

Anchor Bay Early Childhood Programs



Home of the Tiny Tars



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Preschool Parent Handbook

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Welcome

Ahoy new Tiny Tars:

Welcome to the Anchor Bay Early Childhood Preschool Program. Our preschool programs are designed to allow children the opportunity and freedom to explore their natural curiosities in a safe and nurturing environment. We believe that children learn by actively interacting with their peers and appropriate materials. We are dedicated to providing a quality preschool education to your child. Our staff strives to provide an atmosphere, which promotes the physical, social, emotional and intellectual development of young children. Developmentally appropriate experiences and materials provide a sound base, which is essential for later learning. The opportunity to interact freely with other children allows the child's social and emotional growth to develop. This facilitates the development of a positive self-image and creates excitement and curiosity for learning.

This handbook was designed to provide you with general information regarding our various programs, policies and procedures. Some sections of this handbook may apply to specific programs. These will be noted.

Please feel free to contact our office if you have any questions. We look forward to meeting you and your child. We hope that you enjoy and cherish these very special preschool years.

Sincerely,

Carol O'Shea

Carol O'Shea
Supervisor Early Childhood Programs





GREAT START READINESS PROGRAM

Please read this handbook and any other information that you may receive, so you have a clear understanding of the partnership between home and school as it pertains to this program.

The Great Start Readiness Program is a collaborative effort of the Macomb County Intermediate School District, the Anchor Bay School District and most school districts in Macomb County as well as several private academies and centers. The program receives funds from the Michigan Department of Education and is licensed by the Michigan Department of Human Services.

Acceptance into the Great Start Readiness Program, is based primarily on family income levels. However, a limited number of children may be accepted into the program for other approved factors.

This program is free to families that qualify. Classes are held at Sugarbush Early Childhood Center 48400 Sugarbush Road. Classes meet Monday - Thursday 9:00a.m. to 3:50pm. Breakfast, lunch and snacks are provided and in - district bus transportation is available.

Families are required to agree to participate in two Home Visits and two Parent Teacher Conferences as well as participate in a selection of parent/child activities, meetings and events.



TABLE OF CONTENTS

Welcome	
Blossoming Fours (<i>Great Start Readiness Program</i>)	
Program Goals & Philosophy	R400.8146
Curriculum	R400.5106
Daily Classroom Routines	R400.5114(1)(F)
Admission & Recruitment Policy	R400.5114 (1)(a)(g)
Withdrawal & Exclusion Policy	R400.5114(1)(a)(g)
Attendance Policy	R400.5114(1)(a)(g)
Fees & Tuition	R400.5114(1)(a)(g)
Field Trips	
Classroom Organization & Operation	R400.8179
Head Lice	
Nutrition Policy & Snacks	R400.5110
Holidays, Religious Speech & Actions, Pledge of Allegiance	
Pest Management	R400.8380
Student Records & Data Management	R400.8143
Licensing	www.michigan.gov/michildcare
Immunization Policy	R400.8143
Allergy Plans & Procedures	R400.5111
Emergency Procedures	R400.5113(a) R400.8161
Medication Plan	R400.5113(b)
Illness While at School	R400.8146
Sick Child Policy – Health Policy	R400.5113(c)
Medical Emergency	R400.8161
Outdoor Play	R400.5117
Restraining Orders & Court Papers	R400.5102(6)(a)
Appropriate Clothing for the Classroom	
Developmental Screening & Child Assessment	
Parent’s Responsibilities	
Confidentiality	
Child Abuse & Neglect Policy for Reporting	
Conferences	
Drop Off & Pick Up Procedures	
Guidance & Discipline Policy	R400.8140
Response to Intervention	
Classroom Procedures for Volunteers	R400.5104(3)
Transportation	R400.8149
Helpful Information You Should Know	
est Time – Full Day Program Only	R400.8188
Grievance Policy	
What is Preschool?	R400.8179
What to Expect in Preschool?	
Value of Play	
High/Scope Classroom, The “Ready for Kindergarten”	
Schedule of Operation	R400.5114(1)(f)

Anchor Bay Schools Preschool Programs are comprehensive; each is designed to meet the individual child's growing and developing needs. Every child receives a variety of individualized learning experiences to promote physical, intellectual, social, and emotional growth.

PROGRAM GOALS & PHILOSOPHY

Provide each child with opportunities to make choices and decisions.

Develop each child's self-discipline and ability to identify, pursue, and complete self-chosen goals and tasks.

Develop each child's ability to work with other children and adults as part of a group in planning, cooperative effort, and shared leadership.

Expand each child's speech and language by enabling him/her to express their thoughts, ideas, and feelings freely and openly.

To speak, dramatize, and graphically represent experiences in order to communicate their thoughts and feelings.

Improve each child's ability to comprehend spoken, written, and graphic representations.

Develop each child's ability to apply his or her own reasoning skills.

Develop each child's creativity, initiative, spirit of inquiry, and openness to knowledge and other people's views and opinions.

Develop an appreciation and acceptance of others.

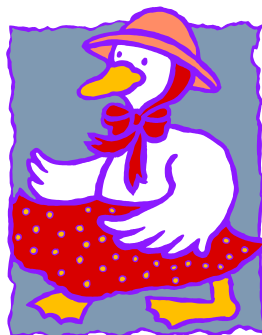
Foster a respect for the rights, feelings, possessions and dignity of others and self.

Promote parent participation in educational activities and extension activities at home.

Provide an atmosphere that develops independence and self-esteem.

Provide an environment that fosters self-control and respect.

Recognize each child as an individual with unique needs.



CURRICULUM

The Anchor Bay Early Childhood Programs use the Creative Curriculum. This approach sees the teaching team as supporters of each child's unique development. The preschool teacher's primary goal is to promote active learning on the part of the child. The Preschool Curriculum aligns with the National Early Childhood Standards of Quality as well as the Kindergarten Curriculum. It is by these standards that make the transition from preschool to kindergarten a smooth progression.

DAILY CLASSROOM ROUTINE

CLASS MEETING:

Children & teachers meet at the beginning of the day to discuss the activities planned and any special announcements.

FREE CHOICE TIME:

Children explore the classroom and decide what they want to do and who they want to play with. Teachers move among the children, assisting, supporting and expanding on their play/work. This is the longest part of the daily routine.

CLEAN UP TIME:

Children store their unfinished projects and sort, order, and put away materials they've used during free choice time. During this time, the children work as a community to help each other pick up the room and put things away.

RECALL:

Small groups of children meet together with one of the teachers to recall (talk about) their choice time activities. The teacher's role is to encourage each child to express their thoughts and ideas as well as to expand their speech and language development.

SNACK & MEAL TIME:

It's time to enjoy a nutritious lunch or snack and to talk to friends.

SMALL GROUP TIME:

Children work with materials, planned and chosen by the teacher, in an activity designed to allow the teacher to observe and assess children in terms of a particular objective. For example, each child might make his/her own batch of play-dough and observe changes that take place. Scientific discussions about the changes in the properties of the ingredients may take place at this time. Mathematical skills may also be used as the children are encouraged to measure ingredients.

LARGE GROUP:

Children and adults meet together as a large group to read stories, sing songs and finger plays, dance to music, play instruments and games, and to talk about special events.

OUTSIDE TIME:

Children and teachers are involved in vigorous activities, such as running, throwing, swinging, climbing, or rolling. Cooperation as well as fair play is emphasized as children strengthen their large muscles.

DAILY CLASSROOM ROUTINES

R400.5114 (1)(f)

Classrooms are kept busy with a variety of developmentally appropriate activities that promote and enhance a child's natural curiosities. A routine is established in every classroom so that children can understand and know what to expect. Appropriate guidance and interaction helps to stimulate the social and emotional growth of each child.

A child learns through play and becomes aware of their own self-worth both as individuals and as a member of his/her peer group while learning to respect the rights of others. We aim to maintain an atmosphere of freedom; friendliness and creativity that makes school a safe and fun place to be. Teachers will have a schedule of their daily routine posted for your information. Children will be using a daily schedule with pictures in the classroom.

