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| Bailey Early Childhood Center Preschool ProgramParent Handbook9/4/2018GSRP logo.jpg |

These materials were developed under a grant by the Michigan Department of Education.

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***Bailey Early Childhood Center***

***Tuition and Great Start Readiness Preschool***

**Mission Statement**

The goal of Bailey Early Childhood Center is to provide a high quality kindergarten readiness program for children entering Hillsdale Community Schools. Through hands-on interaction, stories, songs, games and play, children develop at their own rate through teacher guidance.

Hillsdale Community Schools partners with the Great Start Readiness Program (GSRP). This is an initiative by the state of Michigan designed to provide children who are four years of age or will be four by September 1, 2017 and who meet specific eligibility criteria with a tuition free preschool program. We are delighted to work with your child and support you in getting your child off to a great start in school. We value any and all parent input and participation in our program. Please do not hesitate to contact us if you have any questions and/or concern. The best place to start answering and questions or resolving any conflicts is with your child’s teacher. You are also welcome to contact the Early Childhood Director.

Location: **Bailey Early Childhood Center**

 59 South Manning Street

 Hillsdale, MI 49242

 (517)437-7369

Class Times: Full Day: Tuesday – Friday 7:55 a.m. – 2:50 p.m.

 Half Day: Monday – Friday 7:55 a.m. - 11:01 a.m.

***Staff***

Building Secretary: Jessica Elliott (517)437-7369 ext. 221

Transportation Contact: Mary Piper (517)439-9506

***Teaching Staff***

Meighan Taylor

Classroom Phone Number (517)437-7369 ext. 231

Classroom: 108

Teacher’s email: Meighan.areaux@hillsdaleschools.org

Nichole Reynolds

Classroom Phone Number: (517) 437-7369 ext. 234

Classroom: 107

Teacher’s email: Nichole.Reynolds@hillsdaleschools.org

Karen Major

Classroom Phone Number: (517)437-7369 ext. 246

Classroom: 102

Teacher’s email: Karen.major@hillsdaleschools.org

Jennifer Stewart

Classroom Phone Number: (517)437-7369 ext.239

Classroom: 106

Teacher’s email: Jennifer.stewart@hillsdaleschools.org

**Curriculum and Assessment**

The philosophy behind our curriculum is that young children learn best through play. It is through play that children can explore their environment, practice communicating with peers, and learn many other important things. It is upon this premise that our teachers plan activities, organize the classroom environment, select materials, and plan the daily schedule. GSRP classrooms use the *Creative Curriculum* to guide our instruction. The assessment tool that is used corresponds with the *Creative Curriculum* and is called *Teaching Strategies Gold Online Assessment*. Your child’s teacher will assess your child throughout the year and will share this information with you at Parent Teacher conferences, home visits, or as requested by the parents.

**Serving Children with Special Needs**

Bailey Early Childhood Center is committed to serve the educational needs of the children enrolled in the least restrictive environment possible**.** We believethat all children are able to learn. Teachers work with parents and other specialist to meet the childs goals established in the IEP. Many accommodations can be made within the classroom to meet the different needs, abilities, and interests of the children in our program.

The teachers will assist families in making referrals for evaluations to the Hillsdale Intermediate School District and connect families to the appropriate services and specialists when necessary.

**Sample Daily Schedule**

**Table Activities/Morning Jobs**

Children arrive, unpack, and enter into play at their own pace.

**Morning Meeting & Large Group**

Children engage in music, movement, stories, literacy and language activities as a group.

**Small Group**

Children engage in discrete small group activities which are planned by the teacher based on assessment data. While this group time is adult initiated it is not adult dominated.

**Breakfast**

Children and staff eat together family style and share the same menu to the extent possible.

**Plan/ Free Choice (Work Time)**

Children participate in a three part sequence of child planning, choice and recall. During up to an hour of uninterrupted choice time, children carry out their activity plans.

**Clean up**

Children and adults work together to clean up and take care of the classroom.

**Recall**

Children recall and share how their choice time was spent.

**Story**

Child engage in listening, acting out and retelling stories along with their teachers.

**Lunch**

Children and staff eat together family style and share the same menu to the extent possible.

**Outdoor Time**

Children engage in at least 30 minutes, weather permitting of active play on play equipment which supports gross motor development.

**Rest Time**

Children may rest, read, or play quietly on their mat.

**Snack**

Children and staff eat together family style and share the same menu to the extent possible.

**Large Group/ Cooperative Game**

Children and teachers engage in cooperative games that teach the skills of turn taking and cooperation.

