



# SUMMER PRESCHOOL EARLY LEARNING CENTER



## Great Start Readiness Program Parent Handbook

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## **Welcome**

It is our pleasure to welcome you to Summer Preschool Early Learning Center. Our vision is to provide a program for children and families that provide a community working together to provide a loving environment for the care and education of young children. We encourage you to communicate with us. We like to know how you and your child feel about program.

## **Great Start Readiness Program**

GSRP is a preschool program funded by Michigan Department of Education to provide high quality prekindergarten for four-year-old children. The focus is on supporting school readiness. To enhance learning at home and positive child outcomes, programs must provide parents with the opportunity to be active and continuously engaged in the learning process. The program has income, age and qualifying requirements that are used to determine your child's eligibility for enrollment. In some instances, tuition is required but there is no other cost to parents.

## **Our Mission**

It is our mission to provide each child with a strong foundation for lifelong learning by providing a high-quality early learning program in a safe, clean, loving, developmentally appropriate learning environment.

## **Equality and Diversity**

Our center is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practices for all children and families

It is our policy that no person shall be excluded from participation in our program or subject to discrimination in employment on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, disability, or sexual orientation.

## **Cultural Competence**

Summer Preschool strive to provide a culturally sensitive environments in which all families and children feel welcomed and accepted. Showing respect for the cultural, home language, and family composition of each child is of utmost important. Staff will try to understand and respond in a positive

manner to families and children from all cultures. Materials and activities reflect a multicultural learning environment.

## **Enrollment And Recruitment**

Age requirements and qualifying factors must be met to be eligible for admittance to the GSRP program. Children must be four years old on or before September 1<sup>st</sup> of the school year and meet eligibility factors identified by the Michigan Department of Education. These eligibility factors include:

Extremely low income (counts as two factors)

Low income

Diagnosed disability or identified developmental delay

Severe or challenging behavior

Primary home language other than English

Parent/guardian with low educational attainment

Abuse/neglect of child or parent

Environmental risk such as: parental loss, sibling issues, teen parent, homeless or non-stable housing, high risk neighborhood or prenatal or postnatal exposure to toxic substances known to cause learning or developmental delays.

All required forms must be completed and signed before a child may attend the program. Parents must agree to keep all information updated as Necessary. We work with a variety of organization to recruit children who will benefit most from the program. Recruitment for the next school year begins

## **Admissions**

Parent will be notified by telephone or letter if their child has qualified for preadmission to our GSRP and referrals will be made to Head Start if they do not qualify. A commitment for final admission will be given once we are notified that funding will be available. This notification will be given by early Augusts. Procedures for selection for admission are based on program eligibility and prioritization chart. Children with the greatest need based on eligibility requirements will be admitted first.

### **The following forms are due at admission:**

Health Form/immunization record sign by physician, Child Information Card, Birth Certificate, Child Adult Food Program, Verification of risk factors, and a completed enrollment package.

## **Withdrawal**

Two-week notice is required for withdrawal from the program<sup>2</sup>

## **Our Philosophy**

We believe that learning occurs best when children feel secure. At Summer Preschool ELC our focus is on to provide a warm, caring, comfortable and safe learning environment for our children with routines that are predictable and consistent. We believe children increase their knowledge through manipulating materials and interacting with their environment and others. Children must be allowed to actively explore their environment. We believe that children must be provided with meaningful experiences to become enthusiastic learners and parent involvement play a significant role in providing these meaningful experiences. Our program views social, emotional, physical, and cognitive needs and interest as equally important. We focus on providing children with skills needed to achieve school readiness by providing a high-quality preschool program with developmentally appropriate practices, research-based curriculum and a learning environment that align with the Michigan early Childhood Standards of Quality for Pre-Kindergarten.

## **Curriculum**

We follow The HighScope Curriculum® for Preschool Proven, research-based strategies for learning. The HighScope Curriculum emphasizes *adult* child interaction, a carefully designed learning environment, and a plan-do-review process that strengthens initiative, self-reliance, independence, and problem solving in young children. Adults and children are active partners in shaping their educational experience. The HighScope Curriculum integrates all aspects of child development.

