Midland Public Schools

Inspiring Excellence

600 E. Carpenter Street, Midland, MI 48640 • www.midlandps.org • 989.923.5001

2022-23 School Year
Preschool Parent Handbook

Pre-Primary Center at Carpenter Street School

Midland Public Schools
1407 W. Carpenter Street
Midland, Michigan 48640
(989) 923-6414
Fax: (989) 923-6410

www.midlandps.org

District Mission Statement

The Midland Public Schools, in partnership with our community, prepares students as knowledgeable, self-reliant, cooperative and ethical learners who are contributing citizens.

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Welcome

A very cordial welcome is extended to all of our families. We are happy to have your child with us in our Preschool program and look forward to a successful year together. We are glad that you have chosen Midland Public Schools for your educational needs.

Working with you and your child to provide the best possible experience is our goal and our responsibility. In keeping with this charge, we are providing this handbook to better acquaint you with the policies and procedures related to the program.

The rules and guidelines included are necessary to make the program an effective place in which to help children grow intellectually, socially and emotionally. Please read it carefully and keep it handy for future reference.

If you have any questions regarding the program, please feel free to contact: Pam Sharrow, Director, sharrowpj@midlandps.org.

Program Philosophy

Activities in our Preschool programs are designed to be flexible enough to meet each child's individual developmental needs. The program is designed to provide a quality early childhood education opportunity for parents/guardians. The environment is child-centered with individual, small and whole group activities. We offer three preschool programs in MPS.

- Four year tuition
- Three year old tuition
- Great Start Readiness Program (GSRP)

Primary Years Programme:

Curriculum will be built into the framework of the International Baccalaureate Primary Years Programme. The lead instructor is highly qualified to deliver said curriculum. Activities will be selected based on interest and needs of the children, focusing on fun, inquiry, safety, the pillars of the IB Learner Profile, and the importance of peer interaction. Daily activities will include, but are not limited to, literacy activities, art, games, science, math and nature projects, individual projects, recreation (indoor and playground) and rest time. Our program strives to meet the following goals:

- To provide parents/guardians with a quality, comprehensive program to prepare your child for Kindergarten.
- To assist children in reaching their full potential through activities that develop confidence, inquiry, traits of the IB Learner Profile, self-esteem, social skills and relationships, character, physical skills and teamwork.
- To support academic skills development in a fun and enriching environment.

Great Start Readiness Program (GSRP):

The GSRP Program features a Highscope *Curriculum*. The lead instructor is highly qualified to deliver said curriculum. Activities will be selected based on interest and needs of the children, focusing on fun, inquiry, safety, the pillars of the *Highscope Curriculum* and the importance of peer interaction. Daily activities will include, but are not limited to, games, science, math and nature projects, literacy, individual projects, recreation and rest time. Our program strives to meet the following goals:

- To provide parents/guardians with a quality, comprehensive program to prepare your child for Kindergarten.
- To assist children in reaching their full potential through activities that develop confidence, inquiry, self-esteem, social skills and relationships, character, physical skills and teamwork.
- To support academic skills development in a fun and enriching environment.

Please refer to the website: http://www.preschoolpartnership.org/Midland.html for further GSRP details.

Admission Policy

To enroll, a child must reach the age of four on or before **December 1,** and not be eligible to enroll in Kindergarten. Registrations will be accepted beginning in February annually for the IB Primary Years Programme and at the Regional Preschool partnership website (http://www.preschoolpartnership.org/Midland.html) for the GSRP program .

Prospective parents interested in Tuition Programme may drop off completed enrollment packets to the Pre-Primary Center at Carpenter Street School and a $25.00 registration fee (checks payable to Midland Public Schools). Enrollment is a first come basis, A waiting list will be maintained once the program is full and slots will be offered accordingly, if there is a withdrawal from the program. Each child enrolling in the program must have the following items completed and on file before they can attend:

- Registration Forms and Registration Fee
- Child Medical Health Form
- Immunization Record

Typical Daily Schedule

The following is a sample of your child's daily schedule. This is not the exact schedule every day will follow. The teacher individualizes his/her schedule to meet the needs of the class and the program specifications.

