



LEARN-*n*-**GROW**

Early Childhood Education Center

Handbook for 2024-2025

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About Learn 'n Grow Early Childhood Education Center

Our nature-based preschool center provides outdoor exploration experiences for three and four year olds. Throughout the year we will enhance students' understanding and connection to the natural world while building skills and the needs of the whole child.

Preschool plays an important role in a young child's growth and development. Children learn socialization skills that are so important for future peer relationships. They learn there is more than just "me" and that others have needs and feelings, too. Children learn to share their toys, their space, their thoughts and their love. They learn rules and limits in relation to their surroundings. Academically, our teachers introduce early literacy skills and work on their fine and gross motor skills. We recognize that children all have different developmental levels and we're focused on building an educational foundation that prepares them for their K-12 journey.

Preschool is a time when young children sing, play, make friends and learn to explore more about their world and we're excited to help them discover that at Learn 'n Grow Early Childhood Education Center.

Enrollment:

All class openings for our tuition program (3 and 4 year olds) are available on a first-come, first-served basis. Students are accepted without discrimination as to race, color, ethnicity or religious background. Learn 'n Grow offers tuition slots for three-year-old and four-year-old students and tuition-free slots for four year olds which follows the Great Start Readiness Program (GSRP). Students will be enrolled in the Great Start Readiness Program with priority to students of greatest need first. A wait list of eligible students will be maintained and openings filled based on income and family size. Once all income eligible families are enrolled, families that fall outside the income guidelines may be considered for enrollment and a tuition-free slot.

Families interested in a four-year-old class whose income is 400% of the poverty level qualify for free preschool through the Michigan Department of Education's Great Start Readiness Program (GSRP) funding. Each district is allotted a number of spots and if there are vacant slots, we can accept students into the program tuition free.

Applications can be obtained and submitted in person at the Learn 'n Grow Early Childhood Center or found online at Ing.otsegops.org. To enroll in GSRP, you'll also create an account with MiECC, [apply through Help Me Grow Allegan here](#).

The following must be completed and returned before a child can attend preschool:

- Child Information Card
- Payment of Registration Fee (waived for those who qualify for tuition-free)
- Registration Form
- Medical form signed by physician

All necessary forms are available at the Early Childhood Education Center. Parents must keep the Director/teacher informed of any changes to their enrollment information.

Learn 'n Grow Early Childhood Education Center is operated under licensing requirements of the State of Michigan, and administered by Otsego Public Schools. The school is operated on tuition, scholarships and grants.

To enroll your child in Learn 'n Grow, you will need to complete the application paperwork, pay the \$100 registration fee and turn in your paperwork to the Learn 'n Grow office. This registration fee is non-refundable and non-transferable. If you withdraw your child after registration is complete, the registration fee is not refunded. The registration fee is waived for families enrolled in GSRP.

Enrollment in tuition-based sessions will be based on the date and time that registrations were completed. Applications for the Great Start Readiness Program (GSRP) should be completed at the time of registration. However placement in GSRP will be determined when the official allocation of available spots are received from the Allegan Area Educational Service Agency. You can apply for GSRP by filling out the [Michigan Early Childhood Connect application](#) online.

Phone numbers:

Learn n' Grow Early Childhood Education Center (269) 694-7960

Otsego Public Schools Central Office (269) 694-7900

TUITION & CLASS SESSIONS

Learn 'n Grow offers families options for half day or full day instruction and offers full tuition or tuition assistance. Tuition assistance is available both through GSRP state funding (for four year olds) as well as the Bennett Family Scholarship Fund (available for both three and four year olds).

Families who earn 400% or less of the federal poverty level will receive full tuition assistance and preschool is free for their four year old. If there are vacant spots in a GSRP classroom, families earning more than that level could receive free tuition. (This discount can apply to families within or outside of the Otsego school district.)

Families who earn beyond that income figure are eligible to apply for a scholarship from the Bennett Family Scholarship Fund that specifically helps preschool families. Learn 'n Grow awards approximately \$30,000-\$40,000 each year in scholarships to families. (Note: scholarships are only eligible for students who live in the Otsego school district.) **All families who apply for tuition assistance or scholarship must present tax information at the time of registration.**

Tuition Costs:

- **3-year-old sessions: \$190/month***
- **4-year-old sessions: \$260/month***
- **4-year-old sessions Tuition Assistance: Free**

*Discounted rates are available for families enrolling more than one child.

*Registration fees and late fees are waived for those who qualify for tuition assistance.