## **Schedule**

7 hours daily

8:00 – 3:30 Monday through Thursday. Friday is reserved for program planning Attendance

## **Attendance**

Daily attendance is mandatory. To participate in the GSRP program your child must attend on a regular basis. It is expected that your child will attend at least 80% of the time monthly. Being tardy 5 times is equal to one absence. If attendance becomes a concern, you will be notified in writing to adjust your child's attendance and/or tardiness. Extended or unexplained absences not related to sickness or family emergency can result in dismissal from the program. It is our policy to collaborate with our parents to find solutions so children can remain in the program.

## **Family Style Meals**

We provide meals that support children doing for themselves and making choices about eating, what and how much to eat.

## **Teacher Requirements**

Maximum Class size eighteen

Ratio one adult for every 8 children.

Lead teacher – bachelor's degree in child development or early childhood education with a focus on preschool teaching

Assistant Teacher – Child Development Associates credential or an associate degree in child development or early childhood

## **Staff Development**

Staff are required to participate in ongoing training. All staff must comply with training requirements mandated by Michigan Department of Education, Day Care Licensing and Wayne RESA.

## **Staff Screening**

A Michigan Child Care Background Check is completed on staff.

## Daily Routine

8:00 – 8:15	Arrival, individual greeting, storing of belongings and select a quiet activity. Prepare for breakfast
8:15 – 8:30	Greeting Time- Adults and children review daily messages
8:45 – 9:15	Hand washing & Breakfast, clean up, take care of toileting needs. Children and adults participate in Family Style Meals
9:15 - 9:35	Small Group Time – A small group of children meet with an adult to experiment with materials, try new skills, and solve problems.
9:35 – 9:46	Planning Time – Children plan what they want to do during work time (the area to visit, materials to use, and friends to play with.
9:45 - 10:45	Work Time – Children select and plan where they will start and what they are going to do
10:00 – 10:50	Clean up – Children return materials and equipment to their labeled places and store their incomplete projects
10:55 – 11:05	Recall Time – Children review and recall with an adult and other child what they have done and learned.
11:05 – 11:35	Outside Time
11:35 –12:05	Lunch family style meal, children choose what to eat and how much, serve themselves and cleanup teeth brushing
12:05 – 12:25	Tooth brushing
12:25 - 1:25	Read – aloud, Choice, Group meeting
1:25 – 2:00	Handwashing & Snack
2:00 – 3: 00	Plan/work/clean-up/ Recall (Refer to a.m. description
3:00 – 3:30	Outside Time, departure





## **Screening and Assessment**

Summer Preschool uses Ages and Stages (ASQ3) parents will complete the Ages and Stages with assistance from the teacher if need. The classroom teacher will evaluate results and the GSRP team will use the results to provide individualization and guidance for lesson plans. If a delay is expected a conference will be schedule with you to discuss and plan to address the delay and referrals for available resources. COR is the assessment tool we use to document and assess children's skill levels in the classroom. Individual anecdotal notes are recorded over time and Progress reports are create and shared with parents.

## **Child and Family Referrals**

We maintain a list of resources to assist in meeting child and family needs. If you need a referral for educational or a non-educational need that your family has, our director will assist you and follow up with you to see if further assistances is needed.

## **Program Evaluation**

Summer Preschool use the Program Quality Assessment (PQA) to evaluate the quality of our early learning program. Evaluates program quality by looking at the learning environment, daily routine, adult-child interaction, curriculum planning and assessment, parent involvement, family services, staff qualifications, staff development and program management. The assessment is completed by an Early Childhood Specialist who works with our program. The results are used to develop goals for our program.

## **Parent Evaluation**

To help us provide a high-quality program that meet the needs of the community we need your input and evaluation of our program. Parents will be asked to evaluate our program.