**Dismissal**

**Preschool Admission and Enrollment**

Children who are four years of age or will turn four by September 1st of the program year must meet criteria or characteristics which place them at risk for becoming educationally disadvantaged. Admission requirements and enrollment procedures are as follows:

1. A child must be four (4) years of age or turn four by September 1st of the program year to apply for the program.
2. Families must apply by completing a confidential application which indicates qualifying characteristics that may place the child at risk of becoming educationally disadvantaged.
3. Enrollment will be open to any children in the district without regard to race or religion.
4. Each student shall meet minimum health standards for admission. This includes: immunizations on file at the time school starts, a physical health form. Students not meeting these requirements will be excluded from the program.
5. Each student must also have on file a copy of their birth certificate within 30 days of starting the program. Additional forms include: Health appraisal, immunization records, income verification.
6. Classes are filled based on needs as prioritized by a selection committee.
7. Parents whose children have been selected to attend the program will receive a phone call from the school office.
8. A developmental screening will be completed at the initial home visit.
9. If the classes are filled when a parent calls, the child’s name will be placed on a waiting list and prioritized accordingly.
10. Any new registrations occurring during the school year will be placed on the waiting list
11. As vacancies occur, they will be filled from the waiting list.

 **Withdrawal Policy**

Families exiting the program are to notify their child’s teacher, preferably in writing, of the child’s exit date. If your child is absent more than ten consecutive school days, a letter will be sent to you asking if you intend to continue in the program. If we do not hear from you within the time stated in the letter, your child will be dropped from the program and another child on the waiting list will be enrolled.

**Attendance Policy**

We believe that preschool is extremely important to your child’s later school success. We understand that from time to time there are circumstances that prevent your child from attending school such as illness, family emergencies, or vacations. Please call or email your child’s teacher if an absence is unavoidable. If the teacher is not contacted the absence will be considered unexcused.

**Child Information Card**

You will be filling out an emergency card for your child which contains important information for contacting you in the case of an emergency. It is the responsibility of the parent or guardian to keep the staff informed of any changes of your contact information.

 **Illness Policy**

While school attendance is very important to us we are also very concerned about the spread of illness. Students not feeling well should be kept home until he/she can fully participate in all classroom activities including outdoor play.

Staff members and volunteers are asked to adhere to the communicable disease policy as well.

Parents will be contacted immediately when the center observes changes in the child’s health or when a child is too ill to remain in school as well as in the event of a serious injury. In the event of minor injuries you will be notified by the end of the day.

If your child contacts a communicable disease, please notify the school office as soon as possible. Parents of other children may need to be alerted to exposure to the disease. Your privacy is assured.

In the following cases, the school may request a doctor’s note prior to the child’s to return to the classroom.

|  |  |
| --- | --- |
| Disease/ Illness Symptoms | When a child may return |
| Fever 100 degrees or higher | Fever free for 24 hours without fever reducing medicine |
| Vomiting/Diarrhea | 24 hours symptom free |
| Chicken pox | After all skin lesions have dried |
| Pink eye or conjunctivitis | When eyes are mucous free or on medication for 24 hours |
| Strep Throat | After 24 hours of antibiotic treatment |
| scabies | 24 hours after a physician prescribed treatment |
| Lice | When infestation and nit free as a result of treatment with a medicated shampoo |
| Influenza | With a physician’s clearance or fever free without fever reducing medicine for 24 hours |
|  |  |

**Medication**

At any time that a child requires medication during school hours, a parent/guardian is asked to transport the medication to and from school and complete the medication permission form. All medications are required to be in the original bottle with written instructions.

**Clothing**

Because of the wide range of activities, it is recommended that the children be dressed in washable, comfortable clothing. Please provide an extra set of clothes for your child as accidents may occur. Extra clothing should be labeled with your child’s name and brought to school in a zip-lock bag and should include; shirt, pants, socks, and underwear. It would be wise to send in fresh clothing periodically as seasons change and children grow. When soiled clothing is sent home please return an extra set of clothes the next day your child attends school.

**Conferences/Home visits**

Families enrolled in preschool are required to participate in two Parent/Teacher conferences each year as well as two home visits. The initial home visit is conducted before school starts with the purpose of meeting your child and completing necessary paperwork. The second home visit, held in April or May, will be an opportunity to showcase child growth and child assessment data.

**Nutrition**

Preschoolers in the full day program will eat a morning and afternoon snack as well as lunch. Children in the half day sessions will eat breakfast or lunch depending on the time of day. All families are required to submit a free and reduced lunch application. All children may bring a healthy, packed lunch from home. We ask that there are no pop or glass containers in their lunches.

Parents of students with special dietary needs may make those needs known by completing the Request for Special Dietary Needs Accommodations. This form is available by request from the school office. Once received by the school the dietary accommodations will be met. Copies of the Request for Special Dietary Needs Accommodations will be kept in the main school office, kitchen, as well as, in the students classroom.

