



L.A.C.C. Childcare Academy
G.S.R.P. Parent Handbook
2017-2018

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Welcome to our G.S.R.P. Program

We are happy that your child has joined us this year in our program. L.A.C.C. Childcare Academy is committed to providing each student with a quality, developmentally appropriate educational experience in a safe and secure environment. G.S. R. P. is developed under a grant awarded by the Michigan Department of Education. The program will focus on providing children with skills needed to be prepared for educational success. It is our goal to create a learning environment where there is a balance between adult initiated and child initiated activities, where children can construct their own knowledge and are supported in doing so.

This handbook is designed to provide parents in this program with information that will be needed throughout the school year. In addition, we are confident that your increased understanding of this program will lead to a successful experience for your child.

Getting Started

Register your child at Central Office

Go to 16619 Wyoming, Detroit, MI 48221 Take the following items:

- License or proof of residency
- Immunization record
- Birth certificate (child's)
- Proof of Income

Fill out paperwork from school

Please turn in the following:

- Child Information Record
- Completed physical

Child Information Record

Parents/guardians must provide the name, address and phone numbers of relatives or close contacts so that, in the event of an emergency, if you cannot be contacted, we are able to reach someone. These individuals will be those that are authorized to pick up your child from school.

It is crucial that throughout the school year all information, including your own, stays up to date.

Confidentiality

All information about families is kept in strict confidence. All information regarding children and their families is limited to the administration of the program. No other use of this information will be given without the written consent of the parent/guardian. Concerns regarding a student's progress or behavior will be discussed with parent/guardians only. Volunteers are expected to follow the same confidentiality as staff members when in the classroom or on field trips.

L.A.C.C. Childcare Academy School Information

L.A.C.C. Childcare Academy's office phone number: 313-345-3744

- ✓ Call the school if your child will be absent OR
- ✓ Send a note to the teacher if you know in advance about an absence

Transportation Information

Transportation Phone Number: 313-345-3744

- ✓ Call transportation if your child will NOT need a ride to school.
- ✓ Call transportation if there is a problem/question about transportation.
- ✓ Have your child ready when transportation arrives at your home.
- ✓ Be home and available to meet your child when your child is dropped off at home.

Attendance Policy

Regular attendance is critical to a child's academic success and development. To receive the full benefit of GSRP, it is important that your child is in attendance each and every day. Report any absence to the teacher or to the office. Excessive absences will be considered a voluntary withdrawal from the program. Withdrawals will be determined on a case by case basis.

Admission Requirements

- Four years of age on or before September 1
- Copy of birth certificate, immunization record and proof of income
- Completed physical examination
- Current parent/guardian contact information
- Completed enrollment package

Withdrawal Policy

L.A.C.C. Childcare Academy may withdraw your child from the program for failure to comply with any of the admission requirements set forth in this handbook. The State of Michigan licenses this program and requirements must be followed or our license could be in jeopardy. Further, occasionally L.A.C.C. Childcare Academy may need to dismiss a child from the program. These

- Repeated failure of parents to comply with the policies of the program.
- A child who poses a threat to the physical, emotional or mental health of the other students.
- Failure to provide up-to-date health and immunization records. 🏠 Attendance

If you need to withdraw your child from our program, you need to inform L.A.C.C. Childcare Academy in writing.

Photo Policy

L.A.C.C. Childcare Academy personnel will take photos of classroom activities and/or individual students from time to time for either release to local media or use in L.A.C.C. Childcare Academy's media, such the school's newsletters or brochures. Permission to photograph is assumed unless you sign a denial form.

Parent Notification of the Licensing Notebook

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook must include all reports issued and corrective action plans developed on and after May 27, 2010, until the license is closed. This is available in the school office during hours of operation.

GSRP Details

GSRP is a readiness program that is funded by the State of Michigan specifically for four year-olds. We are very proud of this program that is offered to our families.

L.A.C.C. Childcare Academy follows the research based, and child focused “High Scope” Curriculum. It uses a carefully designed process, called “active participatory learning”, to achieve powerful, positive outcomes. The High Scope Curriculum not only helps young children excel in language and cognitive learning, but also promotes independence, curiosity, decision-making, cooperation, persistence, creativity and problem solving----the fundamental skills that help determine success in adult life.

