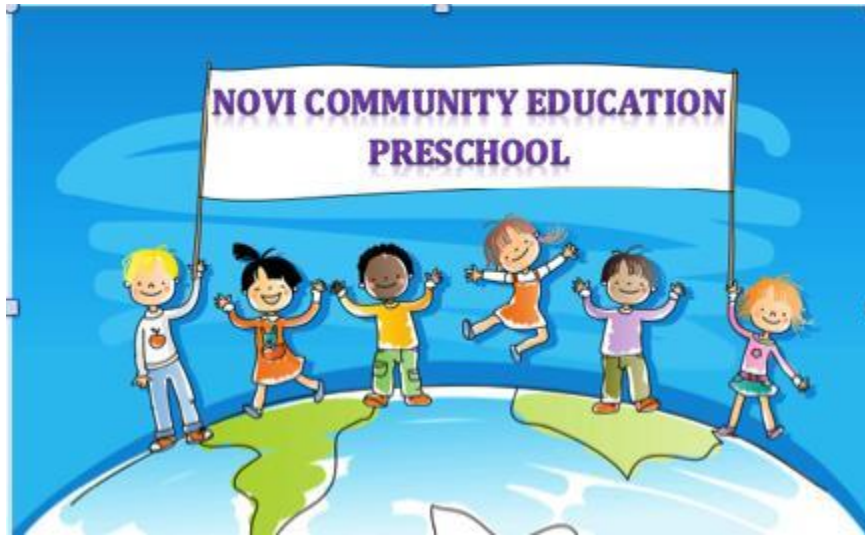


**NOVI COMMUNITY SCHOOL DISTRICT  
Early Childhood Education Center**

25745 Taft Road



**Preschool Parent Handbook  
2021 - 2022**

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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 Preschools 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.

## MISSION STATEMENT

The mission of the Novi Community School District's Early Childhood Program is to promote the physical, emotional and cognitive development of each child.

We believe:

- We believe that the positive experiences of young children are critical to healthy development
- We believe our Early Childhood Program will establish a foundation from which children can reach their full potential
- We believe our Early Childhood Program will provide a safe, nurturing, stimulating environment that accommodates and embraces individuality and cultural differences.
- We believe that children benefit from practices that are well-grounded in research and based upon a developmentally appropriate curriculum.
- We believe that with a quality Early Childhood Program children become curious, well-rounded learners able to make independent choices and act responsibly.
- We believe that parents are their child's first teachers and as a professional staff, we will work together in a partnership to promote the physical, emotional and cognitive development of each child.

We hope that your family will have a wonderful experience with Novi Community School Preschool program.

Sincerely,

Novi Community School Preschool Staff

### Staff Directory

Teacher: \_\_\_\_\_

Teacher Aide: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Preschool & Child Care Services

Ann Hansen, Director (248) 675-3430

E-mail: ann.hansen@novik12.org

Stacey Job, Assistant Director (248) 675-3425

E-mail: Stacey.Job@novik12.org

Karley Valentine, Secretary (248) 675-3431

E-mail: Karley.valentine@novik12.org

Website: [www.novi.k12.mi.us](http://www.novi.k12.mi.us)

## **Admission Information:**

**Discrimination Policy, Religion and School** It is the policy of the Novi Community School District that no person shall, on the basis of gender, race, color, religion, national origin or ancestry, age, disability, height, weight, or marital status or any other status covered by federal, state, or local law be excluded from participation, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. Every effort will be made to have parents provide information regarding the celebration, traditions, and history of a variety of religious beliefs to present to children so that many nationalities are represented.

## **Parking**

Everyone is expected to drive slowly on school grounds for the safety of our families.

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 only*. Please be mindful of service trucks or buses in our parking lot and follow safety protocols. Children should be supervised at all times in the parking lot area.

## **Withdrawal**

Our program is a school year commitment. Early withdrawals will be charged a 2-week early withdrawal fee. No refunds will be issued after March.

## **Class Size**

3's class- 2 teaching staff per 15 students

4's class- 2 teaching staff 17 students

5's class- 2 teaching per 17 students

## **PLEASE NOTE: Inclement Weather**

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. on WJR-760 AM and WWJ-950 AM. You will also receive notification of school news from our school messenger service.