ADMISSION & RECRUITMENT

R400.5114 (1) (a) (g)

ADMISSION

All children enrolled in one of the Traditional or Full Day Preschool Programs must have on file:

- Online Registration
- Complete Child Emergency Card
- Up to date Immunization Record
- Original and copy of the child's Birth Certificate
- Health Appraisal signed by a licensed physician (due within 30 days of the first day of attendance)
- Proof of Residency - you do not need to be an Anchor Bay resident to attend any of our programs.
- Family & Social History Survey(filled out)
- Notification of Licensing Regulations (signed)
- Concussion Awareness form ((signed)
- Free/Reduced Lunch form Great Start Readiness Program only
- Ages and Stages Developmental Screening Great Start Readiness Program
- Proof of Income Great Start Readiness Program (preferably last year's Federal Tax Return)
- Provide documentation of eligibility as requested and required Great Start Readiness Program
- Read and sign the transportation policies. Great Start Readiness & ECSE Programs only
- Great Start Readiness – Documentation of additional risk factors if applicable.
- Meet age requirements for specific program.
 - Full Day – Anytime child turns 30 months
 - Great Start Readiness Program - 4 on/before September 1st.
 - Traditional Preschool:
 - 4 year old classes – 4 on/before September 1st
 - 3 year old classes – 3 on/before September 1st

WITHDRAWAL & EXCLUSION

R400.5114 (1) (a) (g)

Children will not be dropped from the program except for the following reasons:

- Voluntary withdrawal by the parents. No refunds given if the child attended.
- Parent's continued refusal to meet basic health and immunization requirements within 30 days of enrollment unless there are extenuating circumstances or a religious waiver on file.
- If it is judged by both the parents and the staff that the program is unable to meet the needs of the child.
- **A child can be removed from the program for specific behaviors that are unacceptable such as biting or excessive aggressiveness (traditional and full day programs).**
- **Parent refusal to meet with teaching staff to discuss child's behavior within 1 week of request.**
- If the child is evaluated and a more appropriate placement is made in the Great Start Readiness Program, the Early Childhood Special Education Program or Head Start.
- Non-payment of tuition.
 - Traditional Preschool – tuition more than one month past due.
 - Full Day Preschool – tuition more than 2 weeks past due.
- Non-attendance – when a child does not attend school **without** notification to the office for a designated amount of days: Extenuating circumstances may be considered.
 - Full Day Programs – 1 week*
 - Part Day Programs 1 month*

TRADITIONAL & FULL DAY

Every effort will be taken to keep children enrolled in the preschool program; however, should it be determined to be in the best interest of the child and/or other participants to remove a child from a program the following steps will be taken:

- Staff will meet and discuss concerns with the Program Supervisor/Educational Specialist.
- A meeting with the parent(s) and teaching staff will be held to formulate a plan of action to help the child adjust and be successful.
- If necessary, another meeting with the Educational Specialist will be held to discuss alternative strategies or plan of action.
- Recommendations or referral to the Special Education Department may follow pending the progress or lack of progress made.
- In the event that a parent chooses to withdraw their child from the program, a refund will not

be forthcoming unless the child qualifies for another Anchor Bay program or Head Start.

- Prorated tuition will only be granted in the event that the child is transferred to Great Start Readiness, the Early Childhood Special Education program or Head Start.

Great Start Readiness Program



Children in the Great Start Readiness Program may not be excluded or expelled because of the need for additional medical or behavioral support or assistance with toileting.

TRADITIONAL CLASSES

For the 2023 – 2024 school year, children are admitted on the basis of their birth date and age. They must be four years of age by **September 1st** of the current school year for the four-year-old program and three by **September 1st** for the three year old program. Children should be independently toilet trained (no pull-ups & child must be able to independently take care of their own needs.) *Anchor Bay School District does not exclude any qualified child from its early childhood programs on the basis of disability.*

FULL DAY PRESCHOOL – CHILDCARE CLASSES

Children may be enrolled in the full day preschool classroom **at any time** the child turns **Thirty months** (30) based on availability.

Great Start Readiness Program



Children are eligible based on criteria determined by the State of Michigan. For the 2023-2023 school year. Children must be 4 years old on or before **September 1st** of the current school year and live in Macomb County.

Waiting Lists: In the event that a particular class or classes are full, children’s names will be placed on an active waiting list. Children will be taken from the waiting list in the order in which they are placed on the list for Traditional Preschool and Full Day Preschool. In the Great Start Readiness Program, placement is based on the children highest on the Priority Ranking Scale.

Online registrations begin in the spring of each year and continue as space permits.

Anchor Bay Schools Early Childhood Programs does not discriminate on the basis of sex, race or religion and are self-supporting programs of the Anchor Bay School District.

ATTENDANCE POLICY

R400.5114 (1) (a) (g)

Children are expected to attend school every day. It is the parent’s responsibility to contact the school and Transportation Department (586-725-4220) if they ride the bus if their child will be absent.

School is important no matter what age the student. Regular attendance at school, even in preschool, not only helps your child to grow and mature in all areas of development, but it also teaches them the value of education and the importance it has in their lives. Please make every attempt to be sure that your child comes to school every day and is on time for the start of class. However, when a child is sick, it is best for everyone, including the child, to stay home and rest. A child not feeling well can not be expected to participate in the busy daily activities in our classrooms.

If your child is going to be absent, please contact the office or the teacher to report the reason and length of absence before the start of school. See phone numbers on the front cover. If your child is sick with something that is contagious please notify the office so that we can alert other parents to a

possible illness. Children must be **fever free** for at least **24 hours** before they may return to school. Any **undiagnosed rash** must be cleared by a written licensed physician note.

If attendance continues to be irregular and parents do not contact the school, a phone call will be called to discuss whether the parents are still interested in the program for their child.

Children who ride the *Great Start Readiness Programs* or *Early Childhood Special Education* busses must also call the Transportation Department at least 1 hour prior to the child's normally scheduled bus pick up time to cancel the service. If a child does not arrive at school and we have not received notification that your child will be absent, a phone call will be made to you to confirm their absence.

FEES & TUITION
R400.5114 (1) (a) (g)

Registration Fee: There is a **\$50.00 non-refundable and non-transferable** registration fee, payable at the time of registration. This is for all programs except the Great Start Readiness Program.

Tuition for Traditional Preschool classes is based on the school year calendar and broken down into equal monthly payments regardless of number of weeks in the month or days off due to professional development, Anchor Bay School District's calendar, or emergency school closings. At the time of registration, parents are expected to pay for the last month's tuition as well as the registration fee. This is **non-refundable and non-transferable**. Payments for **Traditional** classes are due on the **first day of class each month** from September through April. The number of days per month may vary from month to month. However, please be aware that monthly charges for tuition were based on a full school year and then divided into equal monthly payments. Snow days have already been calculated into the formula for tuition so we do not make up these days nor do we prorate.

Tuition for the Full Day preschool/childcare classes are based on a weekly fee. Five day enrollment and attendance is encouraged. Limited part time spaces are available. Payments for the full day classes are due each week. You must have a **SET WEEKLY SCHEDULE**.

Full Day Preschool families are allowed 4 to 10 vacation/sick days per school year (September – June) depending on your child's enrollment status. You may use these all at once or spread out over the school year. Payment is expected for any time missed beyond your allotted days.

- 5 Days Enrollment = 10 Free Days Off
- 4 Days Enrollment = 8 Free Days Off
- 3 Days Enrollment = 6 Free Days Off
- 2 Days Enrollment = 4 Free Days Off

The full day program does not charge for the days that the center is closed.

Special Sign-up Days for the Full Day Program may be available on *some* district Professional Development days. Check your calendar for these dates. Even though the district is officially closed, the full day program may remain open for parent's convenience on these days pending sufficient interest. Whenever the program is open on a PD day, please be aware that once you sign up for these days **you will be charged** regardless if your child attends or not. We staff according to the number of children we expect to attend. These dates are not **Drop In** days. You must be registered for them to attend. However, if you decide not to use the program on these days, they are not charged against your account or free days. There are some professional development days that the center will be closed so that staff may attend training. Parents will be notified in advance.



Great Start Readiness Program

This is a FREE program funded by a grant from the State of Michigan. Bus transportation is available to students that live in the Anchor Bay School District. Parents are expected to be ready for both pick up and drop off of those children who ride the bus.

METHODS OF PAYMENT for TRADITIONAL PRESCHOOL & FULL DAY CHILDCARE



Online or EFT payments are encouraged. Checks and money orders should be made payable to Anchor Bay Early Childhood (ABECC). There is a **\$30.00** fee charged for returned non-sufficient funds checks. After two returned checks for non-sufficient funds, all future payments must be paid by credit or debit card, money order, online or cash.

Cards accepted include: VISA, MasterCard and Discover.

Online payments may be made through the Anchor Bay School District website Online Payment service. This is a secured website that we have set up an account with for you to pay your tuition and fees conveniently from your own computer. A transaction fee is charged by the online website based on the amount of the transaction.

Payments for Traditional classes are due on the **first day of class each month** from September through April. Payments for the full day classes are due **the first day of each week** the child attends.

LATE PAYMENT PENALTY

Payments not received by the **15th** of each month will be assessed a **\$25** Late Payment Penalty. Remember, Full Day and Stay & Play should be paying **weekly**. Traditional classes pay monthly.

LATE FEES

In the event that a child is not picked up on time, including children in the *Great Start Readiness Program*, there may be a late fee imposed of **\$1.00 per minute**. Please contact the Preschool office or classroom directly if you are going to be late so that we can reassure your child that you will be there to pick her/him up. Teachers will begin calling people on your child's emergency card to pick up your child if they do not hear from you. The New Baltimore or Chesterfield Police Department or St. Clair County Sheriff Department will be called to pick up a child if we are not able to reach someone within an hour of dismissal time.

