

Above and Beyond Learning Child Care GSRP Family Handbook



Welcome to
Preschool

(GSRP) Great Start Readiness Program

Days: Monday-Thursday

Hours: 8:00-3:30

Phone: 313-892-6062

"Developed under a grant awarded by Michigan Department of Education"

Handbook Table of Content

Philosophy

High Scope Curriculum

Developmental Screening and Assessments

Criteria for Admission

Recruitment

Sliding Fee Scale

Tuition and Fees

Overtime Rates

Confidentiality Policy

Violation of Confidentiality Policy

Schedule of Operation

Holiday Closings

Arrival and Dismissal

Attendance Policy

Withdrawal Policy

Temporary Withdrawal

Daily Schedule and Routine

Rest Time Policy

Outdoor Exposure

Discipline Policy

Exclusion Policy

Grievance Policy

Family Involvement

Home Visits/Conferences

Advisory Board

Parent Involvement Policy

Parent Volunteer

Screening of Staff

Staff Training

Abuse/Neglect Policy

Child Custody Policy

Referral Policy

Multicultural and Diverse Learning Environment

Cleaning and Sanitizing of All Equipment

Handling of Bodily Fluids

Health Care plan and Daily Assessment of Child's Health

Emergency Procedures

Illness/Injury/Accident Protocol

Illness Care Plan

When to Keep Your Child at Home

Injuries/Accidents Care Plan

Major Emergencies Such as Seizures or Unconsciousness

Administration of Medication to Students

Health Related Resources

Nutrition Policy

Fire/Tornado/Lock-down Drill

No Solicitation of Employees

Non-Discrimination Policy

Photographs and Video Policy

Transportation

Parent Code of Conduct: Swearing and Cursing, Threats, Addressing other Children, Smoking, and Confrontational Interactions

Family notice of Program Measurement

Reservation of Right to Change Policies and/or Procedures.

Moving Forward Ceremony

Field Trips

Calendar

Philosophy

Above & Beyond Learning Child Care Center is a privately owned and operated childcare facility dedicated to providing a developmentally appropriate program in a safe and nurturing environment, which promotes social, emotional, physical, and cognitive growth. Our goals foster a positive self-concept and develop socialization and school readiness skills. Various experiences, geared to the age group, as well as the individual needs of each child are provided. Long-lasting partnerships between school, family, and community are initiated. The teaching team implements the High Scope® Curriculum to gently guide each child's learning as they make discoveries using an active participatory approach. Developmental progress is assessed through daily observation. Because learning is a life-long process for children and adults, and it is necessary to make continued improvements, the program and staff are evaluated on a regular basis using a Program Quality Assessment. The results are used to guide the teaching team toward a higher quality experience for all children in the program.

Curriculum®

HighScope's vision of preschool education, children are doers and problem solvers, and adults are partners who share in discoveries and gently guide their learning. We call this approach *active participatory learning*. Young children build or "construct" knowledge of the world — finding out how the world works through direct experience with people, objects, events, and ideas. The High Scope® Preschool Curriculum is built around 58 developmental milestones called *key developmental indicators* (KDIs) in 8-9 curriculum content areas that are closely aligned with state and professional standards. The KDIs define *what* we teach; the *how's* are provided by our teaching practices for the classroom learning environment, daily routine, and adult-child interaction. The KDI's are Approaches to Learning, Social and Emotional Development, Physical Development and Health, Language, Literacy, and Communication, Mathematics, Creative Arts, Science and Technology, Social Studies, and English Language Learning (if applicable).

Developmental Screening and Assessment

Ages and Stages Developmental Screening will be completed by the Parent and Teacher at the beginning of school year. **(GSRP requires that the screening only be completed at the beginning of the school year because it serves as a baseline and helps teachers to know if children need to possibly be referred for support services. If parent choose, they can complete the screening at the end of the year).**

Children in the GSRP program are assessed for academic and developmental progress using the Child Observation Record (COR). The assessments provide information across domains identified in the area of approaches to learning, language, literacy, communication, physical development and health, mathematics, creative arts, science and technology, social studies, social-emotional development and

English language learning (if applicable). Anecdotal notes are taken throughout the school year and inputted into the assessment tool. Results of the assessments will be shared with Families during conferences and home visits, as considered necessary by the teaching team, and upon request. Recommendations for further developmental evaluation will be discussed and Family permission obtained prior to referrals.

