

Birmingham Public Schools



Early Childhood Center

Parent Handbook



“Nurturing Our Shining Stars!”

BPS - Early Childhood Center

Sponsored by
BPS Community Education
20500 West 13 Mile Rd.
Beverly Hills, Michigan 48025

Birmingham Public Schools' Early Childhood Center, located at 2121 Midvale Rd., Birmingham 48009, offers families a variety of options in programming designed to provide a nurturing and enriching experience for toddlers and preschool-aged children. The tuition-based program is sponsored by Birmingham Community Education, a nonprofit, self-supporting organization, under the auspices of the Birmingham Public Schools. It is licensed by the Michigan Department of Licensing and Regulatory Affairs and is accredited by the National Association for the Education of Young Children (NAEYC). All children enrolled must be registered and will be billed for a minimum of three full days (8:30 a.m.-3:30 p.m.) per week throughout the school year. In order to enroll, a child must reside with a custodial parent/guardian who lives in the Birmingham School District.

Philosophy

The Birmingham Public Schools' Early Childhood Center is committed to providing a nurturing, secure educational setting for young children and their families. In a safe, age appropriate, engaging environment, children learn, explore, and make choices as they experience their world and its challenges. Our exemplary, play-based program develops each child's unique potential. The process enhances physical, cognitive, emotional, social, creative, and intellectual growth. Staff and families continually work together to help young children achieve. Through character education, staff, children, and families, in partnership with the community, learn to value diversity and to foster individuality, self-confidence, love of learning, responsibility, positive attitude, and respect for themselves and others.

Belief Statements

We believe that:

- Children learn best when they feel comfortable and secure.
 - Children learn best when their families and community are significantly involved in the educational process.
 - Children learn best when the environment is designed to enrich and enhance learning.
 - Children learn best when all areas of development are viewed as equally important and interrelated.
 - Children learn best when they use play to translate experience into understanding.
 - Children learn best when activities are designed to allow them to make choices.
 - Children learn best when they have opportunities to participate in individual, small group, and large group learning experiences.
 - Children learn best when curriculum is designed with childrens' development in mind.
 - Children learn best when the curriculum is meaningful, relevant, and multisensory in nature.
 - Children learn best when the adult/child ratio is appropriate to facilitate the learning process.
 - Children learn best when staff are qualified and competent.
 - Children learn best when they are challenged to meet their full potential.
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Curriculum

What do children learn in BPS early learning programs? Using a play-based approach and following the HighScope Curriculum, BPS toddler and preschool programs teach developmentally appropriate skills. Children develop the confidence and competence that lead to success in school by practicing these skills. The curriculum is based on the State of Michigan's Early Childhood Standards of Quality. It addresses all areas of development including physical development, cognitive development, language/literacy/communication, interpersonal skills and relationships, creative arts, dramatic play, and construction.

What are the building blocks of a quality early childhood program?

The foundation is based on the principles of development:

- All children go through the same stages of development.
- Developmental rates from child to child vary, especially between the ages of 0-8.
- Each child is unique.
- Each child develops on his/her own timetable.
- Frequently, one area of development within a child may be highly developed, another area is less developed.

How do we structure our curriculum?

- The teacher structures the physical environment so that children feel welcome, safe and secure.
- The routine is predictable.
- Children take in new information through their senses.
- Visual cues are used to enhance learning.
- Objects and areas are labeled to provide a print-rich environment.
- Daily plans and activities are based on children's interests.

Teachers use "best practice" strategies to teach content that

- Is developmentally appropriate.
- Is multisensory.
- Stresses individual and small group activities.
- Is meaningful and relevant
- Is concrete.
- Provides for active, hands-on exploration.
- Provides open-ended, process-oriented experiences.
- Respects the cultures of the children in the classroom.
- Integrates across the curriculum.
- Relies on rich children's literature as the basis for teaching.
- Provides rich oral language as the foundation of literacy development.
- Allows for individual differences and learning styles.
- Draws upon children's interests and background knowledge.
- Is based on information gathered through ongoing assessment of student progress and individual needs.

Why is this a high quality program?

The BPS Early Childhood Center is accredited by the National Association for the Education of Young Children (www.naeyc.org). The Center has been accredited since 2001. The center meets rigorous national standards in the following areas: relationships, curriculum, teaching, health, assessment of child progress, teachers, families, community relationships, physical environment, and leadership and management.

Routine

Physical Environment

The physical environment in an early childhood center helps determine the way the curriculum is provided. Classrooms are child-centered and allow for flexibility and child choice. Activities are presented in both small and large groups as well as on an individual basis with students. Each day a variety of challenge levels are included throughout the day. Time for children to explore and play, both indoors and outdoors, are available each day, weather permitting.

Daily Routine*

Children feel secure and comfortable when they know what to expect. The Center provides a daily routine that is predictable. Varied and stimulating experiences are planned. A sample classroom schedule is as follows:

Welcome, Snack and Choice Time

Arrival, open play and attendance.