G.S.R.P. has a unique balance of learning opportunities for your child. We focus on the academic, emotional, physical and social aspects of development for the students. We offer experiences that help children to build a strong foundation in reading and literacy, math, counting and number concepts, as well as fine motor/gross motor development. We work on building school success skills such as following directions, taking turns, listening skills and problem solving.

In addition, we extend learning through creative exploration, art, music and movement with many outstanding learning centers. We focus on developmentally appropriate activities and offer many choices each day for children to explore. Teachers provide structured direct-instruction time, story time, circle time and many free-choice options for our four year-olds. Children will visit the library and the gym each week, and will use the preschool playground outside each day, weather permitting.

Students are monitored for progress and this is reported to parents. Teachers make suggestions for extending the learning at home and provide resources for parents to do

this. Teachers will use home visits and parent/teacher conferences to share this information with families. You will be amazed at the growth and learning that takes place during the school year with your child.

Let's work together as a team to help your child have an outstanding year in G.S.R.P. Our work this year can ensure a strong foundation for future success in school.

Program Evaluation

An Early Childhood Specialist uses the Preschool Program Quality Assessment (PQA) to evaluate through observation and data collection whether teachers and L.A.C.C. Childcare Academy are using the most effective classroom and program management practices. Every area of classroom teaching and program operations is rated to identify strengths and areas for improvement

Our School Year

Drop off & Pick up

Drop off 8:30am (unless also a DHS student)

- When you bring your child to school, the teachers are busy setting up for the day's activities. Class will start promptly at 8:30 am. Please take your child directly to the classroom. (unless also a DHS student)

Pick up 3:30pm

- Please arrive promptly to pick up your child.
- Children will only be released to adults listed on their emergency care and photo ID will be requested if staff does not recognize the individual.
- According to Michigan Department of Human Services "Until custody has been established by court action, one parent may not limit the other parent from picking the child up from care". It is not within your legal right, or ours, to withhold a child from a parent, unless there has been court action, which limits one parent's right to the child. Please present any such court orders to L.A.C.C. Childcare Academy.

You must sign your child in/out each day.

Late Pick Up Policy

Students that are not picked up by 3:30pm (unless also DHS students) will be placed in latchkey and a charge for the latchkey service will be rendered.

Class Schedule

GSRP meets four days a week, Monday – Thursday. (See “Daily Routine” attached hereto.) We offer full day classes.

On Fridays, the teachers will make home visits, hold parent meetings and work on program planning. Teachers are available to answer questions on Fridays, but are also available before and after school during the week.

Nutrition

Nutritious meals and snacks will be provided daily at no cost to you. In addition, we will offer juice or milk. The meals will be served family style, where students will pour their own beverages and pass food items to the other students. The students will assist in the clean-up process after the meal.

Our meals follow the Michigan guidelines for school nutrition.

It is the responsibility of the parent/guardian to notify L.A.C.C. Childcare Academy if your child has any food allergies or special dietary needs.

Nap/Rest Time

- Students will nap/rest after lunch for two hours each day. Parents are requested to bring in a blanket, crib size sheet and travel pillow with their child’s name on it. Rest items will be sent home to be laundered on a weekly basis.
- Children will assist with putting cots out and getting their personal rest items.

Communication

Teachers will have regular communication with families through weekly newsletters, notes, folders and/or phone calls. Teachers will also communicate in depth at home visits and parent/teacher conferences. The home visits are mandated as part of the grant from the State of Michigan.

If you are in a situation that requires translation/interpretation of school materials or materials for multiple households, please inform your child's teacher of your specific needs so that a plan can be put in place to accommodate your family. All communication between staff and families will be held in the strictest confidence. If you have any questions or concerns, at any time, regarding our program, please address them with your teacher.