CHRONIC OR CONTINUOUSLY LATE PICK UP

We love your children but the teachers only have a limited amount of time in between classes to dismiss children, clean up the classroom, prepare for the next class, check emails, return phone calls

and have a quick lunch break. So, please be courteous in picking up your child on time. This will also avoid you having to pay late fees. Chronic problems or patterns of late pick-ups may result in your child not being able to continue in the preschool program.

FIELD TRIPS

Field trips help children become aware of the world around them, and are an important part of the preschool experiences.

You will be notified at least one week in advance of a field trip. The teachers will send permission slips home which will tell when, and where the children are going and when they will return as well as if there are any costs involved. There are no fees assessed for *Great Start Readiness* students and one parent. Permission slips must be returned to the teacher before the day of the field trip.

In the Traditional Preschool Program a parent or guardian must attend all field trips with their child and provide their own transportation to and from the field trip unless otherwise noted.

Field Trips in the Full Day Program will generally invite parents to attend. School busses are used to transport children on field trips in the Full Day and Great Start Readiness Programs.

Field trips are generally coordinated to compliment a Unit of Study.
(example: a trip to the farm or cider mill).



CLASSROOM ORGANIZATION & OPERATION

Classrooms are divided into different Interest Area. Most rooms are equipped or have access to the following:

- **Large Muscle Center/ Playground - Here I learn:**
 - Self-confidence as I develop new skills
 - Physical strength, coordination and balance
 - To use my imagination
 - To cooperate with others when involved in some dramatic play
 - To solve problems
 - To use my energy in a constructive way
 - To negotiate and take turns

- **Small Manipulative Center/Small Group/Blocks - Here I learn:**
 - About the relationship of parts to the whole
 - Eye-hand coordination
 - Concepts of shape, size, color and location
 - Vocabulary related to the subject of the puzzle
 - Problem solving based on clues of the puzzle
 - About negative and positive space, seeing something against its background, math and reading concepts
 - Self-confidence as I learn how to do more difficult puzzles
 - Independence as I use the materials without help
 - Sorting, as I group “sets” of puzzle pieces belonging to different puzzles.
 - Numerical concepts of more, less, long and short
 - Logical reasoning
 - Create and reproduce patterns
 - To exercise imagination
 - To create and repeat patterns

- **Sand/Water/Sensory Tables - Here I learn:**
 - To exercise my imagination
 - Concepts of size, shape, and volume, empty and full
 - How to use tools
 - To solve problems
 - Concepts of warm and cool, wet, damp and dry, heavy and light
 - How to play socially with others
 - To create systems for classifying, ordering and arranging skills which are later used in math
 - To create my own patterns and symbols, skills which are later used in reading and writing
 - To observe changes

- **Books and Literacy Center - Here I am:**
 - Building language skills
 - Developing creative thinking skills- expanding the imagination
 - Developing a life long curiosity and love of learning
 - Expanding an understanding of the world
 - Recognizing print
 - Hearing and using new words-expanding vocabulary
 - Correcting sounds to letters
 - Learning more complex sentence structure
 - Talking, converting, asking questions
 - Using memory skills

- Using listening skills
 - Learning about emotions
 - Developing an understanding of other cultures and ways of life
 - Developing an understanding of specific concepts...ABC's, shapes, colors, numbers, rhyming, rhythm, etc.
 - Learning to love reading and becoming a life-time reader
- **Housekeeping Center - Here I learn:**
 - To express myself in sentences
 - To try on different roles
 - To solve problems socially through negotiation with friends
 - To sort and organize play things
 - To make decisions
 - To improvise and use things in a symbolic way to represent something else... a form of abstract thinking
 - To carry out my ideas with the cooperation of others
 - To exercise my imagination and creativity
- **Science Center - Here I am learning:**
 - About nutrition, different tastes, and food groups
 - How hot and cold temperatures change things
 - Concepts and volume and measurement
 - New vocabulary related to the experience
 - Part-whole relationships, which are basic math concepts
 - An awareness of my own and other cultures
 - Concepts of texture, color, weight, size, etc.
 - Observe likenesses and differences
 - Appropriate nature and develop a sense of curiosity about the world.
- **Creative Art Center - Here I learn:**
 - To exercise my imagination
 - Concepts of shape, size, location, and design-relevant to learning to read
 - About things that have different textures
 - How to create patterns and design-math skill
 - Eye-hand coordination
 - To express myself without words
 - That my ideas have value
 - Concepts of symmetry, balance and design
 - An acceptable way to make a mess
 - To control the small muscles of my hand.
- **Technology Center - Here I learn to:**
 - Follow simple directions
 - Work cooperatively
 - Follow rules
 - Basic keyboard and mouse functions
- **Small Group Time**
 - Children work with materials, planned and chosen by the teacher in an activity designed to allow the teacher to observe and assess children in terms of a particular Key experience.
- **Large Group Time**
 - Children and adults meet together as a large group to read stories, sing songs and finger plays, dance to music, play instruments and games, and to talk about special events.
- **Planning Time**
 - Children make a plan at the beginning of their day of what they will do during their "work time".
- **Work Time**
 - Children carry out the projects and activities they have planned.



HEAD LICE

Children may be checked periodically for head lice. In the event that lice are found, parents will be contacted. The child's hair must be re-checked before they may return to school or ride the bus (*Great Start Readiness*). The hair must be **NIT FREE** before the child may return to school. Head lice are not a sign of a dirty child or home and are nothing to be embarrassed about. It is a very common early childhood problem that if left untreated can spread very rapidly and cause a lot of discomfort to your child.

NUTRITION POLICY & SNACKS

We can help form good eating habits by introducing **nutritious food** early in a child's life. If your child requires a special diet, please notify the teaching team.

Teachers will post a weekly or monthly snack menu outside of their classroom. In Traditional Preschool classes, parents are encouraged to sign up to bring in one of the designated snacks each month. It is not necessary to provide special treats for holidays or birthdays; however, should you wish to provide nutritious, fun snacks on those days, such as fruits, vegetables, granola, cheese, crackers, or juice, you are more than welcome to do so. Sorry, all baked goods must be store purchased and pre-packaged. All items must also include the ingredients label. Please be aware that we may have children with severe food allergies. Teachers will make these allergies known to all parents. Items must **NOT** contain peanuts, tree nuts or peanut oils or be manufactured in a facility with nuts.

Children attending *Traditional Preschool* will be offered one snack time a day.

Children attending the *Full Day Preschool* will be provided breakfast and two snack times each day. Parents need to provide a lunch for their full day child each day. Please do not send anything that needs to be heated up. Microwaves are not available. Please use a small ice pack or freeze your child's drink to help keep their lunch cold throughout the morning. We do not have enough refrigeration for lunch boxes.

Children in the *Great Start Readiness Program* will be provided with a free breakfast, lunch and a snack each day. You will be asked to complete a FREE lunch application at the time of enrollment. This is part of our Registration Packet and is required regardless of income.

At no time will food be used as a reward or punishment. Children will be encouraged to taste all food items, but not forced to eat anything. Meals will be served family style and children will be encouraged to serve themselves and clean up after themselves developing their eye-hand coordination, fine motor dexterity and self-help skills.



HOLIDAYS

All of our Preschool programs expose students to a variety of multi-cultural celebrations throughout the year in order to be respectful and inclusive of the cultural diversity of our children. If you do not want your child to participate in any of these events such as Christmas, Halloween, etc. please notify your child's teacher as early in the year as possible.

RELIGIOUS SPEECH & ACTIONS

Students will be excused from participating in practices that are contrary to their religious beliefs. Please inform your teacher of your religious concerns so that alternate activities may be planned for your child.

PLEDGE OF ALLEGIANCE

All preschool classes will begin learning and reciting The Pledge of Allegiance as part of the public school curriculum.

PEST MANAGEMENT

A 48 hour advanced notification of pesticide applications and notices will be posted at the center main entrance. Additionally, a written notice will go home with students within 48 hours of treatment. Per childcare licensing rule R 400.5940 (9)

- Advance notice must contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture. (800-858-7378)
- Liquid spray or aerosol insecticide applications may not be performed in a room of a child care center unless the room will be unoccupied by the children for not less than 4 hours or longer if required by the pesticide label use directions.
- The Integrated Pest Management notification and requirements do not apply to the following:
 - *Common products such as germicides, disinfectants, sanitizers, and antimicrobials.
 - *Bait pesticide formulation
 - *Gel pesticide formulation

STUDENT RECORDS/DATA MANAGEMENT

Administration provides database software, information processing equipment, networks and support materials to best use computer technology in support of Agency administrative functions. A student database shall be maintained which contains student administrative and instructional information. School student records are confidential and information from them shall not be released except as provided by law (under the Freedom of Education Rights and Privacy Act, FERPA). The information contained in student records shall be kept current, accurate, clear and relevant.