**Website:** [www.novi.k12.mi.us](http://www.novi.k12.mi.us)

## **Preschool Curriculum**

Novi Community Preschool program utilizes the Creative Curriculum approach along with the Michigan Early Learning Expectations from the Early Childhood Standards of Quality of Pre-Kindergarten as developed by the Michigan Department of Education, Michigan Department of Education Kindergarten Benchmarks and the Creative Curriculum. We focus on the importance of the young child in Social and Emotional Development, Cognitive Development, Creative Development and Fine and Gross Motor Skills.

## **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

## **Learner Opportunities**

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

Develops the ability to share thoughts, ideas, feelings, and perceptions both verbally and non-verbally

- Able to listen and follow directions
- Takes part in small and large group discussions
- Shares feelings and contributes in peer interactions

Achieves knowledge, skills, attitudes and behaviors related to a healthy life style

- Demonstrates many age appropriate gross motor skills (walking, hopping, galloping, throwing, and catching, etc.)
- Demonstrates many age appropriate small motor skills (cutting, pasting, coloring, lacing, etc.)
- Identifies appropriate safety procedures for home, school and outdoors

Develops a sense of high self-esteem and value of themselves as enthusiastic learners in a nurturing environment where risk taking is encouraged

- Demonstrate through words and actions that he/she enjoys being part of our Preschool community
- Shows the ability to make friends, to be a friend, and to empathize with others

## **Developmental Screening**

We are providing you the link to a great developmental screening tool on the preschool website. Ages and Stages Developmental Screening Questionnaire is available for all children through age 5. This researched tool gives parents information about where their child is regarding many areas of development. After you answer some questions about your child, you will receive feedback with some ideas to implement to keep your child moving forward. If there are any areas of concern, you will also receive suggestions of things to do or where to go to seek additional help. Join parents nationwide who want to know how to best support their child as they grow!

## **Discipline Policy**

The goal of our discipline policy is to encourage each child to develop appropriate social behavior conflict skills and to become successful members of our school community. Any child participating in the preschool program will be treated in a respectful and nurturing manner. While each child is given opportunities to develop academically through a variety of activities, we also have certain behavioral expectations for our students.

Classroom guidelines will be established with student participation to guide behaviors to protect all staff and student safety, health, property and rights. If after collaborating with a student who is having behavioral challenges and he/she continues to challenge the guidelines, the child's family will be notified to discuss the situation. A teacher consultant may be called in to observe and recommend some strategies. Then the teacher and the parents will collaborate to implement a plan to encourage the students success in our school environment.

## **School Information**

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

**Arrival** Please arrive only within 5 minutes of the scheduled start and dismissal of class. 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

before or after class.

**Dismissal** Children must be picked up on time at the end of class and exit the building with a parent or guardian unless they are signed up for CARE. Please exit our building after your child's class has been dismissed. We need the parking spaces for the following dismissal time. Children should not be playing in our hallways after school.

Parents that arrive tardy to pick up their student will be issued a late pick up fee of \$20.00 up to the first 15 minutes. An additional \$20.00 is accrued for every 15 minutes after. If this becomes an ongoing issue it will result in termination from the program.

We encourage regular attendance for optimum learning. Please try to schedule vacations and trips during school holidays or during the summer when possible.

Your child will only be released to those persons listed on their application. Anyone who is picking up your child should be prepared to show a picture ID.

Children **must** be toilet trained when he/she can verbalize their need to use the bathroom and can perform basic hygiene needs independently. Pull ups and training pants are not permitted.

### **Appropriate Clothing**

Children are encouraged to wear comfortable play clothes 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; please send a change of clothing (shirt, underwear, pants, and socks) in a clear plastic bag with your child's name written on the outside. Please change the clothing so it is appropriate during the changes of the seasons.

### **Example of Daily Schedule**

Our program is carefully planned to meet the needs of the preschool child. Each session may include art or craft projects, finger plays, songs or music, stories and discussion of the weekly or monthly "theme".

