begin to understand rhyming sounds.

Mathematics

Name the eleven basic colors.
Count to 20.
Name the six basic shapes.
Understand value and one-to-one correspondence up to 10.
Recognize size differences (long/short, more/less).
Sort by color, size, and shape.
Understand spatial relationships (through, over/under).
Learn to identify and extend patterns.

Science

Be aware that there are living and nonliving things.
Employ their senses.
Explore the movement of objects (sink/float, push/pull).
Name many nature items.
Use simple equipment (magnifying glass, ruler).
Understand safety habits.
Learn about the characteristics of each season.

Social Studies

Understand that classmates are members of different ethnic groups.
Be able to cooperatively play different roles.
Use dress-up clothes to represent others in the community.
Be able to talk about family dynamics.
Be able to tell events from his/her past.
Develop respect for others and their property.
Distinguish between real and imaginary.

Self-Help:

Dress themselves for outdoor play.
Discuss and be responsible for personal health.
Zip Coat, button buttons, and begin to tie shoes.

Evaluation Of Students:

Referrals and Support Services - If your child has previously been enrolled with Early On or Early Childhood Special Education, please be sure to share with your child's teaching team. This information helps meet the needs of every child in our classroom.

- Referrals for child and family needs may be submitted as we strive to meet the individual needs of all children in the program. If at any time there is a concern about the child's development or functioning, we will begin a process to follow up on that concern, including further evaluation if needed.
- In case of a suspected disability (including moderate developmental delays or concerns), parents or teachers may request an evaluation. This may include, but is not limited to, submitting a Build Up Michigan referral. Upon placing the referral, the local school district will communicate with the family about the next steps and support.
- Once all information is gathered, it is reviewed with the parents. If the results recommend an Individualized Education Plan (IEP), a meeting will be scheduled with the parents and other personnel involved. Any additional services to be provided and who will provide such services will be determined at this meeting. Most of the time, these services are provided by Wayland Union staff. Your child's teacher, administrator, and the school district team will work together throughout the year to ensure that the IEP is being implemented with fidelity, including the use of special modifications and strategies to support your child in being a fully participating member of the classroom community.

Discipline Procedure: Wayland Union Schools is committed to creating a nurturing educational environment that minimizes the need for disciplinary actions. A comprehensive policy that outlines the procedures and practices staff will follow to support children exhibiting challenging behaviors and to engage families in the process can be found here: [Little Wildcats Preschool Discipline Policy](#).

There are times in the classroom when children will need to adjust their behavior to ensure a happy and safe environment for all children. The staff will use developmentally appropriate positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. By using positive methods of discipline, the children have a chance for growth and learning new skills for life. When a child is behaving inappropriately, the teacher will:

- Ask the child to stop the behavior and explain (briefly) why the behavior must cease. Ask the Capturing Kids Hearts four questions (What are you doing? What should you be doing? Are you doing it? What are you going to do about it?)
- Remind the child to use "green choices" and redirect the child
- If the behavior continues in excess, the teacher will use "red choice" on the board but allow the child to regain the "green choice" if the behavior improves
- All students who receive green choices are given positive reinforcement
- If the behavior continues, the child might be asked to go to the calming area for 3-5 minutes.

- If persistent problems continue, a phone call may be placed at home, or a parent conference may be required to aid in resolving the problem.
- If significant behavior problems can not be resolved, the child may be exited from the program.

Bullying Policy

It is our goal to provide a safe and nurturing educational environment for all our students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

Snack/Nutrition Guidelines

Snacktime is an important time for children in the program to develop social skills and learn about nutrition. Staff encourages children to talk with each other, use language to request items and describe foods, explore where food comes from, understand what constitutes healthy foods and choices, open containers/packages, and take care and clean up their items when they are done.

Parents are also asked to send a snack to school for their child. We encourage families to bring healthy snacks.

Children will either have access to water for drinks in their classroom or scheduled opportunities to get drinks from the school drinking fountain. Families are welcome to send a water bottle labeled with the child's name.