Criteria for Admission

For admission contact the center's main office personnel to see if your family qualifies according to guidelines set by the Michigan Department of Education (MDE). If more families apply then there is space available, children with the greatest need (per the MDE guidelines) will be admitted first. Children with the greatest need will then fill subsequent openings. Children in the four-year-old program must be at least four years of age on or before **December 1st** of the school year in which they are to be enrolled. A copy of the birth certificate is required. Copies of the following documents are required: birth certificate, immunization records, current health appraisal (within the last year), and proof of income. Paperwork must be provided prior to acceptance. Health appraisals must be updated annually. Additional items may be requested as evidence of the Michigan Department of Education's **Eligibility** factors (i.e., proof of income, doctor's notes for health risks or, IEP's, etc.) and will need to be provided. Necessary enrollment and registration forms must be completed prior to the beginning of school.

Recruitment & Enrollment

ABLCCC Recruitment by going to:

Local Community Events

★ Fairs/Carnivals/Festivals ★ Parades ★ Parks and Rec. events and/or enrichment programs (dance, gymnastics, sports events) ★ Farmers market ★ Mom to Mom Meetings ★ Local library ★ Marquees ★ Events hosted by churches

★ Apartment complexes

○ Tape flyers to mailboxes (fillable flyers available at www.resa.net/earlychildhood/gsrp) ★

Mobile home parks ★ Public housing

Schools

★ Flyers to older or younger students (fillable flyers available at www.resa.net/earlychildhood/gsrp)

★ Kindergarten round-up

★ Elementary e-blasts

- ★ Open House
- ★ School newsletters
- ★ School board presentations
- ★ E-mail blasts from the school

Government Offices

- ★ DHHS ★ Work 1st ★ CPS ★ WIC ★ MI Works ★ Foster agency ★ Local library
- Housing** ★ Secretary of State ★ Chambers of Commerce ★ Parks and Recreation

Local businesses

- ★ Theaters ★ Malls ★ Restaurants
- Pizza - add flyers to boxes (fillable flyers available at www.resa.net/earlychildhood/gsrp)
- Fast food tray covers
 - Ice cream shops ★ Bowling Alleys ★ Laundromats ★ Resale shops ★ Grocery stores, including ethnic grocery stores ★ Newspaper ★ T-shirts ★ Cable TV ★ Churches ★ Summer BBQ ★ Enrollment Fair ★ Signs on Marquees

Media

- ★ Program website ★ Social Media
- Facebook
- Twitter
- Instagram
- Put GSRP video on Facebook and/or Twitter
- Share existing post with currently enrolled families and ask them to share/link/post to their page (Facebook, Twitter)
- Share videos/photos of high quality classroom activities along with information on how to see if your child is eligible

Set-up a Twitter Hashtag (#)

■ #GSRP

■ #Free Preschool

- Ask other entities with an aligned mission to post on their website and social media pages/feeds. For example, local libraries, churches, food banks, PBS, etc.
- Instagram Ads
 - Snapchat Ads ★ Radio or TV ads

Around Town

- ★ Lawn signs and Banners
 - On building
 - In town on main road
 - On fence at the ball field
- Window ★ Giant sticker
 - On Truck/vehicle
 - Bus transportation

Health Care Facilities

- ★ Pediatricians office ★ Dentist office

Miscellaneous

- ★ Networking with other administrators
- ★ School Readiness Advisory Meeting
- ★ Directors Meeting
- ★ Joint recruitment events with Head Start
- ★ Direct Mail (fillable postcards available at www.resa.net/earlychildhood/gsrp)
- ★ Events throughout the summer for those who have registered to support them in building relationships and not transitioning to another GSRP site

Sliding Fee Scale

Up to 15% of children enrolled throughout the Intermediate School District (ISD) or consortium of ISDs may be from families above 300% of the Federal Poverty Level (FPL) with extreme risk for low educational achievement as determined by number or severity of GSRP program eligibility factors. These families must be charged tuition calculated on a sliding scale. Wayne RESA has established a fee of \$10.00 per month for all families deemed to be above the 300% federal poverty level. Sliding scale fees are collected in addition to the funded amount provided per child by state school aid funds administered by the Michigan Department of Education (MDE). The fees can be paid monthly or all at

once. Tuition income and related expenditures will not be reported to MDE, but records must be available for review upon request.