(Ref Board Policy 4500, 8940)

Personal and financial information collected as part of the *Great Start Readiness Program* admission will be kept in a separate file and will not be part of the child's permanent school record. This information is kept in a confidential file.

LICENSING

Each center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.



IMMUNIZATION POLICY



All children must have their immunizations up-to date prior to admission to the classrooms. We are required to submit all student immunizations to the Macomb and St. Clair County Health Departments for review. The Anchor Bay Early Childhood program is required to follow this C.I.S. policy:

R400.5113 Rule 113 (2) A center shall obtain and keep on file not later than the first day of initial attendance a certificate of immunizations showing a minimum of at least one (1) dose of each immunizing agent, (3) when a child has been in attendance for four (4) months, the center shall have on file an update certificate showing the completion of all additional immunizations requirements. According to Michigan Health Department and state licensing regulations, children in a licensed center must have their shots updated by their 5th birthday. Any child who does not meet these requirements will not be eligible to attend classes.

Parents are encouraged to participate in their child's classroom; however, any parent working with the children for a minimum of four (4) hours per week for two (2) consecutive weeks must have a T.B. skin test. A copy of the results must be turned into the Early Childhood office.

ALLERGY PLANS & PROCEDURES

An individual medical plan must be completed for each child who has an allergy, has asthma, is diabetic, and has a seizure disorder or any other medical condition that may need special attention of school personnel. This plan must be signed by a licensed physician and on file at the preschool office prior to the child starting school.

As of August 2006, all of Anchor Bay Early Childhood Preschool classrooms have strived to make every effort to be a Peanut Free and Tree Nut Free Zone.

Parents are requested to complete a special allergy alert form and a district Medical Care plan for their child if there are any allergies that may present themselves during the child's time at preschool. This form must be signed by the child's physician.

Teachers will take a digital photo of the child with the allergy and post their picture on an Allergy Alert form. This form will be hung in the classroom in clear view.

Staff will read the ingredients labels of all snacks that are provided by the school or sent in by parents. A list of classroom allergies will be sent home with parents of the classes with students of allergies to

make them aware of the restrictions.

Parents will be asked to only provide store bought snacks that have an ingredient list.

EMERGENCY PROCEDURES

R400.5113a

Emergency phone numbers for police, fire, poison control and animal control are posted in each classroom. There are also building maps showing routes for emergency evacuation and shelter during tornado warnings. Drills will be conducted throughout the year with each class. These are done in a very non-threatening and reassuring manner and include fire, tornado and lock down.

MEDICATION PLAN

R400.5113 (b)

Any necessary medication that is to be given to a child while in the care of the Anchor Bay Early Childhood Programs staff shall be accompanied by completed medication form. Parents are responsible for completing the required information including the name of the medication, dosage to be given, time(s) to be given, and method of administration.

For children who have allergies, are Diabetic, have a Seizure Disorder or have Asthma we must have a completed Medical Care Plan completed by the parent and the physician. This will allow us to make appropriate accommodations for your child and assure that the staff is appropriately trained to meet your child's needs.

A licensed physician must also sign this form. Faxed copies are acceptable.

The medication must be in its original container with the child's name and dosage instructions clearly labeled.

Medication **will not be** given on an as needed basis. [Exception: Epi-Pen, DiaState, Inhaler]. Whenever a medication is given or applied, two staff members shall be present and initial the medication form.

Once a year, children who are in the **full day** program shall have a general parental release signed allowing the staff to apply sunscreen and/or insect repellent.



SICK CHILD POLICY

R400.5113(c)

ILLNESS WHILE AT SHCOOL

All Early Childhood Programs will ensure a healthy environment by adhering to the following procedures:

1. Report to the parents any changes in the child's health or any accidents that happened to the child.
2. Remove an ill child from the rest of the children to an area where the child can be supervised and comfortably wait for their parent.
3. Clean and sanitize items and facilities used by an ill child.

Please do not send your child to school if they have an elevated temperature above 99 degrees Fahrenheit or show signs of not feeling well. Just like adults, preschoolers do not do well in activities when they don't feel well.

School and health department regulations require children with certain communicable diseases be excluded from school until such time that a physician deems them not contagious. These diseases include chicken pox, measles, mumps, pinworm, ringworm, impetigo (contagious skin sores), scabies, pink eye and lice or any unidentified rash.

Infections or communicable diseases need to be checked by a doctor. It is required that a note from a nurse or a doctor be presented to your child's teacher before your child may return to class. We request that you report any confirmed communicable disease to the Early Childhood Office or your child's preschool teacher immediately so other parents from your child's class can be informed of signs and symptoms to watch for.

Parents, please let the preschool staff know if your child has had any accidents, and is coming to class with a cut, bump, or bruise that may need attention so we can keep an extra eye on them.

If a child becomes ill during the school day, the parent will be contacted to pick the child up early. If the staff is unable to contact the parent or a person on the emergency card, the child will be kept in a supervised, but isolated area, and kept as comfortable as possible until they are picked up.

Children must be **fever free for 24 hours** before returning to school.

Children with **Pink Eye** must be on prescribed eye drops for at least 24 hours before returning to school.

Any time that a child develops a **RASH** the parent will be contacted to pick the child up from school. The child may not return to school unless they bring in a note from a licensed physician stating that they are not contagious.

(PLEASE KEEP EMERGENCY NUMBERS UP TO DATE (EX: CURRENT BABY-SITTER, CHANGE OF HOME or WORK NUMBER, PAGER OR CELL PHONE NUMBERS, ETC.)



HEALTH POLICY R400.5113(c)

To ensure a positive, healthy school experiences for all children, the preschool will initiate the following procedures regarding illnesses:

Parents will be asked to come and take home any child arriving at school with signs/symptoms of being ill or who becomes ill at school. All children in attendance will be expected to participate in outdoor play. *General Rule:* If your child is well enough to come to school, they should be well enough to go outside.

YOUR CHILD SHOULD STAY HOME WHEN HE/SHE HAS:

- **A temperature above normal within the past 12 hours.** The child must be **Fever Free for 24 hours** before they may return to school.
- Earache
- Runny nose if not clear in color
- Nausea or vomiting
- Red or watery eyes
- Diarrhea
- Chills or fever
- Extreme chronic Coughing
- Undiagnosed skin rash
- Sore throat
- Any diagnosed, contagious, communicable disease

It is the parent's responsibility to notify the child's preschool teacher when their child will be absent from school.

MEDICAL EMERGENCY

Emergency- In the event of an emergency situation staff will follow the specific emergency procedures in their building. These will include:

1. The staff person in charge will assess the extent of the injury and call 911 if necessary and contact the parent.
2. If it is necessary to receive medical treatment away from the center, one of the staff will accompany the child to the hospital by ambulance and ensure that the child information card and health record accompanies the child. Another staff person will contact the parents to join the child. The staff person will remain with the child until parents/guardian has the situation in control.
3. An Emergency Contact needs to be an adult who is not the parent and is always available to respond in an emergency in the event that a parent cannot be reached.

(PLEASE **KEEP EMERGENCY NUMBERS UP TO DATE** (EX: CURRENT BABY-SITTER, CHANGE OF HOME or WORK NUMBER, PAGER OR CELL PHONE NUMBERS, ETC.)

Parents will be notified by phone when any child has a head injury

OUTDOOR PLAY

R400.5117

Outdoor play is a daily part of our curriculum. This time can be healthy, educational and enjoyable when children are dressed appropriately for the weather. Please dress your child according to weather conditions. This includes boots, hats, gloves and snow pants in the winter. If your child is well enough to be in school, they are well enough to go outside. Classes will not go outside when the temperature including wind chill falls below 20 degrees, or wind gusts reach 25 mph.

RESTRAINING ORDERS – COURT PAPERS

R400.5102(6)(a)

We cannot legally prohibit a parent from picking up a child unless we have current court papers on file indicating restrictions. It is the parent's responsibility to provide these papers and make the staff aware of any potential conflict. Staff is directed not to become involved in parental disputes over the children. Please do not ask the staff to take sides, give their opinions in regards to the other parent or to write letters on your behalf. We remain neutral and act only in the best interest of the child. We can only report on attendance and the child's behavior while in our care.

Licensing Rule: R400.5102 (6)(a) – " The licensee shall assure that a child is released only to persons authorized by the parent. The following shall apply: (a) A child shall be released to either parent unless a court order prohibits release to a particular parent. (b) A copy of the order specified in sub-rule (6)(a) is to be kept on file at the center".