Health & Safety

- Keep us informed if your child has any communicable diseases.
- Keep your child home if any signs of illness are present (fever, severe cough). 🏠 Children should be fever free for 24 hours before returning to school.
- Teach your child good hygiene habits, such as washing after using the bathroom, covering a cough, etc. These will be reinforced at school.
- In the event of any medical emergency at school, parents will be notified immediately, along with EMS.
- In any serious situation, EMS will transport to a local hospital.

Illness & Injury

- Sometimes, regardless of precautions, your child may get sick or injured. If your child becomes sick or injured at school, you will be notified. If you cannot be reached, the next person on the emergency card will be contacted to pick up your child.
- If your child has been absent due to a contagious disease (pink eye, strep throat, ring worm, etc.) a doctor's note will be required in order for your child to return to school.
- Your child should remain at home if he/she is experiencing the following symptoms:
 - Fever
 - Diarrhea
 - Vomiting
 - Red, crusty, inflamed eyes
 - Excessive coughing
 - Sore throat
 - Skin rash

- Lice
- Green or yellow discharge from nose

Medication Policy

Medication will be administered to children only when parents have completed a Medication Permission and Instructions form. Medication must be in its original container, labeled with the date, child's name, and exact dosage to be administered. We can only give the recommended dose.

Determining the General Health of a Child

Throughout routine observation and interaction, if/when a child complains that they are not feeling well or appears to be acting/looking out of character, staff will:

1. Ask child how he/she is feeling, or if something is bothering them.
2. Feel the child's skin and check body for abnormalities (rashes, bumps, temperature, etc.)
3. Take the child's temperature with a thermometer.
4. Consult the school's Director about a child's condition.
5. Call the child's parent/guardian to check on a possible change of medicine, diet, etc.

Plan for minor injuries

1. Attend to the injured child immediately, applying basic first aid procedures.
2. Comfort the child until soothed.
3. Attending staff will write an incident report stating the child's name, date and time of injury; type of injury and exact location; first aid that was given; and an explanation of circumstances. The staff member will then give the form to the Director to review it for completeness, the Director signs the form and gives it to the parent/guardian upon pick up.

Safety Drills

Emergency procedures are posted in each room and practice drills will be conducted throughout the year. (You may not sign your child out during any drills.) By practicing these drills, in the event of a real emergency, your child and their teachers will be

prepared to follow the necessary protocol. Fire evacuation routes and tornado shelter areas are posted in each classroom. In addition, we have a crisis plan in place to deal with the threat of intruders or threats.

Child Abuse/Neglect

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under this act, all of L.A.C.C. Childcare Academy's employees are considered to be mandated reporters, this means if we suspect child abuse or neglect a report must be made to Child Protective Services. Under the Child Protective Services Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. L.A.C.C. Childcare Academy staff members are not required to discuss their suspicions with parents/guardians before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior or conditions before making a report.

Parent Involvement

There is a direct correlation between a student's success at school and parental involvement. L.A.C.C. Childcare Academy understands that work schedules make it difficult to volunteer in the classroom, so the following are additional ways to be involved in your child's education.

- Home Visits
 - There will be two required home visits. Home visits will provide you with the opportunity to discuss your child in a comfortable setting. The teacher will contact you to schedule an appointment prior to the start of school and at the end of the school year. Each visit will be scheduled for 60 minutes.
- Parent Conferences
 - There will be two required parent/teacher conferences. The first conference will be held in the fall and the second will be held in the spring; each scheduled for 45 minutes.
- Parent Advisory Committee
 - This committee will meet a minimum of two times per year to discuss parent workshops, classroom and family activities.
- Other areas of participation:
 - Read together on a daily basis
 - Chaperone a field trip

- Set aside time to discuss the day's events ○
Read all information that comes from school
- Communicate with your child's teacher about any changes occurring in the home
- Attend school functions
- Attend Parent Advisory Committee meetings
- Donate recyclables to be used in the classroom

Parent Volunteers

Join us for special activities and events in the classroom, such as parties or special projects. We also welcome you as a volunteer during a "regular" school day. Parents may enjoy reading to students or helping with art projects. Contact the teacher if you would like to be a class volunteer. You can choose to be a regular volunteer or a onetime volunteer. All volunteers must fill out a Volunteer Authorization form to be screened for a criminal history.