Tuition and Fees

Latchkey Payment are due “**Every Monday Morning**” of that Week. **No partial payment will be accepted.**

Overtime Rates

Children left in care for over 7 hours will be charged \$1.00 a minute because once GSRP lets out at 3:30 pm any child that's left your child will go to the daycare side. **No partial payment.**

Confidentiality Policy

The school records of all children will be kept confidential. The families/guardians, of children who are under the age of eighteen, are entitled to review their child's school records upon a written request and in the presence of school staff. In situations where the family of a child is divorced or separated, each family, custodial and/or non-custodial, has an equal right to view the child's records unless a court order specifies otherwise.

Violations of the Confidentiality Policy

Above & Beyond Learning Child Care Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the Center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with it. Any parent who shares any information considered **Above & Beyond Learning Child Care Center** be confidential, or pressures employees or other parents for information, which is not necessary for them to know, will be in violation of the Confidentiality Policy.

Hours of Operation

Monday through Thursday 8:00am -3:30pm

Holidays

We are closed during all Federal Holidays: **Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Labor Day, Fourth of July, King's Day, Professional Development Day for a Week. and Veteran's Day.** We also reserve the right to close during inclement weather, i.e., snowstorm etc. Latchkey before and after fee will remain the same during holiday weeks.

Arrival and Dismissal

Families should walk up to the classroom door each child must be signed in/ and out using the Brightwheel App. This is also a good time to talk to the staff about how your child is doing. Children will be released only to family or persons authorized by the family and listed on the Child Information Card. If you intend for someone not listed on the information card to pick up your child, notify the staff in writing. In emergencies, you may call the school. ID will be required at pick up. If a family member by

court order, is not allowed to pick up his or her child, a copy of the Court Order must be provided, and the child may be released only according to the court order on file. If the court order is not on file, either family member may pick up the child regardless of what the other family member has communicated. Late Pick-up Policy. Families are expected to promptly pick-up their child after the GSRP preschool session.

Attendance Policy

Children in Great Start Readiness Preschool will attend 4 school day sessions per week, Monday-Thursday. Children are expected to attend school on a regular basis. Excessive absences may result in your child being placed on the waiting list. Up to 10 unexcused absences in a row will lead to your child being placed on the waiting list. It's mandatory to give the Center a "courtesy" call if your child will be absent or arrive late from the scheduled time. This "courtesy" call is **ALWAYS** expected which helps us to plan properly for those children who are present, staff and food preparing. Your child should attend class regularly for optimum learning. Bring your child on time so that your child will not disrupt the class. **No Excuses!!!** There are times when it is appropriate for your child to miss school. If your child is sick or feel sick, please do not send them to school. If your child becomes ill during the school day, you will be called to come pick him/her up immediately. If you cannot be reached the person you named as your emergency contact or named as other persons to be released to on the Child Information card will be contacted.

Withdrawal Policy

If you withdraw your child from the GSRP preschool, please provide a notice in writing. We would like to recognize your child's involvement in our program and allow classmates time to say their goodbyes. **Above & Beyond Learning Center** requires a 2-week written notice prior to withdrawal.

Temporary Withdrawal

On occasion, due to work or medical circumstances, a parent/guardian may have to withdraw their child(ren) on a temporary basis. Proper termination notice and procedure must be adhered to. Once a child is withdrawn, **Above & Beyond Learning Child Care Center** cannot guarantee enrollment for the child in the GSRP classroom your child will be put back on the waiting list.

Time	Minutes	Activity
8:00-9:00	60	Greeting/Handwashing/ Sign-in/ Breakfast Read books, puzzles, write in journals,
9:00-9:10	10	Message Board Message Board/ Discussion of what we will be doing for the day, Interactive Writing.
9:10-9:25	15	Large Group Time Adults and children participate in movement and music activities and cooperative games. Children contribute their own ideas.
9:25-9:35	10	Interactive Read Aloud Read age-appropriate materials with a comprehension and vocabulary focus.
9:35-9:40	10	Planning Time Planning Time – Children indicate their plans to adults in a place where intimate conversations can occur and where people and materials are visible.
9:40-10:40	60	Work Time Work Time (children's hour of uninterrupted Choice Time) Children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Work Time, adults participate as partners in child-initiated play and encourage children's problem solving both with materials and during times of social conflict. It is also an opportunity for Interactive Writing and Scaffolded Writing.
10:40-10:50	10	Cleanup Time Cleanup Time – Children and adults clean up together keeping the spirit of play and problem solving alive. Children make many choices during clean up. Adults accept children's level of involvement and skill while supporting their learning.
10:50-11:00	10	Recall Time Recall Time – Gathered in small group settings, children choose Work Time experiences to reflect on, talk about, and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow children's lead and encourage children to share (e.g., individual props such as puppets, telephones or periscopes, group games using a hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting).
11:00-11:40	40	Outside Time Outside Time – Children have many choices about how they play in the outdoor learning environment, much as they do during Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving
11:40-12:00	20	Small Group Time /Handwashing Small Group Time – An adult-initiated learning experience based on children's interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.
12:00-12:10	10	Read Aloud Read age-appropriate materials with a comprehension and vocabulary focus.