Arrival /sign in
Large group/ planning
Choice time
Review
Book and journal/Small Groups
Outside Choice
Circle (Read-Aloud)
Lunch
Rest Time
Outside Choice Read-Aloud
Choice time/small group
PM snack
Outside
Closing circle Departure

Transportation Policy

Primary Years Programme:
Limited transportation may be provided with exception. If a child is to be picked up by someone other than the parent/guardian, the person must be listed on the student release form and be able to present applicable identification. If transportation to an outside venue (field trip) is necessary, permission forms will be distributed and collected for each occurrence.

GSRP Program:
Limited transportation is provided by the Midland Public School Transportation system. Annual services and logistics will be published by the Program Director.
Three year old preschool; no transportation offered

Medication Policy

All medication must be brought to the office in its original container. A medication permission slip must be filled out per MPS district policy. Instructions and medication permission forms may be obtained upon request from the school office. All medication will be administered by the school office designee.

Absences and Sick Days

Call the office at (989) 923-6411 to report any absence. It is important that we know when your child will not be attending the program. Your help in keeping us informed of absences will save a lot of worry and time for everyone involved.

Emergency Procedure

In the event of an accident or emergency, parents/guardians will be contacted immediately. If we are unable to reach the parent/guardian, we will contact those listed on the child information form. The parent/guardian will be responsible for any incurred expenses. **For your child's benefit, please keep the Preschool staff updated on any emergency phone numbers.**

Fire Emergency

All fire drills will be documented in the fire drill log which will be kept available at the Pre-Primary Center at Carpenter Street School. Immediately upon discovery of any kind of fire in the building, or to initiate a fire drill, the fire alarm will be sounded.

Upon hearing the fire alarm, staff members will immediately react as follows:

- All children will be instructed to keep quiet and form a single file line holding hands with the child immediately in front and the child immediately behind. The assistant teacher will be instructed to check the classroom bathrooms before leaving.
- The lead teacher will immediately take the children along with the daily attendance log out through the lower elementary double doors which lead to the lower elementary playground.
- Once at the designated meeting place, the teacher will instruct the children to sit down quietly and proceed to take roll using the daily attendance log.
- All children will be kept together and children will not be released to anyone other than their parents or other designated guardian as specified on the child' information form.

Children with Special Needs:

The preschool staff will get to know the individual needs of each child enrolled in the program. If needed, an emergency plan will be discussed with the parents to determine the best way to support the child in the case of an emergency.

Tornado Emergency

In the instance of a tornado warning, the teacher will instruct all children to gather in bathrooms and bathroom area of the preschool classroom. The teacher will take the daily attendance log. The children will be instructed to sit down and duck and cover. They will be instructed to keep calm and quiet while the teacher takes roll. The children will remain in this area until the tornado warning is cancelled.
All children will be kept together and children will not be released to anyone other than their parents or other designated guardian as specified on the child's emergency information.

Serious Accident/Illness /Injury

In the event that any child is seriously injured or becomes seriously ill, the following procedures will be followed:

1. The teacher will remain with the sick or injured children. Emergency first aid is to be administered as necessary.
2. The assistant will call 911 to report the emergency. All emergency phone numbers are located by the classroom telephone.
3. Once the proper emergency medical personnel have been contacted, the parents of the sick or injured child will be notified immediately.

Food Service Policy-

IB Primary Years Programme:

Program participants may purchase breakfast or lunch, at regular school prices, or bring meals from home. Snacks are provided at no additional charge. Meals and snacks provided by the school contractor (Chartwells) will meet all federal and state mandated nutritional guidelines. If your child has special dietary needs, please include that information on the Child information sheet and notify the Director. We encourage you to provide bottled water for your children to hydrate themselves throughout the day. Drinking fountains are available at all times for students upon request.

