



# ***NOVI COMMUNITY SCHOOL DISTRICT***

## ***COMMUNITY EDUCATION***

### ***GSRP Preschool Parent Handbook***

***Novi Early Childhood Education Center***

***25745 Taft Rd***

***Novi, Michigan 48374***

# Staff Directory

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## **Welcome**

During the Pre-kindergarten years, children's experiences in communication and literacy begin to form the basis and love of learning and school.

Novi Community Preschool GSRP program provides a warm and inviting atmosphere to learn. Children are encouraged to express themselves, and to connect with their teachers and other children. We value the uniqueness of each child. Ultimately the goal of the program is to provide children with the building blocks that foster confidence in their abilities and an enthusiasm for learning.

## **Philosophy Statement**

**We believe** that human beings learn best in a safe, orderly, and healthy environment. Therefore we create predictable routines, develop plans based on our children's interests and developmental levels, arrange the classroom environment to engage and support children's active exploration, and support children's physical, emotional and cognitive growth.

**We believe** that families are children's first and most influential teachers. Therefore we invite family participation in all aspects of our programming and welcome families to visit our classrooms, participate in activities, share their family customs, assess our program, provide input into program policies, and participate in their child's education at home and in the classroom.

**We believe** it is our responsibility to prepare children for success in school. Therefore, we choose to implement HighScope Preschool Curriculum and use HighScope Child Observation Record as our child assessment tool . Both the chosen curriculum and the chosen assessment tool are aligned to Common Core Standards for Kindergarten and when implemented with fidelity, prepare children for success.

**We believe** in the value of lifelong learning. Therefore, we provide opportunities for parents and staff to learn together, provide for continuous and meaningful staff professional development, and

take great joy in learning from and with our children.

**We believe** the children, families and community of Novi deserve the very best early childhood program we can offer.

### **Program Overview**

The Great Start Readiness Program (GSRP) is Michigan's state-funded preschool for eligible four-year-old children with a focus on supporting children's development of school readiness skills. The program is administered by the Michigan Department of Education (MDE) and the Office of Great Start (OGS). Research on preschool programs and specific research on GSRP indicates that children provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds who did not attend a high-quality preschool program.

To support learning at home and increase positive child outcomes, programs must provide for active and continuous involvement of parents in the learning process. Through advisory meetings, parents assist to evaluate and make recommendations about the program.

### **Parent Notice of Program Measurement**

Novi GSRP is required to work with the Michigan Department of Education (MDE) to measure the effect of the statewide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families.

Program staff or a representative from MDE might:

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

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

### **Preschool Curriculum**

Novi GSRP Preschool curriculum is based on the research based Highscope Curriculum. Teachers design classrooms with children's developmental needs, interests, physical and emotional safety and learning needs foremost in their minds. Materials are chosen and lessons are planned to provide children with experiences that lead to skill development in approaches to learning, social and emotional development, physical development and health, language, literacy and communication, mathematics, science and technology and social studies. Teachers plan these experiences based on the needs of each child in their classrooms (Lessons are individualized according to each child's interest and development). More information about the High Scope curriculum may be found at [www.highscope.org](http://www.highscope.org).

## **Program Goals**

### **Our program will:**

- Enhance positive self-esteem and self-concept
- Encourage interaction with peers
- Promote physical, social, emotional and intellectual development
- Provide stimulating and creative experiences
  - Help a child grow towards independence
- Provide positive parental opportunities to interact with parents and staff

### **To Prepare Your Child for School:**

- Teach your child to say his/her full name
- Practice dressing using zippers and buttons
- Give your child simple directions to follow
- Play with your child
- Limit TV and video games
- Go to the Library
- Display your child's work
- Allow your child opportunities to play with others
- Let your child be responsible for simple household tasks
- Read often to your child to help provide the foundation for reading
- Make your child feel good about his/herself
- Discuss good safety habits (how to cross streets safely, proper use of playground equipment, etc.)
- Assist your child in learning how to share with others
- Let your child experience and try new things