12:10-1:00	55	Lunch Prep / Handwashing/ Lunch / Bathroom Bathroom/Wash Hands/ Lunch–Children assist in preparation and set up. Children are encouraged to serve themselves. Lunch – Family-Style meals support children doing things for themselves. Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own space including disposal of leftovers, pushing in their own chairs.
1:00-2:00	60	Quiet Time Quiet/Resting Time – Resting is a time for sleeping or quiet, solitary, on-your-own-cot play. Rest Time plans should be individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine motor manipulatives.
2:10-2:40	30	Wake / Bathroom/Wash Hands / Snack* Wake/Bathroom/Snack – As children wake up, adults and children work together to put away cots and set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs. Plan/Work/Cleanup/Recall.
2:40-3:30	50	Outside Time/ Literacy / Dismissal Outside Time – Children have many choices about how they play in the outdoor learning environment, much as they do during Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving
TOTAL	430	7 hours

Planning Time 7:45 am-8:00 am, 3:30 pm-4:00 pm

COR In-Put 1:00 pm-2:00 pm

Staff Lunch Times

1:00, 1:30, 2:00

DAILY PRESCHOOL SCHEDULE & ROUTINE

8:00-9:00 Greetings/ Handwashing/ Sign-in/ Breakfast

9:00-9:15 Message Board

9:15-9:25 Read-A-Loud

9:25-9:45 Outside Play (Gross Motor) Bathroom/ Hand Washing/ Story

9:45-10:00 Large Group(Circle Time)

10:00-10:10 Planning Time

10:10 -11:10 Work Time

11:10-11:20 Clean Up

11:20- 11:30 Recall

11:30-11:45 Small Group

11:45-12:15 Outside Play (Gross Motor) Bathroom/ Hand Washing

12:15-12:25 Read -a-Loud

12:25- 1:25 Lunch/Clean Up

1:25 – 2:25 Nap Time

2:25 – 2:40 Bathroom/PM Snack Time

2:40 – 3:30 Read out loud/ Gross Motor Time/ Outside/ Dismissal

Rest Time Policy

Children attending a GSRP program for five or more hours will participate in a one-hour rest time. Teachers will accommodate the individual needs of the children (i.e., offer quiet activities). Children will assist with putting cots out, getting their own blanket(s) and transition item(s); and turning off lights and turning on soft music. Adults can assist in transition by moving among children in an unhurried fashion, having quiet conversation and providing soothing touch such as backrubs.

Outdoor Exposure/Inclement Weather

Above & Beyond Learning Child Care Center GSRP has an enclosed playground that is age and developmentally appropriate. Outdoor play is an integral part of our curriculum. Children in a full-day program will receive a minimum of 60 minutes per day of physical outdoor activities not counting getting ready time. Outdoor time is held daily unless there is inclement weather or special circumstances. Children need to have weather appropriate clothing for participation in outdoor activities. Your child will get dirty, play clothes and tennis shoes are encouraged. To ensure proper staff/child ratios at all times, we cannot keep a child indoors. If a documented medical reason stipulating restrictions is provided, we will try to accommodate the request. **Your child goes outside twice a day per State of Michigan Licensing Rule R400.5106.** School closings due to severe weather and/or other reasons will be announced on local television channels 2, 4, and 7.