Greeting Time/Large Group

Outside Play or Playroom in wet/cold weather

Small Group

A variety of activities to challenge children at different levels of development.

Choice Time

Opportunity for children to explore their environment and engage with their peers.

Large Group/Story/Songs/Music and Movement

Lunch and Rest time

Non-sleeping preschool children go to playground or playroom, if possible

Choice Time and Snack

End of day/Large Group

Children also participate in gym class each week.

**Modifications are made by individual teachers to meet the needs of their students. Teachers will post their individual schedules and weekly lesson plans.*

Routine

Daily Routine Continued*

In order to respect the fidelity of our daily routine and limit disruptions to the schedule, please make every attempt to schedule appointments for children on non-school days, or after school. *Children may not be picked up during the day for an appointment and brought back to school afterward.

Field Trips and Special Activities

On occasion teachers will plan field trips or special activities that reinforce the curriculum. Parents will be notified about these special events ahead of time so they can plan to be part of their child's school experience. Most activities will occur on site. However, because we value experiential learning opportunities, occasional field trips will be planned. Staff will meet parents at the site of the field trip. Parents drive their own children or make arrangements for other parents to drive their children on field trips. On nice days classrooms may take walks in the neighborhood.



Outside Time

The children play outside everyday, weather permitting, as long as the wind chill factor is not less than 20 degrees. The Department of Child Care Licensing requires that children in care for more than three consecutive hours go outside. Extremely cold or rainy days are the only exceptions to this practice. Children need to have appropriate clothing. Due to the muddy playground children need boots frequently. In cold weather, snow pants, hats, mittens and a warm jacket are a necessity to keep children warm and dry. District policy states that children may not have any strings attached to their outer clothing. If a child comes to school with outer clothing that has loose strings he/she will not be permitted to play on the playground at recess time. This is a safety issue.

Families will provide sunscreen for their child. Sunscreen in an aerosol container is a fire hazard and will not be permitted. Please label sunscreen with child's first and last name. The center will use insect repellent on children, if necessary. Parents will be advised and asked to sign a consent form.



Lunch, Snacks, and Birthdays

Lunch and Snack

Parents must provide a lunch. Please pack a nutritious lunch in an insulated, lunch container with blue ice to keep food cold. The Center does not have refrigerator space for students' lunches. Parents know their children's food preferences best. The Center will not serve candy or pop. Your child will be encouraged to eat "growing foods" before staff will offer the treat you provide. If a child does not eat the "growing foods" we will send the treat home. Children will eat lunch in the classroom with the teachers. If a parent sends milk to school the unused portion will be discarded after lunch. The Center will provide two nutritious snacks for children who attend from 8:30 a.m. - 3:30 p.m. The snack menu is posted outside each classroom. Children 18 - 24 months will be served whole milk. Older toddlers and preschool children will drink fat-free milk. If your child is on a special diet please let the staff know in writing as soon as possible so they can avoid any complications. If your child has food allergies please notify the office at least 3 weeks before your child is scheduled to start school. The Principal will determine if a care plan is necessary.

Please do not send baby bottles with your child. We will not give a child a bottle at school. A pacifier, blanket, or stuffed animal can be substituted for a bottle. We discourage use of pacifiers in preschool rooms.

Staff will check lunches each day. Expired foods will be discarded. If food is sent in that is considered "choke food" for children younger than four years old, staff members will cut the food the first time and send a reminder note home in the lunch box.

Birthdays

A simple age appropriate celebration will take place in school when a child has a birthday. If you would like to bring a simple treat for your child to share with the class we will be happy to serve it during snack time when everyone sings "Happy Birthday". Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. If your child is in a classroom that has an allergy the treat must be clearly labeled with a food ingredient label. We cannot serve food without an ingredient label. We also do not serve food manufactured in a facility or on a line that processes with allergy in the classroom. Parents should ask the teacher how many to plan for, what kind of treat is appropriate, and if any child in the class has allergies to certain foods. No matter what the parent sends for the child's birthday the classroom celebration remains the same. We discourage goody bags for classroom celebrations. If a parent sends extra things such as hats, goody bags, noise makers, etc. we will quietly put those things in each child's mailbox or cubby so that each parent can decide what to give his/her child.

BPS Early Childhood Center staff will not distribute invitations or provide parents with class rosters or email address lists. Parents are encouraged to use the school directory for name and address information.

Birthday Invitation Policy
Student cubbies can used to deliver invitations when ALL children are invited to an event.

Arrival and Dismissal

Please arrive on time each day. Routine is an important aspect in early childhood education.

Children enrolled in the Center will be assigned to a classroom teaching team. An adult must escort each child to the classroom and sign the child in and out each day. If we have an emergency and have to evacuate our building we take the sign in/sign out sheets with us. They are the records we use to account for children. Please wait with your child until the teacher opens the door at 8:30 a.m. At dismissal children being picked up will leave at 3:30 p.m. Children will only be released to parents or authorized persons listed on the child information card. A child may be released to either parent, unless we receive a court order indicating otherwise. Please park in the designated parking spots. Do not park in the handicapped parking spaces without necessary placard. If your routine is going to be different from usual (a different pick-up time, a different person picking up, etc.), please inform the teacher or call the office so that the teacher can prepare your child. If your child is registered for the 8.5 or 10 hour day please plan your time frame so that you are able to drop off and pick up within the hours that you have indicated on your registration form. Toddlers should be escorted to or picked up from the toddler room and preschool children should be escorted to or picked up from the playroom.

On occasion parents may need to make special arrangements for additional hours. Accommodations for extra time must be made at least 24 hours in advance with the office. You must fill out the Before and After Care Request form located in the office. Space is limited due to adult/child ratios that must be maintained.

Parents will be charged \$10.00 for preschool children and \$12.00 for toddler children for each extra prearranged half hour or any portion thereof.

Fees will be added to your SchoolCare Works account and should be paid with your monthly tuition.

LATE PICK-UP:

In the event that you pick up your child later than your scheduled time, a late fee of \$15.00 will be charged for the first ten minutes or any portion thereof. After ten minutes past your scheduled pick up time, parents will be charged an additional \$1.00 per minute.

If you are running late, please call ahead so we can prepare the children and rearrange staff if necessary.

Dropping Off Student Items During the School Day

Items that need to be brought in after school begins must be brought into the office. Office staff will deliver the items to the classroom.

Policies

Rest/Nap Time

The children have Quiet Time everyday. Quiet Time will follow lunchtime. The Michigan Department of Child Care Licensing requires Quiet Time be included for all children of this age in care all day. No child is required to sleep, but children are required to stay on their cots and be quiet so that others may sleep. Music is played and the children may look at books at the discretion of the staff. If a child does fall asleep every effort will be made to let him/her sleep. Washable cots will be provided by the Center for your child to rest on during this time.

We ask each parent to provide:

- A nap bag. Nap bags must be able to fit in the child's cubby.
- A crib or twin-sized fitted sheet.
- A blanket - please do not send sleeping bags or large comforters
- A small pillow. Please do not send full size bed pillows.

In the preschool program each child practices putting his/her own things away, and when nap items are too large it is difficult for the child to be successful. We specify these guidelines to help children become independent. The nap bag will be left at school in the child's cubby for the week. The nap bag and its contents will be sent home at the end of each week for washing.

Discipline

Discipline will be handled 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. Skills that we hope students will develop are self-regulation, appropriate peer interaction, and mutual respect for one another. Safety, respect for people and property, and kindness through actions and words will be the goals of the Center. Staff will use positive language to redirect children. If it becomes necessary to implement a discipline plan the following steps will be taken:

- Staff will kneel to the children's level and speak with the child or children.
 - Staff will help to redirect the child's activity.
 - Staff will shadow children when necessary to more closely monitor their behavior.
 - Staff will help the child take a break and regroup.
 - Staff will notify the parent if the inappropriate behavior persists.
 - Staff will work with the parent to create a consistent plan that will help the child.
 - Staff will remove a child from the classroom if his/her actions pose a threat to the safety of others. Parents will be notified.
 - If unacceptable behavior persists, parents who are unwilling to meet or work with center staff to create a consistent plan to help the child may be asked to make other school arrangements.
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Policies

Health Appraisals and Immunizations

All children attending the BPS Early Childhood Center are required by the Michigan Department of Licensing and Regulatory Affairs to have a completed health appraisal form on file. Children in the toddler program must have a physical every 12 months. If your child is currently an ECC student and will be enrolled in our 4 year old program, the current physical form and immunization record you submitted last fall will be kept on file. If you are a new 4 year old family, a current health form and immunization record are required. We count on parents to update this information when necessary. All immunizations must be up to date and recorded.

Child Information Record (Emergency Card)

One Emergency card is kept in the office, and the other will be filed in the classroom. These forms are required by the State licensing agency and need to be filled out entirely (each line must show completed information or a line through it showing you read it) for the safety of your child. These forms will be reviewed, and you will be notified if additional information is needed. If you have any changes during the year, please notify your child's teacher and stop by the office to update your card. These forms must be completed, signed, and on file in order for your child to begin attending or continue attending the Early Childhood Center. Your cooperation is appreciated. In the event of injury or illness, every effort shall be made to notify the parents/guardians or designated person indicated on the child information card. If unable to contact someone, instructions on the card will be implemented. Please notify your child's teacher if there will be any changes in your child's schedule. Unless notified in writing, we will only release your child to an authorized person as indicated on the child's emergency card and dismissal form. If staff does not recognize the adult picking up your child at dismissal time they will ask to see a picture ID.

Allergies

Please notify the office of any allergies your child may have at least three weeks prior to your child's first day of school. If parents are aware of severe allergic reactions, particularly to food, please contact the principal. We will work with you, your child's teacher, a public health nurse, if necessary, and your child's doctor to create a care plan. The care plan must be complete before your child begins school. Although every effort is made to maintain a "least restrictive environment" it may be necessary to make some classrooms allergen - specific free.

Medications

Prescribed medication will be administered in the office if a "Permission to Administer Medication" form has been completed by the child's physician. This form must be on file in the office. The medication must be sent in prescription form, in the original container. The container shall include the physician's name, the child's name, instructions, name and strength of medication. Staff will keep a record of the time and amount of medication administered. An over the counter diaper cream may be sent by parents, labeled with their child's name on it. The office will inform the classroom teacher if a parent has submitted a Permission to Administer Medication form. Over the counter medicines and vitamins also need a doctor's note and should never be sent to school in a child's lunch or backpack. Please let the head teacher in the classroom know if your child has been given any medication before coming to school. If the child's medication expires it is the parent's responsibility to provide new medication.

Illness

Illness

Your child will be more comfortable and will recuperate faster if he/she can stay home and rest when he/she is ill. **PARENTS ARE ASKED NOT TO SEND THEIR CHILD TO THE CENTER IF THE CHILD DISPLAYS SYMPTOMS OF ILLNESS.** Staff and parents will appreciate your consideration in this regard.

Symptoms of illness are defined as follows:

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| <ul style="list-style-type: none">• Fever of 100.4 degrees or more• Earache• Sore throat• Red or runny eyes, sneezing, or green and/or runny discharge from the nose | <ul style="list-style-type: none">• Persistent cough• Swelling and or tenderness of the glands• Nausea, vomiting• Abdominal cramps and/or diarrhea• Rash (any skin eruption-particularly if red, swollen and/or draining) |
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Children who become ill during the day will be isolated, and their parents will be notified so they can pick their child up within one hour of the call. If a parent is unable to pick up within one hour after the center notifies him/her that the child is ill, the parent should make alternate arrangements. There will be no tuition adjustments or reimbursements for illness.

The decision to send a child home during the day, due to illness, is made at the discretion of the BPS ECC staff. If a child's symptoms prevents the child from participating in activities comfortably, as determined by BPS ECC staff members, they will be sent home. If a child vomits, has diarrhea more than twice, has an unexplained rash, or has a fever of 100.4 degrees or more at school, he/she will be sent home for the rest of the day to rest and will be required to stay home for the next full school day. If a child has a green, runny nose accompanied by a headache and cough (which may indicate a sinus infection) he/she may be sent home for the rest of the day.

In order to return to school after an illness, children must be fever free (without administering fever-reducing medications) and symptom free for 24 hours (one full school day) before returning to school. If antibiotics are prescribed, a child may NOT return to school until 24 hours after their first dose. If a child vomits at school or has diarrhea more than twice he/she cannot return to school the next day.

BPS ECC will allow a child who has been ill to return to school based on any, or all, of the following criteria:

- Child is symptom free
- Child has a normal temperature (98.6) without medication. ECC will NOT administer medication to reduce fever.
- Child has been on a prescribed antibiotic for at least 24 hours.
- Child is able to function and participate in a group setting.
- **The child's physician sends a note stating that the child is no longer contagious and can return to school.**

Communicable Illness

If the center becomes aware that a student, staff member, or volunteer has contracted a communicable disease, the center shall notify parents of both the name of the communicable disease and the symptoms of the disease.

If a child shows any unusual symptoms or indication of potentially communicable illness, parents **MUST** acquire a written permission form from a licensed physician, who is not the child's parent, before the child is permitted to return to school. Please inform the Principal if your child is diagnosed with a communicable disease or any unusual skin rash. The Center will inform parents in writing of the communicable illness in the child's classroom.

BPS Early Childhood Center follows the Oakland County Health Division Communicable Disease Reference Chart to best decide exclusionary periods for illness. Please note the exclusion periods given are minimum amounts of time and applies to uncomplicated cases of the diseases listed.

Safety

Accident Reports

Children learning to relate to each other in socially acceptable ways develop inner control and we see less impulsive behavior. Young children in a group setting will have some accidents. If your child is hurt at school:

- Your child will be comforted.
- First aid will be administered.
- An accident report will be completed.
- A copy of the accident report will be sent home with you and the original will be given to the principal.
- The principal may ask for a note from your pediatrician stating that there are no restrictions for your child's activities at school.
- If your pediatrician recommends restrictions to your child's activities in school we will need a note, outlining restrictions, from the doctor.

If your child's injury is on the head or is more significant, we will call a parent to discuss the injury. The principal (or teacher in charge) may decide to send the child home for the rest of the day so that the parent can observe him/her more closely. If a child is seriously injured, we will implement our "Serious Accident/Injury Plan," which includes calling 911 and transporting your child to the hospital. All classroom teachers, assistant teachers, before/after care teachers, the office manager and the principal have been trained in CPR and First Aid.

Parking Lot Safety

Please remember to drive slowly through our parking lots and follow the directional arrows. Hold your child's hand while walking to and from your car. Refrain from using cell phones and give your child your undivided attention while dropping off and picking up. Plan your time to allow for finding a parking space within the hours you have chosen for your child's scheduled day. Handicapped parking is reserved for those who have handicapped permits. Never leave a child in the car alone. Never leave the car running while you go into the building.

Hallway Safety

Please keep your children at your side during arrival and dismissal. Cell phone conversations at this busy time distract parents from supervising children. Please "hang up and hold on". During nice weather when the children are outdoors at arrival and dismissal time, parents go outside and communicate verbally with staff that you are dropping off or picking up.

Security - The Safety of Our Students is our First Priority

Main entrance doors will be locked 5 minutes after the start of the school day (8:30 a.m.), and will not be reopened until the end of the school day (3:30 p.m.). Parents who enroll children in before care and/or after care will be given a keypad code. Parents are asked to keep this code confidential and not to share with students and siblings. When a visitor approaches the main entrance of the school building, he/she shall press the intercom button and office personnel will assist them as soon as possible. If the reason for the visit is within the school's protocol for accepting a visitor, the visitor shall be directed to report immediately to the main office. If the visitor has any reason to enter the main part of the building, he/she shall be instructed on how to sign in and will be issued a visitor's 'ID'. The ID shall be placed where it is visible to staff and students. Visitors shall sign out at the end of the visit.

Procedures

Emergency School Closing

If the superintendent closes Birmingham Public Schools due to inclement weather, the Center will also be closed. The Center uses the Birmingham Public Schools automated phone system to alert parents when school is closed. Parent phone numbers are entered into this system (unless a parent objects) so that parents can be notified in case there is a school closing or emergency. When weather conditions make school closing seem likely, parents are advised to tune to major radio stations for school closing announcements or to call the BPS information lines, at 248- 203-3000. If schools are open, but weather conditions in a child's neighborhood make the trip to school seem unsafe, parents are advised to keep their children at home. If threatening weather or mechanical failures require the closing of the Center after students have arrived, every effort will be made to contact a parent. In the event that a parent cannot be reached the Center will contact a person designated by the parent on the Child Information Card.

Emergency Plans

Emergency plans for fire, lockdown, tornado and evacuation are posted in each classroom. Practice drills are held throughout the school year. Individual plans for each type of emergency are in place for students with special needs.

Clothing

When children come to school they should be dressed for play. We will be painting, experimenting, and playing outdoors. Children should wear gym shoes to school. Please send preschoolers and toddlers who are being toilet trained to school in clothing that they can manage when they have to go to the bathroom. Our goal is to help your child be independent. When purchasing jackets please make sure that there are no loose strings that could get caught on playground equipment. An extra set of clothing, including socks, should be labeled with the child's name and left at school. If clothing is soiled, it will be sent home. Please wash and return it to school the following day. **Please note:** We are not responsible for lost or stolen items.

Diapers

Parents will provide disposable diapers for children who are not toilet trained. The Center will provide wipes, gloves and changing table paper for toddlers and three year olds who are not toilet trained. Toddlers will be changed on a regular basis in the diapering area (they will be checked every 2 hours as per state regulation) and staff will keep a daily log so that parents are informed. If parents want staff to apply diaper cream they should send an over the counter brand in the original container labeled with the child's name. Diapering procedures will follow the Oakland County Health Department recommended plan. Staff will wash their hands and children's hands after diapering. We would like pre-school children to be toilet trained when they enter the preschool program. If accidents occur, children will be changed. Parents of all children must provide a complete change of clothing (including socks, shoes, 2 pair of underwear) for children in a labeled, zip lock bag. This clothing will be kept in the child's cubby throughout the year until needed.

Toilet Training is the Responsibility of the Parents

When parents decide that a child in the toddler program is ready to be toilet trained, staff will work with parents to establish a consistent routine, to be started at home and carried out at school. Children are ready to begin this at school after a period of success is established at home first.

Calendar and Hours

Calendar and Hours

The Early Childhood Center program year will begin the first day of the BPS calendar year. On that day children and parents will attend an abbreviated session so that the children become comfortable in the school setting. The Center will operate from 7:30 a.m. to 5:30 p.m., Monday through Friday, and follows the BPS Calendar.

Parent/Child Orientation

The first day of school will be an abbreviated session. Children will come to school with a parent in the morning. Parents should plan to stay with children for the entire time. Teachers will meet with half of the class at a time so that they can become acquainted with students and parents. In August, parents will receive a letter explaining the time schedule for the first day and the name of the child's teacher. All forms and physicals must be complete and on file before the child may start school. In addition, toddler teachers will telephone parents in August to set up a time for the parent and newly enrolled child to visit the classroom alone or for the teacher to visit the child's home. If the child enrolls in the middle of a program year the teacher will make arrangements with the parent for a visit to the classroom prior to the child's first day at the center.

Summer Programming

The summer program registration starts in March. There is a \$75 non-refundable deposit per session, \$50.00 of that is applied toward tuition. There is a \$75 fee for cancellations made one month prior to the start date of camp session. Cancellation anytime after that date will result in forfeiting full tuition for that session.



Admission and Registration Procedures

Children enrolled at the Center must reside with a parent/guardian who lives in the Birmingham School District. Children must be 18 months old by September 1 to enroll. Registration is handled on a first come, first served basis by putting your child's name on our waiting list. After all slots are filled, the center will maintain a waiting list. Families will be notified when a vacancy occurs. If the family does not choose to enroll the child at that time his/her child's name will be put at the end of the list or taken off the list per the parent's directions. A child who is enrolled in the Center's core program during the school year will have the opportunity to pre-register for the following year before general registration. At this time families enrolled will also have an opportunity to register the enrolled child's sibling in the program. Center families will be notified by email about pre-registration procedures and deadlines. **There will be a \$100 registration fee for Center families enrolling for the next school year. Should the family withdraw their student, the \$100 will not be refunded.**

Financial Policies

Registration Fees

A one-time non-refundable, nontransferable \$200.00 registration fee will be required per child at registration. This fee will not be applied to tuition.

Payment Terms:

1. By registering and enrolling your child in the Early Childhood Center, you are agreeing to payment of the annualized cost of the program regardless of whether you subsequently withdraw your child from the program at any time or for any reason, and whether your child may be subject to suspension from the program by the School District for disciplinary or other reasons. The annualized cost of the program is calculated based on the following: the program, toddler or preschool, the number of hours per day, the number of days per week and the number of weeks per year. The School District in its sole discretion reserves the right to waive all or partial annualized fees or to modify payment arrangements based upon hardship or other considerations. If you leave the program the School District may release you from the remainder of the tuition due on the day another child begins attending in the place of your child. However, if the principal cannot fill the vacancy you will remain responsible for the entire tuition for the program year.
2. **SchoolCareWorks:** Tuition payments are paid monthly and will be due on the first of the month. An invoice will be sent to your email address on the 15th of the previous month, (For example, July 15 for August 1 payment.)
3. **Remitting Payment:** All monthly fees are based on the number of days your child attends that month. This may make your payment different each month.
 - The preferred method of payment is to use the online system at SchoolCareWorks using, Auto-Pay, Visa or Mastercard.
 - Payments can be made by personal check.
 - Checks should be made payable to the BPS Early Childhood Center.
 - You may drop off payment in the ECC office or mail payment to:

Early Childhood Center
Attention: Nicole Slade
2121 Midvale
Birmingham, MI 48009

If you have questions regarding payments, your account status, or need a receipt, please call (248) 203-5803.



Financial Policies

4. **Due Dates and Late Payments:** The first payment is due on or before August 1st. Subsequent payments will be due on the 1st of the month. A \$25.00 late fee will be assessed for late payments. All payments are considered late if they are not in the office or paid online by the first of the month. If the first day of the month falls on the weekend payment is due the Friday before. You are responsible for paying all late payment fees. Postdated checks will not be accepted.
 5. **Returned Checks (NSF):** Payments received that are returned for insufficient funds will be considered late, and both a \$25 returned check fee and a \$25 late fee will be assessed. After 2 insufficient funds checks, personal checks will no longer be accepted as a form of payment. You will be required to pay each month via credit card, cash or certified funds.
 6. **Declined Credit Cards:** In the event that your credit card is declined we will contact you. If the situation cannot be resolved then we will consider the account delinquent and proceed accordingly.
 7. **Delinquent Accounts:** In the event an invoice is sent as the result of nonpayment or a late payment as indicated in item 4 above and not paid, the Principal will contact the parent. If the balance remains unpaid after the 25th of the month, your child may be suspended from participation in the program. Such suspension shall continue until such time as the account is paid in full, including the current balance due, late fees, collection fees, and the remaining balance of the annualized cost. If your child is suspended for reason of delinquent payments and your account is not subsequently paid in full, you remain responsible for the entire annualized cost, plus late fees, as set forth in paragraphs 1 and 4. Failure to pay any outstanding balance will preclude your family from participating in any other childcare or other fee-based program offered by the School District. The school district will be unable to hold a spot in any tuition-based program for the following year if there is an outstanding balance.
 8. **Collection:** If the School District is required to initiate any collection activities including, but not limited to, small claims or other court action, you will be liable for the costs and other fees incurred by the School District in conjunction with collection activities, in addition to fees due under this agreement.
 9. **Refund Policy:** There will be no refund or “make up days” or a day exchange for snow days, national holidays, sick days, personal vacation days, power outages, heating problems or situations out of our control that fall on your pre-chosen days. Parents are responsible for paying for the number of days the child is enrolled.
 10. **Change of Status:** If possible, the Principal will accommodate parent requests for change of days, hours, and/or calendar. A \$25 fee will be charged for any change made to your schedule after September 1. The finance department will add the service fee for each additional change when the payment is calculated.
 11. **Withdrawal:** The District reserves the right (at the suggestion of the principal) to remove a child from the program if his/her presence is deemed harmful to the welfare of the other children. The parents will be responsible for the entire tuition for the year. At the discretion of the principal a student who has been removed from the program may be permitted to return on a probationary basis. A parent may elect to remove his/her child at any time by informing the Principal in writing. A 30-day written notice is required. The balance remaining of the monthly tuition will not be refunded. If there are irreconcilable differences between the parents and the Center staff or policies, the principal may give the parents a two-week written notice indicating that the child will be removed from the program.
 12. **Schedule Reduction Policy:** Any schedule reductions made after March 1st will include a \$50.00 fee. Any schedule reductions made after May 16th will include a \$75.00 fee.
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Parents

Parent Involvement

The Center will encourage parents to be involved in their children's education in a variety of ways. A Parent Advisory Committee will offer regular opportunities for parent networking, school improvement recommendations, and parent education. Activities will be planned to serve the needs of the families who use the Center. In the summer packet parents will receive a form to volunteer for a variety of different special events during the year such as Teacher Appreciation Lunch. Parents are always welcome to visit the classroom but staff request notification ahead of time if possible, to prepare children and staff. Parents wishing to formally observe a class should make an appointment with the principal. If, however, a parent needs to speak to the teacher he/she should wait until after school is over or make an appointment with the teacher. Parents working as partners in a child's education assure quality schools.

Volunteers

BPS ECC requires a comprehensive background check on all employees and volunteers. Volunteers never have unsupervised contact with children in the center. A staff member is assigned to supervise all volunteers at all times. Highschool students are recommended to our center by their teachers and meet with the principal before they work with children. Students sign in and out of the center each day and are never left unsupervised with children. A staff member is assigned to supervise high school students.

A written statement shall be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:

- *the individual is aware that abuse and neglect of children is against the law.
- * the individual has been informed of the center's policies on child abuse and neglect.
- * the individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Early Childhood Special Education

If a parent has a concern about his/her child's growth or development he/she may contact the Early On Coordinator at 248-203-5818, to request a consultation or evaluation.

Transition from Toddler Program to Preschool Program

Children enrolled in the toddler program will remain in that program throughout the program year. Children entering the preschool program must have turned three by September 1st of the year they begin preschool.

Transition from Preschool to Kindergarten

During the four year old year parents will be given opportunities to learn more about Birmingham Public Schools' Kindergarten programs. Parents who have concerns about whether or not a child should start kindergarten when he/she is old enough are encouraged to speak with the child's head teacher and the principal. Each child is an individual. Although our kindergartens accommodate a wide range of normal development, what works for one child may not be the right decision for another. Birmingham Public Schools provides parents with options. We believe that parents know their own children best and that ultimately, the parent should make the decision whether or not to enroll a child in kindergarten or to wait another year.

Communication

Communication

- Teachers communicate with parents in a variety of ways:
 - Toddler teachers complete a daily log for all children.
 - Nap charts are posted on the clipboards for the 3 year olds and inside the classroom for the 4 year olds.
 - Snack and lunch charts are posted on the clipboards for the 3 year old classrooms.
 - Lesson plans are posted outside the classroom.
 - The daily schedule is posted outside the classroom.

Teachers will send home a weekly newsletter so that parents stay connected to individual classroom routines and activities. Parents may access updated information about the Center on the school district's web page, at <http://www.ecc.birmingham.k12.mi.us>. The principal will send newsletters informing parents of parent education programs, special events, enrichment activities, etc. These newsletters are the parent's link with the school and will foster conversation about school between the child and the parent. Children who know that their parents are interested and involved in their education thrive. Just as teachers send newsletters home, parents are encouraged to keep teachers informed about their children. If there is an issue that the teacher should be aware of, do not hesitate to talk to the teacher. The information that you provide will help the teacher understand your child's needs better. Parents may talk to the teacher in person, send a note, email, or telephone the teacher to keep in touch.

If a parent has a concern about something that has happened in the classroom they should discuss it with the head teacher in the classroom first. If the parent brings the issue up with an assistant teacher in before or aftercare the assistant will refer the parent to the head teacher. If, after talking to the teacher, the parent is still concerned, he/she should talk with the principal. The goal of the center is for parents and staff to create a home/school partnership that insures the success and healthy development of the child.

Parent/Teacher Conference and Assessment

At Curriculum Night the teachers will share the process they use for assessment. Assessment is an ongoing process to determine growth and development. Informal Parent/Teacher Conferences are offered in the fall. Teachers will report progress to parents at a spring parent/teacher conference. If a parent or staff member has a concern at anytime throughout the year a parent/teacher meeting will be arranged. All assessment reports are confidential.

Confidentiality

Staff members shall keep information shared about children confidential. If a staff member feels that it would help a child to have confidential information shared he/she will request written permission to do so from the parent prior to sharing any information. If a staff member suspects that a child's welfare is at risk, it is required that we share information with agencies or individuals who may be able to intervene in the child's interests.

Licensing

Integrated Pest Management Program

The Birmingham Public Schools Early Childhood Center at certain times of the year needs to eliminate unwanted pests from its building and grounds. The Early Childhood Center participates with the Birmingham Public Schools pest control management and its company.

Envirosafe provides environmentally and people friendly solutions to pest management. Envirosafe has an Integrated Pest Management Program that reduces the use of pesticides, uses the least-toxic approach, and promotes safer, greener pest management solutions. It follows the rules and guidelines of the school district to assure the safety of the children.

The BPS Early Childhood Center will notify parents at least 48 hours in advance of pesticide applications. A notice will be posted on all main entrance/exit doors.

For more information on Envirosafe's Integrated Pest Management Program (IPM) please go to their website at www.envirosafeipm.com.



Licensing Notebook

Centers must have documentation on file that parents were notified of the licensing notebook. The licensing notebook notification must include the following:

- The center maintains a licensing notebook of licensing inspection and special investigation reports and related corrective action plans.
 - The notebook is kept in the office.
 - 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 Children and Adult Licensing website at www.michigan.gov/michildcare.
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Licensing

Procedures for Screening Staff

- When someone inquires about working at the center he/she will be required to complete a BPS employment application.
- The principal will review the application and resume for educational qualifications and experience working with children before setting up an interview.
- The principal will review the application and if any prior convictions are noted the principal will ask the applicant to elaborate during an interview.
- All applicants will have their references checked before being offered a job.
- Each employee will complete a conviction and abuse form as well as an unprofessional conduct form.
- When a person is hired we will submit a personnel action form along with the new employee's driver's license and social security card to the BPS Human Resources Department. The Director of Human Resources will review information submitted about new hires and recommend these employees to the Board of Education.
- If, upon receiving the application, the employee is found to be unsuited to working with children he/she will be released from his/her duties immediately.
- BPS ECC requires a comprehensive background check on all employees before they begin working with children.



Notice of Nondiscrimination

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment.

The Birmingham Public Schools has adopted the following procedure for addressing complaints of discrimination:

Step 1: A person who believes that he/she has been discriminated against by the Birmingham Public Schools shall discuss the matter informally with the immediate supervisor in the case of an employee, or the building principal, in the case of a student. [NOTE: If it is the immediate supervisor or building principal who is the subject of the complaint, the employee or student may, instead, contact the School District's Compliance Officer.] The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 days.

Step 2: If the informal Step 1 process does not resolve the matter, a written complaint may be submitted to the employee's immediate supervisor (to the school's principal if by a student). A complaint may also be filed directly with the School District's Compliance Officer. The complaint shall include (1) the employee's or student's name; (2) the facts of the incident or action complained about; (3) the date of the incident or action giving rise to the complaint; (4) the type of discrimination alleged to have occurred; and (5) the specific relief sought. A Step 2 meeting shall be conducted within 10 days following the submission of the written complaint. Within the next 10 days, the immediate supervisor or principal [or School District's Compliance Officer] shall issue a written disposition, with copies to be given to both the person who alleged the violation and the person who is the subject of the complaint.

Step 3: If the supervisor or principal's reply does not resolve the matter, a written complaint may be submitted to the School District's Compliance Officer within 10 business days of the Step 2 disposition. A meeting shall be conducted at which both parties shall have the right to present witnesses and offer other evidence. Following the meeting, the Compliance Office shall reply in writing to the complainant and the person who is the subject of the complaint within 10 business days.

Step 4: If the complainant wishes to appeal the decision of the Compliance Officer, he/she may submit a written appeal to the Superintendent of Schools within 10 business days after receipt of the Compliance Officer's reply. The Superintendent or his designee shall meet with all parties involved and respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies shall be provided to both the complainant and the person who is the subject of the complaint.

All inquiries concerning the school district's implementation of its nondiscrimination policy may be referred to the appropriate compliance officer as listed below:

Title VI
Assistant Superintendent of Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025
248-203-3032

Section 504 /Americans with Disabilities Act
(students and prospective students)
Director of Special Education
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025

Title IX
Assistant Superintendent of Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025
248-203-3032

Section 504 /Americans with Disabilities Act
(employees and applicants for employment)
Assistant Superintendent for Human Resources
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025