STAFF

Teaching Staff

Our Teaching Staff holds a variety of credentials in the field of Early Childhood. While we have various titles and some differences in responsibilities, when it comes to working with the children, all team members are Teachers! The children

will likely not know the difference in roles, and we hope that you cannot see those differences either when it comes to sharing your hopes, dreams, and concerns with the teaching team.

Wayland Union Schools reserves the right to hire staff on a compliance plan to complete the above requirements based on program requirements provided by **MiLEAP**.

Criminal History/Unprofessional Conduct

All staff complete a criminal history statement; this information is then sent to the Central Records Division of the Michigan Department of State Police. Information is sent to the Department of Human Services to check for any history of child abuse or neglect. Before employment, Wayland Union Schools performs a comprehensive FBI fingerprint check of all candidates as well as a LiveScan fingerprint check through an additional system.

Health

All staff working directly with children must have the following on file:

- Negative TB test
 - Current CPR certification
 - Current First Aid certification
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Family and Community Partnerships

It takes a village to raise a child. Together, we will work as a team to provide the best education possible for your child. Please communicate with your child's teacher if you would like to be involved at home or school, and accommodations can be made to honor that request. We are so excited to partner with you!

Besides volunteering, families are encouraged to share school experiences in other ways. Children who are successful in school have strong and positive interconnections between family, school, and community. Parent involvement in the learning process strengthens learning at home and is directly linked to positive child outcomes. We value parent involvement in a variety of ways, including sharing notes/or anecdotes of children's learning, partnering with parents to establish child development goals, and newsletters.

Communication is the key to successful parent involvement. The purpose of frequent and informal interactions is to strengthen the partnership between home and school, staff and parents should update one another about children's recent experiences and program activities by engaging in some of the activities below.

Frequent Communication - Parents are encouraged to touch base with the staff upon arrival or pick up, or via phone or email. Your child's teacher will also work to keep you informed regularly.

Parent/ Teacher Conferences - Preschool conferences are held in the fall and spring. The conferences will be used to share the progress of your child. Please call the teacher for an additional conference if needed. It is important to keep good, open communication by phone, notes, or email. By working together with your child's teacher, you are helping your child to become their own special person.

Community Resources

- Emergency Medical Service: 911
- Community Resources: 211
- Allegan General Hospital: 1-269-673-8424
- Holland Community Hospital: 1-616-392-5141
- Mi-Child Insurance
 - Free health care for Pregnant women, babies, and children under 19
 - 1-888-988-6300
- Allegan Co. Community Mental Health-On Point (Anxiety, divorce, depression)- 1-269-673-6617
- Poison Control: 1-800-222-1222
- Sylvia's Place – (domestic assault and abuse of women and children) 1-269-673-8700
- Pathways Psych. Assoc. (Plainwell, MI) – 1-269-685-6365
- Vision & Hearing Clinic – Free screening during Spring Break – 1st full week of April
 - Allegan County Health Dept. 1-269-673-5411
- Allegan County Health Clinic – 3255 122ND Ave, Allegan, MI 49010 / 269-673-5411

Healthcare Policies

It is the policy of the Wayland Preschool adult staff working with the preschoolers to wash their hands before eating and after restroom use, according to the state hand-washing policy. It is Wayland Preschool's policy for adult staff to wear vinyl

gloves when handling student body fluids. WUS Preschools meet current state-mandated regulations when disposing of bodily fluids. This includes but is not limited to blood, vomit, mucus, saliva, and urine/feces. It is the policy of Wayland Preschools to disinfect the following on a daily/weekly basis:

- Restroom - daily
- Sinks, drinking fountains - daily
- Cots used for naps - daily
- All surfaces shared by children - weekly
- Toys - as needed

If a child's clothing is soiled, the clothing or items will be placed in a plastic bag and returned home. Protective gloves will be worn while handling items.

