



LEARNING TREE

COOPERATIVE PRESCHOOL

Where a love of learning takes root

AT ST. JOHN'S EPISCOPAL CHURCH

formerly St. John's Episcopal Preschool (SJEP)



Four-Star Rated

by the Great Start to Quality Program

Enrollment Information 2019-2020



www.learningtreepreschoolmi.org



www.facebook.com/ltcpreschoolmi



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405 North Saginaw Road, Midland, MI | (989) 631-2260

Learning Tree Cooperative Preschool admits students of any race, color, religion and national or ethnic origin.

Learning Tree Cooperative Preschool Mission

Our mission at Learning Tree Cooperative Preschool is to provide every child with a quality early childhood experience. We believe that education is a partnership between parents and teachers. We encourage problem solving in a loving, safe, play-based environment that develops confidence and fosters independence. This foundation for learning is cultivated by highly educated and caring teachers in a positive atmosphere. Through play and creative problem solving, exposure to literacy, math and science fundamentals are introduced and socialization skills are nurtured. We believe in empowering children by providing an atmosphere that allows children to learn by doing through concrete, hands-on experiences. Our priority is to provide a program that reflects the needs and goals of children and families.

Welcome to Learning Tree Cooperative Preschool!

Thank you for your interest in our program—we're delighted to have your child join us for a year full of new and exciting preschool experiences! Learning Tree Cooperative Preschool provides an enriching early childhood program for children from ages 2-5 under the direction of highly qualified teachers, aides and assistance by cooperating parents. We are a non-profit organization, licensed by the State of Michigan and are proud to be 4 STAR rated with the *Michigan Great Start To Quality* Program. We are a member of the Midland County Great Start Collaborative and have been a partner with them in providing an enriching preschool experience to many qualifying students over the past several years.

Our caring staff are all certified in First Aid and CPR and log more than the required number of professional development hours annually for licensing. They are dedicated to provide a loving and caring environment for children where they feel safe, secure and ready to play and learn.

During the school year, children will experience the fun and enjoyment of learning in all curriculum areas using the Creative Curriculum program and ongoing opportunities with STEAM (Science, Technology, Engineering, Art and Math). Literacy activities, puzzles, games, music and movement and outdoor play also enrich our day! Both individual and group opportunities help the children to grow socially, emotionally, physically, and intellectually and also help them develop positive social skills such as cooperation, problem solving, negotiating, self-control and coping skills with their peers. Staying for lunch is a highlight of their day and helps prepare them for the all-day kindergarten program.

We look forward to getting to know your family and growing with your child over the next year!

Sincerely,

Stephanie Gessford
Lead Teacher

Becki Sue Kugler
President, Parent Board

Typical Day at Preschool

Activities and materials are designed and available to include and integrate all academic areas. The children are introduced to early reading and math skills through meaningful experiences. These include listening to stories and poems, singing, dictating and sharing stories, charts and print in the classroom, early phonemic awareness, writing, and dramatic play. Math skills include counting, sorting, patterning, sequencing, matching and graphing. Science and art activities are always available. We will also go on some local field trips.

A typical day in the 3's/Young 4's classroom:

- **Greetings:** We begin our day in the classroom, where we greet each other and plan for free choice time.
- **Free choice time:** During free choice, the children may explore a wide variety of learning centers including art/playdoh, building blocks, train table, light table, puppets, books, sandbox, slide, kitchen, dress-up, and science discovery. They can engage in pretend play, creativity, and problem solving while learning skills of self-regulation.
- **Snack time:** After a trip to the bathroom and hand-washing, we gather back in the classrooms for a school-provided snack, which we serve family style so that the children can learn how to sit at the table as a group, develop table manners, and to promote vocabulary development through conversation.
- **Circle time:** After snack we meet in a circle where we read a book aloud, develop pre-reading skills, work on counting, play games, and expose children to social norms of the preschool setting.
- **Small group time:** Working in small groups allows students to receive individual attention to develop fine motor skills like drawing, cutting, and pre-writing. We also investigate science and math concepts through hands-on exploration and inquiry.
- **Music and movement:** After free choice, we gather again as a whole group for music and movement. We sing songs, develop coordination and rhythm, and play instruments.
- **Lunch:** After another trip to the bathroom and hand-washing, students eat a lunch they bring from home. We practice opening and closing containers, sitting at the table as a group, and discuss what we learned and loved at school that day.
- **Playground:** We end our day outside on the playground where children can climb, run, and explore nature. The school provides Oakiwear and rain boots so that we may go outside even on wet or rainy days.
- **Pick-up:** Students are escorted to the front of the building for curbside pick-up.