## **Follow-Up**

We are required by the Michigan Department of Education to follow the progress of all children who have participated in the program through grade 2. Parent Notice of Program Measurement Summer Preschool ELC is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Contact: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov) or 517-373-8483

Or MDE, Office of Great Start, 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909

## **Parent Engagement and Partnership**

Summer Preschool ELC invite you to become an active partner with us as we work with your child this year. You are your child's first teacher, and we respect and value your opinions and ideals. We want your involvement you can participate in the education of your child here at Summer Preschool ELC by:

Day to day communication with a member of the teaching team

Volunteering in the classroom

Reviewing the weekly lesson plans and participate in the hands-on activities sent home to reinforce your child's learning experiences here at Summer Preschool ELC

Reading newsletter and parent information posted and sent home

## **Home Visits**

Two home visits are required. During the home visits we focus on establish and maintain a positive partnership between our teaching team and your family and the individual needs of your child and family such as your child's strengths and challenges and a transitioning to kindergarten plan.

## **Parent Teacher Conferences**

Two parent teacher conferences are required. The conferences are held in the fall and spring. Screening and assessment results and individualized goals are shared with parents three times a year. Additional conferences are held as needed.

## **Parent Advisory Board Committee**

Parents are asked to participate and be a part of the Parent Advisory Committee and to attend quarterly meetings at Wayne RESA with the teaching team. Parents are asked to work closely with the teaching team and the Early Childhood Specialist as active decision makers for our program. Our focus is on enrollment, recruitment, program assessment and child outcome data and transitioning in and out of the program. The parent advisory committee hold at least two meetings yearly one in the fall and one in the spring all parents are invited to attend. During these meetings we will discuss policies, program concerns, plan special events for our children and families and share information about parent education and training, community resources and events.

## **Confidentiality**

All information regarding children or families of Summer Preschool ELC is regarded as confidential and the property of the center and family involved. Request for release of information to other agencies will be honored only if made in writing and with the permission of the parents with the following exceptions:

Court order, Department of Human Services, Child Day care Licensing, Michigan Department of Education and Wayne RESA.

## **Licensing Notebook**

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **Grievances**

Open communication is the foundation of a strong partnership. Please make use of our willingness to listen by communicating your needs and concerns as they arise. We view our program as a community of children, parents and staff all interacting and sharing. In a community people work closely together and hopefully interactions are positive, helpful, kind and understanding. Yet it is expected from time-to-time people will experience conflict, concerns, and difficulties. Any concerns a parent may have throughout the school year must first be brought to the attention of the teacher. The teacher may consult with the Coordinator of Early Childhood if necessary. If the concern or problem is unable to be resolved after involving the teacher or supervisor of the program, the problem should be brought to the attention of the coordinator. We are always looking for ways to improve our program and welcome any concerns from the parent to help us improve our services

## **Schedule Of Operations**

GSRP operates September through June Monday-Thursday from 8:30 -3:30. Extend day options (before and after care, Friday attendance) are available. Attendance is not included in our GSRP grant. Participation is an additional cost to parents.

A school Calendar will be provided in September. We are closed the following holidays

Labor Day- Thanksgiving/Friday after- Christmas Eve Christmas Day, New Year's Eve – New Year's Day- Martin Luther king Jr. Birthday – Good Friday Memorial Day- Independence Day

Annual in-service for staff (see yearly calendar for dates)

Winter Break (see yearly calendar for dates)

## **Emergency and Severe Weather Closing**

We will do everything in our power to make sure that the center is open. Closing are posted on local television and radio stations. If the children are at school and an emergency occur, you will be notified by phone to pick your child up early.

## **Arrival and Pick Up**

Each child must be signed in and out upon arrival and departure by a parent or another adult listed on the child's Information card. Identification is required at pickup by anyone who is not listed on the Child Information Card. If someone not listed on the Information Card is picking your child up, please notify us in writing. In case of an emergency, we will accept a call from you letting us know who will be picking your child up.

## **Late Pickup**

We expect parents to promptly pick up their child at the scheduled time.

## **Custodial Rights**

Until custody has been established by a court action, one parent may not limit the other from picking up the child from our care. It is not within our right to withhold a child from a parent unless there has been a court action, which limits one parent's right to the child. We must have documents on file before action can be taken.

