

TYRONE TYKES

MEET OUR STAFF

The preschool director (Kristen Gabany) is the preschool instructor and curriculum consultant. She is a graduate from Eastern Michigan University earning her BS in Education, Reading (BT), and Early Childhood (ZA). Mrs. Kristen Gabany holds the following certifications: Provisional Certificate Elementary Education, Reading and Early Childhood endorsements and Michigan Literacy Progress Profile K-3.

The preschool coordinator (Danielle Sorum) assists the instructor in the classroom and secures all business transactions. She has a MFA and has taught dance to young children for twenty years. All hired staff members have completed mandatory fingerprinting and medical certifications. All potential volunteers are required to submit personal information to proceed with a Criminal History Background Check (ICHAT) before serving in the classroom.

ADMISSION AND WITHDRAWAL PROCEDURES

All children are admitted without regard to gender, race, national origin or religion.

All families are required to select and enroll in either the Little Tykes (3yrs.) or Faithful Tykes (4yrs.) program by submitting an enrollment form. The completed form must be accompanied by a check payable to **Tyrone Tykes** for the first month's tuition payment. The parents must provide supporting documentation, which is presented in an admission packet, before or on the first day of attendance.

This packet contains the following forms:

- A copy of the student's immunization record **or** a statement that declares their option to not administer immunizations for explained reasons.
- Photos and Publishing Consent Form
- Medical Prescription and Administration Permission Slip
- Parent Handbook containing tuition, snack and discipline policies agreement form.

All families that wish to discontinue services from Tyrone Tykes must submit their written desires ten days before next month's tuition due date, which is the first week of every month.

DISCIPLINE POLICY

Tyrone Tykes is set-up to allow the children to be content and well supervised at all times. If a child displays discontentment either physically or verbally a staff member will redirect the child's attention verbally. Positive suggestions and staff interaction will help engage the child in hope to return to a state of contentment. Praise and positive reinforcements are usually two follow-up methods used once the child decides to be content again.

If a child continues to stay in a discontent state and becomes physical with others (biting, hitting, kicking) or destructive to property, the child is verbally asked to stop and reminded of what kind of behavior is expected. The child is then redirected to an isolated activity with a staff member until the child is ready to apologize and join the class. If the child does not comply with a verbal request to stop, then the child may be physically escorted to a timeout location with an explanation of his/her offense. The amount of time the child must wait depends on his/her age (1 minute for every year) and then is released to apologize and join the class. It is an ongoing process throughout the rest of the day to praise the child for better choices, displays of contentment and kindness to others once witnessed.

Other examples of good choices, kindness to others and respect are discussed through weekly bible lessons that models after Jesus. The children's knowledge of these Christian principles becomes a code of conduct that is used as a preventative measure rather than misbehaving.

SNACK POLICY The students are responsible for providing a healthy snack for their classmates. A snack schedule will be distributed at the start of the year. Tyrone Tykes will provide water and cups for drinking.

FEE POLICY

Each child registered is required to pay a \$50 supply fee each year. The tuition fees vary depending on the program selected. See tuition chart below:

Little Tykes (3yrs. by 9/10) two day program (T & TH) \$120/month	8:45-11:15am
Faithful Tykes (4yrs. by 9/10) two day program (M & W) \$120/month	8:45-11:15am
Faithful Tykes (4yrs. by 9/10) three day program (M,W,TH) \$180/month	8:45-11:15am

Tuition is due the first class of every new month. Payments are accepted by cash, checks or money orders. All payments may be submitted to either a staff member or deposited in the tuition box. There is a \$15 late fee charge 10 days after your due date. Returned check fees are \$25 per check.

There are no refunds for illnesses, scheduled absences, holidays or inclement weather closures. A suitable make-up class is offered depending on availability and the director's permission.

10235 White Lake Rd.
Fenton, MI 48430

Phone: 810-908-0666
or
810-629-1261

E-mail:
dsorum@charter.net

TYRONE TYKES

MEDICAL PRESCRIPTION ADMINISTRATION POLICY

If a student needs medicine during preschool hours, all medications must arrive in *original or separate medicine bottles and labeled with the student's name*. Prescription medication (s) must also include on the label *doctor's name and phone number, medication name and dosage*.

- No medication required during preschool hours.
- Yes, medication required during preschool hours. Please indicate the name of the medication (s), dosage, and reason for health condition. *This information will be duplicated on the enrollment form.*
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PHOTO AND PUBLISHING CONSENT FORM

Tyrone Tykes requests your permission for photographs of your child to be taken during school activities. If photographs are taken, this would be for the purpose of educating students and/or to be use for a certain craft/project, promoting the school, or promoting education in the community. Tyrone Tykes is also seeking your permission to publish photographs and/or samples of your child's work.

If you give your permission, the school may publish photographs of your child and/or samples of work done by your child in a variety of ways. The publications could include, but are not limited to, school/church newsletters (online and in hard copy), Tyrone church internet website, annual reports and local newspapers. If published, third parties would be able to view the photographs and work.

If you sign the attached form it means that you agree to the following:

1. The school is able to publish photographs of your child and samples of your child's work as many times as it requires in the ways mentioned above.
2. Your child's photograph may be reproduced either in color or in black and white.
3. The school will not use your child's photograph or samples of your child's work for any purpose other than for the education of students, or for the general promotion of education in the preschool or community.

Any photographs taken by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely.

Tyrone Tykes will make every effort to protect the identity of your child. If you agree to permit the school to take photographs of your child, and to publish photographs of your child or samples of your child's work, in the manner detailed above, please complete the consent form and return it to the preschool.

TYRONE TYKES Photos and Publishing Consent Form

I agree, subject to the conditions set out above, to the taking of photographs of my child during school activities, to be used by the school in educating students, promoting Tyrone Tykes and/or Tyrone Church and promoting education in the community. I also agree to the publication of photographs or samples of work of my child. I will notify the preschool if I decide to withdraw this consent.

Student's name: _____

Signature of parent/caregiver: _____ Date: _____

Please sign and return to preschool

I/WE agree to the following preschool policies, financial commitment and student responsibilities as listed **below**:

- **Admission and Withdrawal Procedures**
- **Tuition, payment and late fee schedules**
- **Discipline Policy**
- **Photo and Publishing Consent Form**
- **Medical Prescription and Administration Consent**
- **Student Snack Policy**

Student Name _____

Parent Name(s) _____ Date _____

_____ Date _____