Medication Policy - R400.8152 Medication; administrative procedures. Rule 152

- Medication, prescription or nonprescription, must be given to a child by a childcare staff member only.
- A childcare staff member shall give or apply medication, prescription, or nonprescription, only with prior written permission from a parent.
- All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all non-prescription topical medications described in sub-rule (8) of this rule.
- Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name, and strength of the medication, and must be given according to those instructions.
- A childcare staff member shall keep all medication out of reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.
- A childcare staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container unless otherwise authorized by a written order of the child's physician.
- A childcare staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
- Topical non-prescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.
- A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in sub-rule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the childcare staff member administering the medication must be included.

Health/Immunization - Health forms are required and must be completed along with immunizations that are required for children ages 15 months through 4 years:

- 4 doses of DTP (Diphtheria, Tetanus, and Pertussis)
- 3 doses of Polio (OPV)
- 1 dose of MMR (Measles, Mumps, Rubella)
- Hib (Completed series or one dose given at or after 15 months of age)
- 3 doses of Hepatitis B are required before entrance
- Varicella (Chicken Pox) If the child has already had Chicken Pox, the parents must submit a doctor's note stating when the child had it.

Children who do not have the required immunizations will not be permitted to attend school until the parent provides proof that all required immunizations have been received. If you are waiving immunizations, you must provide a signed copy of the waiver by the health department.

Exclusion Policy for Staff, Volunteers, and Children Exclusion Policy for Children

Parents need to have a backup care plan when their child is ill. This may be a grandparent, friend, or neighbor who can care for the child if the parent needs to work but cannot bring the child to the center or home.

Possible reasons we can call a parent to pick up a child or to exclude a child from care:

1. **Fever** – A child has a temperature of 101 degrees F or greater AND behavioral changes or other signs or symptoms. The child should not return until 24 hours with no fever, without using fever-reducing medications.
2. **Diarrhea** – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours before returning to care. Exception: This may occasionally be caused by antibiotics or new foods a child has eaten, but call the parent to find out if this is the likely cause.
3. **Vomiting** – If the child has vomited two or more times. Exception: Some babies may burp/spit up following a feeding – this is not vomiting. A healthcare provider may also rule out an infectious cause.
4. **Rash** – If the child develops a rash and has a fever or a behavior change. Exclude until a physician has determined it is not a communicable disease. Note: Rapidly spreading bruising or small blood spots under the skin needs immediate medical attention.
5. **Crying and Complaining** – Any time a child is not himself/herself, is lethargic, is complaining about discomfort, or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.

Exclusion Policy for Employees and Volunteers

Employees and volunteers are excluded when:

1. Diagnosed with a "Big Five" illness: Typhoid fever (Salmonella Typhi). Shigellosis (Shigella spp.). Escherichia coli O157:H7 infection (E. coli O157:H7). Hepatitis A (hepatitis A virus). Norovirus infection.
2. Jaundice has occurred within the last seven days.

3. Experiencing norovirus-like symptoms (vomiting and/or diarrhea). Note: employees and volunteers will stay home if ill with symptoms such as fever, cough, and sore throat.
4. The employee or volunteer can return to work:
 - a. When diagnosed with a “Big Five” illness: After health department approval and medical documentation states the excluded person is free of symptoms and free of the infectious agent.
 - b. When excluded for jaundice: The excluded person has provided medical documentation stating that they are free of the Hepatitis A virus.
 - c. When excluded for norovirus-like symptoms: 24-48 hours after the last symptom of illness. No handling of food or foodware for 72 hours after symptoms have resolved.

Communicable Diseases: If your child has signs of illness, please do not bring him/her to school. If your child has signs of illness, we will call you to pick up your child. Your child will be isolated until you can return for pick-up.

PARENTS ARE REQUIRED TO REPORT ANY CASES OF CONTAGIOUS DISEASE IMMEDIATELY TO THE SCHOOL OFFICE.

If a communicable disease passes through the preschool classroom, it is the policy of the Wayland Union Preschool to notify parents that the disease has occurred as soon as it's reported to the teacher/office.

A child will be excluded from school when infected with any of the following diseases:

CHICKENPOX: Incubation period is 2 to 3 weeks. Children are contagious one to two days before the rash to 6 days after the rash first appears. Early signs include mild fever at the time of eruption that looks like water blisters. Children will be excluded until lesions are dry and crusted, at least one week after eruption first appears.