A typical day in the Older 4's/Young 5's classroom:

- **Greetings:** We begin our day in the classroom, where we greet each other and plan for free choice time.
- **Free choice time:** During free choice, the children may explore a wide variety of learning centers including art/playdoh, building blocks, train table, light table, puppets, books, sandbox, slide, kitchen, dress-up, and science discovery. They can engage in pretend play, creativity, and problem solving while learning skills of self-regulation.

- **Snack time:** After a trip to the bathroom and hand-washing, we gather back in the classrooms for a school-provided snack, which we serve family style so that the children can learn how to sit at the table as a group, develop table manners, and to promote vocabulary development through conversation.
- **Circle time:** After snack we meet in a circle where we work on our calendar skills, daily counting, play word or number games, share news and assign daily jobs.
- **Small group time:** Working in small groups allows students to receive individual attention work on literacy, math, science, art and fine motor skills with an emphasis on skill-building.
- **Large Group:** We read a book aloud, work on their pre-reading skills, take part in music and movement, guess the object in the “Mystery Can,” or play a quick game or work on large cooperative puzzles together .
- **Lunch:** After another trip to the bathroom and hand-washing, students eat a lunch they bring from home. We practice opening and closing containers, working on kindergarten readiness skills and developing independence and self sufficiency.
- **Playground:** We end our day outside on the playground where children can climb, run, and explore nature. The school provides Oakiwear and rain boots so that we may go outside even on wet or rainy days.
- **Pick-up:** Students are escorted to the front of the building for curbside pick-up.

Additional class and teacher information available at www.learningtreepreschoolmi.org.

The Importance of Parents at Learning Tree Cooperative Preschool

Have you ever wondered what it takes to run a preschool? Dedicated parents are crucial to making our preschool successful!

Our preschool is a non-profit, parent run organization, licensed by the State of Michigan. St. John’s Episcopal Church graciously allows the use of the facilities and subsidizes scholarships for families with need, but the operation of the preschool is solely the responsibility of the parents, teachers, and part-time director, thus making it a *cooperative* preschool.

Tuition schedules are set to cover the salaries of the teachers, aides, and part-time director, who are the only paid employees of the preschool. With little administrative and no maintenance staff, activities such as cleaning and repairs depend on the volunteer efforts of parents.

The preschool board is staffed by 4 officers (President, Administrator, Treasurer and Secretary) and 3 committee chairs (Publicity, Ways and Means, and Communications). This volunteer group of parents is responsible for making all budget and policy decisions regarding the preschool. The teachers serve as non-voting advisors.

Under each of the committee chairs lay a number of specific job responsibilities that are necessary in order to keep the school running smoothly. The jobs include everything from health and licensing responsibilities, to fundraising, supply, and program coordination.

So as you can see, we need the support of each and every one of you. Whether you have volunteered to be a board member or to make playdoh each week, your role is critical to the successful operation of the school. Thank you for your commitment to the school and your child!

