



# Berrien RESA GSRP Family Handbook



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# Welcome!

- *Become enthusiastic and inquisitive learners*
  - *Become independent and self-confident*
    - *Learn at their own pace*

## **Vision Statement:**

*We believe that young child learn best in an active learning environment*

- *Doing*
- *Exploring*
- *Experimenting*
- *Using their bodies and senses*
  - *Making choices*
  - *Interacting socially*

## **Mission Statement:**

*We are dedicated to providing developmentally appropriate activities which acknowledge each child's unique development patter, timing, personality and learning style.*

## **Great Start Readiness Program Philosophy:**

Our goal is to provide every preschooler with the best educational opportunities through our child-centered, hands-on curriculum set in a rich learning environment which is created through our families, community and professional staff.

We believe that young children learn to the best of their ability when given:

- A safe, healthy, nurturing environment
- Development of strong teacher-child relationships in combination with strong family-teacher relationships in which all are valued
- Many opportunities for play and learning through play experiences
- Families are involved and we work together to help your child
- The activities are geared toward your child's current skills and interests

Our decisions are made from a child-centered focus which includes looking at the Early Childhood Standards of Quality– Prekindergarten, the curriculum, assessment information, feedback from parents and the diverse social, economic, cultural and family needs that exist within the classroom.

# **Great Start Readiness Program**

## **Great Start Readiness Preschool**

GSRP is a State funded center-based preschool program serving income-eligible four year old children. Classes are offered with a variety of family needs in mind. Many programs operate full-day, Monday through Thursday while others offer a half day program (either AM or PM) running Monday through Thursday.

GSRP regulations require staff to make two home visits and two parent/guardian/staff conferences a year. Staff will review other program requirements during the registration process or at the first home visit. This visit typically takes place before your child's first day of school.

Parents are encouraged to volunteer in the classroom, attend program events and participate in our Parent Advisory Committee (PAC) and with the Great Start Parent Coalition. The Parent Coalition is a group of parent volunteers who serve as a “voice” for parents in the community and work on service projects, such as diaper drives, book drives, and back to school fairs.

# **Staff Qualifications**

## **Staff**

The staff of the GSRP is committed to providing a high-quality program for young children and their families. Classroom teachers hold a bachelor's degree in early childhood education or child development with a specialization in preschool teaching or a valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement or a Bachelor's degree in Early Childhood or Child Development with a specialization in preschool teaching. Most classrooms will have one teacher and at least one assistant teacher to ensure a staff ratio of one adult to eight children. The classroom associate teacher holds a Child Development Credential (CDA) or an assistant's degree in Child Development. In classrooms that have three adults, the third adult meets the Bureau of Children and Adult Licensing, Department of Human Services licensing requirements as a "caregiver."

## **GSRP Support Staff**

Each Berrien GSRP program has the advantage of working with expert staff from Berrien Regional Education Service Agency as well as local district personnel. An Early Childhood Specialist is assigned to each classroom to provide classroom support through regular classroom visits, as well as professional development for the GSRP staff. The Early Childhood Specialist have Masters Degrees in Early Childhood Education and extensive experience in early childhood programs.

# **Important Policies**

## **Referrals**

We believe that home and school together form a positive support system for the growing child. Parents are always kept informed of their child's progress. If a referral is needed for additional support, the family will be involved in contacting their local school district and creating a plan and setting specific goals for the child. Families will be informed at any point that the child is receiving one-on-one support services, and classroom teachers will partner with support staff to create an inclusive and supportive environment.

Each site has a Great Start Resource Directory which provides information and contacts for numerous Berrien County programs that support families with young children. GSRP teaching staff are available to assist parents in contacting needed resources and having any need documentation.

## **Inclusion**

Berrien RESA GSRP programs welcome all children and are committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach his/her full potential.

## **Grievances**

Our program strives to provide a positive environment for all. However, at times a concern may arise. If you have any questions or concerns you cannot resolve with the teacher directly, please bring the concerns to the attention of the Principal/Director who will work through concerns with you.