Clothing

The school uniform is Red Shirt and Black Pants with no logos. Every child must have a complete change of weather appropriate clothing along with any other items that you feel can be left at Center for any accidents that may occur. Children are taken outside daily and should be dressed appropriately. Fall and Spring require light jackets, hats, Winter heavy jackets, boots, snow pants, gloves, and hats. In the Summer, we ask that you send a swimsuit, tee shirt, water shoes, towel, and sunscreen. Label your child's clothing and belongings with their first and last name. If you send expensive clothing (designer label) with or on your child, you do so at your own risk, because they will get soiled, stained, or damaged and we are not responsible for lost, stolen, or damaged clothing. Clothing must be stored in a plastic box, no bags. **Above & Beyond Learning Child Care Center does not assume responsibility for lost or damaged clothing, jewelry, or belongings.**

Discipline Policy

Section R. 400.8140 – Discipline

(1) Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation must be used. (2) All of the following means of punishment are prohibited: (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. (b) Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar. (c) Restricting a child's movement by binding or tying him or her. (d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child. (e) Depriving a child of meals, snacks, rest, or necessary toilet use. (f) Excluding a child from outdoor play or other gross motor activities. (g) Excluding a child from daily learning experiences. (h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure. (i) Time out must not be used for children under 3 years of age. (3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule. (4) A written policy must be developed and implemented regarding the age appropriate, non-severe discipline of children. The policy must be provided to staff and parents.

The adults in the GSRP classroom will assume the following roles:

- **Creating a Safe Physical Environment**
- **Building Positive Relationships**
- **Establishing a Consistent Daily Routine**
- **Using Encouragement**
- **Expressing Appropriate Expectations**
- **Providing Authentic Experiences and Learning Activities**

The adults will implement the six steps to Conflict Resolution:

- **Approach the situation calmly and stop any hurtful behavior**
- **Acknowledge the feelings of the children involved**
- **Gather information about what happened from all parties and restate the problem**
- **Discuss possible solutions together getting input from the children**
- **Agree on a solution together**
- **Provide follow-up support**

Exclusion Policy

Children will be excluded from the program if there are contagious illnesses that endanger the health and/or safety of others. Children will not be excluded or expelled because of the need for additional developmental, medical or behavioral support, assistance with toileting or staff attitudes and /or apprehensions.

Grievance Policy

Situations may occur where a family believes that the fair and consistent application of a policy has not been followed. In most cases, GSRP expects that the family will be able to satisfactorily address such concerns with the staff members involved. However, when a problem cannot be resolved, families are encouraged to discuss the issue with the Preschool Director.

Family Involvement

Family engagement is crucial to positive child outcomes. The GSRP program provides a variety of opportunities for families to become involved in the program and regularly seeks input from families. Opportunities to volunteer in the classroom, on field trips and on special occasions will be available to families. Families also can participate in the Great Start Collaborative Advisory Board. Additional information will be provided upon request.

Home Visits/Conferences

Families play an integral role in their child's development. A strong partnership between staff and families is crucial to child success. Families in the GSRP program will participate in two home visits and two center visits (conferences) during the program year. Visits help maintain an open communication between the staff and families. The initial home visit serves as an orientation opportunity for the child and family and helps us get to know each other. It also provides a level of comfort when the child comes to school and sees someone they have met before. Initial assessments may be administered at home visits to gather information that will allow the staff to plan accordingly for the abilities of the child. Center visits are held a minimum of two times throughout the program year to discuss overall development, child strengths, areas of concern, and results of assessments. Families are provided with activities to help foster kindergarten readiness. A final home visit will summarize the child's development and transition to kindergarten.

Above & beyond Learning Center urge you to consult with the Teacher whenever any questions or concerns arise regarding your child at the center. If you do not have an opportunity to talk, schedule a conference with us, please call between the hours of 1:00pm-3:00pm Monday through Friday to discuss your concerns. Emergency situations don't apply to this policy.

Advisory Board

All Parents are invited to serve on our Advisory Board. The advisory board meets once a month to help develop, revise, and approve the program policies and procedures. Parents who serve on the Advisory board develop an in-depth knowledge about the program, our surrounding community, and resources available to families.

Parent Involvement Policy

Parental involvement is a critical element of high-quality early care and education. It has been mandated by Wayne RESA and is outlined in Developmentally Appropriate Practice (DAP) and incorporated into NAEYC standards for programs serving young children.

Parent Volunteer (400.8128)

All volunteers who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 year before employment or volunteering, and a MDHHS Clearance that will be kept on file at the center.

Screening of Staff

Above & Beyond Learning Child Care Center in compliance with licensing rule 400.5102. has in place a written screening policy which includes but is not limited to subjecting employees to criminal background checks, abuse and neglect checks that are completed by the Department of Human Services, health appraisals, and reference checks. **Above & Beyond Learning Child Care Center** staff sign a "Zero Tolerance Child Abuse and Neglect: statement. They are informed on child abuse and neglect policies.