## **Health And Safety**

We attempt to maintain a healthy environment. Special housekeeping and staff procedures are key parts to this effort, but parents play a crucial role in maintaining the health of the children. All parents are required to familiarize themselves with the following policies to help assure that children receive proper immunizations and that sick children do not attend the center.

All children are required to provide proof of age-appropriate immunizations following the guidelines established by the Local Health Department and physical examination upon enrollment.

We are not equipped to manage ill children, for their safety and the safety of others we require that all sick children be picked up within one hour of a parent or guardian being called. If your child becomes ill while attending the center, he/she will be isolated from the other children as best as possible. Any child experiencing the following symptoms will be sent home:

A fever of one hundred Fahrenheit or higher

Contagious or unexplainable skin or eye infection or infections

Vomiting two times or more (parents will be notified immediately when any vomiting takes place that is not 'spitting up' or associated with coughing while eating or soon after eating)

Profuse nasal discharge, causing the child's nose to be constantly wiped

### **A child is to be kept at home if:**

There is a temperature in the morning one hundred degrees Fahrenheit

Conjunctivitis

Any rash that cannot be identified or has been diagnosed by a physician as contagious

Vomiting two times or more

Profuse nasal discharge

On an antibiotic for less than 24 hours when diagnosed as having an ear or throat infection (except written note from the child's physician stating it is ok for the child to return on that date.

Diarrhea Exclusion

When the bowel pattern suddenly changes to a loose watery stool that occurs more frequently than usual.

## **Daily Health Screening**

The staff will provide daily informal health screenings. Any signs of illness, injury or usual behavior will be noted and communicated to the parent.

## **Hand Washing**

It is important to teach children the importance of hand washing early in life to help them develop healthy habits. Children and staff will be required to wash their hands before eating, after using the restroom, when returning from outside and other times as determined necessary by the staff. We ask that you encourage and reinforce this behavior to keep everyone as healthy as possible.

## **Allergies and medical Conditions**

All allergies to food, medication insect bites, as well as medical conditions such as asthma, must be listed on the Information Card. If your child requires medication for such conditions, the prescription should be kept at the center to administer when necessary. Parent and physician authorizations are required to be on file.

## **Medication Policy**

Medication or special medical procedures shall be given or applied only with prior written permission from the parent and/or physician. We reserve the right to refuse to administer medication.

We reserve the right to refuse to give over the counter medicine without written and dated instructions from the child's physician. This instruction must be written on the physician's letterhead and verified by telephone.

Over the counter medication will not be administered more than two days without a physician's written statement (except for lotions and creams for a diaper rash (one week) and sun screen.

We cannot administer any medication that has expired. We can only administer dosages that are age recommended on the label or over the counter medication. Parents giving medication to their child at the center must sign the medication sheet. All medication should be in the original container. We recommend you ask your child's physician to prescribe a 12-hour dose of medication when appropriate. This allows you to always control the administration of medication. No medication should be placed in cubbies or on a counter. All medication must be in a child proof container. All medication should be given to a staff member to lock up.

## **Illness Or Injury**

In the event of any injury appropriate first aid will be administered by staff trained in first aid. In an emergency service 911 will be contacted as soon as possible. If necessary, the emergency services will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Child Information Card will be contacted as soon as possible. An accident form will be completed and kept on file at the center and a copy will be provided for you.

## **Emergency Procedures**

Emergency procedures for fire, tornado, and serious illness or accident are posted in the classroom. Fire and tornado drills are practiced regularly to prepare the children to respond properly during an emergency.

Building Emergency Plans are in place and reviewed by staff to keep them prepared in case the need should arise.