## **Child Protection Policy**

All staff are mandated by law to report any suspected case of child abuse, neglect, child sexual abuse or sexual exploitation to the Department of Human Services or immediately over the telephone at [855-444-3911](tel:855-444-3911) and that they should also follow the report up in writing within 72 hours. Reporting forms are available on line at <http://www.michigan.gov/mdhhs>. Any reasonable suspicion will be reported including a child telling a staff member about abuse, witnessing the abuse, a parent's statement of abuse, or any physical or behavioral signs of abuse. A copy of this law may be obtained from the program director.

# Important Policies (pg.2)

## **Non-Discrimination Policy**

*Eau Claire Public Schools* does not discriminate on the basis of age, sex, race, disability, color, religion, or national origin. No one will be excluded from participation in, or denied the benefit of, or be subject to discrimination during any program or activity or in employment.

## **Confidentiality Policy**

Child and family records will not be disclosed without written consent of the parent or legal guardian, except as needed when child abuse and neglect is a concern. Confidential information is shared only with staff members who need the information to perform their jobs. Families have the right to examine their own records.

## **Drug Free and Smoke Free Zone**

Our facilities and grounds are drug free and smoke free zones. Please extinguish cigarettes and properly discard smoking products prior to entering the parking lot and building. This includes chewing tobacco. Help us stay a drug free and smoke free zone by informing anyone that will be escorting your child to and from school of our policy.

If your child is using our transportation to and from school, please help us set a good example to all children on the bus by also keeping the bus stop a drug free and smoke free zone.

## **Cell Phone Use**

If you find it necessary to use your cell phone while in our building, please remember that we have many children and staff in our classrooms that are focused on learning activities. You may not want others to hear your conversation or it may not be appropriate conversation for public. We may have children napping depending on the time of day. Please limit cell phone use to emergency use only in our lobby area or outside the building.

## **Background Checks**

A comprehensive background check is required to be completed in the Michigan Child Care Background Check System (CCBC) on all licensee/licensee designees, program directors, child care staff, and volunteer staff with unsupervised access to children.

# Just Playing

**When** I'm building in the block area,  
Please don't say I'm "just playing."  
For you see, I'm learning as I play,  
About balances and shapes.  
Who knows, I may be an architect someday.

**When** I'm getting all dressed up,  
Setting the table, caring for the babies,  
Don't get the idea I'm "just playing."  
For you see, I'm learning as I play;  
I may be a mother or father someday.

**When** you see me up to my elbows in paint  
or standing at an easel, or molding and  
shaping clay, please don't let me hear  
you say, "He is just playing."  
For you see, I'm learning as I play.  
I'm expressing myself and being creative. I  
may be an artist or an inventor someday.

**When** you see me sitting in a chair  
"Reading" to an imaginary audience,  
Please don't laugh and think I'm "just  
playing." For you see, I'm learning as I  
play. I may be a teacher someday.

**When** you see me combing the bushes for  
bugs, or packing my pockets with choice  
things I find, don't pass it off as "just  
play." For you see, I'm learning as I  
play. I may be a scientist someday.

**When** you see me engrossed in a puzzle

Or some "plaything" at my school,  
Please don't feel the time is wasted in  
"play." For you see I'm learning as I play.  
I'm learning to solve problems and  
concentrate. I may be in business someday.

**When** you see me cooking or tasting foods,  
Please don't think that because I enjoy it, it  
is "just play." I'm learning to follow  
directions and see differences.  
I may be a cook someday.

**When** you see me learning to skip, hop,  
Run and move my body,  
Please don't say I'm "just playing."  
For you see, I'm learning as I play.  
I'm learning how my body works.  
I may be a doctor, nurse or athlete someday.

**When** you ask me what I've done at school  
today, and I say, "I just played,"  
Please don't misunderstand me.  
For you see, I'm learning as I play.  
I'm learning to enjoy and be successful in  
my work. I'm preparing for tomorrow.  
Today, I am a child and my work is play.