### **Each child will have the opportunity to:**

- Develop curiosity about and appreciation for the arts and the natural world
- Develop a sense of self-worth and positive feelings about self in order to feel secure and competent
- Develop the ability to share thoughts and feelings

### **Each child will be expected to:**

- Develop the ability to share thoughts, ideas, feelings, and perceptions both verbally and non-verbally
- Listen and follows directions
- Listen attentively to the ideas of others
- Take part in small and large group discussions
- Share feelings orally

- Achieve knowledge, skills, attitudes and behaviors related to a healthy lifestyle
- Demonstrate many age appropriate gross motor skills
- Demonstrate many age appropriate small motor skills
- Identify appropriate safety procedures for home, school and outdoors
- Develop a sense of high self-esteem and value of themselves as enthusiastic learners in a nurturing environment where risk taking is encouraged
- Show the ability to make friends, to be a friend, and to empathize with others

**Novi GSRP Daily Schedule**  
**2020- 2021**

8:45am – 8:55am – Greeting Time

8:55am – 9:05am – Morning Message

9:05am – 9:20am – Breakfast

9:20am – 10:20am – Outside/Large Motor

10:20am – 10:40am – Small Group

10:40am – 10:50am – Planning

10:50am – 11:50pm – Work Time

11:50pm – 12:00pm – Clean Up

12:00pm – 12:10pm - Recall Time

12:10pm - 12:30 - Large Group

12:30pm – 12:50pm – Lunch

12:50pm - 1:10pm – Outside/Large Motor

1:10pm - 1:30pm - Get Ready for Rest Time

1:30pm – 2:45pm –Rest Time

2:45pm – 3:00pm – Snack

3:00pm – 3:20pm – Pack up/Get Ready to go Home

3:20pm - 3:40pm – Outside/Large Motor

3:45 – Dismissal

**\*This is subject to change\***

**\*Revised 5/12/2020\***

**Novi Community Education GSRP Preschool  
2020-2021 Calendar**

**September 8– 11th, 2020- Home Visits**

**September 14, 2020- Parent/Child Meet and Greet from 5-7 PM**

**September 15, 2020—First day of school for Students 8:45—3:45**

**October 13, 2020-Parent Advisory Committee-3:45-4:45 PM**

**October 20th or 21st– School Pictures**

**November 3, 2020 Election Day - No School for Students/PD for staff**

**November 25-27, 2020- Thanksgiving Break -No School**

**November 30, 2020- Classes Resume**

**December 10-11, 2020—Parent/Teacher Conferences**

**December 21, 2020-January 3, 2021- Winter Break No School for Students**

**January 4, 2021- Classes Resume**

**January 18, 2021 - MLK Day No School for students**

**February 15-16, 2021- Mid-Winter Break- No School for Students**

**February 17, 2021 - Classes Resume**

**March 8-11, 2021 - No School for Students—Home Visits**

**March 16, 2021-Data/Parent Advisory Committee-3:45-5:45PM**

**March 29-April 4, 2021 - Spring Break -No School for Students**



April 5, 2021- Classes Resume

May 27-28, 2021-Parent Teacher Conferences

May 31, 2021- Memorial Day Break -No School for Students

June 10, 2021 - Last Day of School for Students

This calendar was developed under a grant awarded by the Michigan Department of Education.