## **Guidance Policy**

It is critical to the well-being and successful development of young children that they have clear, consistent, and age-appropriate limits for behavior. We are committed to developing positive self-esteem, caring, independent, responsible, and self-controlling behavior on the part of children. We approach discipline by setting limits and offering guidance when the limits are exceeded. Setting limits is viewed as a learning process. The management technique to be used in any situation will be based upon consideration of the situation and the individual child. All staff, volunteers, and parents are expected to use the positive guidance methods listed below:

Plan to prevent behavior problems. Anticipate problems that may occur and provide intervention or directions in advance

Establish clear and simple rules that are age-appropriate

Rules stated in a positive way

Use reminders to help reinforce limits

Focus on the desired behavior

Treat all children with respect and politeness. (Using please and thank you)

Give them the language they need to communicate feelings and needs to others appropriately

Work with them to problem solve and produce solutions to conflicts

Help children see behavior consequences- discuss their behavior in a non-judgmental way and encourage them to think about its impact on people, objects, and events.

Provide "Better Choice Time" when a child is too upset to talk or listen. The child is removed from the situation under direct adult supervision from the group or activity for five minutes or less to think about a better choice and to decide when he/she is ready to participate in an appropriate way. This is employed only after positive redirection and verbal reminders fail. The goal is to assist the child in calming down, reassess the situation and calm down.

### **Child Day Care Licensing Rule R400.5107 Discipline Rule 107.**

- (1) Staff shall use positive methods of discipline which encourages self-control, self-direction, self-esteem, and co-operation.
- (2) Staff shall be prohibited from using the following as a means of punishment:
  - (a) Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment
  - (b) Restricting a child's movement by binding or tying him or her
  - (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
  - (d) Depriving a child of meals, snacks, rest, or necessary toilet use
  - (e) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
- (3) Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule (2) of this rule.

### **Mandated Reporting Child Abuse**

The State of Michigan Department of Human Service and child day care licensing require centers and staff to report any suspected incident of child abuse or neglect. Staff participate in training regarding types of abuse and neglect as well as characteristics of abuse children.

### **Standards Of Conduct**

We strive to provide a safe learning environment for your child, you, and our staff. We have established guidelines of acceptable conduct that all staff, parents, volunteers, and visitors must abide by while on the premises:

Respect and promote the unique identity of each child and family.

Refrain from stereotyping based on gender, race, ethnicity, culture religion or disability.

Follow program confidentiality policies concerning information about children, families, and staff members.

Refrain from smoking on the premises and using illegal substances on the premises during all center or parent activities. We adhere to a Smoke Free and Drug Free environment.

Refrain from illegal activities while on the premises. Summer Preschool ELC prohibits firearms, alcohol, explosives on the premises

Refrain from the use of any threatening physical or verbal abuse.

## **Nutrition And Meals**

We participate in the Child and Adult Care Food Program and follow their guidelines for nutritional meals and snacks. Children are provided breakfast, lunch, and snack daily. The center will assure that a child with special dietary needs is provided with meals in accordance with the child's parent and licensed physician. The weekly menu is posted in the classroom and a copy is sent home weekly.

## **Non-Discrimination Statement**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

## **Visitations and Volunteering**

We have an open-door policy and parents are welcome to visit at any time. We encourage you to volunteer. Parents and other volunteers, who wish to volunteer in the classroom may not have unsupervised direct contact with any child other than their own without having a Department of Human Service Clearance and a criminal history check on file. All visitors are escorted always and under the direct supervision of designated staff.

## **Special Occasions and Holidays**

We honor every child's birthday. If you would like for your child to celebrate a birthday at the center, please let the Teaching team know so we can make sure what you are bring does not conflict with any allergies. All food items must be commercially prepared. Holidays are honor in a non-religious manner as a cultural awareness activity.

## **Clothing**

The children will be physically active each day as well as enjoying outside time. We ask that you dress your child comfortably. Gym shoes or rubber sole shoes are best for both inside and outside time. During colder months Please make sure your child is dressed for outside time. Please provide a complete set of seasonal changing clothes for your child.

## **Toys From Home**

Please have your child leave personal toys at home. From time to time the children will have a "share day" you will be notified. Books and items your child share with the class should be labeled and given to the teacher.

## **Field Trips**

Parents are notified of all field trips in advance and asked to sign a field trip permission form. A professional bus company provides our transportation. Parents are encouraged to participate.