

Anchor Bay Early Childhood Programs

Home of the Tiny Tars

Barbara Healey
Supervisor

April Finazzo
Office Parapro

Lydia Kemling
Office Manager

Lynn DiMaggio
Office Parapro

(586) 716-7862

Early Childhood Center
52680 Washington

Teens N' Tots
6319 County Line (in the High School)

Naldrett Elementary
47800 Sugarbush



Preschool Parent Handbook

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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 procedure.

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,

Barbara J. Healey

Barbara Healey
Supervisor Early Childhood Programs



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Anchor Bay Schools Preschool is a comprehensive program, designed to meet each 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

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 High/Scope Educational Approach to Learning. 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 Anchor Bay Preschool Core Curriculum is aligned with the National Early Childhood Standards of Quality as well as the Anchor Bay Kindergarten Curriculum. It is by these standards that make the transition from preschool to kindergarten a smooth progression.

What is Plan - Do - Review?

PLANNING:

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. 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 work time. During this time, the children work as a community to help each other pick up the room and put things away.

RECALL TIME:

Small groups of children meet together with one of the teachers to recall (talk about) their work 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 TIME:

It's time to enjoy a nutritious 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 Key Experience. 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.

CIRCLE 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.

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. Below is a sample of a typical daily classroom routine.

Sample

Preschool

Arrival – Greeting
Large Group
Planning Time
Work Time
Recall
Snack
Book Time
Small Group
Large Group
Outside or Recess Room
Dismissal

Full Day Preschool

Arrival at staggered times
Free Choice Activities
Breakfast
Free Choice, Book Time, Table Toys
Outside or Recess Room
Large Group
Planning Time
Work Time
Recall
Snack
Book Time
Small Group
Large Group
Outside or Recess Room
Lunch
Book Time
Rest Time
Quiet Table Activities until all up
Snack
Book Time
Large Group
Small Group
Outside or Recess Room
Free Choice Activities
Going Home at various times



ADMISSION POLICY

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

All children enrolled in one of the Early Childhood Preschool Programs must have on file:

Complete Child Emergency Card

Up to date Immunization Record

Health Appraisal signed by a licensed physician (due within 30 days of the first day of attendance)

Proof of Residency

Family & Social History Survey

Volunteer Clearance Request Form - for any member of the child's family who may choose to volunteer in the classroom or attend field trips.

Part Day Preschool Classes

Children are admitted on the basis of their birth date and age. They must be four years of age by December 1st of the current school year for the four-year-old program and three by December 1st for the three year old program. All children in our preschool classes must be independently toilet trained (no pull-ups & child must be able to independently take care of their own needs.)

Full Day Preschool - Childcare Classes

Children may be enrolled in the full day preschool classroom at any time, based on availability, when the child turns thirty three months old and is independently toilet trained (no pull-ups & child must be able to independently take care of their own needs.)

Blossoming Fours – Michigan School Readiness Program: Children are eligible based on criteria determined by the State of Michigan for children who may be considered at risk. Children must be 4 years old on or before December 1st of the current school year and live within the Anchor Bay school district.

Waiting Lists: In the event that a particular classes 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 Part Day Preschool and Full Day Preschool. In the Blossoming Fours program, placement is based on the children most at risk.

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.



WITHDRAWAL

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 religious waiver on file.
- If it is judged by both the parents and the staff that the program is failing to meet the needs of the child.
- If the child is evaluated or screened and a more appropriate placement is made in the Blossoming Fours Program, the Early Childhood Developmentally Delayed Program or Head Start.
- Non-payment of tuition.
- Non-attendance – when a child does not attend school for a designated amount of days (Full Day Programs – 2 weeks Part Day Programs 1 month) without notification to the office

Every effort will be taken to keep children 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 the 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 Student Services 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.
- Prorated tuition will only be granted in the event that the child is transferred to B4's or the Anchor Bay ECDD program.



ATTENDANCE POLICY

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

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 staff to report the reason and length of absence before the start of school. See phone numbers on the front cover.

Children who ride the Blossoming Fours bus 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.

FEES & TUITION

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

Registration Fee: There is a **\$35.00 non-refundable and non-transferable** registration fee, payable at the time of registration. This includes an Anchor Bay Early Childhood Preschool t-shirt.

Tuition for part-day 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 part day 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 class is based on a weekly fee. Five day enrollment and attendance is encouraged and filled first. Limited part time spaces are available. Payments for the full day classes are due each week.

Full Day Preschool families are allowed 5 vacation days per year and 5 sick days per year. You may use these all at once or spread out over the school year. Payment is expected for any time missed beyond the 10 days. Weeks with fewer school days or days that the district is closed will be prorated for the full day program only. The full day program does not charge for the days that the center is closed.

Special Sign-up Days for the Full Day Program will be available on district Professional Development days and certain holiday breaks. Check your calendar for these dates. Even though the district is officially closed, the full day program remains open for parent's convenience on Professional Development Days and specified holiday breaks. 1 to 2 weeks prior to the special days, each full day classroom will have a sign up sheet for you to indicate if your child will be with us on the date(s) specified. This is for staffing reasons. 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.

Blossoming Fours: (G.S.R.P.) Great Start Readiness Program

This is a free program funded by a grant from the State of Michigan. Bus transportation is also provided through this grant. For parents who prefer to drive, late fees apply and will be assessed if you are late picking up your child. Parents are expected to be ready for both pick up and drop off of those children who ride the G.S.R.P. bus.



Methods of Payment

Checks, money orders or credit card payments are encouraged. At Naldrett and the High School, payments should be made by check or money orders only. Checks and money orders made payable to Anchor Bay Preschool are accepted at all early childhood sites. 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, café prepay or cash. Debit and credit card payments may be made at the Early Childhood Center or over the phone. There is a \$2.50 transaction fee charged for each debit or credit card transaction. Cards accepted include: VISA, MasterCard and Discover.

Online payments may be made through www.cafeprepay.com. 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. This is the same site that the district's Food Service department uses for prepaying hot lunches. A transaction fee is charged by the café prepay website based on the amount of the transaction.

Payments for part day 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.

Delinquent Payments

Payments made after the due date must be made at the Early Childhood Center. After five (5) days, a \$5.00 late fee may be assessed. After two weeks the child may not return to the program until full payment is received. You will receive a call from the office before any action is taken.

Late Fees

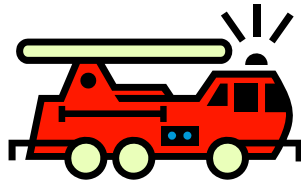
In the event that a child is not picked up on time, there may be a late fee imposed of \$1.00 per minute. Please contact the Preschool office or classroom directly if you are going to be late so that we can reassure your child that you will be there to pick her/him up. Teachers will begin calling people on your child's emergency card to pick up your child if they do not hear from you. The New Baltimore or Chesterfield Township police 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.

EMERGENCY PROCEDURES

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.



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.
-
- A parent or guardian must attend all field trips with their child. School transportation is not provided except in Blossoming 4's & Extended Day
- The teachers will send permission slips home which will tell when, and where the children are going and when they will return. A parent or guardian must attend all field trips with their child. School transportation is not provided. (except in Blossoming 4's & Extended Day)
- Permission slips must be returned to the teacher before the day of the field trip.
-
- In some cases a monetary fee may be charged to cover the cost of admission.
- Field trips are generally coordinated to compliment a theme that the class is learning about.



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 (Blossoming Fours). The hair must be 100% 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

Teachers will post a weekly or monthly snack menu outside of their classroom. 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.

Children attending preschool or Blossoming Fours will be offered one snack time a day. Children attending the extended day preschool will be provided breakfast and two snack times each day. Parents need to provide a lunch for their children each day.

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.



All Preschool classrooms are Peanut & Nut Free

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 Child Care Supervisor or office personnel.



ALLERGY PLANS & PROCEDURES

An individual medical plan must be completed for each child who has an allergy, has asthma, is diabetic, or has a seizure disorder. This plan must be signed 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 were declared Peanut Free and Nut Free.

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.

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.

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 medication, dosage to be given, time(s) to be given, and method of administration.

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.



Medical Care Plans

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.

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 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, 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.

SICK CHILD POLICY

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.

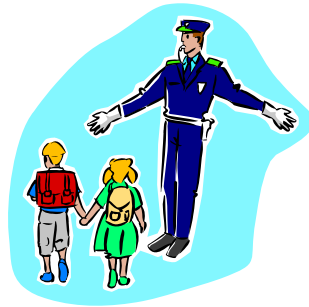
(PLEASE **KEEP EMERGENCY NUMBERS UP TO DATE** (EX: CURRENT BABY-SITTER, CHANGE OF HOME or WORK NUMBER, PAGER OR CELL PHONE NUMBERS, ETC.)



RESTRAINING ORDERS – COURT PAPERS

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”.



OUTDOOR PLAY

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.



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.
- Children from Blossoming 4's who ride the bus, parents must walk the children 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
- Full Day Classes: Sign your child in and out indicating the arrival and departure times
- Part Day Classes: Sign your child out at the end of each class

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 within the program 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.



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 10-minute intervals. It is imperative that everyone be on time and limits their conference to the 10 minutes allotted. In the event that additional time is necessary 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.

Parent Teacher Conference Schedule

November	3 & 4 year olds
March	4 year olds
May	3 year olds



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, one of the teachers will greet the parents to come to the classroom to sign their child out, check the parent board for messages and information and to hear special announcements from the teacher.

GUIDANCE & DISCIPLINE POLICY

- 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 Preschool 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.

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

- ❖ All Anchor Bay Schools Preschool classrooms are **PEANUT & NUT FREE** environments. Please be sure to check the ingredient label of any snack that you may choose to 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.
- ❖ Monthly **tuition** payments are due on the first class day of each month. At the Early Childhood Center, payments may be dropped in the Tuition Drop boxes located on the wall across from the office. You do not need to put your check in an envelope. Simply put your child's name in the memo section. At the other class locations, teachers will put a box out for you to place checks in each month.
- ❖ Sorry, there are no price adjustments for days absent
- ❖ 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.
- ❖ Arrive for class no more than **5 minutes** prior to the class starting time.
- ❖ **Wait** in the designated area with your child until the teachers come to escort the class to their room.
- ❖ At pickup time, **remain** in the same waiting area until one of the teachers comes to get you. They will escort parents from the waiting area to the classroom door. The teacher will then tell you about the class activities that day and any announcements that you need to be aware of.
- ❖ 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 helper sheets. To volunteer or to help in the classroom, we must have an approved **Volunteer Clearance Form** on file that states that you have been approved through Central Administration's statewide criminal background check. This includes attending classroom parties and field trips and applies to anyone who comes into the classrooms. Additional forms are available in the Early Childhood office.
- ❖ **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.

- ❖ **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.
- ❖ The side entrance of the **Early Childhood Center** is reserved for the full-day childcare classes only and should not be used to enter or exit the building. Thank you for your cooperation.
- ❖ At **Naldrett**, please gather by the door at the south end of the building near the bus loop. This entrance is directly in front of the preschool classroom and is also locked. The teachers will come to the door to let you in. Anyone arriving after the start of class must enter through the main entrance and check in at the office. Please do not park in the bus loop unless instructed by the staff.
- ❖ At the **High School**, park in the North parking lot, come through the playground gate and wait at the preschool classroom door. This door leads directly into the preschool classroom. Anyone arriving after the start of class is asked to go to the front of the building and check in through the main office.
- ❖ Classes at the Early Childhood Center 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. 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 a business card listing 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. This year's due date is **October 9, 2009** for those children starting school on September 14th or 15th.

- ❖ **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 County Health Department 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 office. 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.
- ❖ **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 provide the teacher with a **photograph** of your child to be attached to the Allergy Alert Board. Please note, these alerts are posted prominently in the classroom.
- ❖ **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. Program-wide newsletters and calendars will also be available on our website throughout the school year. Most teachers make copies of their newsletter for distribution. 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.
- ❖ **Tiny Tar Tees** – A portion of your registration fee was to cover the cost of your child's Tiny Tars t-shirt. Your child may wear this shirt any time they choose, but they do not need to wear it to every class. We do request however, that they wear this shirt whenever the class is participating on a field trip. Shirts are typically distributed the second or third week of class. Shirts are ordered to run on the large side to account for the amazing growth that will occur through the school year. We only order a very limited number of extra small or extra large shirts.
- ❖ **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 and yearbook. Packages are available to order at the time photos are taken and arrive back in time to put in your Christmas cards. An opportunity to have your child(ren) photographed with a special Santa scene is available before Christmas as well. In the spring, prior to Easter, children may have their picture taken with a *real bunny*. Pictures arrive back in time for Easter. St. Clair Studios will be handling all of our photo needs.

- ❖ **Assessments** – Observational assessments and antidotal notes are ongoing throughout the school year. Prior to parent/teacher conferences, teachers will also complete a detailed Child Observation Record, (COR) of your child and share their progress and any areas of concern with you at conferences. For more information, refer to the C.O.R. section of this handbook or visit www.highscope.org and click on C.O.R.
- ❖ **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 in November and March for the 4-year old classes and in November and May for the 3-year old classes. 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 10 minutes. It is important that you arrive on time and limit the conference to 10 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
 - Ask open-ended questions that allow your child to tell you in their own words, not just answer yes or no.
 - Empty your child’s backpack everyday 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”.
 - 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.



- ❖ **Monthly Book Club Orders** – About once a month, every teacher sends 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 envelop 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.
- ❖ **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 Educational Specialist concurs with the teacher, the teacher will speak to the parent personally and suggest that they call Student Services 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.

Student Services Phone Number: 586-949-4513



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?

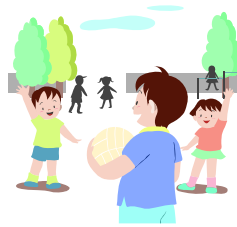
Play clothes that can get dirty, including paint and marker
Do Not send your child to school in their best clothes.

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 plan daily activities that follow the High/Scope Educational Approach to learning.

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

We'll introduce fun & interesting themes 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 High/Scope Preschool Classroom look like?

The typical High/Scope preschool classroom looks much like any other preschool classroom. Except, you will find children involved in various types of very active, and often loud activities as they explore, investigate, manipulate, and problem solve various materials and centers around the room.

During the children's "Work Time", they will begin in the area of the room that they stated during their "Planning" time. As their interests change, or different friends engage in different activities around the room, 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)

The teaching team provides a variety of materials in each Interest Center around the classroom.

These Centers include:

Dramatic Play or Make-Believe

Blocks & Construction

Writing Center

Painting Station

Reading Corner

Puppets & Pretend

Process Arts (open-ended creations)

Sensory Tables (sand, water, goop, rice, minnows, etc.)

Math & Science

Listening Center

Table Toy

When you volunteer to help in the classroom, you will most likely be asked to participate in one of these centers. Don't worry, it'll be fun.

www.highscope.org

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.

Using the High/Scope approach to learning, 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 High/Scope 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 during "Work Time"

They will have the opportunity each day to recall & 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

Barb Healey,

Supervisor & Early Childhood Educational 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.

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.

Parents are reminded that any information that they may hear about a child or their family in the classroom needs to remain confidential.

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.

Please do not drink coffee, tea, pop, etc. while with the children.

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 will be posted throughout the room 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. Please keep focus on the children.

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.

2009 – 2010 Preschool Calendar
SCHEDULE OF OPERATION
 R400.5114 (1) (f)

Anchor Bay Early Childhood Center is open Monday – Friday, 6:00a.m. – 6:00p.m.
 Preschool classes at the Early Childhood Center, Naldrett Elementary and Anchor Bay High School are offered at staggered start and finish times.

Classes are not in session on the following days: 2009/2010 School Year

Part Day Preschool Classes Begin	9/14	All Part Day & Full Day Open
Morley Fundraiser Begins	9/21	All Preschool Programs
Morley Orders & Money Due	10/6	At Early Childhood Center
Picture Day at ECC	10/12 – 10/13	Early Childhood Center
Picture Day at Naldrett	10/20 – 10/21	Naldrett Elementary
Picture Day at Teens & Tots	10/26 – 10/27	Anchor Bay High School
Professional Development Day	11/3	Full Day Classes Open
Morley Delivery	11/6/09	
Santa Pictures	TBA	At Early Childhood Center
Records Day	11/20	Full Day Classes Open
Parent Teacher Conferences	11/23 - 11/24	Full Day Classes Open
Santa Peeking Pictures	TBA	Early Childhood Center by appt.
Thanksgiving Break (W – F)	11/25 – 11/27	All Rooms Closed
Holiday Break	12/22 – 1/3	All Rooms Closed
Professional Development Day	1/18	Full Day Classes Open
Mid-Winter Break	2/12 -2/15	Full Day Classes Open
Records Day	TBA	Full Day Classes Open
Parent Teacher Conferences (4s)	TBA	Full Day Classes Open
Open House	TBA	All locations
Current Family Registration	TBA	Anchor Bay High School
Regular Registration	TBA	Anchor Bay High School
Spring Bunny Pictures	TBA	Early Childhood Center by appt.
Out of District Registration	TBA	Early Childhood Center
Spring Break	4/2 – 4/9	Part Day Preschool Closed
Spring Break	4/6 – 4/9	Full Day Classes Tentatively Open
Professional Development Day	4/22	Full Day Classes Open
Professional Development Day	5/19	Full Day Classes Open
Last Day Preschool Classes	5/25	Full Day Preschool Continues
Records & Sanitation	5/26	Full Day Classes Open
Parent Teacher Conferences (3s)	5/26 & 5/27	Full Day Classes Open
Room Sanitation Day	5/28	Full Day Classes Open
Memorial Day	5/31	Schools Closed

All dates and events subject to change