\*All dates are subject to change  
revised 5/7/2020

**Great Start Readiness Program (GSRP)  
INCOME ELIGIBILITY GUIDELINES  
for Fiscal Year 2020-21**

Effective July 1, 2020 to June 30, 2021															
Household Size	Quintile #1 Federal Poverty Level* 1-50%			Quintile #2 Federal Poverty Level* 51-100%			Quintile #3 Federal Poverty Level* 101-150%			Quintile #4 Federal Poverty Level* 151-200%			Quintile #5 Federal Poverty Level* 201-250%		
	Maximum ANNUAL	Maximum MONTH	Maximum WEEK	Maximum ANNUAL	Maximum MONTH	Maximum WEEK	Maximum ANNUAL	Maximum MONTH	Maximum WEEK	Maximum ANNUAL	Maximum MONTH	Maximum WEEK	Maximum ANNUAL	Maximum MONTH	Maximum WEEK
1	6380	532	123	12760	1064	246	19140	1595	369	25520	2127	491	31900	2659	614
2	8620	719	166	17240	1437	332	25860	2155	498	34480	2874	664	43100	3592	829
3	10860	905	209	21720	1810	418	32580	2715	627	43440	3620	836	54300	4525	1045
4	13100	1092	252	26200	2184	504	39300	3275	756	52400	4367	1008	65500	5459	1260
5	15340	1279	295	30680	2557	590	46020	3835	885	61360	5114	1180	76700	6392	1475
6	17580	1465	339	35160	2930	677	52740	4395	1015	70320	5860	1353	87900	7325	1691
7	19820	1652	382	39640	3304	763	59460	4955	1144	79280	6607	1525	99100	8259	1906
8	22060	1839	425	44120	3677	849	66180	5515	1273	88240	7354	1697	110300	9192	2122
For each additional family member add	2240	187	43	4480	373	86	6720	560	130	8960	747	172	11200	934	216

\* Families at or below 100% of poverty must be referred to Head Start. Enrollment in GSRP is deferred until the referral process is complete.

\*\* Head Start grantees that demonstrate all children at 100% are being served may receive approval to serve up to 35% of their enrolled children from families with incomes up to 130% of the federal poverty level.

### **Attendance**

School begins each day at 8:45am and it is very important that your child is on time to school. If your child is not at school by 8:55 am they will be marked tardy, and after 4 tardies it will be counted as an absence.

Please make every effort to arrive at school on time. When children arrive after the day has started, they miss out on important parts of the routine. Children who consistently arrive on time and are in school every day quickly master the routine, learn more, are happier to be in school and receive the maximum benefit from our preschool program. If your child will be in absent, please call (248) 675 - 3409 and let your child's teachers know.

If a child is absent and the program is not contacted by the parent, the program will attempt to make contact with the parent. If the program cannot make contact with the parent for 3 consecutive days, then a letter will be sent home to the parent. If the program does not receive a response within 10 days of the date of the letter, the child may be removed from the program, and the spot will be filled from someone on the program's waitlist.

**After 10 absences total then we will have to make a family contract. If the absences do not improve, your child will face removal from the program.**

School ends promptly at 3:45pm and, It is important that children are picked-up on time. At 3:50pm, if your child is still at school we will call home. At 3:55pm if your child is still at school, we will begin to call the people on your emergency card. If your child is picked up late it will be marked as a tardy and after 4 tardies it will be counted as an absence.

### **Withdrawal Process**

## 1. Parent initiated withdrawal

- If you decide to withdraw from our program, please let your child's teacher know as soon as possible so that we can notify a family on our wait list to fill your child's spot

## 2. Program initiated withdrawal

- Once enrolled in GSRP, the only reason we will initiate permanent withdrawal from our program is due to low attendance, **or constant tardies.**
- Children will be asked to stay home while they have a contagious illness that endangers the health and/or safety of children or others.
- According to the MDE, children enrolled in GSRP programs "must not be excluded or expelled because of the need for additional medical or behavioral support." If your child is struggling in our GSRP program, we will partner with you to help your child succeed.

## Conflict Resolution/Discipline

Staff supports children as they begin to understand their behavior choices and learn acceptable ways of interaction with others. The approach we use promotes and encourages self-regulation, self-direction, self-esteem, and a spirit of cooperation. We use a six-step process to resolve conflicts.

The steps are:

1. Approach children calmly and stop any hurtful actions
2. Acknowledge children's feelings
3. Involve children in identifying the problem by gathering information
4. Restate the problem in children's vocabulary
5. Ask children for solutions and encourage them to choose one together
6. Give follow-up support when children act on their decisions

We encourage you to help us give children a consistent message by trying to use the six steps at home.

## Assessment

**Developmental Screening:** In partnership with families we complete the Ages and Stages Questionnaire (ASQ) developmental screening for all GSRP children within two weeks of the child's first day of school. This information is entered online where it can be automatically scored. All families will receive their child's results and activities at or before the fall parent-teacher conference. Teachers and families will partner to use the information to plan for each child's success. If further evaluation is indicated by the results of the ASQ, the parents will be notified and a plan of action will be developed.