EYE INFECTIONS (Conjunctivitis & Pink Eye): Incubation period is variable. The child is contagious during the course of active infection. Early signs include red eyes & lids. The child will be excluded until drainage from the eyes has cleared or the physician approves the return.

GERMAN MEASLES: The incubation period is 14 to 21 days. The child is contagious for one week to 4 days after the onset of the rash. Early signs include mild symptoms of a head cold for 1 or 2 days, followed by an eruption on the face and body, and swollen glands behind the ear. Children will be excluded until the 5th day after the onset of the rash.

HEPATITIS A: The incubation period is 15 to 50 days, with an average of 28 to 30 days. The child is contagious 2-4 weeks before the onset of symptoms to one week after the onset of jaundice. Early signs include abrupt onset with fever, tiredness, loss of appetite, nausea, and jaundice. The child will be excluded until the physician's approval to return.

HEPATITIS B: The incubation period is 45-180 days, with an average of 60 to 90 days. The child is contagious for a prolonged period of time. Early signs include loss of appetite, abdominal discomfort, nausea, vomiting, and jaundice. The child will be excluded until the physician's approval to return.

IMPETIGO (STAPH Infection): The incubation period is 1 to 10 days. The child is contagious while sores are draining. Early signs include blister-like sores on the skin. Children will be excluded until under medical care, lesions have healed, and no new lesions appear.

INFLUENZA: The incubation period is 1 to 5 days. The child is contagious 1 to 2 days before onset, to 4 to 5 days thereafter. Early signs include fever, chilliness, headache, prostration, cough, and runny nose. Children will be excluded until symptoms subside.

MEASLES (Hard Measles or Rubella): The incubation period is 8 to 13 days, with an average of 10 days. The child is contagious from the beginning of cold symptoms until 4 days after the rash appears. Early signs include moderate fever, puffy, watering eyes sensitivity to light. The lining of the cheeks was studded with bluish-white spots. 1 to 2 days later, a rash appears. The child is excluded until a minimum of 7 days after the appearance of the rash.

INFECTIOUS MONONUCLEOSIS: The incubation period is 4 to 6 weeks. The child is contagious for a prolonged period (the virus may persist in saliva for one year after infection). Early signs include fever, sore throat, and enlargement of glands in the neck. The child is excluded until the physician's approval to return.

MUMPS: The incubation period is 14 to 21 days, with an average of 18 days. The child is contagious 6 days before swelling appears, up to 9 days after. Early signs include swelling of salivary glands in the neck below and in front of the ears. The child is excluded until swelling and fever have gone down, usually one week after the appearance of symptoms, and with the physician's approval.

PEDICULOSIS (Head lice): The incubation period is several days or weeks. The child is contagious until lice and eggs (nits) are destroyed. Nits on the hair shaft more than ½" from the scalp are no longer alive. Early signs include severe itching of the scalp. The child is excluded until completion of treatment, and nits are removed from the hair.

RINGWORM OF SKIN & SCALP: The incubation period is 4 to 14 days. The child is contagious as long as lesions are present. Early signs include circular patches of dry skin on any part of the body and patchy baldness on the scalp. The child is excluded as directed by the physician or other evidence that he student is being treated.

SCABIES: The incubation period is several days or weeks (eggs hatch in one week). The child is contagious until the mites and eggs are destroyed. Early signs include extreme itching of the skin where mites have burrowed under the skin. The child is excluded until the completion of treatment.

STREP RASH (Scarletina or Scarlet Fever): The incubation period is 2 to 5 days. The child is contagious for 1 to 2 days if treated, and 10 to 21 days if untreated. Antibiotic treatment is important to prevent complications. Early signs include a sudden onset, usually with fever, sore throat, vomiting, headaches, and a fine rash. The child is excluded until the physician's approval to return.

WHOOPIING COUGH (Pertussis): The incubation period is 7 to 21 days. The child is contagious one week before to 3 weeks after the onset of the cough. Early signs include a series of violent coughs with whoops. Children are excluded until a minimum of 5 days after a minimum 14-day course of antibiotics is completed.