- Arrival, sharing, circle time
- Small group table activities and art projects (ie; painting, cutting, puzzles, learning centers)
- Snack time
- Outside Play
- Large group activities (ie: free play, story, music, creative movement)
- Cleanup time
- Review of the day and dismissal

### **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.

### **Photography**

Photos may be taken at school and during events. They may not be sold or copied for distribution. Signed permission forms will be given. Photos may be displayed in hallways, classrooms and the classroom website link and district social media.

### **Meals & Snacks**

Lunch will be provided to full day students only. Parents are responsible for sending in a nutritious snack and drink. Parents of full day students need to send in 2 snacks and a drink per day. Please advise your child's teacher of any food allergies. All water bottles and snacks **MUST** be labeled with the child's first and last name.

### **Communications from Teachers**

Your teachers will send home field trip notices and monthly calendars informing parents of special news, coming events and classroom happenings.

Parents should *call the classroom* phone number or e-mail the teacher (see the classroom directory) with concerns, absences, etc. Parent suggestions and feedback are encouraged.

### **Custody 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 your (preschool program) 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 Preschool 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.

If you request notes and information sent to both parents, please let the parent and office know so we can mail out newsletters and school information.

### **Parent Involvement**

Parent participation is greatly appreciated and encouraged. Please talk to your child’s teacher for volunteering opportunities if interested.

Here are some suggestions on how you can help:

- Prepare special materials at home for upcoming events
- Send in everyday items as directed by the teacher for use in art projects or special events
- Prepare a batch of play dough
- Share occupations or hobbies
- Read a story

### **Questions/Concerns**

Any questions, requests or concerns a parent/guardian may have should first be addressed with your child’s teacher. Any issues that cannot be resolved by the teacher may then be addressed to the Preschool Director.

### **Security**

For the security of your child, Novi Community Schools has cameras throughout the building and will have doors locked during school hours. You will need to “buzz in” at the front office if you are late to have access to the building. Families will be issued fobs that will only work at the start or end of class times. Due to the pandemic this process may be subject to change.

### **Health Information**

#### **Accident and Safety Procedures**

Emergency Medical Service (EMS) and parent or emergency contact person will be called if a child needs emergency treatment. Emergency phone numbers and evacuation procedures are posted in each classroom.

#### **Health and Communicable Diseases**

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.**

**Please do not send an ill child to class or if he/she does not feel well enough to participate in all activities both inside and outside.**

During the course of the day’s activities, teachers will take note of any changes in the appearance or behavior of the children. If the child appears to be ill, he/she will be taken to the mail office away from other children. The parent will be notified to pick up the child as soon as possible. If the parent cannot be reached, the emergency contact person will be called to pick up the child.

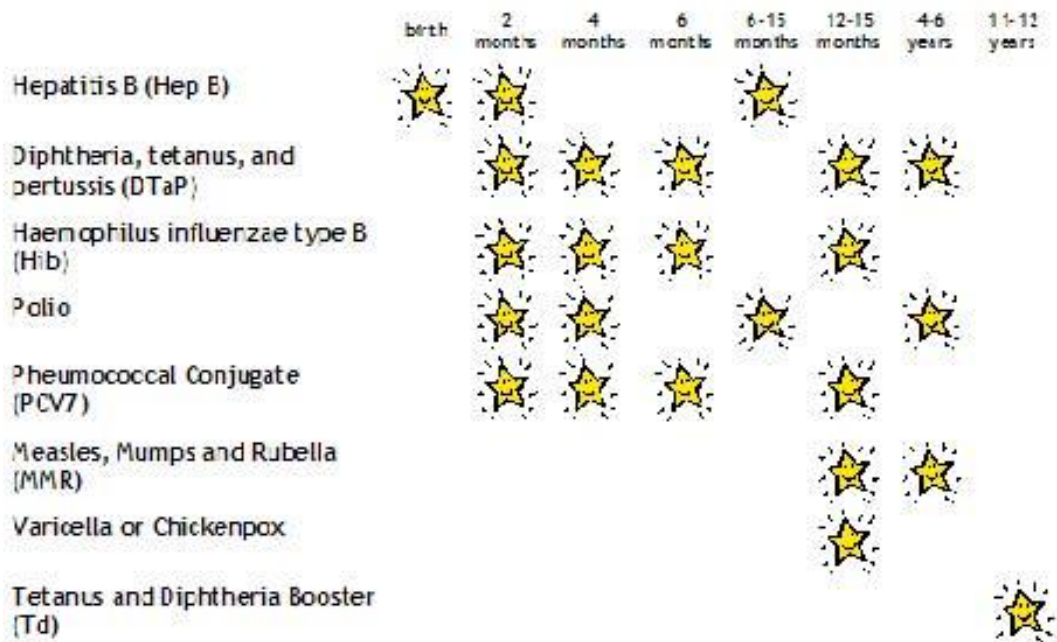
If a child will not be attending class due to illness or other reason, please leave a message for the teacher.

