

Welcome!

Welcome to the Grosse Pointe Public School System's Child Development and Preschool Program. Your child is joining a program that has been designed to complement our district's tradition of excellence in education. Our program is licensed by the State of Michigan and adheres to the regulations of the Child Day Care Licensing Division. The following pages explain our program policies and procedures. Please read this manual thoroughly to ensure that you are familiar with the protocol of the GPPSS Child Development and Preschool Program.

We welcome our families to visit our program, and we want to encourage your participation, observations and suggestions. We look forward to working with you and your little one!



We strive to cultivate a lifelong love for learning within each child.

MISSION

The mission of the GPPSS Child Development and Preschool Program is to provide a secure and caring environment which offers young children opportunities to discover, share, make friends, grow and begin the journey of lifelong learning.

CURRICULUM

Our emergent curriculum includes elements of High/Scope and Reggio Emilia. It is a child-guided, teacher-directed curriculum that incorporates language, literacy, math, science, logic & problem solving, creative representation, dramatic play and sensory exploration.

Why EMERGENT?

Emergent curriculum lends itself to play-based learning. The goal of emergent curriculum is for our teachers to respond to the children's interests and generate lesson plans based on these things. It is open-ended, providing a wide canvas for the learning process. It is individualized, allowing for our teachers to interact with and expand upon each child's questions and interests. It is process-based, enabling our teachers to give considerable attention to the quality of *how* learning is happening.

Assessment

The Child Observation Record (COR) assessment tool allows teachers and parents to carefully monitor each child's progress. You will have the opportunity to meet with your child's Preschool and Pre-K teachers throughout the school year to discuss your child's growth and development more thoroughly. Our teachers are regularly making observations of your child's progress which are documented in the COR and added to his or her portfolio.

Grosse Pointe Public School System's Child Development and Preschool Program

Policies and Procedures

Age Requirements, Ratios, Max Size, Tuition Rates for Full Day Programs

Classroom	Age Requirement	Ratio	Max Size Per day	Rate Per Semester
Preschool Half Day	3 years old on or before Sept 1	1 adult:10 children	14	\$735.00 T, Th
Pre-K Half Day	4 years old on or before Sept 1	1:12	14	\$1,102.50 M, W, F

Tuition is billed per semester. Semesters run from Sept-Jan and Feb-June. Semester One payment is due on August 18, 2017, and Semester Two Payment is due Dec 22, 2017. This tuition is non-refundable.

There will not be any discounts given for siblings or employees.

Make checks payable to the GPPSS Preschool Program.

Late Fees and NSF Checks

Payments received after the due date will be assessed at 10% late fee.

If a check is returned unpaid for any reason, it will result in a \$20 returned check fee and the balance must be paid by cash or money order only.

Financial Assistance

Families in need of financial assistance are referred to the Department of Human Services (DHS). The GPPSS Child Development and Preschool Program accepts subsidies from this agency. Payment plans may be available on a case by case basis. Please contact our billing office for more information by calling 313.432.3066.

Schedule of Operation

During the school year, the GPPSS Child Development and Preschool Program follows the Grosse Pointe Public School System's calendar for holiday closings.

Half Day programs at Richard and Monteith are nine month programs, operating during the school year only from September-early June. Families looking for summer programming may enroll pre-kindergarten children in the district's summer camp program, "Camp O' Fun."

Inclement Weather

Inclement weather or power outages may require that the program be closed. The GPPSS Child Development and Preschool Program will follow the guidelines of the Grosse Pointe Public School System for any emergency delayed openings and/or school closings. Parents are encouraged to tune in to school closings listed on television or radio (watch for Grosse Pointe Public Schools or your specific Elementary School) or visit the district website www.gpschools.org. No tuition refunds will be given for days the program is closed for circumstances beyond our control.

Enrollment

The application process for the Grosse Pointe Public School System Child Development and Preschool Program has been designed to guarantee all applicants a fair and equitable opportunity. Parents should be aware of the application timelines. Listed below are the guidelines regarding the application process.

Applications for the GPPSS Child Development and Preschool Program are available online and through the office 313-432-3809. Parent(s) will have an opportunity to accept or reject acceptance into the program within 24 hours of notification.

If there are more requests for admission than space available, a lottery will be held. The district will make a waiting list in each case. All placements approved will be based on space availability.

Transportation is not provided; it is the sole responsibility of parents to transport their children to and from the preschool.

This is for placement in the preschool program only. Students will return to their neighborhood school (if their preschool/pre-k placement is different) for K-5.

Each year, specific enrollment dates will be posted online. If you are selected in the lottery, you will 48 hours to accept placement. A non-refundable \$75 registration fee is also required to secure your placement.

Criteria for Admission

All enrolled children must have a current health evaluation completed and signed by your child's physician and a current immunization record on file. Licensing requires that all sections of all forms be completely filled in. No child may attend any part of the program without the receipt of complete paperwork. The Child Information Record must be complete and signed by the parent or guardian. For your child's safety, please ensure that all names, phone numbers, addresses, and allergy information are accurate and current. You must inform your child's teacher immediately with any changes to this information.

Please Note: All children who attend preschool programs or licensed childcare centers in Michigan are required by state law to be fully immunized. Parents or guardians are responsible for ensuring that their children have received all required vaccine doses.

Please note that the following forms may be found online but still require a PAPER copy to be submitted to your child's classroom teacher. Your information will not be saved online. Please save a copy for yourself.

- a. Child Information Record
- b. Health Appraisal Form
- c. Registration Packet

A notebook containing emergency information for each child is kept in his or her classroom. There is also a licensing notebook available to parents during regular business hours. The licensing notebook includes all inspections and special investigation reports from the last 2 years. They are also available at www.michigan.gov/mychildcare.

Withdrawal Policy

A two-week written notice is required if families withdraw from the program. No refund will be given.

Children will be withdrawn from the program if tuition payments are not kept up to date. You will receive notification from our billing department and every effort will be made to collect past due balances.

If at any time the staff of the GPPSS Child Development and Preschool Program feels that the program is not meeting a child's needs, the staff will use the following protocol:

- a. Child's teacher and program director will meet regarding the situation
- b. Child's teacher will schedule a meeting with parents and program director
- c. The family may be referred to the district's early intervention special education staff for consult and possible evaluation
- d. If, after consult, it is determined that the GPPSS Child Development and Preschool program is not suitable for the child, he or she may be withdrawn from enrollment.
- e. Every effort will be made to accommodate the developmental needs of each child.

Staff Training and Screening Process

All teaching staff members must have a minimum 60 credit hours of post-secondary education with at least 12 credit hours in early childhood education.

Staff members are required to receive at least 16 clock hours of training each school year. Staff members also are required to successfully complete training in “blood borne pathogens” and CPR/First Aid.

All staff members of the Grosse Pointe Public School System are required to have their fingerprints checked at the state and federal level. The GPPSS Department of Human Resources must have these prints on file in order for an employee to begin working. An “Internet Criminal History Access Tool,” called ICHAT, must also be completed prior to working.

Staff members working for the GPPSS Child Development and Preschool Program have an additional set of clearances they must complete for employment. All new employees must submit documentation through the Department of Human Services “Family Independence Agency” indicating that they have no history of abuse or neglect. New employees must also submit a current physical and TB test results.

Volunteers

Volunteers including parents and education students will sign the Volunteer Policy and sign appropriate self-certification statement.

Child Abuse Policy

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Our employees are considered Mandated Reporters under this Act and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under this Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to investigate the cause of any suspicious marks, behavior or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

Discipline Policy

The staff of the GPPSS Child Development and Preschool Program view discipline as part of the learning process. Staff members use positive guidance techniques in helping children move toward self-control and cooperation. Each child is respected as a unique individual. Limits and expectations will be stated clearly and appropriately for each child’s developmental level.

When children are asked to change their behavior, reasons will be given and the adult will state an alternative behavior. Inappropriate behavior will be redirected. Children are never left alone. Physical or emotional punishment is prohibited, including spanking, bribery, shaming, threats or deprivation of snacks or other privileges. It is expected that parents refrain from using physical punishment or threat of punishment while on the premises.

Parents will be given appropriate notice if problems arise that cannot be accommodated.

The Grosse Pointe Public School System's Child Development and Preschool Program will follow the district's Code of Conduct which is posted on the district's website. For a printed copy, please call 313.432.3010.

Arrival and Departure

Half day programs will have a designated meeting spot outside of the Elementary building. Teachers will meet children and their parents at the meeting spot at 8:30am. Teachers will then escort children inside to begin their morning activities.

At departure time, children will be released from classroom. Designated pick-up persons must come inside the classroom to be identified by the teacher.

Children will only be released to parents or to persons designated, in writing, on the child information record. Teachers and staff will ask to see identification of anyone they do not recognize prior to releasing a child. No changes will be made to the names listed (adults permitted to pick up your child) on the child information record over the phone.

We reserve the right to question the release of a child to any adult under the suspected influence of drugs, alcohol and/or medication.

Late Pick-Up

Children are expected to be picked up at or before the designated dismissal time. Our program closes promptly at 11:30am. If you anticipate not being able to pick up your child by 11:30am please contact your child's classroom teacher.

Late Pick-Up Fee

A late fee will be applied to your next month's tuition statement if your child is picked up later than 11:30am. The fee is as follows: \$20/child for every 20 minutes or fraction thereof. Consideration will be given for weather-related tardiness. If your child has not been picked up and we cannot reach you or the emergency contact by 12:00pm, the police will be called.

Late Arrival and Absences

In the event that your child will be arriving later than their scheduled time or will be absent from the program, please contact your child's classroom as soon as possible. You will receive a phone call if we have not heard from you and you have not arrived by your usual drop off time.

Typical Daily Schedule

Large Group – Children participate in activities such as calendar, weather, story time, music and movement, planning and recall.

Small Group – Children will work in a small group on teacher-directed activities geared for hands-on, exploratory learning. Teachers work with children on language, literacy, math, science, logic & problem solving, creative representation, dramatic play and sensory exploration.

Work Time- Children will have unstructured free choice time to interact with friends and explore the classroom. Children can make choices, problem solve within social interactions and follow their imaginations.

Snacks- Children are offered a morning snack which is provided through parent sign-up. The GPPSS Child Development and Preschool Program will provides milk and water.

Outdoor Play – Children play outside every day weather permitting. Please make sure your child is dressed in clothing that is appropriate for the weather conditions. If it has recently rained, your child will need a pair of boots to wear outside. If there is snow on the ground and/or if it is very cold outside (minimum wind chill factor of 20 degrees Fahrenheit to play outside), your child will need a snowsuit, hat, gloves or mittens and snow boots.

Departure – Our program closes at 11:30am. Please plan to arrive a few minutes early if you need to speak with your child's teacher or if you have more than one child to pick up.

Bathroom Use:

Children must be fully potty trained to attend half day programs. Children will use the Elementary School bathrooms. Bathroom breaks will be a part of the daily routine. Teachers will escort the class to the bathroom but children should have the skills needed to go to the bathroom independently.

Health Policy

Please notify the Child Development & Preschool Program director and the classroom teachers to report any communicable illness by calling 313.432.3809. The director will notify parents that their children may have been exposed to a communicable illness and will provide the following information:

- The name of the communicable illness
- The symptoms of the illness

Illness

Parents and/or guardians are expected to keep sick children at home. If your child is not well enough to participate in daily activities and outdoor play, he or she should not come to school. The following explains our policy for temporary exclusion of sick children.

You are required to keep your child at home if he or she has:

- Temperature of 100 degrees or more (99 degrees under arm)
- Intestinal problems with diarrhea and/or vomiting
- Any type of undiagnosed or contagious rash
- Any type of communicable illness (i.e. chicken pox, measles, impetigo, pink eye, strep, etc.)
- Congestion or mucous discharge of the nose (excessive and green/yellow in color) or ears
- Discharge from the eyes (conjunctivitis, see above)
- Been taking medication for less than 24 hours

A child that exhibits any of the above symptoms may not return to school until he or she has been free of the symptoms for 24 hours. A child must be fever free without the aid of medication for at least 24 hours prior to his or her return to school. The staff of the GPPSS Child Development and Preschool Program will not administer medication to reduce fever. For contagious illnesses, children should be kept home until a doctor verifies that the period of contagion has passed.

You will be notified if your child becomes ill while in school. If this happens, our staff will:

- Make your child as comfortable as possible
- Provide you with specific information about your child's condition
- Care for your child until you arrive to pick him or her up

If your child becomes ill during the school day, you are expected to make arrangements to pick him or her up within an hour. Your child will be moved away from other children until he or she is picked up.

Biting Policy

Although it is developmentally appropriate for a toddler to bite because of limited language and social skills, we find it an inappropriate behavior in the child care environment. When there is evidence of this reoccurring behavior, the GPPSS Child Development & Preschool Program will take the following actions:

Parents will be notified that the problem exists within the classroom.

- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident. (appropriate forms will be filled out).
- **Confidentiality of all children involved will be maintained by staff.**

When necessary, a conference will be set up with your child's teacher and the program director to address biting concerns.

You may be asked to pick up your child from the program for the remainder of the day if the biting is persistent.

The program director may meet with you to arrange a shorter, most successful schedule for your child's day if the biting continues. The behavior will be reviewed weekly during this time. Your child's daily schedule will be reassessed once the biting has stopped.

Children over the age of three are not excluded from this policy. If there is a "biting incident" where an older child is involved, the parent will be called, a conference will be set up and a behavior contract will be implemented. We will monitor the contract closely. If there is no improvement, a temporary suspension may be issued.

For more information about how biting is handled in the classroom, please email the program director.

Allergies

Please complete the section for allergies found on the "Child Information Record" in your enrollment paperwork. An allergy list will be on file and posted in the classroom. Please inform your child's teacher and/or the program director if you have additional information related to your child's allergies or conditions. For the safety of your child, please contact the program director if he or she has severe allergies. Our staff will work with you to create a care plan for your child. Epi-pens, asthma inhalers and medication for diabetes all require a complete medication permission form and must be in their original packaging.

Injuries

All full-time teachers and caregivers and the program director are required to maintain current certification in CPR and basic First Aid. In the event of an accident involving your child:

- Staff will administer basic first aid.
- Staff will comfort your child.
- Staff will notify you at pick-up if your child suffered a minor accident.
- Staff will notify you via phone if the injury is non-threatening but is more involved than a scrape or bump.

- Staff will complete an accident report and a copy will be sent home with you. A copy of the report signed by you will be kept on file at the GPPSS Administrative offices.

If your child's injury is on the head, neck or back or is more significant, we will call you to discuss the injury. The program director and/or your child's teacher may recommend that you pick up your child and take him or her home or to your child's pediatrician for a more complete assessment.

In case of a serious injury, staff will implement the GPPSS Child Development and Preschool Program Plan in Case of a Serious Injury:

- 911 will be called for an ambulance, if necessary
- The Child Care Coordinator will be notified of the situation via a phone call from the Program Director.
- The child's parents will be notified via a phone call from the child's head/lead teacher. Parents will be notified of the hospital their child is being transported to.
- The Program Director will accompany the child to the hospital in the ambulance. If the Program Director is unavailable, the child's head teacher will accompany the child to the hospital in the ambulance and the classroom lead teacher will assume head teacher responsibilities. The Child Care Coordinator will meet the ambulance at the hospital.

Incident Reports

In the event of an incident that disrupts the proper care of your child(ren), you will receive a phone call from either the preschool director or the supervisor of childcare programs. All incidents are reported by the staff within 24 hours to our state licensing consultant through the Department of Human Services.

Staff and Program Health Policies

The following health policies are in place for the protection and well-being of our children, families and staff members:

Hand Washing

Proper hand washing procedures are posted by the classroom sinks and include rubbing hands vigorously with soap and warm, running water for at least 20 seconds, rinsing, turning off the water using a clean paper towel and drying hands with a clean paper towel. All staff members, visitors, parents and families are asked to wash hands when entering a classroom and interacting with children and class materials. Staff hand washing procedures are used at the following times:

- Before and after preparing and serving food, eating and feeding

- Before and after administering medication
- After using the toilet or helping a child use the toilet
- After changing diapers or training pants
- After handling bodily fluids
- After cleaning or handling garbage
- When necessary for the health and safety of children, staff or visitors

Handling Bodily Fluids

The GPPSS Child Development and Preschool staff have been trained to use certain precautions when handling bodily fluids. These include mucus, blood, vomit and any other potentially infectious fluids. The following procedures are in place for handling bodily fluids:

- Staff members will use rubber, latex-free gloves
- Clean up the bodily fluid, first using soap and water and then with a sanitizer
- Wash the hands of the child
- Take off gloves and wash hands
- Dispose of cleaning materials in a double bag, separate from other trash
- Staff members will deep clean and disinfect the area by using soap and warm water, rinsing, and then applying a sanitizing solution.

Sanitizing Solution

Staff members use a solution of water and non-scented chlorine bleach in the ratio of 1 tsp. bleach to 1 quart (32 oz.) of water. The sanitizing solution is mixed each morning.

Commercial sanitizers (i.e. Lysol, Clorox) are used according to the directions listed on the original packaging and so long as they are deemed safe for food surfaces.

Classroom Materials and Toys

Toys and equipment are regularly washed and sanitized for the health and safety of children, staff and families. If a child has put a toy in his or her mouth, or if an ill child has played with a particular toy, those will be set aside and cleaned and sanitized before being returned to the classroom for use.

Tables, chairs and counters will be cleaned after each meal or activity.

Nutrition Policy

Children in half day programs will have a morning snack. There will be a monthly calendar for Parent Sign-Up. A class allergy list will be posted, as well as a list of recommended snacks. If

your child has an allergy, you may opt to pack a snack from home for your child each day. Milk and water will be provided by GPPSS, as well as supplemental snacks as needed.

What to Bring to School

Please dress your child in comfortable clothes and shoes for school that are easy to change into and out of. Clothes should be easily washable as our days can be messy! The GPPSS Child Development and Preschool Program is not responsible if dirt, paint, glue, crayons, markers, etc. get on children's clothing.

Preschool and Pre-K

- Sunscreen, or other topical non-prescription medication – labeled with your child's name or initials and accompanied by a complete medication permission form
- At least two complete changes of clothes – labeled. Please include socks and shoes and make sure extra clothes are size and season appropriate.
- Appropriate outdoor clothing (See Above)
- Classroom snacks, as indicated on the Classroom Snack Calendar.