HAND, FOOT, AND MOUTH DISEASE: The incubation period is 3 to 5 days. The child is contagious during the acute stage of illness longer (viruses persist in stool for several weeks). Early signs include the sudden onset of fever, sore mouth, lesions (blisters) on the inside of cheeks, gums, and side of tongue; may last 7 to 10 days. Also occurs on the palms, fingers, soles of feet, or buttocks. The child is excluded during the acute stage of illness or as directed by a physician.

COVID: If your child is showing any of the following symptoms, it is recommended that you reach out to your healthcare provider and ask if your child should be tested for COVID; sore throat, uncontrolled cough, difficulty breathing, or shortness of breath, diarrhea, vomiting, or abdominal pain, severe headache, loss of taste or smell, and other symptoms as the CDC updates their Covid website.

Staff Health and Communicable Disease - A staff member or any volunteer help will be excluded from school when infected with any of the same communicable diseases listed above.

Hand Washing Protocol for Students - R400.8143 Health Care Policies: Health practices and policies including procedures for the following:

Children enrolled in preschool and their caregivers follow a prescribed method of hand washing as approved by the U.S. Centers for Disease Control. The procedure is as follows:

- **WET:** Wet hands.
- **SOAP:** Use soap, preferably antibacterial.
- **SOAP/LATHER:** Lather well beyond the wrist.
- **WASH:** Work all surfaces thoroughly, including wrists, palms, back of hands, fingers, and under fingernails. Rub hands together for at least 15 – 20 seconds.
- **RINSE:** Thoroughly rinse with clean water, assuring that the child does not touch the sides of the sink.
- **DRY:** Dry hands completely using a towel to turn off water faucets and protect hands from re-soiling.

Additional Policies & Procedures

Immunizations/Health Appraisal

The Michigan Department of Health requires up-to-date immunization records. Before the first day of school, all students are required to submit a Health Appraisal (signed by a Doctor & dated Oct. 2024 - Sep. 2025).

Attendance/ Weather Closures

We request that you contact the school office if your child is going to be absent for any reason during the course of the school year. Regular attendance for each child is important. The child learns and develops from each experience in the classroom.

In the event of inclement weather, we will follow the Wayland Union Schools cancellation policy. Preschool may or may not make up inclement weather days. This will be decided on an annual basis depending on several factors, such as the number of days missed and district and building scheduling.

Licensing Notebook

Parents have access to the preschool's **Licensing Notebook**, which is kept in the classroom.

1. The licensing notebook contains all of the licensing inspection and special investigation reports and related corrective action plans for the past five years.
2. The licensing notebook is available to parents during regular business hours.
3. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

Accidents, Injuries

When a child is injured at school, the family will receive a note (paper or a digital message) explaining the injury. If an injury leaves a significant mark or any mark on the neck or head, families will be notified prior to the end of the day via phone.

In the event of a medical emergency or serious accident, the parent/guardian and physician of the child will be contacted. If we are unable to make contact and emergency treatment is required, the child will be taken to the hospital specified on your Child Information Card. Your authorization for the classroom to contact your family physician and to take emergency medical measures deemed necessary is part of this agreement.

Incidents

The program will submit all reports required by the State of Michigan childcare licensing as required in R:400.8158.

Incidents include but are not limited to: a child left unsupervised, a fire, physical discipline of a child by a staff or volunteer, or alleged inappropriate contact. These incidents require an immediate notification of the parent/guardian, administrator of

the program, and a verbal report to DHS within 24 hours.

Evacuation Procedures For Natural Disasters And Man-Made Disasters - Fire Drills, Tornado Drills, Evacuation Drills, and Lock-Down Drills: Children in the preschools will practice all drills with the school. The procedures are practiced in a calm and orderly fashion, so children are not frightened. They will be told this is a drill. The drills become common, so children are not frightened in the event of an actual emergency. Students will be reunited with their families if an evacuation takes place. Families will be notified of reunification by phone and/or by the district's student information messaging system. Staff will provide individualized support as needed for all children, including those with special needs. See Wayland Union Schools' Critical Incident Management Handbook, which is posted in all classrooms, for the complete protocols.