**Ongoing Assessment:** We use the HighScope on-line Child Observation Record (COR) to support and plan for each child's progress throughout the school year. The COR is an observation tool that helps tell the story of your child's growth and development throughout the program year. Notes are recorded and entered all curriculum areas. Families receive a, *My Child's Developmental Profile (Family Report)* three times.

## **Parent Involvement**

Parent involvement is welcomed and encouraged. To establish and maintain a strong school-home connection, which benefits children, we offer the following ways for families to be involved:

- **Volunteering in the Classroom:** Talk with your child's teacher about how you can be involved as a volunteer. We provide support through our volunteer supervision policy.
- **Home Visits and Parent-Teacher Conferences:** Teachers work with families to schedule two home visits and two parent-teacher conferences. Additional meetings can be arranged.
- **Parent Orientation:** Takes place at the start of the school year to support relationships, invite input, share community resources, and encourage future involvement in program decision making.
- **Parent Advisory Meetings:** Two or more are scheduled to share program goals, share community resources, and attain input related to program decisions.
- **Data Analysis Meetings:** Three are held with participation from parents, an administrator, teaching staff, and an Early Childhood Specialist to review program data and set goals
- **Parent Nights:** We will periodically have parent nights for our GSRP families. These parent nights will be on certain topics and dinner and childcare may be provided depending on the parent night.

## **School Information**

### **Hours/Days of Operation**

Our school day begins promptly at 8:45am and ends at 3:45pm. Our school week is from Monday through Thursday.

### **Arrival & Dismissal of Students**

Parents are expected to arrive **between 8:40am and 8:45am and stand outside the classroom door with their child.** The doors will open right at the start of class time. Teachers need time to organize their classroom and are not available to supervise children.

Please make sure you stay with your child **by the classroom door until 8:45am when the doors are open.** You are also required to sign your child in and out everyday.

Your child will only be released to **the people** listed on their emergency card. Anyone who is picking up your child should be prepared to show a picture ID. We cannot release a child to anyone under the age of 18 years of age.

### **Appropriate Clothing**

Children should wear comfortable play clothes and shoes to class. Smocks are provided for messy art projects. Children should come prepared to go outside each day, except in inclement weather. Please label all outdoor clothing with the child's name. Occasionally accidents do happen; we will collect the clothing (shirt, underwear, pants, and socks) at the home visit. Please change the clothing so it is appropriate during the changes of the seasons.

### **Rest Time**

Each child is provided with their own personal cot. Children may bring a small blanket and pillow for rest time if they would like. Each family will be provided with a bag to put their child's sleep stuff in. The daily schedule has one hour for rest time. Children are supported in transitioning to rest, which occurs after lunch. Children that do not sleep are provided with a book or other quiet materials they can use on their cot as those who do nap are settling into rest. The transition out of rest time includes staff turning on the lights, turning off nap sounds like soft music or a fan, and talking softly to resting children to gently wake them. Children take part in the transition by putting nap items away with teacher support.

### **Physical Activity**

Your child will go outside every day. Outdoor play time is structured to be a healthy, educational and enjoyable time for children. Please make sure your child is dressed in clothing and shoes that are appropriate for the weather conditions. If it has recently rained, your child will need to have a pair of boots to wear outside. If there is snow on the ground and/or the temperature outside is very cold, your child will need a snowsuit, hat, gloves or mittens, and snow boots. Out of our 7 hour school day, children are outside for at least 1 hour a day. Kindly remember if your child is too sick to go outside and play he/she is too sick to come to school.

### **Weather**

We believe outdoor recess is important. If the temperature is below 15 degrees or the wind chill is below 0 we will not be going outside and will hold recess indoors. In case of inclement weather and day school is cancelled, all Community Education preschool classes will also be cancelled.

Announcements of school closings will be made by 6:00 a.m. They will also be on the news channels and the news websites and we will let you know on our parent communication app as soon as we know.