Job Responsibility Information

Board Jobs (May – May)

- **President**: Chair monthly Board meetings; oversee scholarship applications with Tuition Chair; prepare applications and materials for Open House and attend the event; write bi monthly newsletter; ultimately responsible to ensure all preschool functions are carried out.
- **Administrator Chair**: Attend monthly Board meetings; coordinate/conduct interviewing for open staff positions during the summer; responsible for staff contracts including hiring, dismissal, and substitutes; handle all insurance and licensing issues involving safety, health and documentation. Ensure health department reporting requirements are fulfilled.
- **Secretary Chair**: Attend monthly Board meetings; record and issue meeting minutes; handle all official preschool correspondence – thank you notes, etc.
- **Treasurer Chair**: Requires computer and some business acumen; familiarity with Excel software; attend monthly Board meetings; responsible for issuing checks for bills and reimbursements.
- **Communications Chair**: Attend monthly Board meetings; attend Open House to answer questions related to the preschool; prepare Job Board list; assist Director with grantwriting; assist Director with email/telephone communications, as needed..
- **Publicity Chair**: Attend monthly Board meetings; coordinate external advertising; coordinate with other Board members or committees on publicity needs, prepares and posts flyers around town advertising our preschool and our important dates, updates the preschool Facebook page.
- **Ways & Means Chair**: Attend monthly Board meetings; oversee activities of all fundraiser workers; identify and coordinate fundraisers for the school year; staff table at Orientation.

Preschool Parental Responsibilities (for all parents not in a Board position)

- **Laundry Assistant** - Washing towels, art smocks, doll clothes and dress up clothes as requested by the teacher throughout the year.
- **Oakie Suit & Boot Wiper** - Washing the Oakie suits as required by the instructions and wiping down the boots as needed/requested by the teachers throughout the year.
- **Publicity Helper** - Helping the Publicity chair person with distributing posters, flyers and handouts, and help setting up for Kid's Day at the mall.
- **Health Coordinator** - Attending county Health Department class to enter Health information into computer and addressing any health problems throughout the year.
- **Playdoh Prep** - Making home-made playdoh for the classrooms throughout the year upon the teachers' requests.
- **Toy Washers** - Washing the toys in the classrooms multiple times throughout the year upon the teachers' requests.
- **Garage Sale Helpers** - Helping set up for the garage sale (will be the 1st or 2nd weekend of May, to be determined), sales during the garage sale, and tearing down the garage sale when it ends.
- **Bathroom Disinfecter** – Disinfect bathroom with Lysol wipes every morning before school starts.
- **Maintenance Helper** – Assist with minor maintenance and repairs in the preschool rooms.

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Learning Tree Cooperative Preschool Registration Form

To enroll your child in Learning Tree Cooperative Preschool, please complete pages 7-10 of the application and submit it along with the appropriate registration fee to:

Learning Tree Cooperative Preschool
405 N. Saginaw Road
Midland, Michigan 48640

Two's and You Students: There is a non-refundable registration fee of \$10 required to process your application.

3's, 4's and 5's Students: There is a non-refundable registration fee of \$100 required to process your application. Once you are enrolled, \$50 will be credited to your first tuition bill after enrollment.

Child's Name: _____ M / F
Last First Middle

Name to appear on child's name tag: _____ Child's Age: _____

Birth date: _____ Allergies: _____

Parents' Names: _____ and _____
Parent #1 Parent #2

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

☐ Check here if you prefer to NOT have your contact information shared with classmates.

Parent #1's Employer: _____ Work Phone: _____

Parent #2's Employer: _____ Work Phone: _____

Has anyone in your immediate family attended Learning Tree Cooperative Preschool? Yes / No
If so, when? _____

Are you a member of St. John's Episcopal Church? Y/N

How did you hear of our program? _____

Job Responsibilities (see page 5 for descriptions)

Learning Tree Cooperative Preschool is successfully run by parents and without the dedication of these volunteers, our school could not function. Therefore, it is critical that we maintain that standard by assigning jobs. It is an expectation that you fulfill this duty that we ask of you. There are many options to choose from, but understand that jobs are assigned on a first come, first served basis.

- **For the 2's Classes:** Please choose one Clean-up Night (circle one): **BEGINNING** or **MID-YEAR**
- **For the 3/4/5's classes:** You may choose to sign up for one clean-up night along with a job responsibility (preschool job signups will be done at orientation night based on the list of jobs on page 5), **OR** you can opt to become a member of the Preschool Board* for the school year (May to May). The board is made up of other preschool parents and is a great opportunity for you to have a direct say in your child's education. The board meets the first Monday of each month at 6:00 pm.