Crisis Management Plan

Wayland Union Schools has a crisis management plan in the unlikely event that evacuation is needed. This could be caused by gas leaks, chemical spills, or another type of potentially threatening situation.

Detailed plans are kept in the classrooms regarding where the children will go. An individual plan will be created, if needed, for the accommodations of children with special needs. If a school/classroom needs to evacuate the children, our staff's priority is the safety of your children. If an evacuation is necessary, children will be taken by the classroom staff along with the Child Information Cards to an appropriate evacuation area designated by the school district. The school district's notification system may contact families by phone to notify them of an emergency.

Depending upon the nature of the emergency, families will be notified through the emergency communication plan of where the children will be going. Teachers will have their phones with them to be in contact with families during this crisis. Staff will count the number of children prior to the staff leaving the classroom, and once they arrive at the evacuation area, to will make sure all children are accounted for. Children and staff will stay at the designated evacuation area until the students are released by the principal or law enforcement. Upon returning to the classroom, attendance will be taken once more.

Emergency Closures

The program will close if a state of emergency exists or if conditions prevent us from providing childcare in a safe and orderly environment. We will follow emergency procedures and contact families using phone numbers from their child's information records. We have procedures posted to reunite families with their children if we must evacuate or close due to an incident, emergency, or severe weather. Parents will be notified by the classroom teacher and/or by e-mail of the evacuation and the location and time when they can pick up their child. If the center must evacuate, all children will be transported by Public School Bus.

Volunteers

- Volunteers must be at least 18 years old and able to perform the volunteer tasks.
- Volunteers will be asked to fill out a Volunteer Application, and a record check will be completed before acceptance.
- Volunteers are not to be left alone with students. When you come in to volunteer, please sign in at the front desk.
- Volunteers must sign a self-certification form regarding abuse, neglect, and criminal convictions annually.
- **All supervised volunteers receive a public sex offender registry (PSOR) and WUS iCHAT clearance** before having contact with students and are made aware of the center's policies on child abuse and neglect..

Child Protection Law and Mandated Reporting

All GSRP Staff are Mandated Reporters under law in the State of Michigan (Act No. 238). If a GSRP staff member has any reason to suspect child abuse or neglect, they are required to report such suspicion to Child Protective Services. While we will do everything we can to partner with families, our staff can be held legally responsible for failure to report, and it is our job to ensure the safety and security of every child enrolled in our program.

Parents/guardians must sign a self-certification form regarding abuse, neglect, and criminal convictions annually. By signing this form, parents/guardians acknowledge that they understand all staff members are required to report any signs of abuse or neglect and that parents/guardians are aware of their options if they see abuse or neglect.

A plan has been developed and implemented to assure compliance with the provisions of 1975 PA 238, MCL 722.621, also known as the Child Protection Law. The person suspecting the abuse is required by law to report the information to the local protective services agency. This shall be done immediately, and a completed 3200 form shall be sent to the agency within 72 hours. A listing of the local telephone numbers is as follows:

Child Protective Services

Daytime telephone: 1-855-444-3911

According to PA 15 (MCL 722.11 et seq.), childcare organizations are required to give oral and written notice to certain parents or legal guardians of children under the organization's care in the event of a special investigation that the Department of Human Services classifies as high risk in abuse or neglect is the suspected cause of a child's death or severe physical injury or in the event of sexual abuse or sexual exploitation.

Field Trips

Preschool classes may have the opportunity to go on a field trip. Extra helpers are always needed on field trips. In addition, classes may walk to locations within the community. Holidays will be observed, and various activities will be planned. **Parents may be invited to participate. All volunteers are screened using the public sex offender registry (PSOR) and the WUS iCHAT clearance form.**

Confidentiality

We intend to respect the privacy of children and their families and caregivers while ensuring access to high-quality preschool care and education. We aim to ensure that all parents and guardians can communicate in confidence and that it will only be used to enhance the welfare of their child.