-Anita Wadley

# **Curriculum and Assessment**

GSRP classrooms provide a safe, secure and happy place for children to grow and learn. The curriculum provides intentional instruction to meet each child's needs through a play-based and developmentally appropriate philosophy; meaning attention is given to social, cognitive and physical development. All of the learning areas are created to support the "Early Childhood Standards of Quality for Pre-Kindergarten" updated in 2013 by the Michigan State Board of Education. Children interact in both large and small groups and the environment and activities are designed to assist in the development of pre-reading, pre-math, science, social studies and the arts.

Through use of The Creative Curriculum (the State approved curriculum used in our classrooms), the Standards of Quality are met. Teachers monitor children's progress regularly and parents/guardians will meet with their child's teachers twice a year for conferences. The conference is a time for families and teachers to come together to discuss the child's accomplishments and to answer any developmental questions a family may have. The conference includes information about where your child is functioning as well as ideas for you to assist in your child's development in the home. Families also participate in two home visits during the year; allowing teachers, children and families to develop a warm and trusting relationship.

Children are screened within the first thirty days of school. This provides information about a child's physical development, language, and other skills and is used as a baseline to determine each individual child's needs. Families are informed of any concerns the screening tool may show and parents/guardians will need to provide consent if the child requires further evaluation.

# Enrollment and Withdrawal

## Enrollment Policy

### ENROLLMENT OF STUDENTS WILL BE BASED ON:

Availability of an opening in the appropriate class. A wait list of eligible students will be maintained and openings filled based on eligibility factors and the order in which they were received.

### THE PARENT/GUARDIAN MUST:

Meet the enrollment guidelines;

Return ALL completed forms which includes the following:

- All families must complete an enrollment packet prior to the first day of attendance in GSRP. The packet includes an application, health requirements and emergency contact.
- Families will need to provide a copy of the child's birth certificate and immunization card along with other important enrollment requirements.
- GSRP requires proof of family income for eligibility.

### TO MAINTAIN ENROLLMENT IN THE PROGRAM, THE FAMILY MUST:

- Agree to keep the Child Emergency Information up to date, i.e. telephone numbers, workplace, address, emergency contact, etc.
- Support staff in maintaining a safe and enjoyable environment through a positive, preventive discipline approach.
- Attend and participate in scheduled parent/guardian/teacher home visits and conferences.
- See that students are in school unless absence is absolutely necessary. Families are responsible for informing the teachers when a child is ill or absent for some important reason.
- Respond to teacher recommendations concerning physical conditions, i.e. scheduling appointments with appropriate professionals. Families are requested to provide teachers with results.
- Respond to requests for information or assistance needed to promote student success.

***\*\*The child must turn four years old by September 1 for the 2018-2019 school year\*\****

# **Withdrawal and Fees**

## **Withdrawal Policy**

WITHDRAWAL: Parents/guardians should notify the classroom staff of the intent to withdraw their child from the Program at least two weeks prior to the withdrawal date. Parents/guardians should leave a forwarding address or school contact if the child will be enrolled in another school program.

## **Fee Policy**

The Great Start Readiness is a free program for those who qualify. A sliding scale fee may apply for a limited number of over income families as set by the State of Michigan and the Federal Poverty Guide. When space is available an over income family will be provided with the fee schedule (pending state approval-MDE-Great Start).

# Attendance Policy

## **Program Attendance Policy**

Regular attendance at school is important for kindergarten readiness and your child's attendance habits. **If it is necessary for your child to be absent, please notify the office the morning of the absence to explain the reason and when you expect your child to return to school. If you do not have a phone, please send a note to the teacher as soon as possible.**

We are required to document absences in order to comply with regulations; so if we do not hear from you, you may receive a note or phone call asking about your child's absences. **Preschoolers who are absent from class for 10 consecutive school days may be dropped from the program to make space available for a child on the waiting list.**

### TO MAINTAIN ENROLLMENT IN THE PROGRAM, THE PARENTS/GUARDIANS AGREE TO:

- Keep the Child Emergency Information up to date, i.e. telephone numbers, workplace, address, emergency contact, etc. (If parents move from one residence to another, change telephone numbers, or wish to add or delete an individual 'Emergency Contact' person, it is the parent's responsibility to notify classroom staff IMMEDIATELY so the parent may be reached in case of emergency or other communication need.)
- Support staff in maintaining a safe and enjoyable environment through a positive, preventive discipline approach. (Staff and family should work as partners in providing a consistent approach in assisting a child to adjust problematic behavior such as excessive aggressiveness.)
- Attend and participate in scheduled parent/teacher home visits and conferences. (Parent/teacher meetings are a requirement of the state-funded GSRP and an expectation of all families.)