Parent Advisory Committee Information

Each year we ask for several parents to serve on our parent advisory committee. The purpose of this committee is to involve parents in decision making about their child's educational program. Please contact your child's teacher if this opportunity is of interest to you. Parent advisory meetings will be held at least two times per year.

Field Trips

Our classes will incorporate some field trips during the school year. These trips are planned to enhance the curriculum, by linking learning to real world experiences. We welcome parents to join us on these trips. Signed permission slips for your child will be needed in order for your child to participate. Chaperones are needed. Parents are welcome to ride the school bus with their child or can also choose to meet the class at the field trip location.

Birthdays/Holidays

If you would like, we will celebrate your child's birthday by recognizing him/her in various activities during the day, but families may not bring any treats to school. In addition, no goodie bags, balloons, etc. are allowed.

The GSRP grant is designed to support children's health (mental and physical), nutrition and development across domains in responsive environments that celebrate diversity. With this said, children will have the opportunity to learn about different cultures and holidays, but we will not have classroom "holiday" parties, allow treats, goodie bags, etc. nor will we celebrate specific holidays.

Outside Food

LACC Child Care Academy participates in the Child and Adult Care Food Program (CACFP). Breakfast, Lunch, Supper and Snacks are served on a daily basis. Our goal is to provide meals that are nutritious and beneficial to the growth, health and well-being of your child. NO OUTSIDE FOOD IS ALLOWED.

School Clothing & Extra clothes

Outdoor play is an important part of a child's development and growth. Students should wear clothing that is suitable for play, including using paints, art supplies and playing outside. Dress for the weather. Our goal is to get some outdoor playtime each day (weather permitting). As the weather gets colder, send mittens, hats and boots (labeled). We recommend play shoes that are suitable for running and climbing outside. Please bring an extra set of clothes to keep at school, labeled with your child's name. (Underwear, socks, t-shirt and pants).

Items from Home

Please do not allow your child to bring items or toys from home to school. There are numerous materials for your child to work with throughout the day and L.A.C.C. Childcare Academy cannot be responsible for any lost items.

School Closing/Sever Weather/Emergency Dismissals

Follow your local weather reports on radio and television channels to find out if severe weather conditions will cause schools to be closed.

In case of emergency (severe weather, building malfunction, fire, etc.) all students will be dismissed. Parents will be notified by phone about the emergency and told when and where to pick up children.

Positive Behavior Support & Discipline

L.A.C.C. Childcare Academy has adopted a plan for rewarding good behavior and teaching children to make good choices during the school day. We focus on safety, respect and responsibility. We teach the expectations, rehearse with the students what we want them to do and praise and reward when they comply. We redirect, reteach and rehearse again when those behaviors are not being displayed. The teachers in our program have effective behavior supports in place that are age appropriate for our four year-olds. At this age we focus on encouraging self-control, self-direction, self-esteem and cooperation with others.

One of the main goals of our program is to encourage children to respect themselves, other people and property. Getting along and sharing is a new experience for most preschoolers. L.A.C.C. Childcare Academy believes that each child needs to develop the skills to manage their own behavior and become self-disciplined.

To achieve this, the staff will:

- Provide children with:
 - Consistency
 - Choices with safe boundaries
 - Skills and language needed to verbalize and express feelings and needs.
 - The tools to express emotions in an acceptable and safe manner.
 - Encouragement to do things for themselves throughout the day.
- Treat conflict situations with children “matter of factly”.
- Follow the 6 steps to conflict resolutions:
 - Approach children calmly and stop any hurtful actions.
 - Acknowledge children’s feelings.
 - Involve children in identifying the problem by gathering information from children and restating the problem.
 - Ask children for solutions and encourage them to choose one together.
 - Give follow-up support when children act on their decisions.

No adults may discipline a child by using any of the following methods:

- Corporal punishment: hitting, spanking, shaking or biting
- Restricting movement or confining a child in an enclosed area
- Verbal threats or emotional cruelty
- Depriving child of toilet use
- Withholding food or special activities

Disciplinary methods of restraint may only be used to prevent a child from causing harm to self or others. Parents will be notified immediately when a severe disciplinary problem occurs.