Snacks and mealtimes are served family style. It is our goal to provide opportunities for children to try new foods, learn to serve themselves and build relationships with other children and adults while eating in the comfortable family style. The food that is served to children reflects their home and community cultures. Meals are planned and prepared by our trained food service personnel who work to meet the nutrition guidelines established by the USDA. In addition to daily meal times our staff utilizes the resources provided in the Creative Curriculum to help children learn and develop through cooking opportunities.

This child care center is a participant in the Child and Adult Food Program (CACFP) a United States department of Agriculture (USDA) program. More information is available upon request.

**USDA Nondiscrimination Statement**

Last Published: 11/19/2015

* For State and local Agencies and their sub recipients use the FNS Nondiscrimination Statement.

In accordance with the Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression) , sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, ect. ) should contact the responsible Agency or USDA’s TARGET center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender

**Birthday Celebrations**

Birthdays are an exciting time for young children. If your child would like to bring a treat for his/her birthday, please notify the teacher ahead of time. Please make the treats as nutritional as possible (i.e. crackers, popcorn, muffins, fresh fruit, bagels, pretzels, juice, vegetables, cheese cubes or slices, sandwiches. We asked that invitations to birthday parties not be sent to school for distribution unless the whole class is being invited.

**Transportation Policy**

Preschool students in our full day program are offered transportation by Hillsdale Community School’s buses. Half day students are offered transportation **to** school by the Hillsdale Community School buses. Transportation home from school at 11:00 will be arranged by the parent(s). Parents may contact the transportation office at 439-9506 to make arrangements. If there are any changes to your child’s transportation plan please contact the Bailey Early Childhood Center office.

**Volunteer Policy**

We welcome volunteers! This is the beginning of your involvement in your child’s education. Research shows children whose parents are involved in school activities have more positive outcomes at school. Communication and strong relationships are the keys to successful parent involvement. Children love to have mom, dad, or grandparents at school. All volunteers will be asked to fill out a volunteer application as well as sign in at the school office before visiting the classroom. All volunteers must be supervised by a staff member at all times. Staff members may not leave children alone with volunteers. Volunteers may be asked to read with children, lead small group activities, or join in the children’s play. Volunteers would not be asked to help with discipline or toileting of the children.

**Parental Involvement**

There are a number of opportunities for parent involvement.

1. Home Visits

The program conducts two per year. The purpose of the initial visit is to create a foundation for a positive partnership between home and school. It is designed to ease the transition into school for the child and family.

1. Parent Teacher Conferences – We conduct two parent/teacher conferences during the school year. This is a time to showcase your child’s growth and assessment data.
2. Parent Advisory Committee – This advisory committee meets two times per year to discuss local considerations, recruitment/enrollment, PQA results and child outcome data.

Parents are encouraged to be active members of the Elementary Parent Teacher Organization (PTO). This group of parents and teachers meets on the first Tuesday of each month. The PTO serves two main goals: 1) To raise funds to support school projects and student field trips and, 2) To offer volunteer support for the students and teachers of the Hillsdale Community Schools.

**Field Trips**

Each preschool classroom takes various field trips and nature walks throughout the year. These are considered a valuable part of the educational program. Permission for your child to participate in these excursions is required via the permission form sent home with your child prior to the day of the field trip. Parents will be notified in advance of these trips through classroom newsletters. Chaperones may be asked to attend if necessary.

**Photographs and Publicity**

Photographs of the children participating in GSRP may be taken from time to time and may appear in the newspaper, brochures, or other publicity materials. Your permission on the photo release form allows us to use your child’s photo or video only for the purposes you indicate on the form. If you do not want your child’s picture taken, please indicate in writing on the photo release form.

**Custody arrangements**

Parents must provide school with court documents stating who may and may not pick their child up from school. Otherwise either parent may pick up their child.

**Discipline Policy/Conflict Resolution**

It is the policy of Bailey Early Childhood Center to try to resolve all matters in a calm and professional manner. Our goal is to teach the children self-control and respect for other people and property. For the most part, conflicts and areas of concern that arise throughout the day will be dealt in a one-on-one basis. Verbal strategies as well as picture cues might be used to help each other through the process. The following procedures will be followed in most instances:

1. Your child will be responded to in a calm, verbal manner. They will be asked to state what the problem is or the teacher will communicate to the child the problem.
2. Your child will be asked what he/she can do to resolve the problem.
3. The child may be given choices, if they are unable to come up with any ways to solve the problem.
4. In a conflict involving more than one child, all parties will discuss the problem and work together to come up with a reasonable solution.
5. If it is an isolated incident, then only the child involved in the incident and the classroom teacher will work to resolve the problem together
6. When this approach does not work, your child may be asked and reminded what it is they need to do. If the child does not respond in an appropriate manner, then they will be given a choice. For example, “You may choose to sit at this table or go to the block area.”
7. Children are expected to respect each other’s bodies, feelings, and possessions. If at any time, we feel a child is being harmful or destructive, to themselves or others, then they will be immediately removed from the situation until the situation can be dealt with in a positive and calm manner. At no time will a child be allowed to hurt themselves, others or property.
8. If a problem cannot be resolved or continues on a regular basis, parents will be notified by the classroom teacher.
9. Corporal punishment shall not be used.
10. Please notify your child's teacher if there are any significant changes at home such as changes in sleeping habits, death in the family, divorce/separation, hospitalization or moving that may influence the child's behavior during the day.