Staff Training

The lead teachers within the Great Start Readiness Program have current certification in infant, child, and adult CPR and First Aid. Staff complete training on blood-borne pathogens. In addition to CPR, first aid, and blood-borne pathogen training all staff complete a minimum of 16 hours of additional training each year. Training topics include child development, curriculum, child discipline, health/safety, nutrition, working with families, and licensing rules.

Abuse/Neglect

The State of Michigan requires that all employees report any suspicion of child abuse or neglect to Child Protective Services. Staff at our Great Start Readiness Preschool are aware that abuse and neglect of children is against the law. As teachers/child advocates we are required by Child Protection Law to immediately report suspected abuse and neglect of children to Protective Services. The staff reviews the Child Abuse and Neglect reporting procedures annually.

Child Custody Policy

In cases where the child is the subject of a court order (i.e., Custody Order, Restraining Order, or Protection from Abuse Order) the Great Start Readiness Program must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file with the Great Start Readiness Program, both families shall be afforded equal access to their child as stipulated by law. The Great Start Readiness Preschool Program cannot, without a court order, limit the access of one family member by request of the other

family member, regardless of the reason. If a situation presents itself where one family member does not want the other family member to have access to their child, the Great Start Readiness Preschool Program suggests that the family keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other family's right to immediate access.

Referral Policy

If a family has concerns about their child's development, they should begin by contacting the lead teacher. The lead teacher will initiate the Response to Intervention process. If further interventions are needed a team will be formed to discuss how to best meet the child's needs. The team may include Families, the teachers, agency head, the Early Childhood Specialist, or other special education staff. With Family consent, a referral form will be completed for the child to receive additional support through their home school district. If a child is already receiving special services, the GSRP program staff will join the IEP team and continue those services. For information about referring your child for a developmental evaluation log onto: www.ProjectFindMichigan.org If a Family has a concern about their child, the classroom, or the program, the concern should be discussed with the teaching team. If a solution is not agreed upon, the Family s should contact the building director.

Multicultural and Diverse Learning Environment

Materials in the classroom are developmentally appropriate, clean, safe, foster learning and are to reflect the home and community cultures and special needs of children in the program. Materials depict a wide range of non-stereotyped role models and cultures. The home and community cultures of each class are used to choose materials included in the classroom. Materials reflect interests, Family hobbies, employment, and community traditions.

Cleaning and Sanitizing of all Equipment, Toys, and Surfaces

Tabletops will be washed before and after food is served and as they become soiled.

Toys will be washed when they come in contact with a child's mouth or saliva.

Equipment will be washed weekly or as needed. There shall be a 3 Step Process for Sanitation:

- Clean with soap and water
- Rinse thoroughly
- Spray with bleach water

Handling Bodily Fluid

In preschool, universal precautions shall be observed to prevent contact with blood or other potentially infectious materials (OPIM). Gloves will be worn for all tasks that may cause exposure to blood or OPIM shall be considered infectious regardless of the perceived status of the source

individual. After removing gloves, preschool workers will wash their hands as recommended in our hand-washing policy.

Health Care Plan & Daily Assessment of Health

General health will be assessed upon arrival daily. If a child shows any sign of illness, he/she will be evaluated further, and staff will determine if someone needs to be contacted. **Minor illnesses will be reported verbally at drop-off/pick-up or via a phone call home.**

Emergency Procedures

Above & Beyond Learning Child Care Center has established procedures for all emergencies, including fire, tornado and medical. Evacuation routes and procedures are posted in the building at the exit doors. Emergency drills are practiced on a regular basis. Smoke detectors and fire extinguishers are routinely checked. Staff are certified with CPR, First Aid and Blood Pathogen. In the event of a medical emergency, a staff member will make every effort to first notify parents/guardians before transporting a child in an ambulance. Your signature on your child information card and parent agreement gives **Above & Beyond Learning Center** permission to administer first aid or obtain emergency medical treatment in the best interest of the child.

Illness/Injury/Accident Protocol

Our goal is that every child will be safe while in our care.

Illness Care Plan

Caring for a sick child is ultimately the responsibility of the parent/guardian, please be prepared to make alternative care arrangements. When calling in for your child please include the following information in your message: A Description of the symptoms of the illness (vomiting, fever, rash, diarrhea, etc.) The type of illness is known (e.g., chicken pox) and whether the illness was diagnosed by a doctor. Parents will be notified when the center observes changes in the child's health, a child experiences accidents or injuries, or when a child is too ill to remain in the group. We ask that children be picked up within one hour. Children absent due to a contagious (or suspected contagious) disease may not return to **Above & Beyond Learning Child Care Center** without a written clearance from a physician. Once a child returns to **Above & Beyond Learning Child Care Center** after being absent from an illness, they must be well enough to be able to participate in all activities.