Child Assessment Policy

Developmental Screening

- What is it? This is a brief procedure designed to identify, from within a large population of children, those who may need further assessment to verify developmental and/or health risks.
- Screenings. Ages and stages questionnaires completed with L.A.C.C. Childcare Academy GSRP staff members.
- When screening takes place. Upon entrance into GSRP and throughout the year.
- How results are shared with parents. Staff will provide parents the screening protocol and have relevant materials from the screening prepared to deliver in a confidential matter with parents. After explanation, parents will be able to address concerns and questions they may have. Staff will always provide activities for families to try to help promote their child's growth.

Ongoing Assessment

- What is it? A process in which the teaching staff systematically observes and record information about the child's level of development and/or knowledge.
- How is this accomplished? Anecdotal observations are written about what children are learning and doing on a daily basis.
- Assessment tool used. Child Observation Record (COR)

- How often progress is reported throughout the year. Communication between parents and staff is ongoing in regards to child assessment. Staff shares individual developmental profiles with parents by exchanging information to support children's learning and development at school and home formally through conferences and home visits, as well as informally during drop-off/pickup times, communication folders or emails.

Individuals with Special Needs

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. A student can access special education services through the proper evaluation procedures. Parent involvement in the procedure is required by Federal and State Law.

Pesticide Notice

L.A.C.C. Childcare Academy is required by Michigan regulations 637, Rule 14, PA 171 to maintain an effective pest control program for our building. As part of an effective pest management program, the school building and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be used to remove pests as per the Michigan Pesticide Control Act, under most circumstances, chemical treatments will be a last resort. Only a licensed person, or company, shall be allowed to apply commercial grade pesticides or herbicides.

When pesticides are used, a notice will be sent home and posted on the front door of the building 48 hours prior to application. Please understand that pesticides may be used in an emergency situation without advanced notice. In such case, L.A.C.C. Childcare Academy will make every effort to inform all affected parties.

Goals for the Year

<p><u>Social/Emotional</u></p> <ul style="list-style-type: none"> • Makes friends with others • Shares and takes turns • Plays and interacts with others • Expresses feelings appropriately • Displays appropriate attention span • Follows Directions • Shows self-controls • Accepts classroom responsibilities • Takes care of school materials 	<p><u>Math Readiness</u></p> <ul style="list-style-type: none"> • Recognizes the following shapes <ul style="list-style-type: none"> – Circle – Square – Triangle – Rectangle – Oval – Diamond • Sorts Objects • Counts orally from 1-20
<ul style="list-style-type: none"> • Engages in dramatic play • Self-selects activities • Completes projects on own initiative • Tries to solve problems without help • Takes care of personal needs • Participates in program routine <p><u>Self-Recognition</u></p> <ul style="list-style-type: none"> • Knows age • Knows full name • Draws a person with detail <p><u>Language and Literacy</u></p> <ul style="list-style-type: none"> • Recognizes first name • Recognizes last name • Prints first name • Prints last name • Knows eight basic colors • Shows an interest in books • Recalls story details • Repeats nursery rhymes/songs • Identifies some letters • Identifies some letter sounds • Contributes to group discussion (oral language) • Speaks in complete sentences 	<ul style="list-style-type: none"> • Counts objects to 10 • Arranges three items in graduated order • Recognizes the # symbols for 0-10 <p><u>Fine Motor Development</u></p> <ul style="list-style-type: none"> • Cuts on a line • Develops ability to use writing tools • Fits materials together and takes them apart <p><u>Large Motor Development</u></p> <ul style="list-style-type: none"> • Climbs • Balances on one foot • Hops on one foot • Throws/catches a ball

Receipt of Parent Handbook

I have received the L.A.C.C. Childcare Academy Great Start Readiness Program (GSRP) Handbook.

I agree that my child and I will abide by the policies and procedures contained therein.

I understand that all policies in the Handbook may be added to, deleted, or changed at any time, without notice.

Child's Name:

Parent's Name:

Parent Signature:

Date:

Please return this form as soon as possible.

Thank you!

GSRP