Late Pick-up or Early Drop-off: When a parent/guardian or other designated adult is picking up or dropping off a child from school, it is important that they be on time. Teachers and other school personnel have other responsibilities before and after programming and cannot be available to insure your child's safety.

# School Closing and Weather Policies

## **Weather Policy**

GSRP classrooms will follow the building weather policy. Please send your child to school with the appropriate outdoor clothing (coats, hat, mittens, snow pants, boots, etc.) Your child will be going outside in light rain, snow, sleet, and wind so please plan accordingly.

The State of Michigan “Department of Human Services” states that:

- Playing outdoors in cold weather does not cause illness in children. Colds, flu and illness are caused by viruses and bacteria. Children confined in warm, stuffy rooms with several other children have greater exposure to germs causing sickness.
- Frequent exposure to fresh air, exercise, and sunshine increases a child’s general fitness and resistance to infections.
- During active play outdoors, the viruses and bacteria are dispersed into a larger, more mobile air space **decreasing** the risk of spreading to others.
- Physical activity actually increases the air exchange in children’s lungs and improves blood flow through the body giving germs shorter contact with respiratory surfaces.

## **School Closings and Delays**

In the case of inclement weather or unforeseen circumstances that cause a school delay or closing, alerts will be broadcast on WNDU / WSBT stations. The School Reach telephone alert system is also available to all enrolled children and parents.

## **Physical Activity**

GSRP guidelines require children to be engaged in a minimum of thirty minutes of outdoor play where they can be active and physical. This includes but is not limited to running, jumping, climbing, etc. The outdoor environment is an extension of the classroom and provides students with many opportunities to explore and continue to build social skills. Research states, “Good physical health and well-being, and a safe environment contribute to improved learning. Gross motor development enhances body awareness, understanding of spatial relationships, and cognitive growth.” [Michigan Department of Education]

# Materials from Home

## Appropriate Clothing for Preschool

Preschool clothing should be comfortable and washable so that it does not interfere with any activities. Tennis shoes are suggested for all children to wear indoors. Please remember your child's clothing will be exposed to paint, sand, and markers. ***It is important that you put your child's name on all of his or her belongings.*** Many children have similar clothing and it is sometimes impossible to identify ownership without a name. We cannot be responsible for lost items that are without a name label. Children participate in outdoor time every day except in heavy rain or extremely cold weather. Please dress your child accordingly. Warm mittens, coats, hats, boots, and snow pants are necessary every day once cold weather begins!

It is suggested that each child bring a large bag or backpack to class every day to carry home their artwork, papers, and notes from the teacher. ***Accidents can happen; it is a good idea that an extra change of clothes be sent and kept in your child's classroom.*** We have a limited supply of clothing for emergency use. If your child should come home wearing an item provided by his/her teacher, please wash and return it to school promptly.

## Toys from Home

**Please leave all toys at home.** Toys brought from home can easily get misplaced or even broken. We prefer that your child enjoy them at home or bring them only on special sharing days.

# **Health and Safety Policies**

## **Medication Policy**

It is the policy of **Eau Claire Public Schools** that we do not administer medications unless needed for safety (allergy-related) or behavioral purposes. In these instances, please speak with your child's classroom teacher for further instructions including completion of a Medication Form and instructions for storage and administration.

## **Injuries or Safety Issues**

Parents **MUST** inform the program staff of any health or safety needs of the child that the program may be required to address. If your child has had an injury or illness that may prevent activity, please call the school.