Option 1: Preschool Job (sign up on orientation night) AND **BEGINNING** or **MID-YEAR** Clean Up
(Circle one)

Option 2: Board Position*: _____

**Board members are given early registration opportunities and will have their registration fee waived.*

Class Schedule/Offerings

Please check the box next to the class you are interested in registering for:

	<p style="text-align: center;">Two's & You Class</p> <p>Monday or Wednesday, 9:30-11:00. Child must be 2 years old before the start of class. You may start throughout the school year and tuition will be prorated.</p> <p style="text-align: center;">FALL SESSION SPRING SESSION FULL YEAR</p>
	<p style="text-align: center;">3's/Young 4's Class</p> <p>Monday and Wednesday, 9:00-12:30 (with a lunch brought from home). Child must be potty trained and must be 3 by Sept. 1, 2019 to align with State requirements.</p> <p>[] Check here if you would prefer Tuesday/Thursday 3's Class, if the M/W class reaches capacity.</p>
	<p style="text-align: center;">3's/Young 4's Class</p> <p>Tuesday and Thursday, 9:00-12:30 (with a lunch brought from home). Child must be potty trained and must be 3 by Sept. 1, 2019 to align with State requirements.</p> <p><i>*** Do not select this class option without first confirming a Tuesday/Thursday class will be offered. This class offering is dependent on filling the Monday/Wednesday 3's/Young 4's class first.</i></p>
	<p style="text-align: center;">Older 4's/Young 5's Class</p> <p>Monday through Thursday, 9:00-12:30 (with a lunch brought from home). Child must be potty trained and must be 4 by Sept. 1, 2019 to align with State requirements.</p>

Tuition Information

Class	Total Cost	Payment Options
Two's and You	\$116	\$116 per session
3's/Young 4's	\$1368	6 payments of \$228
Older 4's / Young 5's	\$2730	6 payments of \$455

Scholarship applications are available online. Please contact Becki Sue Kugler at 989-631-2260 with any questions. Scholarships are confidential and are only discussed with the Director or Board President.

Learning Tree Cooperative Preschool's policy in regards to abuse and neglect is as follows:

- *Abuse and neglect of children is against the law.*
- *Volunteers shall not have contact with children while in the care of a child care center if either of the following conditions apply: A) They have been convicted of child abuse or neglect; B) They have been convicted of a felony involving harm or threatened harm.*
- *It is mandated by law that caregivers report any abuse or neglect.*

As required by the State of Michigan, all parents must answer the following with a "yes" or "no"

Guardian #1:

_____ Have you ever been convicted of an offense other than a minor traffic violation?

_____ Have you ever been involved in the abuse or neglect of children?

Guardian #1's signature _____ Date _____

Guardian #2:

_____ Have you ever been convicted of an offense other than a minor traffic violation?

_____ Have you ever been involved in the abuse or neglect of children?

Guardian #2's signature _____ Date _____

Effective 3/28/2018, all parents who would like to volunteer in the classroom must undergo the same comprehensive background check through the Michigan Child Care Background Check System (CCBC) as licensees, program directors and child care staff. After completing thorough paperwork (which is kept on file), each individual must undergo a fingerprint scan through the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI). These include a criminal history check using the Michigan State Police's Internet Criminal History Access Tool (ICHAT) and a check with Michigan's Department of Health and Human Services (MDHHS) that he or she has not been named in a central registry case as the perpetrator of child abuse or neglect before having contact with children. These results are available to the Preschool Licensing Director (and kept on file) and the Michigan Bureau of Children and Adult Licensing (LARA).

If you plan to attend with your child or volunteer occasionally, please provide us with your **full name** and date of birth as well as name and date of birth for any caretaker that may be present in class.

Guardian #1's Full Name: _____ Date of Birth: _____

Guardian #2's Full Name: _____ Date of Birth: _____

Caretaker's Full Name: _____ Date of Birth: _____