



## **Old Mission Peninsula School**

## **PRESCHOOL HANDBOOK**

### **Old Mission Peninsula School**

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This Handbook is subject to update as policies are approved by the Board of Directors.  
Updated editions of the Handbook will be available in the school office and posted to the school's website.

## Table of Contents

<b>PARENT NOTIFICATION OF THE LICENSING NOTEBOOK</b>	<b>1</b>	<b>Students with Severe Food Allergy or Chronic Illness</b>	<b>10</b>
<b>MISSION AND GOALS</b>	<b>1</b>	<b>Handwashing</b>	<b>10</b>
OMPS Mission	1	<b>Pest Control Notification Policy</b>	<b>10</b>
Preschool Program Philosophy	1	<b>SAFETY AND EMERGENCY PROCEDURES</b>	<b>11</b>
<b>GENERAL INFORMATION</b>	<b>2</b>	Student Safety Zone	11
Admission Policy	2	Child Abuse or Neglect	11
Application Procedures	2	Emergency Procedures	11
Withdrawal Policy	3	Playground Safety	11
Schedule of Operation	3	<b>STUDENT BEHAVIOR AND DISCIPLINE</b>	<b>11</b>
Snow Days and Emergency Closings	3	Playground Behavior	11
Daily Routine 8:15 am to 3:20 pm	4	Discipline Philosophy and Practice	12
Pickup	4	Unusual Incident	12
Program Cost	5	<b>STAFF AND VOLUNTEERS</b>	<b>13</b>
Program Payment Options	5	Staff Training	13
Fee Payment Schedule Options	5	Comprehensive Background Check	13
Late Pick-Up Fees	6	Volunteer Opportunities	13
Absences	6	<b>VIDEOS AND PHOTOS</b>	<b>13</b>
Food and Nutrition	6		
Appropriate Clothing	7		
<b>HEALTH</b>	<b>7</b>		
Health and Immunization Requirements	7		
Children with Special Needs	7		
Accident, Injury, Illness or Incident	8		
Communicable Diseases	9		
Head Lice	9		
Medication Policy	9		

## **PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

Child Care Organization Act, 1973 Public Act 116

Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business 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/michildcare](http://www.michigan.gov/michildcare).

### **MISSION AND GOALS**

#### **Mission Statement**

To provide a safe, nurturing environment where children are encouraged to grow, explore, and thrive. Our goal is to create meaningful opportunities that support developmental milestones and inspire a lifelong love of learning.

#### **Vision**

To provide high-quality care, education, and services that strengthen the lives of young children, their families, and the community.

#### **Preschool Program Philosophy**

The OMPS Preschool Program is grounded in the core values of Old Mission Peninsula School: respect, responsibility, courage, and kindness. Our philosophy is to foster each child's natural curiosity and eagerness to learn while supporting their social-emotional growth. We strive to help children build the mental, social, and physical skills that will serve them throughout their school years and beyond.

Our classrooms are designed to be warm, engaging, and safe spaces where children feel valued and confident. Learning experiences include hands-on play, guided exploration, and the use of our extensive outdoor campus to inspire discovery, creativity, and connection with the natural world.

## **GENERAL INFORMATION**

### **Admission Policy**

The Old Mission Preschool Program is open to children ages 3 through Kindergarten. In order to attend, children must be “developmentally ready” for preschool which includes being fully potty trained. A one time non-refundable admission fee of \$50 is required to hold your spot in the program.

Admission to the OMPS Preschool Program shall occur without discrimination on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing school district. Admission shall comply with all applicable federal and state laws. Admission shall be limited to those students who are residents of the state, except a foreign exchange student.

Several seats will be held for students entering preschool that have siblings at Old Mission Peninsula School. Parents will need to notify the preschool director by October 1st, for the following year if they would like to have their child considered for enrollment and to secure a seat. After December 31, if those seats have not been reserved, students on the waitlist will be notified of an opening in the order of which they had been contacted.

### **Application Procedures**

Interested parties may inquire via:

- The school website
- The school office (in-person, phone, or email to [preschooldirector@ompschool.org](mailto:preschooldirector@ompschool.org))

For the current school year, applications for available seats will be filled in the order received, or added to the wait list in the order received.

