

Welcome to the Early Childhood Center

Parent Orientation



Thank you for choosing the Early Childhood Center



**Welcome to our School Family!! We are
excited to get to know you and your child.**

Laura Tinsley

Principal

ltinsley@birmingham.k12.mi.us

Nicole Crawford

Office Manager

248-203-5803

ncrawford@birmingham.k12.mi.us

Teacher Letters

- **Teachers provide you with a letter welcoming you to their classrooms.**
 - Classroom team introductions
 - Allergy announcements
 - Contact information
 - Items needed for school



Orientation Day

- **Students and parents attend together on the first day of school for one hour to meet the teacher and visit the classroom.**
- **Turn in all paperwork**
 - All paperwork should be turned by August 16, 2019.
 - Children cannot start school until all forms are completed and turned in.



Communication

- **Staff communicate in a variety of ways:**
 - Face to face – daily
 - Email – before 9am or between 1pm-2pm
 - Website
 - Toddler teachers - daily log
 - Nap charts are posted
- **Parent Information Board**
 - Outside each classroom
 - Lesson plans
 - Newsletters (Classroom and Center)
 - Snack menu
 - Daily schedule
- **Parent Teacher Conferences**
- **Curriculum Night**



Daily Routine

Children feel secure and comfortable when they know what to expect. The Center will provide a daily routine that is predictable.

- 9:00 am Welcome/Free Choice Time and Snack
- 9:30 am Greeting Circle/Jobs
- 9:45 am Outside Play or Playroom in Wet/Cold Weather
- 10:30 am Small Group
- 10:45 am Planning Time
- 10:50 pm Choice Time
- 11:45 pm Circle Time
- 12:00 pm Lunch and Nap
- 2:00 pm Non Sleeping Children go to the Playground/Playroom
- 2:30 pm Quiet Choices and Open Snack
- 3:15 pm Story/Song Circle



Outside Play

- **Children will go outside every day, weather permitting.**
 - Wind chill temperature will need to be above 20 degrees.
 - Appropriate clothing
 - Label all items.*

***We are not responsible for lost or stolen items.**



Lunch and Snacks

- Please provide a nutritious lunch in a non-breakable container, with an ice pack included in the lunchbox.
- ECC will provide 3 snacks a day:
 - 10:00 am
 - 3:00 pm
 - 4:45 pm
 - The snack will be nutritious
 - The children will have a choice between fat free milk for preschool (whole milk for toddlers) or water.
 - Choke food list
- **Allergy Restrictions** – FULL LABEL VISIABLE



Quiet Time/Nap Time

- **After lunch children have rest time on cots. Please provide a nap bag that includes:**
 - Twin fitted sheet
 - Blanket
 - Other sleep items that help your child rest (stuffed animal, small pillow, etc.).
 - Nap bags are taken home at end of the week to be washed.



Arrival and Dismissal

- **Before Care in playroom**
 - Nut free
 - No outside food
 - Sign child in
- **School Day**
- **After Care on playground or playroom**
 - Sign child out
- **Items that need to be brought in after school begins must be brought into the office.**
- **Please be on time – routine is important**



Dismissal Release

- If someone other than a parent or guardian is picking up your child please make sure they are listed on the emergency card. We cannot release your child to anyone not listed, without written permission.
- Until our staff is familiar with the people who pick up your child, they will check I.D.



Parking Lot Safety

- **Our parking lot is busy! Please remember the following:**
 - Please drive slowly in our parking lot.
 - Hold your child's hand while walking to and from your car.
 - Refrain from using your cell phone – give your child your undivided attention while in the parking lot.
 - Never leave a child alone in the car.
 - Park only in designated parking spots.
 - Use appropriate entrance and exit areas and follow directional arrows.



Clothing

- Dress for play! We are messy, too!
- Please label everything.*
- Tennis shoes
- Dress children in clothes that allow them to be independent.
- Send in a complete change of clothes in Ziploc bag labeled with child's name.
- Costumes are not appropriate attire for school.



***We are not responsible for lost or stolen items.**

Illness

- Your child will be more comfortable and will recuperate faster if he/she can stay home and rest when he/she is ill.
- Your child will be sent home if he/she displays the following symptoms:
 - Fever of 100.4 degrees or more
 - Vomiting
 - Pink eye
 - Rash
 - Diarrhea more than twice
- Your child may return to school after he/she has been fever free or on an antibiotic for 24 hours. If your child was sent home because he/she vomited he/she must stay home for one full day.
- If your child has a communicable disease please report this to the office or your child's teacher.