The teacher and/or Child Care Services department must be notified if a child has a contagious disease such as chicken pox, measles, pink eye, head lice, etc. Please keep your child at home for at least 24 hours after fever breaks or upon taking medication for contagious illnesses.

Parents will be notified, by the teacher, if students have been exposed to a contagious disease such as chicken pox, measles, pink eye, head lice, etc.

Children are not permitted to have any medication, prescription or nonprescription, in their possession during school hours.

The following is a list of specific communicable diseases or illness symptoms that exclude a child, staff and volunteers from attending school:





<b>Illness:</b>	<b>When child may return:</b>
Pink Eye or Conjunctivitis	When eyes are mucus free or on medication for 24 hours
Ringworm or Pin Worms	After 24 hours of physician prescribed treatment and kept covered
Lice	When infestation and nit free as a result of treatment with a medicated shampoo
Unidentified rash	With physician's clearance
Influenza	With physician's clearance or fever free without fever reducing medication for 24 hours
Roseola	After rash clears
Croup	After free of viral infection and child is no longer having difficulty breathing
Fever 100 degrees or above	Fever free for 24 hours without a fever reducing medication
Vomiting	24 hours symptom free
Diarrhea	When stools are formed and symptom free for 24 hours
Nasal Discharge (yellow or green mucous)	Discharge is not thick yellow green and/or if the child has been on antibiotic for 24 hours
Chicken Pox	After all skin lesions have dried

**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 have contracted a communicable disease and the symptoms of that disease. All staff members have had a criminal record check through the Michigan State Police, a comprehensive background check required by licensing and an abuse and neglect check through the Michigan Department of Human Services. All staff and volunteers have sex offender registry clearance before having contact with a child. Any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in care. In addition, all staff participates in blood-borne pathogen training and receives 16 clock hours of continuous education training annually.

### **Accident, Incidents, and Emergencies**

When a child experiences an accident, injury or incident the staff evaluates and cares for the child. Following care and evaluation, the parent/guardian will be notified by phone, email, text, or in person. Upon contact with the parent, the parent will decide if they will come and transport the child to the hospital or home, or if the child will be transported immediately to a hospital where the parent will meet the ambulance. If the incident, illness, accident or injury is life threatening, 911 will be called and the child will be transported to the nearest hospital. Continuous attempts will be made to contact the parent or guardian. If the parent or guardian is not reached, an emergency person will be contacted. Staff is trained in CPR and First Aid to provide appropriate care. Parents will be provided with information on all accidents/incidents, injuries when they pick up their child. All classrooms have procedures posted for handling accidents, incidents and emergencies. Drills for tornado, fire, and intruders are practiced with all age groups.

## **Medication**

If it is necessary for your child to take medication while attending our programs the following applies:

- We will not give the first dose of any medication
- We do not give over the counter medicine
- All medication must be in the original pharmaceutical container with the Doctor's name and child's name and prescribed dosage.

Please do not give your child any medicine (this includes aspirin, Tylenol, throat lozenges etc.) to take on his/her own.

## **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 offender's registration act, 1994 PA295
- (b) Child abuse or child neglect
- (c) 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.

Volunteers will not be unsupervised with children that are not their own, Volunteer clearance forms can be found at <http://www.novi.k12.mi.us/district/hr/hrforms/volunteers/>.

## **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.

## **Screening Available**

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.

### **Licensed Program**

#### **Notebook Child CARE Organizations Act, 1973 Public Act 116 Department of Human Services Notice of the availability of the center's licensing notebook.**

The notice must include all of the following: (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. (ii) The licensing notebook is available to parents during regular business hours. (iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Revised 7-28-2021