When to keep your child home:

- **Fever:** your child has a temperature of 100.4°F taken by mouth or 99.4°F taken under the arm. Your child will not be able to return for 24 hours of no fever, without the use of fever-reducing medications.
- **Diarrhea:** Your child has two loose or watery stools, even if there are no other signs of illness. Your child should not have any loose stools for 24 hours prior to returning to school.

- **Vomiting:** If your child is vomiting. Your child should not have any episodes for 24 hours prior to returning to school.
- **Rash:** If your child develops a rash and has a fever or a change in behavior. Your child will not be able to attend school until rash subsides or until healthcare provider has determined it is not infectious.
- **Communicable Diseases:** Children or Staff will not be able to return to school or work until a healthcare provider has determined they are no longer infectious

Do Not Copy

Injuries/Accident Care Plan

When a child is injured, regardless of the nature of the injury, an accident or injury report is filled out at the time of the incident. First-Aid is administered following specific guidelines.

- ❖ If the injury requires further evaluation and/or treatment, the parents will be notified immediately.
- ❖ Any time a child has a head injury, no matter how slight, a call is placed to the parent
- ❖ In the event of serious injury your child information card gives Above & Beyond Learning Center permission to call 911.
- ❖ Any costs or charges for 911 emergencies will be the sole responsibility of the parent.

For Major Emergencies

Such as Seizure or Unconsciousness:

911 will be called from the nearest phone. The Family will be notified immediately. Program Serious Accident/Illness Emergency Plan will be followed. A copy of this can be obtained from the Great Start Readiness staff.

Administration of Medication to children

Licensing rule 400.5113b Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only.

- Medication, prescription or nonprescription, shall be given or applied only with prior written permission.
- Medication parental permission forms are filled out completely on a weekly basis. Included on this form are the exact time(s) the medication is to be given and the parent/guardian signature.
- All medication shall be in its original container, stored according to instructions, and clearly labeled for a named child. A medicine spoon must be provided for any oral medication.
- Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.
- Medication will be stored in a child proof locked cupboard away from children. If the medication needs to be refrigerated the medicine must be in a refrigerator.
- A care giver shall give or apply any **prescription or nonprescription medication** according to the directions on the original container unless authorized by a written order of the child's physician.

Health Related Resources:

The following is a list of resources available for preschool staff and Family s who have questions concerning health related topics:

Comprehensive School Health Unit

Michigan Department of Public Health

www.michigan.gov.mde

(989) 373-7247

Centers for Disease Control

www.cdc.gov

Michigan Childhood Immunization Registry

www.MICR.ORG

(888) 243-6652

Teacher's Resources

www.pbs.org/teachersource/prek2.htm

School Health

www.Schoolhealth.org

Nutrition Policy

The Great Start Readiness Preschool Program follows the guidelines of the DHS Bureau of Children and Adult Licensing. Foods served reflect the home and community cultures and are high in nutrients and low in fat, sugar, and salt. Families who choose to send a snack or meal to school with their child should take into consideration the nutritional value of the foods they chose. If families choose to send in special occasion food, it is asked that consideration be given to special needs diets and allergies. Please check with the teacher before choosing a food item. Snacks/meals are provided free of charge to the eligible GSRP children. Families are required to complete a free and reduced lunch form.

If your child has food allergies or the need for a special diet, please provide the staff with a written plan from your child's doctor.

Fire/Tornado/Lock-down Drill

Fire, tornado and lock-down drills are a necessary precaution for safety. There will be a warning signal such as the bell sounds, all children should form a line ready for exiting. Move quickly without running, no talking and go where directed. Lock-down drills will be conducted at least twice per school year. When in “lock-down” only law enforcement and emergency personnel will be permitted to enter or exit the building. Tornado drills will be conducted at least twice per school year. Children are to follow classroom instructions and remain silent while the drill is taking place.

No Soliciting of Employees

Above & Beyond Learning Child Care Center does not refer or recommend any employee for private duty it's a conflict of interest.

Non-Discrimination

Above & Beyond Learning Child Care Center does not discriminate on basis of Race, Color, Creed, Sex and/or Religion.