GSRP Program:

Breakfast, lunch and snacks are provided at no additional charge to those who qualify based on federal guidelines. Meals and snacks provided by the school contractor (Chartwells) will meet all federal and state mandated nutritional guidelines. If your child has special dietary needs, please add that information to the child information sheet and notify the Preschool Director. We encourage you to provide bottled water for your children to hydrate themselves throughout the day. Drinking fountains are available at all times for students upon request.

Days and Hours of Operation -9 am -4pm

All tuition Programs a full day, 5 day a week M-F instructional program that will begin the first full day and will end with the last day of the scheduled school year.
The GSRP program is a full day instructional program that meets Monday through Thursday within the published Midland Public Schools calendar. https://www.midlandps.org/district/calendar

Preschools will follow all MPS snow days and delays.

The district operating calendar can be found at the following website:

Official instruction start/end times: 9:00 a.m-4:00 p.m.

- Before and after school care is provided by Campfire. You can reach Campfire at (989) 832-2295.

Dress and Personal Belongings

Students should always be dressed for outdoor play. Please have your child wear clothing appropriate for school with covered toe shoes. Items brought from home are the sole responsibility of the child. **Valuable items should not be brought to the program. Whenever possible please write your child's name on labels in snow pants, jackets ect.**

Behavior/Discipline Policy

The Preschool programs have been developed to provide a warm, positive environment which meets the children's daily needs. There are times when discipline problems occur and action will be taken. The following discipline guidelines have been developed in support of this environment.

Our staff will use positive methods of discipline, which will encourage self-control, self-direction, increased self-esteem and cooperation. The staff will explain to the child why certain behaviors may be inappropriate, and focus on what he/she should be saying or doing. Rules will be taught to children through social stories, modeling and practice.

If positive methods of discipline fail, staff will personally contact the parents to schedule a conference.

If behavior continues to be inappropriate, a second conference will be scheduled with staff members, parents and the Program Director.

Further unsatisfactory behavior will result in a three-day suspension.

GSRP Preschool: Child Guidance and Discipline Policy

In our GSRP classrooms, we proactively teach children social and emotional skills. Our staff is trained in developmentally appropriate child guidance practices. We implement a pyramid model approach to promoting the social and emotional competence of children. We create supportive, nurturing, and responsive relationships among adults and children, which is an essential component to promoting healthy social emotional development. We focus on child initiated learning activities, which minimize challenging behavior. Adults support children as they solve problems with materials and resolve conflicts with peers. Adults encourage children to do things

for themselves, treat conflicts matter-of-factly, approach children calmly and stop any hurtful actions, acknowledge children's feelings, involve children in identifying and solving problems, and give follow-up support when children act on their decisions.

Adults use effective practices that teach social skills to all children and provide more individualized instruction to children who need additional support. Such instructional decisions are guided by the use of data, training and support for staff, and family partnerships. Positive behavior support is offered through a multi-tiered system of supports based on positive relationships with children, families, and staff; high-quality supportive learning environments; intentional teaching of social and emotional skills; and behavioral consultation involving intensive individualized interventions. Behavior consultation is aimed at building the capacity of staff, families, and program systems to prevent, identify, and reduce the impact of behavioral and developmental health concerns in children and families. Behavior supports are provided on an ongoing, as needed basis. We do not deny enrollment, suspend, expel, or exclude children based on challenging behavior.

In accordance with developmentally appropriate practice for preschool children and the State

Board of Education's Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint (updated 4/18/17), adults use prevention strategies, redirection, natural and logical consequences, and encouragement of cooperative and prosocial behavior. Adults are prohibited from using corporal punishment, humiliation, threats, seclusion, or techniques based on shame or fear. If children engage in behavior that is harmful to themselves or others, we work together with families and our support team to develop a plan for teaching skills and reducing the challenging behavior. Physical restraint is used only on an emergency basis and as last resort if there is an imminent risk to the safety of the student or others. These materials were developed under a grant awarded by the Michigan Department of Education

GSRP Program:

Please refer to the website: http://www.preschoolpartnership.org/Midland.html for details.