To ensure that all individuals working and volunteering in our preschool classrooms can do so with confidence, we respect confidentiality in the following ways:

- Parents/guardians have access to the records of their own children, but do not have access to information about any other children.
- Staff will not discuss personal information given by families with other members of the staff, except when it affects planning for the child's needs.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families, and staff is kept in a secure location.

Pest Management

WUS has a pest management protocol in place. Parents will be given advance notice of a pest management treatment via email and a notice in the classroom. These notices will also be placed on the WUS website.

Nondiscrimination

Board Policy 2260

WUS preschool programs do not discriminate on the basis of race, color, national origin, set (including sexual orientation or transgender identity), disability, age (except as restricted by State of Michigan licensing and/or as a factor necessary to the normal operation of the program), religion, military status, ancestry, or any other statutorily protected category (collectively, "Protected Classes") in its educational programs or activities.

WUS preschool programs shall not discriminate in their policies and practices, and do not tolerate harassment of any kind.

Equal treatment and services shall be available to each child without regard to the Protected Classes, race, color, national origin, set, disability, age (except as restricted by State of Michigan licensing and/or as a factor necessary to the normal operation of the program), place of residence or social or economic background, to learn through the curriculum offered by the district.

Educational programs shall be designed to meet the varying needs of all our students.

Grievance

Parents and/or guardians of enrolled children should first express their complaints, concerns, and grievances with the classroom teacher. Parents are encouraged to bring any issues to the teachers' attention so that we may find a successful resolution between both the parent and the teacher. If your grievance cannot be successfully resolved with the classroom teacher, please contact the Wayland Early Childhood Program Coordinator at 269-792-9208 EXT3184.

Your comments, ideas, and questions are always welcome. You are your child's first teacher, and we look forward to partnering with you to make this an amazing year of growth and excitement for you and your child. Please feel free to contact us at any time.

Jessica Crampton
WUS Coordinator of Early Childhood
cramptonj@waylandunion.org

269-512-7730

Wayland Union Schools Parent Handbook

Acknowledgement Form 2025-2026

Dear Parents,

It is important that all parents and/or guardians of students attending the WUS Little Wildcats Tuition Program read and understand the content of this handbook.

The handbook contains information concerning policies and procedures that our programs follow in order to comply with the requirements from the State of Michigan, Allegan County Health Department, and all Allegan County Districts. Once you have read the handbook, please sign in the designated area and return this form to your child's teacher.

If you have any questions, please feel free to contact me at any time. Your signature indicates that you have read and understand the program policies, procedures, and timelines, and are deciding to place your child in our care.

Sincerely,

Jessica Crampton

Coordinator of Early Childhood and Community Education

cramptonj@waylandunion.org, 269-792-9208 EXT3184

By signing this agreement, you are stating that you have read the handbook and are agreeing to the terms. This page also fulfills the requirement in R 400.8146 (2) for written documentation that the parent received the written information packet.

Parent/Guardian Signature

Date

2025-2026 Tuition Preschool Calendar

2025-2026

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Wayland Union Schools Tuition Preschool Calendar	
Preschool Begins	
PreK Open House	
PreK Parent Teacher Conferences	
Holiday or Break = No School for Students & Staff	
District Professional Development Days - No Students	
Last Day Preschool	

Aug 26	Baker Preschool Open House
Aug 27	Dorr Preschool Open House
Sep 1	Labor Day
Sep 2	First Day TTH
Sep 3	First Day MWF
Oct 10	No School
Oct 13	No School
Nov 03	No School - Teacher PD Day
Nov 17-21	PreK Parent Teacher Conf
Nov 26-28	Thanksgiving Break
Dec 22-31	Winter Break
Jan 1-2	Winter Break
Jan 5	School Resumes
Jan 19	No School - Teacher PD Day
Feb 13-16	Mid-Winter Break
Mar 6, 10, 12	PreK Parent Teacher Conf
Mar 13	No School
Mar 16	No School - Teacher PD Day
Apr 3-10	Spring Break
May 20	Last Day MWF PreK
May 21	Last of TTH PreK

January						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
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22	23	24	25	26	27	28

March						
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22	23	24	25	26	27	28
29	30	31				

April						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				