If your child is injured while in our care, parents/guardians will be notified by either a note home or a phone call. If the injury is more than a minor issue, parents/guardians will be contacted immediately. If parents/guardians are not available, another adult listed on the child's emergency information form will be contacted.

**Program staff are trained in First Aid and CPR and will secure medical and/or emergency surgical treatment for your child in possible emergency situations.**

## **Hand Washing**

Hand washing is probably the most critical element in reducing the spread of germs. Children should learn about hand washing early in life to help them develop healthy habits. Children will be required to wash their hands before eating, after using the restroom, when returning from outdoors and other times as determined necessary by the staff. We ask that you encourage and reinforce this behavior to keep everyone as healthy as possible. Staff also follow this policy and wash their hands before any food preparation.

# **Health and Safety Policies (pg.2)**

## **Illness Policy Should I Keep My Child Home Today?**

To insure a **positive, healthy school experience** for children, the following policy regarding illness is followed: Parents/guardians will be asked to come and take home any child arriving at school with signs/symptoms of being ill or who become ill while at school. Children will be kept comfortable while awaiting pick-up.

The school staff has the authority to exclude children from the preschool for illness or other health-related problems. *All children in attendance will be expected to participate in all parts of the daily schedule; including outdoor play.*

**\*\*Children need to be free of all symptoms below for 24 hours, without the use of fever reducing medicines, before returning to school.\*\***

YOUR CHILD SHOULD STAY HOME WHEN HE/SHE HAS:

- Temperature above normal
- Earache
- Excessive runny nose
- Nausea or vomiting
- Red or watery eyes
- Diarrhea
- Chills or fever
- Coughing
- Skin rash
- Sore throat
- Head lice

It is the parent/guardian's responsibility to notify the teachers when their child will be absent from school. **Please call your child's teacher as soon as you know your child will be absent.**

***\*\*Adults/volunteers who are present with GSRP must also follow the above policies\*\****

# **PEST Management**

As required per Licensing rules each classroom has an integrated pest management program and parents will be notified prior to the pesticide applications.

As part of our commitment to provide your child with a safe, pest-free, preschool learning environment, the Eau Claire Public Schools district may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Eau Claire Public Schools' (including Lybrook Elementary School) property are made only by trained and licensed technicians. Should you have questions about this district's pest management program or wish to be notified in advance of pesticide applications, you may contact our Maintenance Department at 461-6191 ext. 3884.

We will post a notice 48 hours outside of the classroom before spraying in the room. We will also contact families via our schools Honeywell All-Call messaging system so please make sure you contact phone numbers our up to date!

# **Parent Notifications**

## **Licensing Reports**

All child care centers must maintain a licensing notebook which includes all licensing reports, special investigation reports and all related Corrective Action Plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 28, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspections and special investigation reports from the past two years are available on the Bureau of Child and Adult Licensing website at: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **Program Measurement**

Berrien Regional Education Service Agency and funded GSRP programs are required to work with the Michigan Department of Education (MDE) to measure the effects of the state-wide Great Start Readiness Program. Information is sometimes collected about staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Contact: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov) or 517-373-8483 or MDE, Office of Early Childhood Education and Family Services, 608 W. Allegan, PO Box 30008, Lansing, MI 48909.

## **Safety Drills**

Our programs are required to practice safety drills several times a year for fire evacuation, tornado safety and any other threat that may occur. If in the event that our school is evacuated, staff will notify you or another adult on your child's emergency contact form.

# Lybrook Elementary Evacuation and Relocation Procedures

In the case of an emergency there may be a need to evacuate the building. This evacuation will be lead by the elementary principal or designee.

## Evacuation

- Announcement will be made to evacuate.
- Fire drill procedures will be followed.
- Staff and students would move to the upper elementary playground.
- Busses will be loaded from the bus parking lot near the playground.

## Relocation

- Busses will take the staff and students to Mars Elementary in Berrien Springs.

## Reunification

- In the event of an evacuation the lead teachers will be responsible for contacting each individual family via the information provided on the **emergency contact cards so please make sure those cards are up to date.** Once the family has been contacted they are then responsible for picking up their child from the location site in Berrien Springs.