Allergies/ Medication

- **If your child has an allergy:**
 - We will write a Care Plan for your child.
 - Permission to Administer form is required if your child needs medication during their school day. This must be completed and signed by a doctor.
- **Please send medication in as follows:**
 - Original container & pharmacy label
 - Dosage
 - Child's name

Care Plan

Name: Child's Name

Medical Issue: Sesame, Eggs, Seasonal, Cats, Nuts

DOB: 9/5/2015

Teachers: Beth Gassel/Purple Cats

Signs of an allergic reaction
(one or a combination of symptoms below):

Mouth: swelling of lips, tongue, mouth, swelling around face or extremities

Throat: hoarseness, tightness

Skin: hives, rash, itchiness

Gut: nausea, vomiting, abdominal cramps, diarrhea

Lung: wheezing, coughing, trouble breathing, shortness of breath, Repetitive Coughing

Heart: thready pulse, unresponsive

2018/2019

Action for Minor Reaction
Give 5 ml of Benadryl
Call Parent

Action for Major Reaction
Give child epi pen or Auvi-Q immediately
Call 911
Get extra help from another classroom
Send child information card with child to hospital
Call parent

Contacts, please list in order you wished called

1. Guardian 1 (cell): (xxx)xxx-xxxx
2. Guardian 1 (Work): (xxx)xxx-xxxx
3. Guardian 2 (cell): (xxx)xxx-xxxx
4. Home: (xxx)xxx-xxxx

Accident Report

- **If your child is hurt at school:**
 - Your child will be comforted.
 - First aid will be administered.
 - An accident report will be completed.
 - Any injuries above the neck, we will call you.
 - All staff are trained in CPR and First Aid.
 - A copy of the accident report will be sent home.



Discipline

- Staff handles discipline on an individual basis with patience and understanding.
- Staff regards discipline as an opportunity to use positive reinforcement to teach appropriate and accepted interpersonal skills.
- Staff will use positive language to redirect children.
- If necessary, the teacher or director will ask to meet with parents to establish a consistent behavior plan for home and school.



Payment Terms

- SchoolCare Works- Online billing system
- Each month you will receive your tuition invoice through email. You will log into your account to make your payment using an e-check, debit card, Visa or MasterCard. Auto-pay is available.
- Please note: If you do not receive an invoice via email please check your spam folder. If it isn't in your spam folder then it is possible your email service provider has a security feature that is blocking SchoolCare Works from sending the invoice. In this case please log into your account on the 16th of each month to view your tuition invoice. We invoice on the 15th of each month and tuition is due on the 1st of each month regardless of whether or not you received an invoice.
- You can also pay by check in the office. Please make your check out to "BPS ECC".
- Please note: We cannot accept cash for any payments.
- A \$25.00 late fee will be added to your SchoolCare Works account if your payment is received after the 1st of the month.



Birthdays



- A simple, age appropriate celebration will take place in school.
- You are welcome to bring in a treat for the class. All treats need to be purchased with an ingredient label attached.
- Please check with the teacher ahead of time about allergies.
- Class cubbies can be used to deliver invitations **ONLY** if the entire class is invited. Otherwise please mail invitations separately.
- Staff will not distribute invitations or provide parents with class rosters.

Before and After Care

- 9 and 11 hour Schedules
- On occasion parents may need to make special arrangements for additional hours.
 - Requests for extra time must be made 24 hours in advance with the Director.
 - Complete Before and After Care Request Form.
 - Requests accommodated based on availability.
 - Toddler rate \$12/hour
 - Preschool rate \$10/hour



Schedule Changes/Additional Days

- Requests for changes must be made 24 hours in advance with the Director.
- Complete the Schedule Change Request Form.
- Schedule changes must be approved by the Director.
- Requests are accommodated based on availability.
- Permanent schedule changes made after October 1 - \$25 fee.



Break Weeks and Summer

- You have the option of registering for February Break, Spring Break, and Summer separately.
 - February Break and Spring Break Registration begins: November.
 - Summer Registration begins: February
 - Tuition rates are the same.



Parent Volunteer Checklist

- We have many opportunities for you to volunteer.
- Parent support and involvement throughout the year make our center a better place for children.
- Here is list of opportunities
 - PAC (Parent Advisory Committee)
 - Garden Committee
 - Mom to Mom Sale
 - Teacher Appreciation



School Closings

- **If Birmingham Public Schools are closed we are closed.**
 - Check your local TV or radio stations.
 - We use the district emergency phone system to contact families in the event of a school closing.
 - Announcement on BPS district website.



Special Education

- If a parent has a concern about his/her child's growth or development he/she may contact Kelly Beard, the Project Find Coordinator - (248) 203-5818.



Thank you for attending the Parent Orientation!

Questions?