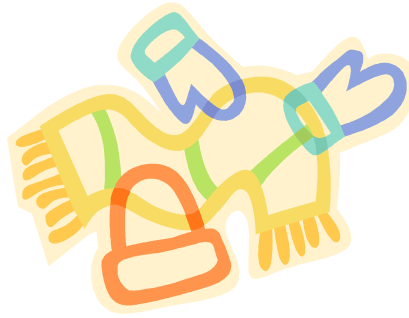
APPROPRIATE CLOTHING FOR THE CLASSROOM

Play is a child's "work". Please dress your child in clothes that they can get dirty. Children will be involved in "messy" activities – paint, glue, Play-dough, sand, water and a variety of other messy materials almost daily. Your child will be more comfortable and willing to play and experiment if they do not have to worry about staying clean or ruining their clothes.

We request that each child have a complete change of clothes at the center in the event of an accident or spill. Please put a pair of underwear, socks, a shirt and a pair of pants in a Ziploc bag with your child's name on it and give to their teacher to store. In the event that we need to use any of it, please be sure to replace it the next time your child comes to school.

The best shoes for preschool are tennis shoes or rubber soled shoes. Open toed shoes, sandals, Crocs or flip-flops may be dangerous to little toes both in the classroom and outside. When your child wears boots to school in the winter, please make sure you send in a pair of shoes as well. Their feet get really hot in boots all day.

Be sure names are on the inside of all clothes, boots, coats and hats.



Ages & Stages Questionnaires*,
Third Edition (ASQ-3)

Ages & Stages Questionnaires*:
Social-Emotional (ASQ:SE)



DEVELOPMENTAL SCREENING

The developmental screening tool Ages & Stages 3 and Ages & Stages SE 2 will be completed by parents and scored by the teaching team to identify each student's developmental level. This quick, simple rating system will assist the teaching team in planning developmentally appropriate activities for all students. As the year progresses, the next developmental level screening will be sent home for parents to complete. The teachers will share the scores with the parents (at conferences) and provide them with developmental milestones for the appropriate age of their child and activities that they can do with their children at home.

PARENT RESPONSIBILITIES

It is the parent's responsibility to do the following:

- Have your child at the designated entrance **no earlier** than 5 minutes prior to class starting.
- Great Start Readiness* children who ride the bus, parents must walk their child to & from the bus.
- Be sure your child is dressed appropriately for the weather
- Keep Child Emergency Card current and up to date
- Notify the office and classroom teacher of any changes in emergency information or court orders/restrictions
- Keep child's immunization record up to date
- Obtain a health appraisal for your child within 30 days of the first day of class
- Pick up your child promptly at the end of each class and when they are sick
- Be involved in your child's preschool education
- Provide class snacks and classroom donations when possible. (Traditional & Full Day Classes)
- Full Day Classes: Sign your child in and out indicating the arrival and departure times using the iPad in the office.
- Traditional Classes: Sign your child out at the end of each class.
- Great Start Readiness Classes:* Your child will be signed in and out by the teaching team unless you drive them to school and pick them up. In this case, please be sure to sign in and out with one of the teachers. They will have a clipboard with them near the busses.

CONFIDENTIALITY

All information you provide to the program is confidential. It will not be released to any person or agency without permission from you. Information within the program will be shared as needed by members of the professional team for assessment or services only. Student Records, also known as CA-60's will be created for each child enrolled in our program. These records will be forwarded on to your child's elementary school when they begin Kindergarten. Work samplings and teacher assessments will also be a part of this file. Staff is prohibited from talking about other children or parents with other parents. It is expected that when parents volunteer or visit the classroom, that whatever they may hear or see about another child is not talked about to anyone outside of the classroom.

Child Abuse & Neglect Policy for Reporting

School employees are mandated to report any suspected cases of child abuse or neglect. It is not their job to determine if abuse or neglect of any kind is actually occurring. Reports may be made based on suspicions of strange bruises or marks that are inconsistent with what the child may explain what happen or based on stories that the children may tell. Please understand that making these calls are never taken lightly. The Early Childhood Education Specialist or Building Principal may be consulted prior to any calls. However, the staff member who sees or hears of a possible abuse or neglect situation is mandated to report. In the event that Child Protective Services are contacted, an employee from CPS will contact the parent if they visited the child at school. School employees are here for the health, safety and welfare of the children first.



CONFERENCES

Parent teacher conferences will be scheduled twice a year. This will be an opportunity for you to meet individually with your child's teacher to review their growth and progress and any areas of concern. Conferences are scheduled at 15-minute intervals for Traditional and Full Day classes. It is imperative that everyone be on time and limits their conference to the time allotted. *Great Start Readiness* Parent Teacher Conferences are required by the grant to be 45 minutes long. Obviously, these conferences will be much more in depth and require parents to play an active role in moving the child forward in their development. In the event that additional time is necessary for any child due to extreme concerns about progress or behavior, teachers may schedule additional conference time. At the end of the school year, student's files will be forwarded to their elementary school. In the spring we will be asking for the name of the school your child will attend kindergarten.

DROP OFF AND PICK UP

Parents are asked to remain with their child until the teachers arrive to greet the class. The children will proceed to enter the classroom with the teachers. Teachers will take attendance of the children once everyone is inside. At dismissal time, the teachers will bring the children back to awaiting parents. Parents need to sign their child in and out at the designated location. Teachers will show you where this is. Be sure to check the parent board for messages and information and to hear special announcements from the teacher. Many teachers also email parents their newsletters and/or class notes.

GUIDANCE & DISCIPLINE POLICY

R400.8140

Teachers are responsible for the supervision and guidance/discipline of the children at all times.

Established guidelines and limits are stated and used positively (minimizing the use of negatives).

Guidance/discipline must be consistent, developmentally appropriated, and realistic. When it becomes necessary to discipline a child, the following steps will be taken:

Re-direct child to a new activity or more appropriate situation.

Talking to the child in a one-to-one conversation about the behaviors she/he should be using and the behaviors that are inappropriate.

Support other children's expression of their feelings about the child's actions or words that have an effect on the activity.

Remove child to a quiet area under direct adult supervision for a short period of time where he/she can express and bring under control his/her emotions or behavior.

Non-severe guidance/discipline or restraint, which is reasonably necessary based on the child's development to prevent a child from harming himself, other persons or property, may be used only when absolutely necessary. This excludes those forms of discipline or punishment prohibited by law.

Staff are prohibited from using any of the following as a means of discipline or punishment:

Hitting, shaking, biting, pinching, spanking, or inflicting any forms of corporal punishment.

Restricting a child's movement by binding or tying him/her.

Mental or emotional cruelty, such as humiliation, shaming, or frightening.

Depriving a child of snacks, rest or necessary toilet use.

Confining a child to an enclosed area, such as a closet, locked room, box.

Anchor Bay Early Childhood aims to build strong characters through positive reinforcement. Parents are asked to follow the lead of the Supervisor and teachers in encouraging children in their activities and providing choices as well as avoiding humiliating or belittling situations or spanking a child. We are not here to tell you how to raise or discipline your child. However, we feel strongly in protecting children from being embarrassed in front of their peers by harsh or inappropriate discipline.

CHOICES

Throughout the school day children are recognized and encouraged to make good choices. Choices with-in limits allow a child to feel empowered and feel part of a decision-making process. The more choices a child has, the more likely he or she will cooperate with adults. Children are offered positive choices in school whenever possible.

PREVENTION

Teachers will interact and play with students during free choice time and model appropriate behavior. During "structured" times, children will be offered choices provided by the teachers.

INTERVENTION

Conflict can occur when a child is trying to assert control over a situation. Teachers diffuse conflict by using enforceable statements.

REDIRECTION

When a conflict has been resolved, the child will be redirected with new choices.

NATURAL CONSEQUENCES

Sometimes children make choices that have consequences. Children who experience logical natural consequences learn that they are in charge of their own destiny. Consequences are met with calmness and empathy for the child.

RESPONSE TO INTERVENTION

Many children experience difficulties with learning. New federal laws have helped schools to focus on early intervention when students first show signs of difficulty. These laws include the No Child Left

Behind Act (NCLB), and the Individuals with Disabilities Education Act (IDEA 2004). This new problem solving process is known as Response to Intervention.

Response to Intervention refers to a problem solving process used to improve student achievement. This problem solving process involves:

1. Using screening of all students to identify concerns. Areas screened: oral language, fine motor, and behavior.
2. Implementing research based interventions to improve student achievement.
3. Collaborating preschool staff (Teacher and Associate Teacher) and ancillary staff (Occupational Therapist, Speech Therapist, Early Childhood Specialist, Learning Support Staff, etc.)
4. Continuous progress monitoring of student progress during the interventions.
5. Child study meetings to make a coordinated plan for interventions.

Speech Therapists, Occupational Therapists, and Early Childhood Specialists may be working in your child's classroom to support student learning. Your child's teacher will have a record book in their classroom where information will be kept on screenings and interventions that have been implemented. Emphasis is on using a collaborative team approach to increase student achievement.