Tuition/Fees

Tuition 3s and 4s: A signed Enrollment Form confirms either a slot or a waitlist status . All tuition must be paid by the 15th of each month. Days are counted in total for the year and divided by 9 months. This is to even out payments. It is NOT done by days in a month attended. All tuition payments are to be made online via the MPS website SchoolPay. Tuition is charged for all the days a child is enrolled, regardless of an absence; refunds or credits will not be given.

- Tuition is charged for all the days a child is enrolled.
- Meals are charged at a rate set by Chartwells Food Service annually.

After two weeks of non-payment, parents/guardians will be advised that unless satisfactory arrangements have been made with the Program Director, the child/children will no longer be able to attend. We do understand that unforeseen circumstances occur and we encourage you to make accommodations with the Program Director.

Please be aware we are funded only through parent tuition. If your tuition is not paid we cannot pay our expenses. It is necessary to have tuition paid, in full and on time. Thank you for your understanding and cooperation.

Program Late Fees

Failure to make payments in a timely fashion will result in a $25.00 late fee per occurrence.

Payment Records

All participants should keep track of their own payments and receipts if intending to use this information for tax purposes.

Withdrawal Procedures

If it becomes necessary for you to withdraw your child from the Preschool Program, written notice must be given to the Program Director two weeks in advance. If a two week notice is not provided, the parent is responsible for the additional two weeks of tuition (Primary Years Programme Only).

Staff Training Plan

The Preschool staff is involved in ongoing staff training each year. The school district offers the following training for staff:

- Infant, Child, and Adult CPR (updated every 12 months)
- First Aid (updated every 12 months)
- Blood Borne Pathogens (within 1 month of hire)
- 16- 24 clock hours of annual training (each licensing year). Topics such as: child development, children's behavior, health and safety, IB PYP curriculum, etc.
- Review of emergency procedures at least twice annually (fire, tornado, serious accident & crisis management)
- Health Care Plan review annually
- Child abuse and neglect reporting review annually
- Emergency Evacuation Procedures
- On-site In-service Opportunities
- Collaboration with outside Early Childhood Specialists

Staff Screening Policy

The Preschool Program will be staffed by qualified personnel. An adult-to-child ratio of no more than 1 to 12 will be maintained.

Early Childhood staff screening policy includes the following requirements:

- Initial interviews will be conducted by the Preschool Program Director.

- All staff will have a criminal history check using the Michigan State Police internet criminal history access tool (ICHAT) prior to an offer of employment. If the ICHAT reveals a conviction for crimes against children, or a felony involving harm or threatened harm to an individual within the 10 years preceding the date of hire, the prospective employee will not be hired.
- All staff will submit a Department of Human Service Central Registry Clearance which verifies the prospective staff member has no history of child abuse/neglect.
- All staff will submit proof of a physical exam signed by a licensed physician within 6 months before or 30 days after the start of employment.
- All staff will submit evidence he/she is free from communicable tuberculosis prior to employment. The evidence must be less than a year old from the date of hire.
- All staff must sign a statement at the time of hire indicating all of the following:
  1. The individual is aware that abuse and neglect of children is against the law.
  2. The individual has been informed of the program's policies on child abuse and neglect.
  3. The individual knows caregivers are required by law to immediately report suspected abuse and neglect to Children's Protective Services.

Volunteers

Volunteers play an important role in the education process and have long since been an important part of student success in our district. Individuals that are interested in volunteering should visit the United for Success Program website at midlandps.org (Parents – United for Success (Volunteers)) to download the handbook and volunteer application.

Pest Management Plan

Pesticide application may occur during the year if there are pest issues in the classroom. You will receive advanced notice of these applications through two means (i.e. letter home & notice in the classroom). This advanced notice shall contain information about the target pest or purpose for pesticide application; information about the pesticide to be used; approximate location of application; date of application; who to contact at CNC for more information; and the National Pesticide Information Center phone number. (See Pest Management Notification form on page 15.)