The OMPS Preschool Program requires submission of the following application materials:

- OMPS Enrollment Application and \$50 new student enrollment fee
- Child Information Record
- Health and Immunization record from child's physician
- Health appraisal dated within one year of program entry
- Medication Permission and Instructions (if applicable)
- Parent Permission Forms
- Acknowledgement of receipt of the Written Information Packet, signed and dated

For children with special needs, care shall be provided according to the child's needs as identified by parents, medical personnel, and/or other relevant professionals. Please discuss any special needs your child may have with the Program Director ([preschooldirector@ompschool.org](mailto:preschooldirector@ompschool.org)).

**Withdrawal Policy**

If you decide to remove your child from care, you must provide written, one week notice to the Program Director ([preschooldirector@ompschool.org](mailto:preschooldirector@ompschool.org)). Written notice must include the last day of attendance. Your fees must be paid in full.

Children and families may be withdrawn from the program due to non-payment of fees, or if OMPS Preschool determines that a child is not developmentally ready for preschool. This includes, but not limited to inadequate potty training skills. If the OMPS Preschool Program determines the need to remove your child from the center, we will provide written notice, via email or mail, advising you of the reason and the last day of attendance. If a student has been withdrawn from the program due to expulsion, tuition will still be charged for the remainder of the month they attended.

A withdrawal meeting may be required to promote understanding of the reasons for the child's removal from the OMPS Preschool Program.

**Schedule of Operation**

Preschool will operate on the same calendar as the OMPS school year. School begins at 8:15 am and ends at 3:20 pm.

**What will morning drop off look like?**

Students are asked to wait in their cars until 8:00am. At that time students are allowed to enter with a staff member or parent through the preschool classroom door or main school doors.

**What will dismissal look like?**

Students will be in their classroom/playground with belongings packed. An OMPS school employee will call names of cars present in the loop and on deck. When a child's name is announced, a staff member will help them exit and get to their cars. Parents are asked to remain in their vehicles and pull up and park to be able to buckle. Parents may park and pick up at the playground fence.

**Holiday and Other Closures**

Please see the school calendar for specific dates the school is closed.

**Snow Days and Emergency Closings**

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:00 am. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the OMPS website ([ompschool.org](http://ompschool.org)). Parents are required to pay for all snow days that fall on the date of your students schedule. If preschool is canceled due to a power outage, spontaneous weather/event etc all parents are responsible to pay for the required date if it falls in your students schedule. If we dismiss early for severe weather or an emergency, the OMPS

Preschool Program is automatically canceled and your child(ren) will need to be collected from the school.

### **Daily Routine 8:15 am to 3:20 pm**

When students attending Preschool Program arrive at the school, parents will drop their children off and sign them in with OMPS Preschool staff. The typical daily routine will be:

Arrival

Individual play/table time

Morning meeting (group time/circle time)

AM Snack

Small Group Activities

Music and movement

Outdoor time

Story time

Lunch and cleanup

Rest/quiet time

Snack

Gym, Music, or Art (Day dependent)

Outdoor time

Departure

The daily routine is subject to change due to curriculum direction and interests of children. A more detailed schedule will be provided by your child's teacher.

### **Pickup**

When you arrive to pick up your child from care, be ready to show proper identification (driver's license or other photo identification) to our staff. If you are relying on someone else to pick up your child, this person will have to show proper identification as well as be listed on your child's emergency card as a person authorized to remove your child from OMPS. If the OMPS Preschool Program does not have your prior authorization for this person on your child's emergency card, your child will not be released to this person. In some instances, i.e. joint custody or sole custody, custodial papers will be required to be on file with the OMPS Preschool Program to insure the appropriate release of your child.

If we suspect that you or your designated, authorized person picking up your child is intoxicated or otherwise unable to operate a motor vehicle, we will ask that the incapacitated adult not transport your child. We will help make alternative transportation arrangements. If the incapacitated person refuses assistance or demands to transport your child, we will notify the police. Please understand our policies were designed around your child's safety. Compliance with these policies is expected.