If you have any questions, please feel free to contact your child's classroom teacher or the Early Childhood Specialist.

CLASSROOM PROCEDURES FOR VOLUNTEERING IN THE CLASSROOMS

R400.5104(3)

We value parents as partners in our classrooms.

Parents are invited and encouraged to volunteer and be a part of your child's preschool experience. However,

Please allow at least one full month for both your child and the other children in the classroom to adjust and to become familiar with school before asking to volunteer.

All volunteers must complete a **Volunteer Authorization** form and be approved through Michigan State Police and Children's Protective Services prior to helping in the classroom or attending field trips. This includes NOT being on the PSOR (public sex offender registry). The District has a special background check form that must be completed and submitted with a copy of the adult's driver's license before helping in the classrooms.

Parents are reminded that any information that they may hear about a child or their family in the classroom needs to remain confidential. Please do not talk or gossip with other parents about other children in the classroom. *You wouldn't want someone to talk about your child.*

Let the teacher know when you would like to help. Please show up on the day and time you choose. You must check in at the office prior to coming into the classroom.

If you are sick on your volunteer day, please call to let the teacher know. They may have planned for you to work on a specific activity with the children.

Wear loose fitting and comfortable clothes that you won't mind a little paint.

Smoking is prohibited on all school grounds, in school buildings or on school field trips.

Remember that any information that you may hear about a child needs to remain confidential.

Do not talk about the children in front of them.

Anything that you see or hear in the classroom, must remain in the classroom

Please know that it is not uncommon for a young child to act differently when their parent is in the classroom. If you are having a problem with a child, please let one of the teachers know and they will take care of the situation.

Spanking, striking, and name-calling are forbidden within the classroom. This includes your own child.

Food is never used as a reward or a punishment.

Bathroom privileges may never be withheld from a child.

Written Volunteer Plans are available to help direct you in what the teacher's expect from volunteers.

Volunteering time is not the time to talk and socialize with other parents whom may also be in the classroom or playground or to have a conference with the teachers. Please keep focus on the children.

Talking or texting on your phones during class time is prohibited. Please step out of the classroom if you must take care of your phone.

On behalf of the entire Anchor Bay Administration and Preschool staff, thank you for choosing to entrust your child to our team of early childhood professionals.



TRANSPORTATION – *Great Start Readiness Program*

Transportation when possible will be furnished to those who request it for the *Great Start Readiness Program*. You must live in the Anchor Bay School District.

PARENT RESPONSIBILITY: TO MEET STATE LAW, parents/adult must accompany their child to the bus and physically help the child up the steps. Parents/adults must meet the bus when the child returns home and physically help them off the bus. Bus transportation is a privilege. Children and parents are expected to follow all rules of the program and bus drivers.

In the event that a child can not follow the basic safety rules, they may be removed from the bus route and parents will need to make alternate arrangements.

Bus Rules:

- Stay in your seat
- Keep seatbelt buckled
- Use a quiet voice
- Keep hands, feet and spit to yourselves
- Listen to and follow the directions given by the bus driver

Please discuss these safety rules with your child and talk about why they are important.

IF YOU PROVIDE TRANSPORTATION, please **do not** drop your child off before the school starting times. Teachers may not be in the room or building thus creating an unsafe situation for the child. Only persons listed on the Child Emergency Card will be allowed to pick the child up. If the person is not on the list, the child will not be released.

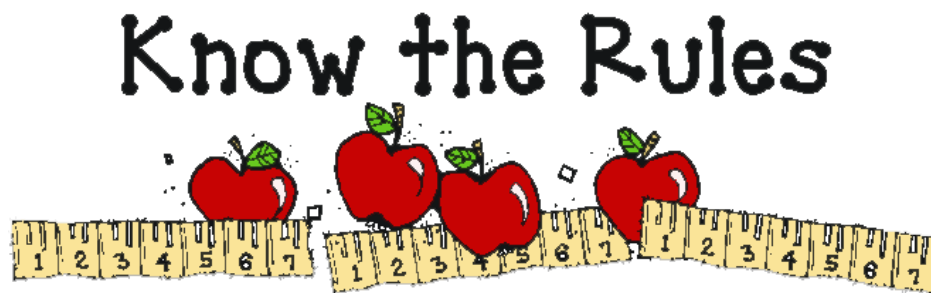
FOR SAFETY REASONS, please bring your child into the building and make a staff member aware of his/her arrival. **Do not drop your child off at the curb or school door! You must enter through the Main Office** unless you meet the teachers at the drop off location.

STAFF RESPONSIBILITY: The program staff will meet the bus and physically help the children off the bus. At the end of the session, staff will take the children to the bus and physically help them up the steps.

If there is a transportation question or concern, please call:

Michelle Metdepennege, Director

(586) 725-4220 ext. 2082



Helpful Information that you should know about Anchor Bay Early Childhood Preschool Programs

- ❖ Every effort is made to assure that all Anchor Bay Schools Preschool classrooms are **PEANUT & TREE NUT FREE** environments. Please be sure to check the ingredient label of any snack that you send to school. We do have children with life-threatening allergies. This includes any item that may have traces of peanut oil or been processed in a plant with peanuts or peanut dust.
- ❖ We ask that when you do send in snacks or birthday treats, that they be store bought only with the ingredient label clearly visible.
- ❖ **Traditional Preschool** Monthly **tuition** payments are due on the first class day of each month. **Full Day** Weekly **tuition** payments are due on the first day of class each week. You may also choose to set up EFT payments or Click to Pay when you receive your invoice through your email account each week.
- ❖ Sorry, there are no price adjustments for days absent for Traditional Preschool classes.
- ❖ Please make sure that there is a complete **change of clothing** for your child left at school. Clothing should be placed in a Ziploc bag. Using a permanent marker label the bag and the items inside with your child's full name.
- ❖ Write your child's **full name** on the inside of their jacket and boots and on the outside of their backpack.

- ❖ **Wait** in the designated area with your child until the teachers come to escort the class to their room. Full Day parents, please take your child to their classroom and help them get settled once you have them signed in at the office.
- ❖ Arrive for class no more than **5 minutes** prior to the class starting time for Traditional or *Great Start Readiness* classes. **Full Day** should plan to arrive by **8:15am** to receive the full benefit of the preschool portion of the day. However, there are no set times that children in the full day program may arrive or be picked up.
- ❖ At pickup time, (Traditional and GSRP) **remain** in the same waiting areas. The teachers will bring the children back to you. The teacher will then tell you about the class activities that day and any announcements that you need to be aware of. Be sure to sign your child out. Some teachers may email weekly newsletters and/or daily notes about the day.
- ❖ Children will be **dismissed** one at a time and only to persons listed on the child's emergency form. Make sure anyone picking up your child has **photo identification**. This person is also responsible for signing your child out at the end of class.
- ❖ Person picking up a child must be at least **16** years old, listed on the emergency card, and have photo identification.
- ❖ Classroom notices, snack menus and donation lists will be **posted** outside of each teacher's classroom, as well as any special announcements. Be sure to check this area every day.
- ❖ As the year progresses, teachers will post classroom volunteer sheets.
- ❖ **Propping doors** open to the outside of the building is in violation of the State Fire code. Please be sure the door closes behind you when you leave. Do not let anyone into the building that you do not know.
- ❖ **Security Entrances:** Each of the buildings in the Anchor Bay School District has been configured to provide for a security checkpoint at the main entrance of the school. At the **Early Childhood Center**, the only door that will be unlocked throughout the day is the main entrance – facing Washington. Families should **enter** and **exit** from the **front entrance** **ONLY**. Please wait in the vestibule area until the teachers come to gather the children. Anyone arriving after the start of class or having business to address should enter through the office door immediately to the left when you enter the building.
- ❖ Classes run on **staggered start & dismissal times**. This is to help control the flow of traffic in the parking lot. Please be courteous of other parents and exit the parking lot promptly but safely. At ECC enter in the east driveway and exit from the west driveway
- ❖ Teachers do not accept **phone calls** during class or hold mini conferences/discussions with parents either before or during class time. If you need to speak to your child's teacher, please leave a detailed message in the office and the teacher will get back to you as soon as possible or will be happy to speak with you after the children are dismissed. You may also choose to email them or leave them a voice mail message. We do want open communication with all of our families, but when it is class time, the teachers need to give 100% of their attention to the students. Teachers will provide you with their email address and voice mail extension. They will get back to you as soon as possible based on their class schedules.
- ❖ Whenever your child is going to be **absent**, we ask that you call in to report the reason. In the case of a communicable or contagious disease we will make every effort to notify other parents in the class of symptoms to watch for without disclosing the name of the sick child.