Health Policy

We cannot provide care for your child if he/she is ill. If your child should become ill while in our care, a parent/guardian will be notified. A child should never be sent to school if he/she has symptoms of illness. To protect themselves and others, children should be kept at home if they have any of the following symptoms:

- sore throat
- fever
- earache/discharge
- lice
- nausea or vomiting
- skin rash
- swollen glands
- overly tired
- diarrhea
- inflamed eye/discharge
- sores on skin such as impetigo, scabies or ringworm

Children and Staff Hand Washing

Staff must wash their hands:

- When arriving at school
- Before preparing or serving any food or drink

- After handling animals
- After sneezing or blowing nose
- When hands are dirty
- Before administering medication
- Before (when appropriate) and after administering first aid
- After using the restroom

After washing hands, it is important not to touch anything before handling food. If using gloves to prepare food, hands should still be washed before putting on gloves. After contact with a child's bodily fluids - including blood, vomit, sputum, and mucus (from wiping nose), hands must be washed.

Children must wash their hands:

- When arriving at school
- Before eating
- After using the restroom
- After sneezing or blowing nose
- After playground activities
- After handling animals
- When hands appear to be dirty

How Hands should be washed:

- Wet both hands
- Apply a small amount of liquid soap
- Rub hands together for at least 15 seconds for a good lather
- Be sure to wash between the fingers and under the fingernails
- Rinse hands well with warm water
- Dry hands well with paper towel
- Use towel to turn off faucet
- Dispose of towel in the trash

Procedure for Handling Children's Bodily Fluids

Treat all situations involving contact with blood, body fluids, or medical waste with caution.

- Wash hands after contact with any bodily substance or articles contaminated with a bodily substance.
- Wear protective gloves on both hands for anticipated direct hand contact with blood, body fluids, medical waste or contaminated objects or surfaces. Wash hands immediately after removing protective gloves.
- When anticipated exposure occurs, remove contaminated substances by washing hands and other skin surfaces immediately and thoroughly. If splashed in eyes, nose or mouth-flush with water immediately. Notify supervisor immediately. It is recommended that medical help be sought within 2 hours of exposure. Employees are not to risk their personal health by waiting to seek treatment if they feel that immediate treatment is needed. Any approval that the employees feels that they need from their supervisor is to be "assumed" in exposure situations.
- Treat all linen soiled with blood and/or body secretions as infectious. Soiled linens and materials should be handled as little as possible and with minimum agitation.
- Trash must be placed in covered containers bagged in impervious bags; secure tops when filled, double bag only if break through is anticipated.
- Areas, surfaces or articles that are soiled with blood or body fluids must be cleaned with detergent/disinfectant.

Controlling Infection, Including Universal Precautions

Universal Precautions will be followed, including proper methods to care for spills of bodily fluids, use of disposable gloves, proper hand cleaning & sanitizing of all equipment, toys and other surfaces.

Sanitizing Procedure

- Wash vigorously with warm water and detergent
- Rinse with clean water
- Submerge, wipe or spray with a solution of DMQ – a non-alkaline disinfectant cleaner
- Sun or air dry

(Product description of DMQ is available upon request at each site.)

Health Related Resources

The Midland Public Schools Preschool Program collaborates with a wide variety of agencies in and around Midland County. Information is shared and referrals are made to agencies such as:

- Midland County Health Department
- Midland Community Mental Health
- Michigan Department of Human Services
- Bureau of Children and Adult Licensing
- Midland County ESA
- Regional Preschool Partnership

Playground Inspections

NOTICE: Our playground equipment is inspected by Midland Public School employees and not a Michigan Playground Safety Inspector.