Photographs and Videos

Above & Beyond Learning Child Care Center. Photographs taken by **Above & Beyond Learning Child Care Center** used for our monthly newsletter, public relations and staff training. Your signed parent agreement and acknowledgement of receiving this handbook, gives **Above & Beyond Learning Child Care Center** permission to use such materials without compensation and pictures and video will not be solicited. While the Parent Agreement allows **Above & Beyond Learning Child Care Center** to use photograph without restriction, it does not permit other parents or outside agencies to photograph children, staff, or Center activities. Please respect this agreement by refraining from videotaping or photographing your child or staff while on the premises.

Transportation

Parents much have their child dressed and ready and walk child to the van and buckle your child in seat and sign them in/out using the Brightwheel App.

Parent Code of Conduct

The **Above & Beyond Learning Child Care Center** requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect always. One of the goals at **Above & Beyond Learning Child Care Center** is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees but, is the responsibility of every parent or adult who enters the Center. Parents are required to behave in a manner that fosters this ideal environment. Parents

Swearing and Cursing

No parent or adult is permitted to curse or use other inappropriate language on **Above & Beyond Learning Child Care Center** property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At **NO** time shall inappropriate language be directed toward members of the staff.

Threats

Threats of any kind will not be tolerated. Today, **Above & Beyond Learning Child Care Center** cannot afford to sit idle while threats are made. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

Addressing of Other Children at

Above & Beyond Learning Child Care Center GSRP

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director. **Furthermore**, it is totally inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the Center.

Smoking

For the health of all employees, **Above & Beyond Learning Child Care Center** children and associates, **smoking is prohibited Within 25 feet of the Center property**. Parents are prohibited from smoking in the building, on the grounds. Parents who are smoking in their vehicles must dispose of cigarettes prior to entering the building.

Confrontational Interactions

Confrontational Interactions with employees or other parents at Above & Beyond Learning Center. While it is understood that parents will not always agree with the employees or parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are strictly prohibited.

Family Notice of Program Measurement

GSRP 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 Family's 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? Please contact:

GSRP Phone Number: 313-892-6062

The MDE Office of Great Start, Early Childhood Education and Family Services, at

- Mde-gsrp@michigan.gov,
- 517-373-8483, or
- 608 W. Allegan, P.O. Box 30080, Lansing, MI 48909

Reservation of Right to Change Policies and/or Procedures

Above & Beyond Learning Child Care Center reserves the right to add, delete, modify, or amend the policies and procedures written in parent handbook provided for in the program, upon a ten-day written notice to parents.

Moving Forward Ceremony

Show our appreciation to the parents and students at the end of the school year.

Field Trips

GSRP students take field trips and walks throughout the school year which is considered an integral part of the educational program and will be taken periodically if weather permits. There is no cost for your child to participate in the field trips. Information about upcoming trips can be found in our monthly newsletter. Transportation Service will be provided by a license, insured company that is equipped with all mandatory safety features. If space permits, parents are always welcome to come along on any field trips. **CELL PHONE CANNOT BE USED** while on a field trip because children will need your full attention on them. We regret however, that siblings cannot attend off-site field trips. Your signature on your child information card and parent agreement permits your child to attend and participate in our field trips. If you choose not to have your child attend, **Above & Beyond Learning Child Care Center** is not responsible **for providing alternate care for your child during the time of the field trip.**

GSRP School Calendar

ABLCCC GSRP 2023/24 Academic Calendar

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

What the Colors Mean

Red School is Closed

Yellow First day of school

Blue Home Visits

Purple Field Trips

Grey Librarian

Brown Parent/Teacher Conference

Green Last day of School

Advisory Meeting Dec.15th, Feb. 23rd, May 3rd

COR

1st Period Sept.28th -Dec. 14th

2nd Period Dec. 18th – Mar. 14th

3rd Period Mar. 18th -June 6th

120 School Days Monday-Thursday

8:00 am-3:30 pm

120 Professional Development Hours(TBA)

Federal holidays 2023/24

Sep 4, 2023 Labor Day
Oct 9, 2023 Columbus Day
Nov 23, 2023 Thanksgiving Day

Nov 23, 2023 Thanksgiving Day
Jan 1, 2024 New Year's Day
Jan 15, 2024 Martin Luther King Day

Feb 19, 2024 Presidents' Day
May 27, 2024 Memorial Day