Class Sessions:

3-year-old class (two session options)

Tuesday & Thursday, 8:00 a.m. - 12:00 p.m.

Tuesday & Thursday, 9:00 a.m. – 1:00 p.m.

4/5-year-old class (five options)

Monday, Wednesday & Friday, 8:00 a.m. - 12:00 p.m.

Monday, Wednesday & Friday, 9:00 a.m. - 1:00 p.m.

Monday, Tuesday, Wednesday & Thursday: 8:30am - 3:30pm

Monday, Tuesday, Wednesday & Thursday: 8:30am - 11:30am

Monday, Tuesday, Wednesday & Thursday: 12:30pm - 3:30pm

A yearly calendar of school days and holidays is available at the Learn 'n Grow Early Childhood Education Center or online at Ing.otsegops.org.

Age Eligibility, School Year, Calendar

Eligibility for Learn 'n Grow's 3-year-old program and its GSRP 4-year-old program is determined by the child's age on September 1st . Children must be 3 years old on or before September 1st of the year of enrollment to register for our 3-year-old sessions or 4 years old on or before September 1st of the year of enrollment to register for our GSRP 4-year-old sessions. We require a commitment for the entire school year. A calendar of the year can be found on our website at Ing.otsegops.org.

Tuition Assistance and Scholarships

Families may be eligible for tuition assistance based on family size and income. One universal application form, the [Michigan Early Childhood Connect application](#), is used for all tuition assistance applications. Applications should be completed in the spring or summer before preschool begins. The Great Start Readiness Program is Michigan's state funded program that provides tuition-free preschool for qualifying 4-year-olds attending a 4-session a week program. Our Monday-Thursday sessions qualify for GSRP. Learn 'n Grow receives a limited number of GSRP grants, and they are awarded based on need. Once all income eligible families are enrolled, families that fall outside the income guidelines may be considered for enrollment and would be tuition free. Information regarding tuition costs will be provided to families meeting the criteria. Families applying for GSRP are not required to pay the registration deposit. If it has been paid and the family is enrolled in GSRP, the deposit will be refunded.

The Bennett Family Scholarship Fund was established by the Bennett family in cooperation with Learn 'n Grow to provide an opportunity for all children to attend preschool. This scholarship is also based on economic need and special circumstances and is open to families who are not able to apply for GSRP.

Tuition-based Preschool & Wrap-Around Payment Procedures

Preschool and wrap-around childcare invoices are issued on a monthly schedule and will be emailed directly to the parent. Parents can also pick up their statements at the office. Payment schedule is below and available online. A late fee of \$30.00 will be assessed to statements not paid within 10 days of the due date. Failure to make payment can result in dismissal from the preschool. Payment in

the form of cash can be made **ONLY** at the Early Childhood Education Center. Please make all checks and/or money orders payable to:

OTSEGO PUBLIC SCHOOLS/Learn 'n Grow
485 18th Street
Otsego, MI 49078

Payment Schedule:

- August tuition due August 12th (weeks of 08/19/24 - 09/13/24)
- September tuition due on September 13th (09/16/24 - 10/11/24)
- October Tuition due on October 11th (10/14/24 - 11/08/24)
- November tuition due on November 8th (11/11/24 - 12/13/24)
- December/January tuition due on December 20th (12/16/24 - 01/24/25)
- February tuition due on January 24th (01/27/25 - 02/28/25)
- March Tuition due on February 28th (03/03/25 - 03/28/25)
- April Tuition due on March 28th (03/31/25 - 05/02/25)
- May tuition due on May 2nd (05/05/25 - 05/30/25)
- June tuition due on May 30th (06/02/25 - 06/06/25) prorated 4's \$65 and 3's \$48.75

Tax credit

The Learn 'n Grow Early Childhood Education Center qualifies for the Child Care Tax Credit. Please call 269-694-7961 for this number.

Staff

Our teachers hold an Elementary Education Degree and/or Early Childhood Education certification credentials. The Learn 'n Grow office staff handles all business dealings of the preschool and its operations, oversees applications and the well-being of the children, and works closely with the teachers in determining the needs of the preschool.

Drop Off/Pick Up Policy

We ask that you escort your child directly to the teacher upon arriving, and pick him or her up at the room at the end of each session. This way we can assure the safety of your child. Your child will not be allowed to leave the school at any time with anyone who is not designated on the registration form, unless the teacher has been notified before the end of the session.

If it is necessary to notify the teacher during a class session, please call the center at 269-694-7960. If your child will be absent for an extended period of time, please notify your child's teacher.

If you are dropping off or picking up for preschool class, please use the back door of the classroom through the gated playground. Gates will be opened 10 minutes before class and 10 minutes before class is released for the day.

If you are dropping off or picking up from wrap around, please use the first entrance off the parking lot and enter your code. Codes will be distributed at Parent Orientation or you may call our office for more information.

Our office opens at 7:30 a.m. and closes at 4:00 p.m.

Late pick-up fee

A late fee will be charged for picking up your child after dismissal time is complete. The extra charge will be \$10.00 for each 10-minute period. The staff will contact the emergency persons designated on the Child Information Record after 10 minutes. (Fee does not apply to GSRP)

Lunch/Snacks

Students will be required to provide their own lunch. However, the school district does have breakfast and lunch available for free through our food service program. A snack will also be served to the children each day. A calendar will be sent home with an assigned day for your child to bring the snack for the class, or one will be provided. Please provide a healthy snack from our list that complies with USDA, Food and Nutrition Services and Adult Care Food Program.

Students enrolled in GSRP will receive free snacks and/or lunch during their assigned class time. If a family chooses to send their child's lunch to school, a form needs to be completed and on file with the classroom teacher.

Clothing

It is important that your child come dressed ready for outdoor play. Throughout the year, clothing may be covered in mud, paint, and/or other natural materials. Your child will need comfortable, closed toed shoes so he/she is able to run, jump and climb through nature. It is recommended that an extra set of clothing be left at school in case nature becomes messy. We also have rain suits available for purchase at the center.

NOTE: Parents are responsible for applying sunscreen or bug spray before the child is dropped off at our center.

Parent Participation

A variety of interesting and educational field trips will be offered to the children. Any trip involving Otsego Public Schools transportation system will be posted in advance on the class bulletin board. Extra helpers are always needed on field trips. Each preschooler may bring one adult as his/her chaperone. No younger siblings are allowed to participate with class field trips.

Parents may be encouraged to participate in the various activities that are planned for holidays and other special occasions.

Preschool assessments will be sent home several times a year. GSRP families will also have two scheduled parent-teacher conferences held in the fall and winter of each year. If, at any time, you would like a conference with the teacher regarding your child, please make arrangements with the teacher in advance.

Learn 'n Grow Preschool Curriculum & Assessment

The emphasis at Learn 'n Grow Early Childhood Center is on nature-based learning and outdoor exploration. Each day, children spend time outdoors involved in active learning, both structured and self-directed. Research affirms the value of active outdoor exploration in building children's problem-solving, self-regulation, organization and language skills, in addition to the health benefits. Our nature-based learning is integrated within all preschool curriculum.

Thematic Units Centered On Six Habitats

Forest, tundra, ocean, grasslands, wetlands and desert. Within each unit we will explore more about seasons, living and non-living things, animal homes, parts of the body, fire safety, personal safety, nutrition, five senses, magnets, simple machines and more!

Math Skills

Counting, shapes, sorting, spatial relations, sizing/comparing words, patterning, graduated order, one-to-one correspondence and following three-step directions.

Reading Readiness

Literacy: Recognizing first name in print, scribble writing, concepts of print, letter sounds, letter identification, writing some letters from own name, recognizing last name in print, rhyming and dramatic play.

Fine Motor

Beginning scissor skills, introduction of writing tools and pencil grip.

Gross Motor

Running, jumping, hopping, galloping and catching a ball.

Self-Help Skills

Personal health and role-playing.

Social/Emotional

Solving conflicts, interactive social skills and manners throughout the year.

GSRP uses *Creative Curriculum*, a proven, research-based curriculum, for learning. *Creative Curriculum* emphasizes adult-child interaction, a carefully designed learning environment and a plan-do-review process that strengthens initiative and self-reliance in children. Teachers and students are active partners in shaping the educational experience. The *Creative Curriculum* is aligned to the Michigan Department of Education Early Childhood standards and utilizes a system of studies based on topics typically of interest to preschool-age children. Through these studies, children learn about their world and teaching staff are able to assess children's knowledge and growth in content areas. The Creative Curriculum units are embedded into our nature-based learning philosophy and practices.

Teaching Strategies Gold is the assessment tool aligned with the Creative Curriculum. TS Gold looks at early childhood development from infancy through third grade in ten content areas:

- Social Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and TEchnology
- Social Studies
- The Arts
- English Language Acquisition (when appropriate)

Each child is assessed on their individual strengths through teacher observation. Daily anecdotal notes based on child observations will be recorded and used to score the child in the online TS Gold assessment tool. Teachers will create a child development report at least three times each year to share with families at the conferences and final home visit. GSRP teachers will conduct two home visits, one at the start of the year and one at the end of the year.

Each GSRP student will be screened in all areas of development in order to monitor individual development levels and needs. Prior to the first home visit, families will be asked to complete the Ages and Stages Questionnaire (ASQ) -3 and ASQ-Social Emotional. This will help guide our first home visit and set goals for your child's time in preschool. If a child has suspected delays, parents will be notified and the team will work together to make provisions for the appropriate supports. Parents will be notified of any special education evaluation completed and be a part in creating the plan as deemed necessary.

[Accident, Injury, Incident and Illness Notification Policy](#)

If your child isn't feeling well or displays symptoms of fever, diarrhea, vomiting, lice, etc., the student will not be allowed in class. You will be called to pick up your child if they are running a fever of 100 degrees or more, if they are vomiting and/or in pain. Accommodations will be made for the child to rest comfortably and be supervised while waiting for a parent or designated person to arrive. The staff may give medication only after the proper forms are filled out.

Should your child become ill, sustain an injury, or if an incident occurs impacting your child, the parent will be contacted first and as soon as possible following the illness or injury. This contact will be made by phone. If we are unable to contact you, we will contact the person you have listed as your emergency contact on the Child Information Record. If we are unable to reach you or the emergency contact by phone, we will keep your child at school and care for them until we can reach you. However, if your child requires immediate medical assistance and we are unable to reach you, we will call for emergency assistance (e.g. 911) and continue to try to reach you.

[Incident Reports](#)

A State of MI, Department of Licensing and Regulatory Affairs, Incident Report will be completed anytime an accident or illness occurs at the preschool causing a child to seek medical attention. The

staff member who attended to the sick or hurt child will be responsible for completing the report. Staff members are required by law to report suspected incidents of child abuse/neglect.

Attendance Policy

Regular attendance is crucial to your child's academic and social success in school. When a child has frequent absences, a child may feel uncomfortable in school because they might not know the songs, activities, routine, or may have difficulty maintaining friendships. Research shows that regular attendance may be one of the biggest influencing factors on school success. Regular attendance, including arriving on time and attending each school day, is encouraged and expected for all children. We ask that you contact the child's teacher or the Learn 'n Grow ECEC office prior to the start of school if your child will be absent.

Discipline Policy

Students enrolled in Learn 'n Grow are expected to adhere to the classroom rules. Failure to comply with these rules will lead to disciplinary action:

1. Act safely at all times
2. Follow directions
3. Respect yourself and others

Consequences

If a student breaks a rule, the following consequences will apply:

- 1st Consequence: Verbal Warning
- 2nd Consequence: Time out from the activity
- 3rd Consequence: Loss of entire activity, disciplinary note is sent home, and/or a meeting is set up with parent/guardian.

Withdrawal Policy

Parents are asked to provide 30 days notice to the office, in writing, of intention to withdraw once the preschool has begun. Upon withdrawal, any prepaid tuition will be refunded (except the non-refundable registration fee). Tuition will be billed up to the date of formal written withdrawal received by the office.

Rest Time

For students who attend wrap-around after school, or our GSRP full-day preschool program, a rest time will be included in the day per licensing rules. Rest time will be at least 45 minutes and no longer than one hour, while accommodating for the individual needs of children.

Referrals and Support Services

If your child has previously been enrolled with Early On or Early Childhood Special Education (ECSE), please be sure to share with your child's teaching team. This information is helpful in meeting the needs of every child in our classroom.

Referrals for child and family needs may be submitted as we strive to meet the individual needs of all children in the program. If at any time there is 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 (including moderate developmental delays or concerns), parents or teachers may request an evaluation. This may include, but is not limited to, submitting a Build Up Michigan referral. Upon placing the referral, we will communicate with the family about next steps and supports.

Grievances

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

Confidentiality Policy

Students' personal information is protected under the Family Educational Rights to Privacy Act (FERPA). This includes any learning or disciplinary needs of students or any data gathered as part of the referral process; this information is confidential and may not be shared or discussed outside of the learning environment. Assessment data (e.g., developmental screening results) will only be shared as "group results" and only with parental consent. If you, as a parent or learning environment volunteer, are ever asked about a student, simply communicate that you cannot discuss or share information about students. If you have a question about confidentiality, please talk with the Site Director.

Child Protection Policy/ Mandated Reporting

All staff and volunteers are mandated by law to report any suspected case of child abuse, neglect, child sexual abuse or sexual exploitation to the Department of Human Services. Any reasonable suspicion will be reported including a child telling a staff member about abuse, witnessing the abuse, a parent's statement of abuse, or any physical or behavioral signs of abuse. A copy of this law may be obtained from the Site Director

Safety Drills:

Learn 'n Grow staff are committed to providing a safe learning and work environment. Unfortunately, natural and manmade disasters do occur. Such emergencies are best met by preparedness and planning.

- A minimum of two (2) tornado safety drills is required for the center. At least one (1) drill shall be conducted during March.
- Three drills shall be conducted for the purpose of preventing fires and related hazards and injuries caused by severe weather.

Our school will monitor a weather-alert radio for severe weather conditions and the Director is responsible for setting up procedures for notifying the staff and students about severe conditions and maintaining proper safety.

Emergency procedures for fire, tornado, serious accident and crisis are posted on the parent bulletin board in the lobby. If evacuation is required due to a natural or man-made disaster, parents will be notified of the event by phone and/or text message through Infinite Campus. The location and method for reuniting families will be included in the message.

Weather Conditions Policy

Parents/Guardians should see that their children are dressed appropriately for changing weather. Children play outside almost every day. Staff will determine the amount of time spent outside based on current weather conditions taking temperature, winds, snow and storms into account. The goal is that all children have a positive outdoor learning experience.

Learn 'n Grow closes when Otsego Public Schools cancels for snow days. These closures are announced on TV Channels 3, 8 and 17 as well as posted to the Otsego Public Schools and Learn 'n Grow Facebook pages and OPS website. In case of a 2-hour delay, Learn 'n Grow classes will operate at the normal time.

Severe Weather Policy:

The following procedures will be used in a severe weather situation:

Tornado Watch

A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. When a tornado watch is in effect, the center will continue normal activities but move recess and physical education activities indoors. Our center shall designate someone to be responsible for continuously monitoring the watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

Tornado Warning

A tornado warning signals that a tornado has been sighted and may be approaching. Staff shall open all classroom windows and doors and proceed with moving all students to the pre-designated tornado shelter areas and remain there with the students until further notice. Disabled students who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of the designated area unless a parent comes to the school and requests that the student be released. A student is to be released only to a parent or guardian.

Pest Management Plan

Pesticide application may occur during the school year. You will receive an advanced notice of these applications through newsletter and school postings. The notice will inform you of the target pest, information about the pesticide, and date of pesticide. Pesticide would only be applied to concerned areas during off-school hours.

Health Care Policy

Medications

Written permission is required for all prescription and non-prescription medication (this includes sunscreen and bug spray). Parents must complete the 'Authorization for Medication and/or Treatment' form. The medication will be stored according to the label instructions and must be in the original container. All medication is stored out of the reach of children and returned to the child's parent if it is no longer needed or has expired.

Immunizations

Parents are required to provide their child's health information, including immunizations and a physician's health examination report including the doctor's signature. The school must have this information before the child may start preschool. This information is required by the Department of Social Services.

The following vaccine doses are required: Diphtheria, Tetanus, Pertussis (DPT) 4, Polio Vaccine (OPV) 3, Measles, Mumps, Rubella (MMR)1, Hepatitis B, (the three shot series is required prior to entrance) and PCV7 (Pneumococcal Conjugate Vaccination which is a new requirement as of 01/07). The Varicella vaccination (chicken pox) is also required to enter preschool. If the child has already had the chickenpox disease, parents must submit a note with the date the child was sick.

Hand Washing Procedure

The hands of children and staff shall be thoroughly washed prior to handling food and before eating.

The following procedures are considered best practices for hand washing:

- ❖ Have a clean paper towel available.
- ❖ Turn on the water to a comfortable temperature between 60 F to 120 F.
- ❖ Moisten hands with water and apply soap.
- ❖ Rub hands together until a soapy lather appears and continue for at least 10 seconds.
- ❖ Rub areas between the fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- ❖ Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- ❖ Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- ❖ Dispose of the paper towel in a lined trash container.

Handling Bodily Fluids and Sanitation

The following procedures are used when handling children's bodily fluids:

We use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Latex gloves are available and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

The following procedures are used when cleaning and sanitizing of all equipment, toys, and other surfaces:

- ❖ Wash the surface or article with warm water and detergent.
- ❖ Rinse the surface with clean water.
- ❖ Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- ❖ Let the article or surface air dry.

All toys, equipment, and surfaces are cleaned once every three months. Tabletops are cleaned daily.

To help control infection in the classroom children need to be able to blow and wipe their own nose, try to cover their mouth and nose when coughing or sneezing, and be able to use the bathroom without help. (GSRP students are not required to be potty trained.)

Daily Schedule Sample - 4 hour/day session

9:00-9:15	Greetings/Free Time
9:15-9:45	Morning Circle Time
9:45-10:05	Snack
10:05-11:05	Learning Centers
11:05-11:30	Green Time
11:30-11:40	Cool Down
11:40-12:05	Lunch
12:10-12:40	Nature Time
12:40-12:55	Afternoon Circle Time
12:55- 1:00	Goodbyes/Dismissal

Daily Schedule Example - half-day session am

8:30-8:50	Arrival, fine motor, floor toys
8:50-9:10	Large group with read aloud
9:10-9:20	Small group/planning
9:20-10:20	Choice time
10:20-10:25	Clean-up/recall
10:25-10:35	Wash hands/snack
10:35-10:55	Large group with Heggerty, read aloud
10:55-11:00	Pack up
11:00-11:30	Green time/dismissal

Daily Schedule Example - half-day session pm

12:30-12:50	Arrival, fine motor, floor toys
12:50-1:10	Large group with read aloud
1:10-1:20	Small group/planning
1:20-2:20	Choice time
2:20-2:25	Clean-up/recall
2:25-2:35	Wash hands/snack
2:35-2:55	Large group with Heggerty, read aloud
2:55-3:00	Pack up
3:00-3:30	Green time/dismissal

Daily Schedule Example - full-day session

8:30	Greetings
8:45-9:00	Morning Meeting
9:00-9:15	Snack/Breakfast Time
9:15-10:00	Small Group Learning
10:00-10:20	Clean up—get ready for outside
10:20-11:00	Nature Walk/Outside Exploration
11:00-11:20	Story Read Aloud
11:20-12:00	Lunch
12:10-1:00	Interest Areas Free Choice

1:00-1:15	Clean up—story and wind down
1:15-2:00	Quiet Time-rest
2:00-2:15	Snack
2:20-3:00	Outside Exploration- Green Space
3:10-3:30	Group Meeting/Recap what we have learned & Departure



GREAT START READINESS PROGRAM (GSRP) The Great Start Readiness Program is Michigan's state funded preschool program for four-year-olds with factors which may place them at risk for low educational attainment, and is free for those who qualify. Learn 'n Grow Early Childhood Education Center GSRP is a cooperative effort of the Allegan Area Educational Service Agency and Otsego Public Schools. The program receives funds from the Michigan Department of Education and every learning environment is licensed by the Michigan Department of Human Services.

Great Start Readiness Program Philosophy: Our goal is to provide every preschooler with the best educational opportunities through our child-centered, hands-on curriculum set in a rich learning environment which is created through our families, community and professional staff. We believe that young children learn to the best of their ability when given:

- A safe, healthy, nurturing environment
- Development of strong teacher-child relationships in combination with strong family-teacher relationships in which all are valued
- Many opportunities for play and learning through play experiences
- Families are involved and we work together to help your child
- The activities are geared toward your child's current skills and interests
- Our decisions are made from a child-centered focus which includes looking at the Early Childhood Standards of Quality– Prekindergarten, the curriculum, assessment information, feedback from parents and the diverse social, economic, cultural and family needs that exist within the learning environment.

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

GSRP has the advantage of working with expert staffing from Allegan Area ESA as well as local district personnel. The GSRP Early Childhood Specialist provides learning environment support as well as professional development for GSRP staff. The Early Childhood Specialist visits the learning environment throughout the school year.

Qualifying for FREE PRESCHOOL GSRP (Great Start Readiness Program)

Children must be 4 years of age on or before September 1st of the year of enrollment and may not yet be 5 years old. An application must be completed. Eligibility is based on annual income. A child may be eligible for free tuition if the family income is above the guidelines and there are available slots. All applications are confidential. See chart below for family size and income guidelines.

Enrollment Policy

Enrollment of students will be based on availability of an opening in the appropriate class. Students will be enrolled in the Great Start Readiness Program with priority to students of greatest need first. A wait list of eligible students will be maintained and openings filled based on income and family size. Once all income eligible families are enrolled, families that fall outside the income guidelines may be considered for enrollment. The AAESA maintains a Joint Recruitment and Enrollment plan. Parents may complete an online application through Michigan Early Childhood Connect. Guidelines for qualifying are based on family size and income.

Number of people living in the household	Federal Poverty Guidelines	Governor's Proposal	Senate	House
	100%	No Income Limit	400%	350%
1	\$15,060		\$60,240	\$52,710
2	\$20,440		\$81,760	\$71,540
3	\$25,820		\$103,280	\$90,370
4	\$31,200		\$124,800	\$109,200
5	\$36,580		\$146,320	\$128,030
6	\$41,960		\$167,840	\$146,860
7	\$47,340		\$189,360	\$165,690
8	\$52,720		\$210,880	\$184,520
Each Additional Family Member	\$5,380		\$21,520	\$18,830

Parents/Guardians must:

1. Meet the enrollment guidelines
2. Return ALL completed forms which includes the following:
 - a. All families are asked to complete an enrollment packet prior to the first day of attendance in GSRP. The packet includes an application, health requirements and emergency contact.
 - b. Families will need to provide proof of the child’s age (e.g., birth certificate, hospital certificate or similar documentation) and immunization card along with other important enrollment requirements.
 - c. GSRP requires proof of family income for eligibility.

To maintain enrollment in the program, families are asked to:

- Agree to keep the Child Emergency Information up to date, i.e. Telephone numbers, workplace, address, emergency contact, etc.

- Support staff in maintaining a safe and enjoyable environment through a positive, preventive discipline approach.
- Attend and participate in scheduled parent/guardian/teacher home visits and conferences.
- See that students are in school unless absence is absolutely necessary. Families are responsible for informing the teachers when a child is ill or absent for some important reason.
- Respond to teacher recommendations concerning physical conditions, i.e. Scheduling appointments with appropriate professionals. Families are requested to provide teachers with results.
- Respond to requests for information or assistance needed to promote student success. This material was developed under a grant from the Michigan Department of Education.

Note: Late Pick-Up Fees are waived for GSRP families



This material was developed in part from a grant from the Michigan Department of Education.

Allegan County Health Department

3255 122nd Ave. Suite 200

Allegan, MI 49010

Phone: (269) 673-5411

Fax: (269) 673-4172

<https://www.allegancounty.org/health>

Allegan County Health Department Programs

Bioterrorism Preparedness and Emergency Planning

(269) 686-4530

Preparedness Education Presentations

(269) 686-4580

www.allegancounty.org/bioterrorism/index.htm

- ❖ Preparation and Planning
- ❖ Agents/Diseases -Natural Diseases
- ❖ Radiation -Extreme Weather Precaution

Environmental Health Services (269) 673-5415

On-Site Sewage Disposal

- ❖ Site evaluation for suitability
- ❖ Permits, Evaluations, Consultations
- ❖ Mortgage Evaluations

Groundwater Contamination

- ❖ Analysis, Consultation, Education

Water Supply

- ❖ Commercial, Private Well Permits
- ❖ Water Analysis, Mortgage Evaluations
- ❖ Evaluation, Consultation

Licensing and Inspections

- ❖ Food Establishments, Mobile Home Parks
- ❖ Campgrounds, Public Swimming Pools

Allegan County Resources Recovery

Recycle/Solid Waste Planning

Personal Health Programs

Children's Special Health Care Services (269) 673-5440

Vision and Hearing (269) 673-5411

Communicable Disease/TB Control (269) 673-5411 or (269) 673-5526

Immunization and TB Testing for Adults and Children (269) 673-5411 or (269) 673-5526

Lead Testing *By Appointment (269) 673-5411 or (269) 673-5526

Clinic for International Travel *By Appointment (269) 673-5411 or (269) 673-5513

Health Promotions (Education) (269) 673-5411

Learn 'n Grow Early Childhood Education Center Wrap-Around Program

Wrap Around is our before and after-preschool child care program. It is a licensed daycare designed to provide quality care for three and four year olds. We are licensed through the Department of Health and Human Services and qualify for a childcare tax credit. It runs Monday-Friday 6:30 a.m. -5:30 p.m. Our registration form is available at the school office. Our Wrap-Around staff are responsible, competent adults who share a love of children.

PROGRAM PURPOSE

1. Enhance children's physical, intellectual, social and emotional development.
2. Reinforce and extend the skills introduced in preschool.
3. Provide child care at a reasonable cost.

FINANCIAL POLICIES

The Early Childhood Education Center operates on the philosophy that programs offered must be financially self-sufficient. This means that fees generated by programs must offset costs such as instruction, material, supplies and administration.

LOCATION

Wrap-Around Services take place on site at the Early Childhood Education Center. Dix Street and Washington Street Elementary schools may be used during snow days and holiday breaks.

SCHEDULE OF OPERATION

The program runs Monday - Friday, 6:30 a.m. to the start of school and after school until 5:30 p.m. Wrap Around must cover its cost to remain open through the entire school year including half days, teacher inservice days and holiday breaks. You must register your child prior to these non school day events to attend the program. The cost is a daily fee of \$45.00 and we must have 15 students registered to remain open. Notification will be made in the event of any schedule changes. In the event school closes early due to inclement weather, Wrap Around will remain open. Wrap Around will be closed on snow days unless notified otherwise.

STAFF

The Wrap Around staff are responsible, competent adults who are well trained and demonstrate the personal characteristics for successfully working with children. All supervisors meet licensing qualifications such as education credits and are experienced in working with children. Volunteers will not be left unattended with the children.

ENROLLMENT/WITHDRAW POLICIES

Any preschool student who is enrolled at the Early Childhood Education Center is eligible. A regular weekly schedule is required at the time of registration. A parent may enroll his/her child at any time during the school year provided there are openings in the program. Early registration will help to ensure a place in the program. Registration forms are available at the school office.

Parents must keep the Director informed of any changes to their enrollment information. A parent may withdraw his/her child at any time. To withdraw a student, one week's notice is requested.

FEES (These fees are subject to change based on a financial review)

Students need to bring their own snacks. A 50 cent fee will be charged to students who don't have a snack and one will be provided. Rates are charged an hourly fee, anything after the first hour will be rounded up to the next hour.

- Regular Hourly Fee \$4.40
- Late Payment \$30.00
- Late Pick Up \$5.00/10 minutes
- Intersession daily rate \$45.00

NO CALL/NO SHOW FEE

A fee of \$10 will be applied to your bill every time our office staff has to call a parent or guardian because the child was scheduled to be in attendance but did not show. Please contact Lacey Walbrook to change your schedule as needed.

DAILY SCHEDULE (Schedule and activities may vary)

- Morning: Free Play/craft time
- Breakfast (available for purchase 7:30-8:00 by food service)
- Afternoon: Check in, wash hands
- Free play outside / organized centers
- Rest time 1:45 p.m.
- Snack (provided by student)
- Free play outside / organized centers

PAYMENT PROCEDURE

Wrap Around invoices are issued on a bi-weekly schedule. Wrap Around bills will be mailed or emailed, if email address is provided. Payments are due by the following Friday. A late fee of \$30.00 will be assessed on statements not paid on time. Failure to make payment can result in dismissal from the program. Payment in the form of cash can be made ONLY at the Early Childhood Education Center.. Please make all checks and/or money orders payable to: OTSEGO PUBLIC SCHOOLS, 485 18th Street Otsego, MI 49078. Payments can also be paid online at www.myprocare.com, if you provided us with an email address.

TAX CREDIT

The Learn `n Grow Wrap Around Program qualifies for the Child Care Tax Credit.

LATE PICK-UP FEE

A late fee will be charged for picking up your child after 5:30 p.m. The extra charge will be \$10.00 for each 10 minute period. The staff will contact the emergency persons designated on the Child Information card after 10 minutes.

Please contact the school office to change your schedule as needed. A parent is notified immediately if his/her child does not report to the program as scheduled.

RELEASE OF CHILDREN

A child is released only to those authorized on the registration form.

SIGN IN/SIGN OUT POLICY

Your child must be signed in by a parent or authorized adult upon arrival in the morning and signed out by a parent or authorized adult upon departure in the evening. Attendance information is very important in the event of an emergency and to correctly calculate the number of hours used each week. Children not clocked in or out by the parent will be clocked in by a staff member at 6:30 am or 5:30 pm respectively. Repeated failure to sign your child in or out could result in dismissal from the program.

RULES AND REGULATIONS

Students enrolled in Wrap Around are expected to adhere to the rules and regulations stated in the current preschool handbook. Failure to comply with these rules will lead to disciplinary action.

CONSEQUENCES

If a student breaks a rule, the following consequences will apply:

- 1st consequence: Verbal Warning
- 2nd consequence: Time out from special activities
- 3rd consequence: Loss of entire activity, disciplinary note is sent home, a meeting is set up with parent/guardian.

Three disciplinary notes may result in dismissal from the program. Violence will not be tolerated and can result in immediate dismissal from the program without any prior disciplinary notes.

HEALTH/ACCIDENT POLICIES

The same preschool rules and policies apply for wrap around.