- ❖ The **Child Information Form**, including written permission, signed by the parent to seek emergency medical care must be 100% complete and turned in before your child may attend preschool. As contact or emergency people, addresses, or phone numbers change in your family be sure to update the information with both the Early Childhood office and your child's teacher. This form **MUST** be on file by the **first day of class** or your child will not be allowed to stay. This is a State Licensing requirement!
- ❖ **Physical Evaluations** – are **due 30 days** from the first day your child attends preschool. Make sure that you fill out the front and sign it and that a licensed physician signs the back.
- ❖ **Immunization Record** – a copy must be on file the first day that your child attends preschool. As you receive updates, please be sure that a copy is submitted to the office. All of the children's immunization records are reported to the Macomb or St. Clair County Health Departments for compliance. Records found to be incomplete by the Health Department, are reported to our office and a letter is sent to the parents indicating which immunization(s) are deficient and the amount of time that is allotted to become current. State law requires that children out of compliance be excluded from school until immunizations are current.
- ❖ **Immunization Waivers** – As a parent it is your right to refuse to have your child immunized. However, we must have a written Immunization Waiver on record before your child may attend preschool. These forms are available in the Early Childhood offices. In the event that there is a reported case of the disease for which your child is not immunized, they must be excluded from school until such time that the incubation period has passed. Please note there are **new laws** regarding Immunization Waivers and authorization from the Health Department.
- ❖ **Allergies** – in addition to the emergency forms that you complete, please be sure to verbally inform your child's teacher of any known allergies. This is particularly important when it comes to snacks and classrooms pets. Please note, these alerts are posted prominently in the classroom and office.
- ❖ **Newsletters/Calendars** – You will receive weekly newsletters from your child's classroom teacher about activities that are pertinent to your child's class. It is important that you take the time to read this information since this is our primary means of communicating with you. Teachers may distribute hard copies and some are making them available via email. Please check with your child's teacher for their method of choice.
- ❖ **Website & Cable Information** – we make every attempt to keep our information as current and accessible to you as possible. When in doubt, check our website at www.abs.misd.net. Follow the links to the Early Childhood Center page for details and Early Childhood tips. **Channel 6** is the district cable channel that will provide you with information about all district activities and events as well as emergency school closings.
- ❖ **Hearing & Vision Screenings** – all children in 4-year-old classes will have their hearing & vision screened in the fall based on funding availability by the County Health Department. Children who do not pass either of these screenings will be referred for further evaluation. There is no charge for the initial screening done by the Macomb County Health Department. These screenings are required when it comes time to register for Kindergarten in the spring.
- ❖ **Photos** – School pictures are taken in the fall. Every child is photographed for their school record. Packages are available to order at the time photos are taken and arrive back in time to put in your Christmas cards.

- ❖ **Assessments** – Observational assessments and antidotal notes are ongoing throughout the school year. Through this teachers gain knowledge and insight on what to plan for and to guide future lessons all based on children’s needs and developmental levels. Observations and antidotal notes are key to assessing and documenting for Teaching Strategy Gold Reports (our report card), finding support as needed individually and in group settings. These will be shared with parents at conferences.
- ❖ **Homeland Security** - The safety and security of your child is our highest priority. Drills are conducted regularly for Fire, Tornado and Lockdown. All visitors to the building must check into the office. Each building in the district has a Crisis Plan unique to that building in place that is coordinated with the local safety officials. This plan is not shared with the general public for security reasons.
- ❖ **Conferences** – Parent Teacher conferences will be scheduled twice a year. Teachers will have a sign-up sheet for you to choose the best time to meet to discuss your child’s progress. In the event that the teacher feels that there may be more developmental concerns, a conference may be scheduled before then to discuss possible options or strategies. Scheduled appointments for conferences are every 15 minutes. It is important that you arrive on time and limit the conference to 15 minutes so that conferences run on time. We sincerely appreciate your cooperation.



- ❖ **Parent Participation** – There are so many ways to be involved in your child’s preschool experience. Here are just some of the ways that you can help and to let your child know that you believe school is important.
 - Reading school notes & newsletters
 - Participating in the monthly book orders and fund raisers
 - Reading to your child every day
 - Empty your child’s backpack every day and talk about what they did in school asking open-ended questions such as, “tell about the project you made today” or “what was the story about that Ms. _____ read during Large Group”.
 - Listen to your child’s stories about school and their new friends
 - Make sure your child is at school on time and pick them up on time.
 - Talk to your child all the time and use descriptive words such as: “Tim, why don’t we buy 3 yellow bananas that are ripe and 2 green bananas that still need to ripen”.
 - When it’s time and your schedule permits, sign up to help in the classroom.
 - Sign up to donate a snack for the classroom or bring in requested supplies. Preschoolers love to bring things in for their teachers and classmates.
 - Let your child see you being supportive of the teachers and school.
 - Keep the lines of communication open.
 - Don’t be afraid to ask the teachers for a possibly different version of any story that sounds like it may not be true or just doesn’t sound quite right. Remember, preschoolers

are developing their ability to be fantastic story-tellers and make-believers and they love to practice this new found skill, especially when they can get a reaction from you.

- **Great Start Readiness Program** – You will have two Home Visits, each approximately one hour long. Your Parent/Teacher Conferences will also be approximately 45 minutes.

The Great Start Readiness Program has a Parent Advisory Committee that parents are invited and encouraged to attend. The grant requires that there be at least one parent for every 16 children in the program. All are welcome. There are generally two or three meetings a year for parents to attend to offer their input about the program.

- ❖ **Monthly Book Club Orders** – About once a month, teachers may send home Scholastic Book order forms. This club not only offers great book values to you and your child, but for every dollar that you spend on your order, the classroom earns Bonus Points for free books for their classroom. Payment in the form of checks or Money Orders only are accepted and should be placed in a sealed envelope with your child's full name and which order you are ordering from. Give the envelope to your child's teacher by the due date. Most books generally arrive within 1 – 2 weeks of the teacher placing the order. This is a great way to add to your child's favorite book collection at home. Children in the Great Start Readiness Program will receive a free book each week to keep at home in their own library collection.

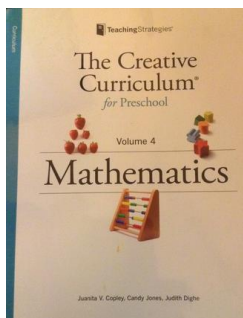


- ❖ **Special Education Referrals – Early Identification and Intervention is critical:** In the event that your child's teacher believes that your child may be in need of a speech and/or language evaluation or special education assessment, they will request that the Early Childhood Educational Specialist do an informal observation of your child. This is not an assessment or evaluation. If the Early Childhood Specialist concurs with the teacher, the teacher will speak to the parent personally and suggest that they call the Special Education department to arrange for a formal evaluation. Please know that it is our professional obligation and goal to assure that each child is having their individual developmental needs met in the most appropriate program. The Special Education Department Phone Number is 586-598-7660.



REST TIME

Children enrolled in the Full Day Program and the Great Start Readiness Program will be given the opportunity to rest or nap for approximately one - two hours each day. Children are not required to sleep. However, we do expect them to rest quietly. Parents should provide their child with a crib size sheet for a cot, a small blanket and pillow and a favorite sleep buddy if wanted.



INSTRUCTIONAL MATERIALS

Parents/Guardians may inspect all instructional materials used in evaluating, surveying or assessing students. The Early Childhood Center has a very large Sharing Room of curriculum materials to be used and rotated in the classroom throughout the year.



GRIEVANCE POLICY

Whenever a parent has a concern, issue or complaint about something that may have occurred in the classroom or program, they are encouraged to first talk to the classroom teacher to try to resolve any issues. If you are not satisfied at this level, parents are asked to make an appointment or send a message to the Program Supervisor/Early Childhood Specialist. This person will be happy to meet with the parent to try to resolve the problem. For students in the Great Start Readiness Program, additional follow-up may include meeting with the Early Childhood Consultant at the M.I.S.D.



What is Preschool? Is this how you would answer?

Preschool is...

- A time for young children to be curious and full of wonder & amazement;
- A time of rapid growth & independence;
- A time for every child to discover their own sense of identity & self-esteem;
- A time to make new friends;
- A time to make friends who are non-judgmental;
- A time to learn that it's o.k. to be angry as long as I use my words & not my hands to hit or my feet to kick, or my teeth to bite.
- A time to run and play & a time to cuddle and read;
- A time to leave mom & dad and know that they'll come back for me;
- A time to say, "I'm not a baby anymore"

What does a typical Daily Routine look like in the Preschool room?

Greeting & Class Meeting

Large Group – attendance, calendar, weather, finger plays & songs, stories, music & movement

Introduction of the day's activities, introduce any new materials or activities to the classroom & participate in the initial planning of each child's work time.

Work Time – longest part of the day. Children move about the room carrying out their plans and making new ones as they progress.

Clean Up

Snack & Recall

Small Group Activities – Teacher lead/directed educational hands-on activities

Outside Play/Gross Motor Play

What can you expect during the time your child is in preschool?