Licensing Notebook

Per Rule 400.8146 (Michigan Licensing Rules for Childcare Centers), the center's licensing notebook is available for parents to review during regular operating hours. The notebook will contain:

- All licensing inspection and special investigation reports ○ Correlating corrective action plans
- Licensing and special investigation reports from at least the past two years are available at the following web address ○ **www.michigan.gov/michildcare**

Program Contact List

Name	Phone	Position
Pam Sharrow	(989) 923-6413	Director
Amy Gates	(989) 923-6414	Office Professional
general building	(989) 923-6411	
fax	(989) 923-6410	

Note: *Some of these materials were developed under a grant awarded by the Michigan Department of Education.*

STATEMENT OF NONDISCRIMINATION, DESIGNATED COORDINATORS, GRIEVANCE PROCEDURES FOR

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE ll OF THE AMERICANS WITH DISABILITIES ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the State of Michigan's Elliott Larsen Civil Rights Act of 1977, it is the policy of the Midland Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in employment or in any program or activity for which the Board is responsible or for which it receives financial assistance from the United States Department of Education.

Section I—Designated Coordinators

Any person believing that the Midland Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disabilities Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinators as listed below at the following address:

Section 504 Coordinator – Jeff Jaster, Associate Superintendent
Title II Coordinator and Title VI – Jeff Jaster, Associate Superintendent and Director of Human Resources
Title IX and Age Coordinator – Jeff Jaster,Associate Superintendent and Director of Human Resources

Midland Public Schools 600
E. Carpenter Street
Midland, MI 48640
Telephone: 989-923-5001

Section II—Grievance Procedures

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the appropriate district Civil Rights Coordinator who shall, in turn, investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1
A written statement of the grievance signed by the complainant shall be submitted to the appropriate district Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2
A complainant wishing to appeal the decision of the district Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing within ten (10) business days.

Step 3
If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4
Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202.

The district Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the acts and the regulations on which this notice is based may be found in the office of the district's Civil Rights Coordinator.

Midland Public Schools January, 2016

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day that Midland Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Midland Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Midland Public Schools decides not to amend the record as requested by the parent or eligible student, Midland Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Midland Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Midland Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. Upon request, Midland Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to refuse to permit Midland Public Schools to designate certain personally identifiable information about the student as directory information which is not subject to the above restrictions on disclosure. Midland Public Schools may within its discretion release some or all directory information as it determines is appropriate. Midland Public Schools has designated the following information about a student as directory information: name, address, telephone listing, e-mail address, date and place of birth, major field of study, year in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed. If a parent or eligible student does not wish to have the student's information designated as directory information and disclosed, the parent or eligible student must request and complete a Request to Prevent Disclosure of Directory

   Information form from the school principal and submit the completed form to the school principal no later than the 15th day of a school year. Please note that a request to block the designation of information as directory information will apply to all categories listed above and to all requests for directory information from within and outside the Midland Public Schools community. This notification will remain in effect until the parent or eligible student informs the school principal in writing to remove the block to designation and disclosure.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Midland Public Schools to comply with the requirements of FERPA. To contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW
Washington, D.C. 20202-4605

Midland Public Schools Preschool
Pest Management Notification

Dear Parent:

The following application will be delivered for the management of pest within your child's Preschool building.

The target pest or purpose_____

The date of application will be_____

The approximate location will be_____

Information regarding this pesticide_____

_____

Questions specific to the Preschool Program can be directed to:

Pam Sharrow, Director - 989-923-6413

Additional information may be obtained at the National Pesticide Information Center at (800) 858-7383, the Department of Agriculture at (800) 292-3939 or research on the web at **http://www.michigan.gov/mda**

Parent Acknowledgment of Preschool Handbook and Licensing Notebook

_____

Student Name (Please Print)

This Preschool Handbook was created to promote an understanding of the policies and procedures at the Pre-Primary Center at Carpenter Street School.

This preschool maintains a licensing notebook of all licensing inspection reports, special investigation reports and all corrective action plans. The notebook will be available to parents for review during regular school hours.

*Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at **www.michigan.gov/childcare**

Please remove this page, sign it and return it to the Preschool Director. Your signature indicates that you have received this Preschool Handbook and understand the policies and procedures outlined in it. **I have read and understand the policies and procedures in the Preschool Handbook.**

Parent Signature: _____ **Date:** _____