# **Food Service and Nutrition Policies**

## **Breakfast, Lunch, and Snack**

Mealtimes are learning experiences where children are encouraged to try new foods and engage in conversations about different foods, where they grow, or how they are made. Children are encouraged to participate in mealtime activities that may include setting the table, preparing food, serving themselves, and cleaning-up.

Meals and/or snacks are served in a pleasant atmosphere with adult supervision at all times. All children are expected to feed themselves. Staff will not demand that any child eat, but children will be encouraged to taste new foods.

Depending on the length of your child's day in the program, breakfast, lunch and a snack may be available. Most of our programs participate in the Child and Adult Care Food Program (CACFP) for assistance in funding meals. Menus are reviewed by a registered dietitian and parents to ensure healthy low fat, low sugar, low salt meals and snacks.

# Discipline Policy

We have positive expectations for the children who are in our care. We concentrate on the behavior we want and model what is needed to build positive relationships between adults and children, as well as among children. Teachers provide ongoing support as children learn social and problem solving skills. Program staff is not allowed to use any form of punishment (i.e. spanking, threatening, humiliating, and withholding of basic needs including food and outdoor play, or isolation from the group).

CHOICES: Throughout the school day, children are recognized and encouraged to make choices. Choices within 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.

INTERVENTION: Conflict can occur when a child is trying to assert control over a situation. Teachers diffuse conflict by using statements such as, “You may play in the gym after you put the trucks away.” When children are experiencing a conflict, the teacher will approach the children calmly and acknowledge feelings (“you are feeling really angry”). Next the teacher will gather information from the children and find out why there is a conflict (“what happened?”). The teacher will help each child use empowering words and problem solving strategies to resolve the conflict (“Ask your friend, ‘Can I use this truck?’ Tell your friend, ‘I am using this truck right now. I’ll give it to you when I am done.’”) As children learn and practice using problem solving words and strategies, they often begin to use these without adult intervention as the year goes on.

REDIRECTION: When a conflict has been resolved, the child/children will be redirected with new choices (example: “Would you like to play in the sand or with play dough?”)

NATURAL CONSEQUENCES: Sometimes children make choices that have consequences. Children who experience logical, natural consequences learn that they have control in situations. Consequences are met with calmness and empathy for the child. (Example: “This is sad. Remember I asked you not to throw sand? Throwing sand hurt his/her eyes. What can you do to help?”)

# **No Bullying Policy**

## **Even Preschoolers Can Be Bullies**

Even preschool aged children can display behaviors that bully. Saying things like, “You can’t play with us” or pulling a learning toy away from another child is a form of bullying. Whispering secrets and excluding someone is a form of bullying. Making faces or sticking out your tongue at someone is a form of bullying.

GSRP staff will promote an environment in which all children will play and work together. We are all welcome at all times. We share and take turns. We will use kind words towards our classmates and staff.

Parents can help stop bullying by observing children while they play. If children are showing signs of bullying behaviors, parents can help to explain how friends feel sad or hurt when we are not sharing or using kind words toward each other.

# **Family Involvement**

The family involvement component of the GSRP is based on the belief that the best environment for children exists where there is close family-school interaction. We encourage parents to come volunteer in the classroom, attend family events and accompany their child on field trips. Anyone interested in volunteering in the classroom or attending a field trip will need to give consent to program staff to complete a Central Registry Request. All volunteers and parent volunteers are under the direct supervision of the teaching staff at all times when children are present, with a minimum of one staff person per class.

**We hope you plan to visit soon and would love to have you!**

# Transportation

## Parent/Guardian Responsibility:

- TO MEET STATE LAW, parents/guardians (or adults over 18 years of age) must accompany their child to the bus and physically help the child up the steps. Parents/guardians must meet the bus when the child returns home and physically help the child off the bus.
- Supporting the school in the enforcement of the car and bus safety rules.
- Never leave your child or other children unattended in the car while coming into school to pick-up or drop-off your child.
- Preschool students are not permitted to walk to and from school alone. The parent/guardian or other designated adult, 18 years or older, must bring a child to and from school.
- For safety reasons, you (or designee) must bring your child into school, sign him/her in on the attendance form, and make the teacher aware of his/her arrival.
- The same procedure must be followed when picking up your child from school.