A variety of hands-on & often times messy activities;
Creative & imaginative play;
Experimentation & Exploration;
Children planning their day & organizing their time;
Children learning problem solving & conflict resolution skills;
Growth in independence & self-help skills;
An increase in your child's self-esteem;
An increase in your child's expressive & receptive language;
An increase in your child's socialization skills;
Children to be involved in negotiation, inventing & discovering;
They practice making predictions and test their theories
&
The emergence of Kindergarten Readiness Skills

What kind of clothes should my child wear?

Play clothes that can get dirty, including paint and marker
Do Not send your child to school in their best clothes.

What will the activities my preschooler experiences do for them?

They will participate in activities that promote Initiative, Social Relations, Creative Representation, Music & Movement, Language & Literacy and Math & Science Skills as well as letter & sound recognition and recognizing their own name and how to write it.

Why does my child have to go outside to play during their preschool class time, he/she plays outside at home?

The outdoor environment is an extension of the indoor classroom. It is outside when children are free to express themselves in larger & louder ways. They are also strengthening their large muscles and testing their own limits and challenging new experiences.



You may be wondering how were going to do all that.

After all, they're only 3 & 4 years old.

We'll establish a structured daily routine that the children will learn quickly & be expected to follow.

We'll provide materials & activities that address & meet the children's interests.

We'll provide the children with enriching experiences that meet & challenge each area of their development.

We'll introduce fun & interesting Interests of Study that have practical value to their current life experience.

We'll saturate the children with a "print rich" environment.

We'll follow the State Department of Education Quality of Standards for Early Childhood Education and meet the State of Michigan Licensing Guidelines. &

Lastly, we'll communicate with the families, making each of you an important part of your child's preschool experience.

What do you mean by the "Value of Play"?

A child's play is their work. Young children learn through active interaction with their environment and by using their five senses. A play-based curriculum requires careful thought as to how young children approach learning centers. The more a child can explore their environment, the stronger the foundation for learning.

Watch for articles and flyers coming home that discuss the "Value of Play" more thoroughly.

What does a Creative Curriculum Preschool Classroom look like?

The Creative Curriculum preschool classroom is comprehensive with clear organizational structure. It balances both teacher-directed and child-initiated learning. Emphasis is on responding to children's different learning styles and building on their strengths and interests. The curriculum enhances social/emotional, physical, cognitive and language development. It identifies the knowledge, skills & concepts important for preschool children to acquire in each Curriculum Content Area: These Content Areas include: Literacy, Math, Science, Social Studies, The Arts and Technology. Children's thinking is expanded with diverse materials and nurturing interactions. The goal is for each child to become independent, responsible, and confident – ready to be a successful learner and ready for life.

As children explore, investigate, manipulate, and problem solve various materials and centers around the classroom environment, teachers engage and challenge children to seek out their own ideas and knowledge, building on what they already know and what they want to know.

. As their interests change, or different friends engage in different activities, it is very common and normal for each child to change centers a number of times. You may also see several activities taking place in the same area (i.e. blocks being carried across the room to be used in the science area to see how many small blocks equal the weight of a big seashell or magnetic letters being brought to the dramatic play area to make alphabet soup)

Creative Curriculum Interest Areas include:

Dramatic Play

Blocks

Cooking

Library

Toys & Games

Art

Discovery

Sand & Water

Technology

Music & Movement

O.K., but will my 4-year old be "ready" for Kindergarten?

Being "ready" means something different to everyone. To some, it's strictly the basic academic skills. To others, it's the child's ability to get along.

We will strive to help each child develop their problem solving skills;
increase their ability to negotiate and compromise;

to demonstrate an increase usage of speech & language;
as well as broadening their understanding of their environment. Children will be introduced to letters,
numbers, sounds, shapes and so much more.

We'll work with each child to increase their level of self-esteem, self-worth & acceptance.

* * *

Longitudinal studies have proven repeatedly that children who attended a high quality preschool program generally showed better adjustment to Kindergarten and did better in school overall.

Research has shown that children learn best & retain information longer, when they are involved in an active learning process.

Children in the 4-year old classes will be introduced to letter and sound recognition, one to one number correspondence and writing their name. However, you will not see these taught in a "traditional" manner, such as dittos or worksheets.

All children will experience direct, hands-on experiences with materials in the environment that provide them with opportunities to explore and manipulate.

They will have countless opportunities to make predictions and test their own theories.

They will learn to organize their time when they plan and schedule what they want to do each day.

They will have the opportunity each day to talk about what they did with their teachers and friends.

The teaching team will provide active support in the activities that each child initiates.

We hope this answers many of your questions about Preschool.

Throughout the year we will be sending home information about child development and parenting tips. If at any time you have any questions, please do not hesitate to ask.

Once again, WELCOME to Preschool

Carol O'Shea,

Coordinator of Early Childhood Programs

Self-supporting program of the Anchor Bay School District



Anchor Bay School District 2023-2024 School Year Calendar (Subject to Change)

Aug. 29	Professional Development Day - No Students in Attendance
Aug. 30	Professional Development Day - No Students in Attendance
Sept. 5	Student First Day - Half Day for all Students, PM Teacher Work Day
Nov. 3	End of First Quarter
Nov. 7	No School - Election Day
Nov. 10	Half Day Elementary Students
Nov. 17	Half Day All Students
Nov. 20 - 21	Professional Development Day - No Students in Attendance
Nov. 22 - 24	No School - Thanksgiving Break
Nov. 27	School Resumes
Dec. 25 - Jan. 2	No School - Winter Break
Jan. 3	School Resumes
Jan. 15	No School MLK Day - Teacher Professional Development Day
Jan. 24	Half Day Middle School and High School, PM Teacher Records Day
Jan. 25	Half day for all Students, PM Teacher Records Day
Jan. 26	Half day for all Students, End of Second Quarter & End of First Semester
Feb. 16 - 19	No School - Mid-Winter Break
Feb. 20	School Resumes
March 25-April 1	No School - Spring Break
April 2	School Resumes
April 5	End of Third Quarter
May 8	Professional Development Day - No Students in Attendance
May 27	No School - Memorial Day
June 5	Half Day Middle and High School, PM Teacher Records Day
June 6	Half Day for all Students, PM Teacher Records Day
June 7	Last day of School – Half Day for all Students, End of 4 th Quarter & End of Second Semester



Anchor Bay Early Childhood Programs
Full Day Preschool Classes Calendar
2023-2024
(Subject to change)

September 5 First Day of Classes

November 7 No School Election Day

November 20 & 21 NO School Parent/Teacher Conferences and Professional Development

November 22-24 Thanksgiving Break

November 27 School Resumes

December 25-January 2 No School Winter Break

January 3 School Resumes

January 15 District Professional Development Day

February 16-19 No School Mid-Winter Break

February 20 School Resumes

March 6 & 7 Open House (Time to be determined)

March 25-April 1 No School Spring Break

April 2 School Resumes

April 18 Literacy Night (Time to be determined)

May 8 No School Professional Development

May 23 Last Day of classes

May 29 & 30 Conferences

June 7 Last Day of Full Day Classes



Anchor Bay Early Childhood Programs
Traditional Classes Preschool Calendar
2023-2024
(Subject to change)

September 6 & 7 Meet the Teacher

September 11 First day of Classes

November 7 No School Election Day

November 20 & 21 NO School Parent/Teacher Conferences and Professional Development

November 22-24 Thanksgiving Break

November 27 School Resumes

December 25-January 2 No School Winter Break

January 3 School Resumes

January 15 District Professional Development Day

February 16-19 No School Mid-Winter Break

February 20 School Resumes

March 6 & 7 Open House (Time to be determined)

March 25-April 1 No School Spring Break

April 2 School Resumes

April 18 Literacy Night (Time to be determined)

May 8 No School Professional Development

May 23 Last Day of classes

May 29 & 30 Conferences



Anchor Bay Early Childhood Programs
Great Start Readiness Program Calendar
2023-2024
(Subject to change)

September 5 & 6 Meet the Teacher
September 7 Classroom Visit and Bus Ride
September 11 First half day of Class
September 12 First Full day of Class
November 7 No School Election Day
November 20 & 21 NO School Parent/Teacher Conferences and Professional Development
November 22-24 Thanksgiving Break
November 27 School Resumes
December 25-January 2 No School Winter Break
January 3 School Resumes
January 15 District Professional Development Day
February 16-19 No School Mid-Winter Break
February 20 School Resumes
February 23 Home Visits
March 1 Home Visits
March 15 PAC Meeting 10:30am Chesterfield Township Library
March 25-April 1 No School Spring Break
April 2 School Resumes
April 18 Literacy Night (Time to be determined)
May 8 No School Professional Development
May 23 Last Day of classes
May 29 & 30 Conferences