**Suspected Abuse or Neglect**

The State of Michigan requires that all employees of licensed institutions be on the lookout for, and report to the State, any and all cases of suspected abuse and neglect of a child. The teachers and staff are therefore obligated by law to report any suspected cases of child abuse and/or neglect.

**Confidentiality Policy**

Parents can be assured that all information regarding children and families is kept in the strictest confidence. Sometimes it is helpful to share information with other people that might be working with your child or family. Michigan Department of Childcare Licensing has access to all licensing required child records.

The following information will be sent to the next school program in a CA (cumulative file):

1. Registration Form
2. Health appraisal
3. Immunization record
4. Legal birth certificate
5. Progress Reports
6. Special Education Documentation

The following will be kept as documentation of enrollment in the program file:
 1. Registration Form

2. Legal birth certificate

3. Immunization record

4. Progress Reports

 5. Parent Involvement Contract

6. Permission form

7. Volunteer Statement

8. Authorization to Release Confidential Information

9. Parents / guardians can request to see either file at any time.

**Grievance Policy**

If you have a concern about something related to your child’s preschool program the best place to start to resolve your issue or concern is with your child’s teacher. Talk about your concern with her to see if you reach a solution. If that does not work, you can also contact the program director. All of the numbers you will need are in the beginning of this handbook.

**Michigan Booster Seat Law**

The State of Michigan requires that all children riding in an automobile be properly restrained in a booster seat until the age of 8 years or the child has reached 4 feet 9 inches in height.

**Inclement Weather**

Hillsdale Community School closures or delays will be broadcasted on the local news channel and WCSR radio.

**Severe Weather Policy and Procedures**

1. The National Weather Service shall be the official source of information pertaining to decisions made by the school district.

2. During a tornado, thunder storm or winter weather **watch** students will remain at school and be dismissed as usual.

3. During a tornado or thunderstorm **warning** students will be moved immediately to the designated safety area.

4. If the Tornado or Thunderstorm Warning is in effect at the time of dismissal, students will remain at school until the National Weather Service removes the warning. Students will be released to parents and legal guardians only. During a Winter Weather Warning, students may be sent home early.

**Safety Procedures**

Fire Drills will be practiced during appropriate weather according to licensing regulations. Children will be escorted quickly and quietly to the designated area outside where attendance is taken. Children and staff will wait until the "all clear” has been given to return to the building.

Tornado Drills will be practiced as well. During a tornado drill children will be taken to a safe area of the building. The children will sit quietly with their head bowed and covered by their hands.

Lockdown Drills will be practiced when the school is placed in lockdown mode. During this time staff and students will secure themselves in a locked area.

**Health Care Plan**

Children and staff wash hands at the following times:

 \* Before meals

 \* After toileting

 \* After blowing noses, sneezing and or coughing on hands

 \* After water play or outdoor play

Visuals are posted in all bathrooms on proper hand washing technique.

\* Wet hands with warm water, then apply soap.

\* Have child rub hands together under the water for at least 20 seconds. Tip” Try having them sing Happy Birthday or the ABC's while scrubbing.

\*Rinse hands under warm water.

Handling Bodily Fluids

All staff members are trained in proper handling of blood-borne pathogens. We maintain a clean and sanitary school environment. Each classroom contains a first-aid kit and proper universal precautions should there be a need for them.

Cleaning and Sanitizing Equipment

Classroom Toys, equipment, and play surfaces are routinely cleaned with an approved disinfectant solution.

Sleeping Equipment

Student mats will be cleaned weekly. Students are asked to provide their own blanket from home. Blankets are stored in labeled, individual bags with zippered closures. Blankets will be sent home each week to be washed.

**Parent Notification of 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 plans.

\* The notebook is available to 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.

I have read the above statement issued by Bailey Early Childhood Center.

Child(ren)'s Name(s)

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Parent Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Receipt of Parent Handbook**

I have received and read the Paving the Way Parent Handbook. By signing this agreement, I understand that I am agreeing to the conditions of this handbook.

Child's Name

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Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENTS: PLEASE DETACH THIS PAGE AND RETURN WITH YOUR CHILD'S COMPLETED REGISTRATION PACKET.**