### **Field Trips**

Field trips are considered a part of the educational program and will be taken periodically to nearby places. Parents will be notified prior to each trip. Each parent will be expected to join their own child on each field trip and a permission slip will be sent home prior to each field trip. Parents and staff are required to ride the bus with their child. Due to numbers, we can only take one parent/guardian per field trip and we can not allow siblings to attend.

### **Photography**

Photos will be taken throughout the school year at school and during school events. They will not be sold or copied for distribution. A signed permission form will be given out at the beginning of the year, If you do not want your child's photos taken please let your child's teacher know. Photos may be displayed in hallways, classrooms and the classroom website.

### **Parking**

Everyone is expected to drive slowly in the school area. In order to provide a better traffic flow during drop-off and pick-up times, no parking is allowed in front of the Building. Park in the parking lot by your child's classroom door only. Please hold your child's hand when walking from your car to the building.

### **Safety and Security**

For the safety and security of your child, Novi Community Schools has cameras throughout the building and will have doors locked during school hours. Doors will be locked after school begins. If you are late you will need to go to the main entrance and you will need to "buzz in" to have access to the building.

### **Referrals for Children and Families**

We strive to meet the individual needs of all children in the program. To determine each child's needs, the program conducts screenings within the first two weeks of the child's first day of school to assess children's developmental, behavioral, and language development. If these screenings - as well as information gathered from observations or provided by parents, doctors, or other specialists - result in a concern about the child's development or functioning, we will begin a process to follow up on that concern, including further evaluation if needed.

In case of a suspected disability, parents may request an evaluation. Upon written request from the parent, the school district has 10 school days to inform the parent in writing of the intent to evaluate, and seek consent. Evaluations may only take place with written parental consent.

Once all information is gathered, it is reviewed with the parents. If the results recommend an Individualized Education Program (IEP), a meeting will be scheduled with parents and other personnel involved.

Your child's teacher, administrator, and the school district team will work together throughout the year to ensure that the IEP is being implemented with fidelity, including the use of special modifications and strategies to support your child in being a fully participating member of the classroom community.

### **Resources for Children and Families**

Our families sometimes need extra help and support, our program maintains a list of resources to assist in meeting child and family needs. If there is ever a non-educational need that your family has,

your child's teacher or the preschool and child care coordinator will be happy to assist you. To provide this support, families are asked to provide information related to the child's life experiences and current living situation. Staff will then seek the resources you need and follow-up accordingly.

## **Admission**

Children must meet criteria based on the MDE, Department of Licensing and Regulatory Affairs (LARA), and federal guidelines if the program is a GSRP/Head Start blend. Priority is given to families with greatest need. Students are not selected on a first-come, first-serve basis. Prior to admission, the following documents need to be completed and on file:

- Proof of age (four years old on or before September 1), which could be one of the following:
  - Birth certificate (a district may require a certified copy)
  - Passport
  - Hospital record
  - Baptismal record
  - Other governmental form such as a Medicaid Card
- Proof of income, which could be one of the following:
  - Tax return
  - Paycheck stub
  - W-2 Form
  - Written Statement from employer(s)
  - Public assistance
  - Signed Income Verification Form or local equivalent
- Proof of residence, which could be one of the following:
  - Driver's license
  - Recent pay stub with employee address
  - Utility bill
  - Copy of a lease or mortgage
- Eligibility factor information and related documentation
- Head Start Waiver (if applicable)
- Immunization records
- Child Information Record
- Application
- Free and Reduced Meal Family Application

Once the above documentation is on file, a determination regarding admission will be made. A child will either be admitted to the program or placed on the waiting list. Children will be on the wait list in order of need, listing those with greatest need first.

A Health Appraisal must be on file within the first 30 days of initial attendance or the child will not be able to attend until it is submitted. The Health Appraisal must have a physician's signature, stamp, and the date.