### Program Cost

The OMPS Preschool Program Fee Schedule:

Schedule	Daily Rate
5 days per week (M/T/W/Th/F)	\$45
3 days per week (M/W/F)	\$48
2 days per week (T/Th)	\$48

(bi-weekly & monthly rates are based on 180 days on school divided over 10 months)

The OMPS Preschool Program offers a 5% discount on fees for 2nd and 3rd Siblings. The 1st, or oldest sibling, is always subject to the full fee.

**All fees are required to be paid in advance of your child attending the Preschool Program.**

### Program Payment Options

OMPS Preschool fees may be made by two methods:

1. Pay via the preschool payments management system called Brightwheel. Parents receive a link to set up the app prior to the school year where they can set up their account and set up their form of payment.

Or go directly to [schools.mybrightwheel.com](https://schools.mybrightwheel.com) to set up an account. The school will link you to your child in the system and your payments owed will be applied by the school to your account.

2. Pay by check or cash mailed to the school or given to the Director. Please ensure your check is mailed in advance of the 15th of each month so that payments can be processed by that deadline.

### Fee Payment Schedule Options

1. Pay full yearly payment by Tuesday, September 15th.
2. Pay monthly - payments due by the 15th of the preceding month, with the exception of June being due on the 5th. These payments will be based on the monthly rate listed on the OMPS Preschool Fee Schedule. There will be a **total of 10 payments**.

September 15th: Payment 1	February 15th: Payment #6
October 15th: Payment #2	March 15th: Payment #7
November 15th: Payment #3	April 15th: Payment #8
December 15th: Payment #4	May 15th: Payment #9
January 15th: Payment #5	June 5th: Payment #10

## **Late Fee**

Please make complete payment on a timely basis. OMPS must collect Program fees at these specific due dates in order to operate the Preschool Program and pay our teachers.

***Failure to pay by the 15th of each month will result in a late fee of \$50***

When fee payments are delinquent, it impacts the quality of the program we can provide.

If a payment is missed, the Program Director will make arrangements with you to pay the amount due. Any resources available to the Program will be used to create a financial plan with parent(s)/guardian(s) to pay amounts due and permit care to continue. Payments must be made according to the arrangements specified in the plan to continue care. Please, contact our Program Director ([preschooldirector@ompschool.org](mailto:preschooldirector@ompschool.org)) immediately for any payment concerns you may face. If you fail to communicate and/or follow through with financial arrangements, your delinquent bill will be sent to a collection agency.

Checks not honored by your bank will incur a \$35.00 Non-Sufficient Funds fee. The OMPS Preschool Program incurs a fee when a check is returned by our bank. This fee is subject to change.

## **Late Pick-Up Fees**

The OMPS Preschool Program schedules its staff to operate the center from 8:15 am to 3:20 pm. If you arrive late to pick up your child, it impacts our ability to deliver the Program. Staff have their own obligations and engagements after hours. Therefore, if a child is not picked up by 3:30 pm, a \$1.00 per minute fee will be assessed. If a child is not picked up by 4:20 pm and a parent or guardian can not be reached, Child Protective Services will be contacted.

If a parent is running late due to an emergency, a call to the OMPS Program Director (231) 252-0225 is required. Fees as stated above will still be incurred.

## **Absences**

We schedule staff to prepare and implement the activities scheduled every day. Please notify the center as soon as possible if your child will be late or absent by messaging your child's teacher via brightwheel or emailing ([preschooldirector@ompschool.org](mailto:preschooldirector@ompschool.org)). The OMPS Preschool Program does charge you for child absences regardless of the reason. No refunds will be given for unscheduled absences.

## **Food and Nutrition**

Parents of Preschool students are expected to provide all meals and snacks for their children. All provided items must be pre-portioned. Staff are not able to prepare food. The OMPS Preschool Program will provide an adequate amount of food for a child if parents forget to pack lunch and snacks. A \$10.00 fee will be assessed if the school provides your child's lunch and snacks. All food brought from home must be labeled with the child's first and last name and the date. You



may use painters or masking tape or a sticker to date the lunchbox. Lunch boxes will be returned home daily.

Children will have access to water throughout the day. Water bottles should be brought to school on a daily basis. All water bottles should be labeled with the child's first and last name and the date.

All Program staff will wash hands and area before and after handling foods. Staff will assist children to wash hands before and after meals and snacks.

Please discuss any other food related concerns with the Program Director ([preschooldirector@ompschool.org](mailto:preschooldirector@ompschool.org)).

### **Appropriate Clothing**

All students should have appropriate indoor shoes for the classroom. Except in cases of inclement weather, it will be the goal of the program staff to go outside with students every day - please appropriate clothing for active inside and outside daily play, as well as for changing weather. Label all belongings including hats, coats and mittens. In the summer, due to safety reasons, children may not wear flip flops or crocs. Closed-toed shoes with a heel strap are required. NOTE: During the winter, please make sure your child has a heavy coat, hat and gloves.

## **HEALTH**

### **Health and Immunization Requirements**

Upon enrollment with the OMPS Preschool Program, parent(s)/guardian(s) must submit an immunization record from the child's physician and a health appraisal dated within one year of program entry.

Students need to be up-to-date with the required immunizations for their age group before starting the program. Immunization requirements will follow the Michigan Department of Community Health Schedule. Please check with your pediatrician or the health department website at [Michigan.gov](http://Michigan.gov) for the most up-to-date information.

Students may be refused access to the OMPS Preschool Program if their immunizations fall out of compliance.

If you have opted out of immunizations for your child and have a certified State of Michigan Nonmedical Waiver Form, please note that the school will only accept the original, current State of Michigan form and the form cannot be altered in any way.

### **Children with Special Needs**

For children with special needs, care shall be provided according to the child's needs as identified by parents, medical personnel, and/or other relevant professionals. Please discuss any special needs your child may have with the Program Director.

### **Accident, Injury, Illness or Incident**

Any time there is an incident involving your child, whether it be a behavioral incident or physical incident, all occurrences will be documented. These documents are confidential, and are not to be discussed with other families. Our job is to protect all parties involved. When OMPS Preschool Program staff observe changes in a child's health, a child experiences accidents, injuries or incidents, or is too ill to remain in the group, parents will be notified via written report or phone call based on the circumstance.

If your child shows signs of illness during the day at the OMPS Preschool Program, a parent or guardian will be notified verbally by calling the number provided by the parent/guardian during enrollment. If the OMPS Preschool Program is not able to reach the parent or guardian, individuals listed as Emergency Contacts on the student's Child Information Record will be contacted. The child will be isolated from the other children as much as possible until a responsible adult signs him/her out of the center.

If a child is injured while in the care of the OMPS Preschool Program, first aid will be rendered and the parent or guardian will be notified as follows: if it is a major incident, such as: head injury, broken bone, severe lacerations - parents will be notified immediately by telephone at the number provided on the Child Information Record; if it is a minor incident, such as: scratch, bruise, bump - parents will receive a report upon pickup at the end of the day. An Accident/Injury Report form will be completed as required. A copy will be given to the parent; the original will be filed in the Health/Safety Log.

In case of severe injury or emergency when the child's health is in danger, Emergency Medical Services will be requested by calling 9-1-1. A child's health is in danger if the child experiences breathing problems or lack of breathing, severe bleeding, unconsciousness, suspected head or spinal injury, or anaphylaxis. The parent or guardian will be notified immediately by telephone at the number provided on the Child Information Record after the EMS call is placed. The parent or guardian will be responsible for any incurred expenses.

Parents or guardians shall inform the OMPS Preschool Program staff of health concerns regarding their child. Physician documentation may be requested when appropriate. Children should not attend the OMPS Preschool Program if they show signs of acute illness in the last twenty-four (24) hours. This also applies to all staff and volunteers of the Preschool Program. These signs include but are not limited to the following:

- Fever (temperature 100 degrees F or over)
- Sore/red throat and/or coughing
- Earache
- Red/yellowish coloration of eyes, and/or discharge from the eyes
- Diarrhea or loose bowel movements
- Vomiting, nausea
- Rash/hives, allergic reactions, Chicken Pox, etc.
- Any and all contagious diseases

### **Communicable Diseases**

The OMPS Preschool Program will observe recommendations of the Michigan Department of Health and Human Services regarding communicable diseases.

1. The student's parent/guardian is required to notify the OMPS Preschool Program if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from the OMPS Preschool Program or sent home from the Program following verbal notification of the parent/guardian.
3. A student excluded because of a communicable disease will be permitted to return to the OMPS Preschool Program only when the parent/guardian provides the Program a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease OR only when the school (OMPS) has determined the student is permitted to be readmitted to school.

### **Head Lice**

The OMPS Preschool Program will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the OMPS Preschool Program if their child is suspected of having head lice.
2. Infested students will be sent home following verbal notification to the parent/guardian.
3. The OMPS Preschool Program will verbally notify OMPS administrative staff of the infestation and the school will follow up with the parent according to the OMPS Head Lice protocol.
4. A student excluded because of head lice will be permitted to return to the OMPS Preschool Program only when the school (OMPS) has determined the student is permitted to be readmitted to school.

**If your child is diagnosed with a communicable disease or head lice, you must inform the OMPS Preschool Program as soon as possible so that we can inform the other families.**

### **Medication Policy**

The OMPS Preschool Program requires the following regulations regarding medications be followed:

R 400.8152 Medication; administrative procedures.

Rule 152.

- (1) Medication, prescription or nonprescription, must be given to a child by a child care staff member only.
- (2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission form from a parent.

(3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.

(4) 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.

(5) A child care staff member shall keep all medication out of the 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.

(6) A child care 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.

(8) Topical non-prescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually (see permission form).

**Please note: Children are not allowed to transport medication to and from school. Parents must bring the medication to the Program Director.**

### **Students with Severe Food Allergy or Chronic Illness**

If your student has a life-threatening allergy or life-threatening chronic illness, you must notify the Program Director in advance of your child attending the OMPS Preschool Program at [preschooldirector@ompschool.org](mailto:preschooldirector@ompschool.org)

### **Handwashing**

Children and staff are to wash their hands before and after eating, after toileting, before and after the use of sand, water or play-doh, and after wiping a nose, touching mouth, etc.

### **Pest Control Notification Policy**

In accordance with section 8316 of 1994 PA 451, MCL 324.8316, the Program will implement the Integrated Pest Management Policy approved by the Old Mission Peninsula School.

What this means to parents/guardians is that the following shall occur:

1. An annual notification to parents/guardians informing them they will receive advance notice of pesticide applications. The annual notice will be provided in September.
2. The annual notification to parents will specify two methods by which the advance notice of pesticide application will be given.
3. The advance notice will contain information about the pesticide, including the target pet of purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

4. Liquid spray or aerosol insecticide applications may not be performed in a room of a center unless the room will be unoccupied by children for not less than four (4) hours or longer if required by the pesticide label use directions.

## **SAFETY AND EMERGENCY PROCEDURES**

### **Student Safety Zone**

Michigan law establishes a Student Safety Zone that extends 1,000 feet from the school property in relation to weapons, drugs, registered sex offenders, and tobacco. Individuals are prohibited from engaging in these activities on School property, within the Student Safety Zone, or at any School-related event.

### **Child Abuse or Neglect**

Michigan State law requires OMPS Preschool Program staff to report any suspicious or obvious abuse or neglect of a child to the Michigan Department of Health and Human Services within 24 hours of concern being noted. Please be aware that the staff takes this responsibility seriously and will act immediately to meet this reporting requirement of the law.

### **Emergency Procedures**

Evacuation plans and emergency procedures are posted in each of the rooms used by the OMPS Preschool Program. All Program Staff are provided with an Emergency Operations Plan and are trained in carrying out emergency procedures. Fire drills are practiced four times per year. Tornado drills are practiced two times during the period between April and October.

Should there be an event that would cause a disruption with the regular dismissal of students from the OMPS Preschool Program and there is a need for alternate reunification location parents will be notified. The Program Director or Program staff will call parents/guardians directly or a group text notification process will be used to inform parents/guardians in the event of a relocation/reunification situation.

### **Playground Safety**

School-age centers operating in school buildings approved by the Michigan Department of Education are exempt from inspection of playground equipment, use zones and surfacing in the outdoor play area by a certified playground inspector. This applies to Old Mission Peninsula School. The OMPS Preschool Program intends to utilize the outdoor play and equipment present on the school property.

## **STUDENT BEHAVIOR AND DISCIPLINE**

### **Playground Behavior**

Students are provided with the opportunity to engage in unstructured, open-ended, social interaction during the OMPS Preschool Program. Playground time is supervised by an adult who is responsible for student safety. The goal of playground time is for fun and relaxation and appropriate behavior is expected.

Equipment appropriate for use in the gym, playgrounds and on sports fields is available.

### **Discipline Philosophy and Practice**

At the OMPS Preschool Program we pride ourselves in clearly defining, teaching, and holding our students to high behavioral expectations as an integral part of the Program. At all times we will treat students kindly and respectfully and work to have a warm relationship. At the OMPS Preschool Program we have three core beliefs: Respect, Responsibility and Safety. That is exactly what we want to teach our students. Staff teaches and models these important factors. We demonstrate that we practice these behaviors not because someone is going to give us a reward, or because we will be punished if we do not, but because it is the right thing to do. It will make us happier and those around us happier. Students at the OMPS Preschool Program will be treated with respect by Program staff and fellow students. Students are treated equally, fairly and with dignity. All students should be included in all activities and made to feel welcome in all activities. Incorporating respect, responsibility and safe behavior into our daily routine promotes a better Program environment.

If a student does create a disruption, we will:

1. Ask the student to participate in an activity in another area of the room until he/she is ready to rejoin the group. Whenever the student decides to rejoin the group is fine as long as there is no further disruption to Program activities.
2. If that is not effective, staff will initiate a one-on-one discussion. During the discussion a staff member will talk with the child in order to help the student calm down and feel happier. The student will let the staff member know when he/she is ready to return to the Program activities.
3. At any time if there is violence or threat of violence, there will be a referral to the Program Director.
4. Parents will be contacted if their child has been referred to the Program Director.
5. If the incident is severe enough (violence, threats or repeated disruption of learning) the student may be required to withdraw from the OMPS Preschool Program.

### **Unusual Incident**

When a child exhibits inappropriate and/or dangerous behavior while in the Program, the staff will complete an Unusual Incident Report to share with all of the Program staff and the Program Director. The Program Director will contact the parent/s to discuss the situation. A plan will be made for future, similar circumstances as well as a timeframe for eliminating the behaviors. This plan will be part of the Unusual Incident Report. A written report will be required to be signed by the parent/s of the child. A copy of this report will be furnished to the parent.

## **STAFF AND VOLUNTEERS**

### **Staff Training**

All OMPS Preschool Program staff members are required to have 16 hours of First Aid, CPR, blood borne pathogens and other relevant training. In addition, staff members undergo illness identification and response methods, cleaning and sanitizing techniques, hand washing and hygiene, medication handling, identification of abuse, neglect and response training. All staff members are required to participate in continuing education every year. The Program has a written staff training plan for Caregivers and documents professional development as required by the regulations.

### **Comprehensive Background Check**

All Program Staff undergo a Comprehensive Background Check as required by the State of Michigan, including: Fingerprint (FBI/MSP check), NCIC Sex Offender Check, Central Registry Check (CA/N), Disciplinary Action Check, and a check of the Criminal and Child Abuse/Neglect Registry for any states of residence in the past 5 years. For more details, you can request a booklet detailing the licensing rules and regulations for the state.

### **Volunteer Opportunities**

We encourage parent/guardian and volunteer participation in the Program. If you can spare some time and join us, we would appreciate it. You may find it rewarding to see your child in his/her childcare setting. All volunteers are required to have a Volunteer Information Form and a completed Child Abuse and Neglect Statement on file with the OMPS Preschool Program prior to volunteering. All volunteers, including parents, will be under the direct supervision of Program staff. All volunteers will undergo a Public Sex Offender Registry (PSOR) check prior to volunteering. Any parent listed on the Registry will not have access to children in care. Please contact the Program Director for more information ([preschooldirector@ompschool.org](mailto:preschooldirector@ompschool.org)).

## **VIDEOS AND PHOTOS**

Photos and/or videos may be taken of your child and the other children throughout the year. The OMPS Preschool Program may use pictures and/or videos for marketing, social media, public relations and grant funding purposes. Last names of children will not be published on publicly available materials. If for any reason, you do not want your child photographed or videotaped, please inform the Program Director both verbally and in writing ([preschooldirector@ompschool.org](mailto:preschooldirector@ompschool.org)).