## **PLEASE DISCUSS THESE TRANSPORTATION SAFETY RULES WITH YOUR CHILD AND TALK ABOUT WHY THEY ARE IMPORTANT:**

- Stay in your seat
- Buckle your seatbelt (if applicable)
- Use a quiet voice
- Use helping hands
- Listen to and follow the directions given by the driver

# Child Release Policy

**Because of our concern for the safety of our students, these guidelines will be followed.**

- No child will be released to a person other than a parent or guardian during school hours without the prior permission of parent or guardian as provided on Emergency Contact information.
- If a parent/guardian desires that his/her child be released to another person not indicated on the Emergency Contact information, the following must be received in WRITING: 1) the name of the person to whom the child is to be released; 2) the time of the release and the length of time for which the child is to be released; 3) the purpose of the release.
- Exceptions will be made only in times of emergency. The Program Director or Designee will make the determination of whether an emergency exists.
- The person to whom the child is to be released will be required to sign a log indicating the time and purpose of the release. If the person is not known/recognized by the staff person, photo identification will be required. If the principal or designee has any doubts about the documentation presented, a decision to not release will be made.
- No preschool child will be permitted to walk home alone. The parent/guardian, or authorized adult, must pick up the child at school.
- With regards to divorced or separated parents:
  - A birth parent without custody may have access to his/her child or have the child released to him/her.
  - Where applicable, parents with custody should inform the school of custody arrangements and, if necessary, provide a court order (restraining order), which will be kept on file in the School Office. Without this court order, the school cannot legally prevent the non-custodial birth parent from taking the child from school.

# Community Resources



[berriencountyParentNET.org](http://berriencountyParentNET.org) helps connect parents to the resources in Berrien County that are available to families — whether it be healthcare, schools, fun activities or parenting support. The development of this website has been made possible through a grant given to Berrien County to promote positive parenting through county-wide implementation of Triple P (Positive Parenting Program).

Triple P is a program that supports parents by offering simple, practical parenting strategies for a wide range of parenting concerns. TRIPLE P (Positive Parenting Program) can help! Triple P is a program that suggests simple routines and small changes that can make a big difference for families. Every family is different. Yet parents all over the world face problems that are surprisingly similar. The issues you deal with in your home affect families everywhere. Triple P Positive Parenting helps parents to:

- Create a stable and harmonious family environment
- Encourage behavior they like
- Build positive relationships with their children
- Deal positively, consistently and decisively with problem behavior

Read more at [berriencountyParentNET.org](http://berriencountyParentNET.org)

# **Important Phone Numbers**

## **Berrien RESA** **Great Start Readiness Program**

The Great Start Readiness Program is a state funded preschool program for four-year-olds and is free for those who qualify. Your GSRP is a cooperative effort of the Berrien Regional Education Service Agency, local school districts, and other local child care/preschool providers. The programs receive funds from the Michigan Department of Education and every classroom is licensed by the Michigan Department of Human Services.

### **YOUR CHILD'S SCHOOL BUILDING STAFF AND PHONE NUMBERS**

***Administer:* Tim Keathley tkeathley@eauclaireps.com**

***Teacher:* Jessica Rumsey jrumsey@eauclaireps.com**

***Teacher:* Sandra Hopson shopson@eauclaireps.com**

**Phone number to call if I wish to reach the**

**office: 269-461-6191**

***Preschool room extension***

***3900***



**FAMILY HANDBOOK RECEIVED**

I have received a copy of the Great Start Readiness Program Handbook and are aware that the licensing notebook is available for review during regular business hours.

**PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

Child Care Organizations Act, 1973 Public Act 116

**Michigan Department of Licensing and Regulatory Affairs**

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by \_\_ (Center's Name) \_\_\_\_\_

Child(ren)'s Name(s) \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

LARA is an equal opportunity employer/program. Licensing Form found at: BCAL-5053 (10-16) MS Word

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