## **Meals and Nutrition**

- Each child enrolled in GSRP program will receive breakfast, lunch and snack. Food is ordered through our school district food service and meets USDA nutritional requirements for preschool children.
- Meals are served in a family-style atmosphere with both children and adults participating in setup and service.
- Through our family style dining approach, children will build relationships with each other while learning healthy eating habits.
- Sufficient time is allowed for children to eat, allowing the slow eater, handicapped or easily distracted child to finish the meal.
- Special provisions are made for children with special dietary needs. We must have documentation from the child's physician regarding allergies.
- Families are not allowed to send in food for their children simply because the child does not like the food served or prefers something from home. Shared meals are an important part of the program and whenever at all possible, all children should learn to enjoy a wide variety of foods in a communal setting.

## **Medication**

If your child requires medication, prescription or non-prescription, during school hours, the school must have consent from a doctor. District personnel cannot accept medication or administer medication without documentation from a physician. Medication must be in its original container, labeled with your child's name and proper dosage. The school cannot supply nonprescription medication (i.e. cough drops, Tylenol, Motrin, etc.). If your child requires non-prescription medication during the school day, proper authorization is required to be on file. Parents are responsible for checking the need for medication refills and supplying the refills to the school in a timely manner.

## **Health Information**

Regardless of the precautions taken at home or school, your child may become ill during the course of the school year. If your child becomes ill, you will be called and asked to pick up your child. If you are unavailable, we will call someone on your Child Information Record. The child should be picked up within one hour of being notified. If your child has been absent due to a communicable disease, such as strep throat or pink eye, you may be required to present a doctor's note documenting that the child is able to return to school.

There are times when a child should **not** be sent to school. These times include when a child has:

- A fever (temperature of 100 or more) - Child must be free of fever for 24 hours (without fever reducing medication) in order to return.
- Diarrhea or vomiting - Child must be symptom free for 24 hours in order to return



- Pink eye or conjunctivitis - When eyes are mucus/red free and on medication for 24 hours
- Green or yellow discharge from the nose - Discharge is a not thick yellow green color and/or the child has been on antibiotics for 24 hours
- Strep throat - After 24 hours of antibiotics
- Skin rash - May return to school after physician's clearance
- Ringworm - May return to school after physician's clearance and/or on medication for 24 hours.
- Lice - Infestation and nit free as a result from the treatment with a medicated shampoo.
- Hand-foot-mouth or any other communicable disease listed on the Oakland County Health Division Communicable Disease Reference Chart. - May return to school after physician's clearance with a doctor's note.

Parents must notify the school if a child has a communicable disease or an extended illness. When applicable, the school will notify families of an illness. A doctor's note for treatment of a communicable disease or an extended illness may be required for re-admittance to school.

Children must be symptom free for 24 hours from all sickness and illness. Parents will be notified, by the teacher, if students have been exposed to a contagious disease such as chickenpox, measles, pink eye, head lice, etc. Children are not permitted to have any medication, prescription or nonprescription, in their possession during school hours.

### **Immunization Schedule**

Children enrolled in the preschool program must have received all age appropriate immunizations prior to the start of school. The green Health Appraisal form must be completed and signed by a physician after June 1st. The Health Appraisal Form needs to be turned into the Preschool office by September 1st.

Parents will be notified via telephone when the school observes changes in the child's health, child experiences accidents, injuries or incidents, or when the child is too ill to remain in the group.

Staff and Volunteers will be excluded from our program if they have symptoms of illness(see chart above) or have a communicable disease. Parents will be notified that a child, staff, and/or volunteer has contracted a communicable disease and the symptoms of that disease.

### **Accidents/Emergencies**

In case of an accident/injury a staff member will identify the injury and notify the certified CPR/First Aid staff member. An incident report will be completed by staff and submitted to the office by the end of the school day.

When a child incurs a minor injury, staff will take the following steps:

1. Immediate care is provided to the child

2. A phone call, written report (“Ouch Report”), or both will be provided to the parent at or before dismissal on the day of the minor injury

When a child incurs a serious injury, staff will take the following steps:

1. A staff member calls 9-1-1 and then immediately phones any other required personnel that need to be notified when 9-1-1- is called, while the certified CPR/First Aid staff member remains with the injured child.
2. Ensure the scene is safe. If so, provide care and comfort to the injured child until EMS personnel arrive.
3. EMS personnel will determine if the injured party needs to be taken to the hospital.
4. The parents will be contacted by phone once the situation is under control. If the parents cannot be reached the next person on the emergency card will be contacted until either the program is able to talk with someone or all individuals have been phoned.
5. A staff member will ride in the ambulance if the parent is unable to do so.

### **Communication from Teachers**

Your child’s teacher will send home newsletters, field trip permission slips, monthly calendars and reminders. Your child will also have a mailbox that will be emptied every Thursday with important information in it. You may also check the website for more information about your child’s classroom. Parents should call the classroom phone number or email the teacher with concerns, absences, etc.

### **Divorced/Separated/Guardians**

According to the Michigan Department of Child Day Care Licensing: “Until custody has been established by a court action, one parent may not limit the other from picking the child up from your (preschool program) care. It is not within Novi GSRP’s legal right to withhold a child from a parent, unless there has been court action which limits one parent’s right to the child.” Novi GSRP will request a copy of the Judge’s order establishing custody be on file in order to prevent a non-custodial parent access to their child.

### **Home Visits**

Teaching staff conducts two home visits for each child each program year. We hope that you will welcome them into your home to meet with your family. The purpose of the home visit is to let children know teachers and parents work together for their benefit. During the home visit, families and teaching staff get to know one another and children become familiar with teaching staff. This helps ease the transition from home to school. Teachers will have plenty of time to answer families’ questions and address their concerns.

## **Conferences**

Teaching staff also conducts two conferences with the family of each enrolled child per program year. The results of COR scoring and the child's general progress in all areas will be shared with the parents during these conferences. Parents will be given ample time to ask questions, share suggestions and address concerns.

## **Vision and Hearing Screening**

The Oakland County Health Department will schedule vision and hearing screenings for the preschool children. They will contact parents if a child is identified as having a problem. Parents will be notified prior to the screenings. Teachers will also contact parents if they have a concern about a child's speech or hearing.

## **Child Abuse and Neglect**

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the act, our employees are considered Mandated Reporters and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to discuss their suspicions with parents before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

## **Background Screening**

Every employee will be submitted for a background/criminal screening and fingerprinting. A staff member or volunteer shall not be present in the program if he or she has been convicted of any of the following: (a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA295 (b) Child abuse or child neglect © A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the hire date. All Staff and volunteers must have documentation from the department of human services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect before having unsupervised contact with a child in our program.

## **Mandatory Reporting**

Novi Community Schools is mandated by Michigan law, Act No. 238, governing all schools and child care programs to report any suspected abuse or neglect of children in their care.

## **Licensing Handbook**

The program licensing notebook is available on-site for parental inspection. The licensing notebook includes all licensing inspection reports, special investigation reports and all related corrective action

plans (CAP) since May, 2010. The notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least the past two years are also available on the child care licensing website at: <http://www.michigan.gov.michildcar>

### **Confidentiality**

Out of respect for the privacy of each family in our program, all information pertaining to students and families will be kept confidential. All information obtained by Novi G.S.R.P. will remain confidential and not be disclosed to parties other than G.S.R.P. staff members and the Michigan Department of Education without prior written consent of parent(s) or guardian(s). This includes information related to the assessment of the child. The only instance in which information will be shared about a child or family without a parent's written consent is when staff has reason to suspect the child may have experienced abuse or neglect.

### **Grievance Policy**

If you experience a concern or grievance please follow these appropriate steps:

First, contact your child's teacher to see if you can reach a resolution. If you are unable to reach a resolution please contact Ann Hansen, Director of Early Childhood and Community Services at 248-675-3430 or email her at [ann.hansen@novik12.org](mailto:ann.hansen@novik12.org)

These materials were developed under a grant awarded by the Michigan Department of Education.

# Handbook Agreement

This is stating that I have received and gone over my child's handbook with their teacher and I will read and make myself familiar with the school policies.

I also understand and accept the attendance policy.

Child's Name:

Parents Name:

Parents Signature:

Teacher Signature:

Date: