

**Chelsea School District**

**Full Day Preschool and School Age  
Care Program  
Family Handbook**



(1/22/24)

**Early Learning Center by Chelsea Community Education**

**500 Washington Street**

**Chelsea, MI 48118**

**(734) 433-2200 ext 6300**

**[communityed@chelseaschools.org](mailto:communityed@chelseaschools.org)**

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



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## **Welcome to Early Learning Center by Chelsea Community Education**

Dear Families

It is our pleasure to have your child/children enrolled in our program. We look forward to having your family as part of our community. We are proud of the programming we offer and are excited to welcome you to our community.

This handbook will provide program policies and procedures as they relate to your child(ren), your family and your role within the center. The history, mission, philosophy, curriculum, and policies are explained along with many other items. Please read through the entire handbook as it will provide much information and answer many of the questions you may have about our program. If your family needs translation of these policies and procedures or needs a translator at any point to communicate effectively with our staff please let us know so we can support.

If you have further questions or concerns, we are always available to assist you. We look forward to being a part of the growth of your child/ren and welcome your participation as a member of the Early Learning Center.

Sincerely,

*Sarah W. Barth*

Sarah Barth  
Early Childhood Director  
Early Learning Center  
734-433-2200 ext 6075  
sbarth@chelseaschools.org

## **Philosophy**

A significant portion of a child's foundation for learning is developed from birth to age five. The educational experience a child has prior to entering kindergarten significantly impacts the child's ability to learn throughout life. Congratulations on enrolling your child in a quality program.

We believe individual children develop best in a nurturing classroom through active learning experiences. We provide a developmentally appropriate program in a safe and nurturing environment, which promotes social, emotional, physical, and cognitive growth. Our teaching teams work to build confidence in all children in order to establish a solid foundation at their own developmental level. We foster supportive relationships with families and community partners to enrich the child's emotional and social development. These beliefs guide our practice and provide the framework for program decisions. Our caring and energetic staff understand the needs of children and continually take part in ongoing professional development. We believe that children need to enjoy their experience here in a safe and learning-rich environment and we work diligently to provide this to all children who attend our program. We are governed by the Chelsea School District and share their commitment to excellence within our operation.

At Chelsea Early Childhood Program we are committed to providing a safe enriching environment with a focus on engaging children in their development with a proven research-based curriculum. We have well trained teachers, a variety of materials and equipment, and a low ratio of children to adults. Our learning environments invite active engagement by children, and teachers engage with children and encourage their interests and activities through meaningful conversation and support.

## **Our Programs**

The following teacher/child ratios for each age group help to ensure a quality program:

At Chelsea we are committed to providing a lower adult to child ratio than required by state licensing to provide a high quality program. It also allows for more frequent one to one interaction, intimate knowledge of individual children and consistent caregiving.

Improved verbal interactions are correlated with lower ratios. A group provides the psychological base with which the child identifies and from which the child gains continual guidance and support in various activities.

Group size refers to the total size of the group in which a child spends the day, with one or several child care staff members. Children in smaller groups benefit from social interactions with peers.

Preschoolers 3 to 5 years 1:8

School-age 5 to 12 years 1:13

## Preschool

Our preschool rooms have 16 children ages 3 to 5 years with two teachers. The rooms are arranged into interest areas that support the developmental areas of growth for children. The classroom set up allows children to choose and engage in challenging and creative activities with their peers and their teachers.

## School Age Program

School age children attend after public school, during nonschool days, half days of school, and summer. Our goal is to provide a ratio of 1 adult :13 children for school age children. We provide materials and equipment that is appropriate for children ages 5-12 developmental level.

**Hours and Dates of Operation** All programs close at 5:30pm Monday-Friday. The program is closed in observance of certain holidays: Labor Day, Thanksgiving, Christmas and New Years with winter break in between; Independence Day, and Memorial Day. There are other dates included for professional development and parent teacher conferences and classroom preparations.

### **Preschool 7:30am-5:30pm**

**Hours are subject to change according to programming needs.**

**Preschool Programming is on an annual calendar year.**

**Contracts are for a full year.**

### **Elementary School Age Care**

**After School Care 3:05-5:30pm**

**½ Day of PM Care 11:15-5:00pm (Separate registration required)**

**Full Day of Care 8:00am-5:00pm (Separate registration required)**

**Summer Programming begins in June 7:30-5:30**

**(Separate registration required)**

## **Enrollment Process**

Early Learning Center Preschool is open to the public while providing priority to families with children currently enrolled in the Chelsea School District. Elementary School Age Aftercare program is limited to children enrolled in Chelsea School District Y5-5th grade. School Age

Summer Camp is open to the surrounding community.

A two day per week minimum is required for enrollment schedules for all programs. Available spaces are filled based on a registration and approval system which includes enrollment priority criterion as described below. Registration occurs on an annual basis beginning in the late winter for the following fall, and openings may occur within a school year in the event that a family leaves the program. The registration process list provides a first-come, first-serve, age-eligible process using the enrollment priority criterion to determine the order in which families will be contacted.

In all matters of enrollment:

- A family is expected to act in compliance with Early Learning Center by Community Education programs policies and procedures (for example, timely payment of fees, cooperation with all program guidelines and procedures.) Failure to comply with these policies and procedures could result in the termination of services.
- A Family is expected to inform the center of any unique and special needs and circumstances of their child/student prior to their enrollment. The center will work together with the family. The child will be enrolled when the unique and special needs and circumstances of children are considered reasonably accommodated.
- We expect children enrolled in the program to complete the entire contract term. If you know that your child will leave the program early, we ask that you let us know when you apply. This will not release you from your contract, however. Each child is registered for the contract term until he/she is formally withdrawn. A formal withdraw needs to be made in writing 30 days prior to withdraw date. All invoices need to be paid in full prior to withdraw date to avoid additional fees.
- Schedule Change:
  - We will accept requests for schedule changes with 30 days advance notice to the desired change. Schedule change requests can be made in your account online in Eleyo, You must also contact the director by email to request your change. Schedule changes will only be approved when there is space available to meet the families' needs within the program. Schedule changes are on a first come first serve basis and approval is required.
  - There is a \$10.00 dollar fee for all schedule changes. The fee will be on your next invoice.
  - Can I change my schedule weekly or month to month.
    - No we do not offer weekly or monthly flexible schedule options.
- The Director maintains final discretion.
- 

Families can access the Registration Website here <https://chelsea.ce.eleyo.com/>

## Enrollment Fees and Tuition

### Preschool Tuition 24/25

- Minimum of 2 days scheduled per week is required for enrollment
- Full-day classes
  - 2 days per week, \$611 monthly
  - 3 days per week, \$916 monthly
  - 5 days per week, \$1,331 monthly
- There is a \$50 registration fee at the time of registration. In addition, a \$50 down payment will be assessed at the approval of the contract. This down payment will be applied to your first invoice. Any additional fees are included in the amounts listed above.

### School Age After School Care Fees 24/25

- Minimum requirement of 2 days per week consistent schedule for enrollment in After Care. Cannot combine the two days between different sessions, they must be within the same session.
- Families can expect that the 2024-25 rates will be as follows:
  - Initial payment: \$50 registration per child + \$50 down payment = \$100
  - After-school care: \$17.48 per day
  - Half-day of school: \$39.32 per day
  - Non-school day: \$65.54 per day
- Initial payment: \$50 registration per child + \$50 down payment = \$100
- Scheduled Non School Days Full Days- Must be registered 30 days in advance. Refund only with 30 day advance cancellation notice prior to the day registered for.
- Scheduled Non School Days Half Days- Must be registered 30 days in advance. Refund only with 30 day advance cancellation notice prior to the day registered for.

### Summer Camp Fees 2024

- We expect children enrolled in the program to complete the entire contract term. If you know that your child will leave the program early, we ask that you let us know when you apply. This will not release you from your contract, however. Each child is registered for the contract term until he/she is formally withdrawn. A formal withdraw needs to be made in writing 30 days prior to withdraw date. All invoices need to be paid in full prior to withdraw date to avoid additional fees.
- **Dates:** M-F June 12th through August 16th
- **Eligible Ages:** Must have completed Y5 or Kindergarten through 5th Grade.
- **Rates & Times**
- Camp Day 8:30am-4:30pm \$276/week or \$64.26/day



- Week of 6/12 & Week of 7/3 Rate: Daily Rate only
- 2 day minimum per week requirement, 2 weeks registration minimum
- Before Care 7:30am-8:30am Separate Registration \$5.50
- After Care 4:30pm-5:30pm Separate Registration \$5.50
- Any changes to schedule changes require at least 30 days notice and schedule change fees will apply after May 15th. Refunds will not be issued without a 30 day notice.
- After May 15th, registration is available depending on staffing and available space by contacting the Community Education office  
[communityed@chelseaschools.org](mailto:communityed@chelseaschools.org) 734-433-2200 ext 6300.
- If you have any questions regarding Camp Gabika, please call our Office Assistant Sue Reynolds or our Director Sarah Barth.

### **Additional Fees:**

- Late Payment Fee (payments received after the 25th of the month) - \$25.00
- Returned check Fee - \$30.00
- Schedule Change Service Fee-\$10.00 with 30 day notice request

### **Billing:**

- All statements are billed for the current month with monthly statements being emailed within the first full week of each month. Payment is due on the 15th of every month. If you have authorized us to use your credit/debit account, the account will be charged on the 15th (or within 3 business days thereafter)
- Required: written 30 day notice for any changes to schedule
- Preschool Monthly Rate: the monthly rate for preschool is the same for all 12 months, even though we are done on August 18, have time we are closed during winter break, etc. The total number of days for the year is divided up equally over the 12 months. You are basically paying the annual total over the course of the 12 months, regardless of how many actual days are in each month for class time.
- Changes/Cancellations/Refunds will not be issued without a 30 day notice.
  - Invoices are sent out on the 20th of each month
  - Any schedule changes after invoices are sent will not be refunded
  - Any changes to schedule require a 30 day written notice.
    - A \$10.00 Fee will be charged for any scheduling changes
    - Space is only held with payment. If you reduce days enrolled per week for other obligations we cannot hold your students' space in aftercare. We can hold the space with payment for enrolled days and mark the student absent for days they miss.
    - We do not offer vacation days or sick days credited to accounts. Students are marked absent and payment for enrolled days is required.
    - When the district cancels school, Preschool and Aftercare will be closed. We will not be running programming for children, and tuition is not refunded.

**Late Pick Up Fee:** Families will be charged \$1.00 per/minute late fee for pick up after our stated closing time 5:30pm.

**Center Policy or Fee Changes**The center reserves the right to change any policy with a 30-day written notice. The center reserves the right to adjust childcare fees with 30 days' written notice. Exceptions to this provision are reserved for emergency situations that may require a shortened notice period.

### **Enrollment Priority**

1. Currently enrolled children
2. Siblings of children currently enrolled  
NOTE: If you wish to have a NON-Attending SIBLING enroll, you must complete a separate *Sibling Registration*
3. Children currently enrolled at a Chelsea Community Education preschool program who wish to enroll into a different Chelsea Community Education preschool program.
4. Children from families that previously had children enrolled in the Chelsea School district Preschool Program
5. New families with no previous history with the center.

### **Admissions Criteria \*Enrollment required Documents/paperwork create separate list for preschool and afterschool programs**

In order to enroll, the following requirements must be met:

#### **Preschool Enrollment Only**

- **Children must be 3 years of age prior to start date for enrollment.**
- **Each child must be toilet trained in order to attend our preschool. If this is a concern for you, please speak with the director.**
- **Proof of Residency:** Provide proof of residency
  - o We accept children into the preschool program from the surrounding area and school districts. \*To Note:When enrolling into Kindergarten out of district families will need to enroll in their home district or apply for School of Choice.
- **Birth Certificate:** Copy of original birth certificate
- **Immunizations:** Up to date immunizations (***or must have certified, non-medical waiver from the county health department***) All children enrolled in a preschool program are required by the state of Michigan to have a record of immunizations on file at the center. The center Must have this information at the time the child enters the program.
- **Health Appraisal:** A record of a physical exam signed by a medical physician must be submitted to the center prior to your child's first day. This is in accordance with State of Michigan licensing requirements. It is essential that the record be complete so that the center staff is alerted to any special health needs of your child. An updated form must be submitted annually.

#### **All Programs Enrollment Criteria**

- **Signed Child Information Records (Emergency Cards):** All children must have a signed child information record on file upon entering the program, consistent with State

of Michigan requirements. \*\*No child will be permitted to stay until this form is returned.\*\* The registration website generates these electronically with the information you input. Staff will ask you to review your information prior to your child's first day and it will be reviewed annually at enrollment. If you need to make changes to your child's information record you will need to contact the center and update the file and sign that an update was made.

- **Family Financial Agreement:** Upon enrollment, all families must sign a family financial agreement between the families and the center. By signing the agreement, families are indicating their understanding of the financial policies of the center.
- **Family Agreement:** Upon enrollment, all families will be provided access to the center's family handbook that outlines the center's policies. Families must sign a family agreement between family and the center. By signing the agreement, families are indicating their understanding of the policies of the center and the policies that the center follows, which are set by the Department of Human Services in the State of Michigan. The Family Handbook is accessible online on our website.
- Other forms and permissions needed at time of enrollment
  - ASQ screener, Child and Family Questionnaire, the information requested is essential for the children's safe and effective participation in the program.
- Directory participation Permission Optional
- **Free and Reduced School Meals Form**
- **Written Information Packet/ and Licensing Notebook online Documentation**  
**Notification:** Confirmation that you were provided the family handbook that outlines program policies and procedures. The Family Handbook is accessible online on our website. The document also states that our Licensing information is accessible online at the state of michigan licensing website.
- Medical Information: You will need to inform the director of any medical needs your child has so we can support your child. You will need to have on file a medical action plan and medication permission forms.

### **School age Programs Enrollment Criteria**

- **District Admission:** To enroll in the after school program participants must be enrolled and attend the Chelsea School District (Y5/K-5).
  - Summer SchoolAge Programming will be open to children within the surrounding areas.
- **Transportation Permission and Schedule Form**
- **Child in Good Health Signed Agreement:** Signed by Parent
  - a. The child is in good health with activity restrictions noted.
  - b. The child's immunizations are up-to-date.
  - c. The immunization record or appropriate waiver is on file with the child's school.

### **Attendance/Absence Policy**

Children benefit from consistent schedules and opportunities to engage in the program with their teachers and peers. If a child must miss school, please notify the teacher with a reason for absence. If your child is sick, please do not send them to school. If your child becomes ill during the school day, you will be called to come pick him/her up. If you cannot be reached the

person you named as your emergency contact or named as other persons to be released to on the Child Information card will be contacted.

- There are no tuition refunds for absences and you may not transfer scheduled care to another day due to an absence.
- School Age Care Absence: We require an email [communityed@chelseaschools.org](mailto:communityed@chelseaschools.org) or a phone call to the program office 734-433-2200 ext 6075, in addition to contacting your student's school, if your child will be absent on one of their scheduled days for care. There are no tuition refunds for absences and you may not transfer scheduled care to another day due to an absence.

A child may no longer be included in the program if:

- They do not meet the health/licensing requirements by the required deadlines
- The parent fails to follow program policies
- The program is determined to be an inappropriate setting
- Non-payment of tuition

### **Withdraw**

We know that sometimes a family decides to withdraw their child(ren) from our program. We hope that this decision is not made due to the program, as we would like to work with a family if there are any situations that arise. A 30 day written notice is required if a child is to be withdrawn from the center before their contract expires, the account balance must be zero. You must provide written notice to [communityed@chelsea.k12.mi.us](mailto:communityed@chelsea.k12.mi.us). If a family does not provide written notice 30 days before withdrawing, families will be responsible for the month of tuition within that period. Payments will not be stopped until the account balance is at zero.

### **Non-discrimination Policy**

Chelsea School District does not discriminate on the basis of race, color, religion, national origin, creed, or ancestry, age, sex, marital status, height, weight, familial status, arrest record or physical and mental disabilities in accordance with the Elliot-Larson Civil Rights Act (ELCRA)

MCL 37.2206, Persons with Disabilities Civil Rights Act (PWCRS), MCL 37.1206, Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, the Age Discrimination in Employment Act and the Immigration Reform and Control Act of 1986 (8U.S.C., Section 1324A Et.Seq.) and Section 504 of the Rehabilitation Act of 1973. In addition, individuals will not be excluded from, or be denied, the benefits of participation in any program or activity for which the Board is responsible. Chelsea School District has designated the following individual as Civil Rights Coordinator: Title IX, Title II and Section 504 – Exec. Director of Human Resources, Marcus Kaemming, 500 Washington St. Chelsea, MI 48118, 433-2208, ext. 6081, [mkaemming@chelsaschools.org](mailto:mkaemming@chelsaschools.org)

### **Confidentiality**

To protect the rights of your child and your family, children’s records are only available to the preschool’s administrators, authorized staff of Early Learning Center, authorized employers from the State of Michigan Department of Child Care Licensing, and the child’s parents or legal guardians. Confidential and sensitive information will only be shared with employees of the Early Learning Center who have a “need to know” in order to appropriately and safely care for your child.

You may observe children at our center who are disabled or exhibit behavior that may appear inappropriate (i.e., biting, hitting and spitting). You may be curious or concerned about the other child. Our confidentiality policy protects every child’s privacy. Employees of the preschool are strictly prohibited from discussing anything about another child with you.

Questions about enrollment should be directed to the Community Education Office  
[communityed@chelseaschools.org](mailto:communityed@chelseaschools.org) (734)433-2200 ext 6300

### **Grievances**

The center is committed to providing high quality programming in the best interest of children, families and the center. If a parent has a concern about their child, the classroom, or the program, the concern should first be discussed with the teaching team. Please inform staff of your concern when children are not present. This can be done through phone call, email, or setting up a meeting. Confrontations in front of children are not acceptable. Depending on the nature of the concern, the program staff will either respond, or assist in redirecting the matter to the appropriate staff person within the Center. Program staff will use a variety of techniques to negotiate difficulties that may arise with families. If the problem is not resolved and a solution is not agreed upon, the parents can contact the Early Childhood Director, Sarah Barth at 433-2208 ext. 6075 or at [sbarth@chelseaschools.org](mailto:sbarth@chelseaschools.org).

### **Disenrollment policy**

In rare circumstances, the Early Learning Center may have to dis-enroll a family and their

child(ren) from the program. If the Early Learning Center needs to terminate care, parents or guardians may be given a two-week notice in writing, including options for alternative care. Early Learning Center also reserves the right to terminate immediately if necessary. Termination of care may result from the following instances:

### **1. Family Responsibilities:**

Early Learning Center strives to create meaningful and long lasting relationships with families. Administrators will be forthcoming and flexible with families in resolving the problems below. However, if a family is unable to comply with program policies, it may be necessary to terminate enrollment due to:

- Non-payment for child care services and/or lack of adherence to payment policies and procedures.
- Abusive behavior and/or verbal threats by parents, guardians, or child toward program staff, other parents, guardians, or children.
- Continued failure to comply with program policies.
- Lack of cooperation from parents/guardians with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.

### **2. Child's developmental needs:**

Early Learning Center strives to provide inclusive and supportive environments for people of all abilities. It is not uncommon in our centers for young children to have emerging developmental needs that require extra attention and an understanding of how we can work together to support them. Rarely, there may be a situation where a child cannot continue to participate in our programs due to:

- Child exhibits severe behavioral problems which could endanger the safety of self and/or others, and that cannot be resolved through professional consultation with emotional/behavioral health specialists.
- Child exhibits special needs, or needs related to a serious illness, not possible to be met in the program.

In the case of a child who is unable to participate in the program due to physical/emotional or other developmental needs, the Center Director and program staff will make every effort to involve the parents or guardians, and other resource persons (as appropriate) in order to decide together the best course of action for this child. In order to ensure that individual needs of children are met, the Center consults Chelsea School District Special Education Department, with the Washtenaw Intermediate School District (Early On 0-3, Good Start, Head Start). We are also willing to work with other agencies in our community to meet the needs of the children enrolled.

### **3. Documentation**

Early Learning Center staff will provide written documentation regarding the concerns about children's behavior or concerns in other areas. Documentation of letters written regarding non payment of fees will also be provided to the family. If the concerns involve a child's behavior, this documentation will include information regarding what steps have been made to assist the child with growth in this area.

Copies of all documents will be kept on file.

#### **4. Mutual Decision**

If the parent or guardian and the center mutually agree that the Early Learning Center is not the most appropriate setting for the child, the parent or guardian may withdraw the child immediately. No additional charges will be applied and parent or guardian will receive a refund of fees paid for any days after the withdraw, as well as their deposit.

- **Decision Making**

Final decisions regarding discharge of an enrolled child will be made by the Director of Chelsea Community Education and the Director of Early Learning Center.

- **Appeals Process**

If a family feels they or their child was wrongly discharged the following appeals process will be used:

1. The parent or guardian will state, in writing/email to the Center Director, the concern/conflict according to their view point, within two days of termination of enrollment.
2. A meeting will be held between the family, Center Director, and Director of Community Education to discuss the situation and work towards a solution within two weeks.
3. The Directors will make a final decision concerning enrollment status within two days of the meeting.

#### **Child Custody Policy**

According to the Michigan Department of Child Care Licensing: "Until custody has been established by a court action, one parent may not limit the other from picking the child up from our (preschool program) care. The child information card that the enrolling parent signs states "persons other than parent..." "It is not within our (preschool program) legal right to withhold a child from a parent; unless there has been court action which limits one parent's right to the child." In cases where the child is the subject of a court order (i.e., Custody Order, Restraining Order, or Protection from Abuse Order) the Early Learning Center must be provided with a

certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed.

### **Curriculum**

Early Learning Center provides a quality educational program for a diverse population of children with widely varying levels of development and ability by following the HighScope's® curriculum. In HighScopes® vision of preschool education, children are doers and problem solvers, and adults are partners who share in children's discoveries and gently guide their learning. We call this approach **active participatory learning**. Young children build or "construct" knowledge of the world — finding out how the world works through direct experience with people, objects, events, and ideas. The HighScope® Preschool Curriculum is built around 58 developmental milestones called **key developmental indicators** (KDIs) in 8 curriculum content areas that are closely aligned with state and professional standards. The KDIs define **what** we teach; the **hows** are provided by our teaching practices for the classroom learning environment, daily routine, and adult-child interaction. For more information about the HighScope's® curriculum can be found at [www.highscope.org](http://www.highscope.org).

### **Child Assessment and Developmental Screening**

The Chelsea Preschool Program utilizes the Ages & Stages Questionnaire, a confidential developmental screening tool filled out by parents, to assess children's skills in different developmental areas. Each child is screened at the beginning of the year to monitor developmental progress. If concerns are noted, teachers will refer children for further diagnostics through special education. Parents are notified for referrals for special education evaluation, and signed parental consent is required.

We use the HighScope® child assessment tool known as the Child Observation Record (COR). The Preschool COR is an observation-based instrument providing systematic assessment of young children's knowledge and abilities in all areas of development. Teachers will complete COR two times a year for each child. This information will be shared with parents at two conferences; one in the fall and the other in the spring.

### **Child Development/Family Needs**

If a parent has concerns about their child's development, they should begin by contacting the lead teacher. The Lead Teacher will initiate the Response to Intervention process. If further interventions are needed a data analysis team will meet to discuss what data to collect, strategies to implement, and how to best meet the child's needs. The team may include: parents, the teachers, the program director, the speech and language therapist, school social worker or psychologist or other special education staff. Once data has been collected and reviewed, a special education referral may be deemed appropriate. If a child is already receiving services for a disability, the program staff will join the IEP team and continue services. For information about referring your child for a developmental evaluation you may contact Lisa Nickel at [lnickel@chelsea.k12.mi.us](mailto:lnickel@chelsea.k12.mi.us) or log onto: [www.ProjectFindMichigan.org](http://www.ProjectFindMichigan.org)

If a family has needs such as housing, food, medical or clothing, a confidential referral can be made to the school social worker. The Chelsea School District works closely in partnership with Faith in Action, a local charity organization that supports the community. Students qualifying



under McKinney-Vento Homeless Assistance Act will be referred to our district liaison, Charlotte Yu.

### **EL Students**

For those children identified as English Language Learners, we do offer support services for the classroom and families through our ELL Coordinator. All Pre-K students qualify as EL based on identifying a language other than English on the Home Language Survey. This applies to eligible district-based programs, including non-profit or tuition-free programming where a child receives a UIC and is reported in MSDS with the district code. Early Learning Center is an eligible program that serves three to five year old students so students whose home language survey indicates other than English could potentially qualify. We use developmentally appropriate assessments of preschoolers' native and English language proficiency to establish a baseline and monitor progress in acquiring English. Pre-K EL students are served by the district following the same requirements that apply to K-12 English learner students. Should the child continue on to kindergarten in the fall, the EL coordinator will make contact to share all data and information so that services can continue at the next building/level.

Transition for students going to kindergarten and Young 5's takes place in early spring with the EL coordinator, the K-2 principal, and the support staff. Information is shared on developmental milestones and any gap areas that need to be addressed. In the fall, when the student has started kindergarten, the EL coordinator will meet with the general education teacher and the parent to share information as well as screener results and what services will be provided.

### **Program Evaluation**

The Early Learning Center is evaluated by using the Program Quality Assessment tool provided by the State of Michigan which entails a self-assessment as well as observations from an outside auditor and we receive a score from the Great Start to Quality program. A star rating is awarded to the center and is available for viewing on the Great Start Connect website, [www.greatstartforkids.org](http://www.greatstartforkids.org). All staff are evaluated annually through classroom observations. In addition, we do send out a survey at the close of the year for all parents to provide feedback on our staff and program. We use the information from all evaluations to assist us in making program changes and improvements as well as to guide our daily instruction.

### **Volunteers**

- **Background Checks and Screening**

- All volunteers must have a completed criminal history check through the ICHAT Clearance and PSOR Michigan Sex Offender Registry Check on file. All results are kept on file in central office.

### **Staff**

Chelsea Community Education is part of the Chelsea School District, ultimately responsible to the Board of Education and the Superintendent.

- **Background Checks and Screening**

There is a rigorous screening and interview process which includes a criminal history check through FBI fingerprints and DHS Central Registry Clearance and PSOR Michigan Sex Offender Registry Check. All results are kept on file in central office.

### **Training**

The staff of the Early Learning Center have current certification in infant, child, and adult CPR and First Aid as well as complete training on blood-borne pathogens and the use of epipens. The staff regularly attends training on a wide range of topics that may include child development, curriculum, child discipline, health/safety, nutrition, working with parents, and licensing rules.

### **Program Contact Information - (734) 433-2200 ext 6300**

All classes are held in the School Building. The Administration office is located in the office. If you need immediate assistance and cannot reach the program, please contact the community ed front desk at (734) 433-2200, ext. 6300.

Preschool Room: 206, 209

School Age will utilize The following spaces: School Age Rooms 201,202, 203, Gym, Art Room and the outdoor Playground. Staff will post a sign that states where they are during pick up.

### **Drop-Off/Pick-Up Procedures**

The entrance from to the building is always locked during the school day. This is a procedure to help keep our children safe. **Please use the front door for arrival and for dismissal.**

More specific information will be communicated about pick up and drop off procedures for your classroom. Please be prompt in bringing and picking up your child. If someone other than the parent will be picking up your child, please inform the teacher in writing. We will not release your child to anyone who is not listed on the Child Information Record. You and anyone else picking up your child will need to bring a valid ID. This is for the safety of your children.

**Family Engagement:** We encourage parents to become engaged. We have implemented several ways that will help you to be a part of our preschool:

1. Preschool Parent/Guardian group meetings with childcare provided

2. Family-child special events
3. Classroom events and activities
4. Sharing special interests or talents (Please indicate this on the Child Information Sheet)
5. Sharing your culture and traditions (Communicate with teachers to plan how you can be involved.)
6. Volunteering in the classroom – all volunteers work under the direct supervision of on-site staff at all times
7. Preschool Parent-teacher conferences (twice during the year and also upon request)
8. Preparing classroom materials at home
9. Teachers will communicate classroom specific opportunities to engage in your child's learning and in the classroom.

Teachers communicate via Email with newsletters and other information. Please be sure to check your Email regularly. If you do not have access to Email, please contact your teacher.

### **Licensing**

The Chelsea Community Preschool is licensed by the State of Michigan, and we comply with all of the state's regulations for preschools (safety, sanitation, supervision, equipment, etc.). As a preschool parent, it is important that you be aware that we are required by law to:

1. Have on file for each child before he or she starts school:
  - Child Information card (emergency information)
  - Completed green health appraisal form (***with immunization record and record of physical examination dated within a year of school start date or must have certified, non-medical waiver from the county health department***)
  - Birth certificate (Official certified copy)
  - Preschool Agreement
  - A purple Child Information sheet
2. Release your child only to persons listed on your Child Information Record.
3. Hold fire, tornado, and lockdown drills; post exit routes and tornado cover locations in each classroom.
4. Notify parents if another child in the class has contracted a communicable disease.

### **Center Licensing Notebook**

Per Michigan licensing rules the following are available for you to view: current license, the preschool's administrative rules, and the licensing notebook. This can be found on site on the parent information bulletin board. The licensing notebook contains all licensing reports, and is available for parents to review on site during regular program business hours. **Reports can also be found on the Child Care Licensing Website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).** Parents can access child care Licensing rules at the same website [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### **Classroom Management/Discipline Procedures**

One of our main goals of our program is to encourage children to respect themselves, other people and property. Getting along and sharing is a new experience for most preschoolers. We

believe that each child needs to develop the skills to manage their own behavior and emotions and become self-disciplined. Discipline is guidance in areas such as turn taking, problem solving, and awareness of the effect that actions have on others. The basis of the guidance and discipline policy within our Center is to provide support and encouragement of positive behavior. Since children generally desire positive attention from the adults around them, negative behavior is greatly diminished when those adults provide a supportive, nurturing environment. Our goal is to help each child develop self-confidence and self-control by providing a healthy environment and highly trained teachers. Teachers will communicate any concerns to parents in a timely manner and will work with parents to find appropriate solutions. To achieve this, the staff will provide:

- Consistency
- Choices with safe boundaries
- Skills and language needed to verbalize and express feelings and needs
- Tools to express emotions in an acceptable and safe manner
- Encouragement to do things independently throughout the day

Staff will treat conflict using and follow the HighScope six steps of conflict resolution which are:

- Approach child calmly and stop any hurtful actions
- Acknowledge children's feelings
- Involve children in identifying the problem by gathering information from children
- Restate the problem
- Ask children for solutions and encourage them to choose one together
- Give follow-up support when children act on their own decisions

The Early Learning Center adheres to the law as described in **Michigan's Revised School Code Section 380.1307b**. Physical seclusion and/or restraint shall not be used with preschool aged children as defined by law. The following actions are prohibited in all situations: Corporal punishment, deprivation of basic needs, child abuse, Seclusion other than emergency seclusion, intentional application of noxious substance or stimulus resulting in physical pain or extreme discomfort, mechanical restraint, chemical restraint, any restraint that negatively impacts breathing, prone restraint, physical restraint other than emergency physical restraint, any other type of restraint.

#### **After School Care Behavior Policy Addendum**

- **If a student is unable to participate in the school day at the school due to a discipline Problem the student will be excluded from attending the After School Care Program.** The afterschool program is a school district program that is an extension of the day for Chelsea School District students. If a student is sent home from school for a disciplinary reason this would also exclude them from the aftercare program.
- **Aftercare Staff and the School Staff will communicate to collaborate to the extent possible about any behavioral plans or developmental supports that may be needed to support a student's individual needs in the aftercare program.**

## **Healthcare Procedures**

### **\*COVID 19 Protocols: Masks are Required for all staff and children**

**Please monitor your child's health if your child has any symptoms they will need to stay home. Please contact the center of any concerns, exposures, and positive test results.**

Health and safety of our children is the top priority. Staff will do everything they can to maintain a healthy environment for the children. Please make the school aware of any health concerns or problems your child may be experiencing.

#### 1. Hand washing

Children and staff must use hand washing soap on a regular basis to help reduce the spread of germs. Attachment *Wash Your Hands* is the process for proper hand washing. Hand sanitizer will be used in addition to hand washing during our day to help prevent the spread of Covid-19.

#### 2. Bodily fluids

All staff members have been trained in blood borne pathogens. Universal precautions presented in this training will be used when handling and cleaning up of bodily fluids. This includes the use of gloves, proper clean up and disposal of waste. In larger situations, the custodians will be contacted to properly clean the areas of the room or the building involved in the situation.

#### 3. Cleaning toys, equipment and surfaces

Cleaning of equipment, toys and surfaces will be done on a regular basis. Bleach solutions and other disinfectants will be used.

#### 4. Medications

In the event that we do need to administer medications, we will follow the proper procedures according to school policy and doctor's orders. In accordance with 1971 Michigan Public Act 157, medication administered to a student must be done on the basis of written permission by the parent or guardian, must be done in compliance with a physician's instructions, and done in the presence of another adult. The medicine must be in its original bottle labeled with name, date, doctor's name and instruction for dosage and administration. See board policy for additional information at <http://www.neola.com/chelsea-mi/> .

#### 5. Extreme medical

Students with extreme medical conditions will fill out the *Life Threatening Medical Conditions* form (provided in your preschool packet) and submit it to the school staff. An emergency procedure plan will be implemented and all staff involved will be notified.

#### 6. Controlling infection

See Illness policy below and refer to the attachment *When Should a Child Be Sent Home for Illness?* to understand the procedures used to control and to determine when to send a child home for medical reasons. If there are ever any questions related to this, contact the Program Director. If your child is displaying any symptoms of COVID-19, please keep them home. Students developing symptoms during our school day will be moved to a supervised quarantine room in our building and a parent/guardian will be contacted to take their student home. Chelsea School District protocols and policies will be strictly followed in regards to illness.

#### 7. Further information

In the office of the Early Learning Center, we have information about various possible illnesses that children may contract. The following is a list of resources available for preschool staff and parents who have questions concerning health related topics:

Comprehensive School Health Unit or Centers for Disease Control [www.cdc.gov](http://www.cdc.gov)  
Michigan Department of Public Health [www.michigan.gov/mde](http://www.michigan.gov/mde) (989) 373-7247  
MI Childhood Immunization Registry [www.MICR.ORG](http://www.MICR.ORG) (888) 243-6652

#### **Illness Policy:**

To protect your child, the staff, and the other children, we request that your child not be brought to the child care center when your child shows any of the following symptoms:

sluggishness or unusual drowsiness without explanation

extreme irritability or cries and cannot be consoled

difficulty breathing

diarrhea in the past 24 hours

blood or mucus in stool

vomiting in the past 24 hours

mouth sores or drooling

an unexplained rash

Has an oral temperature of 100.4°F or more.

Cannot participate comfortably in routine activities.

Needs more care than the staff can give while they care for the other children.

If we send a child home sick (i.e., with any of the above symptoms), the child should not return to the center until he or she is well or being treated by a physician and meets our other criteria for particular illnesses. We inform the program families when children have been exposed to any communicable disease. It is important to notify the center if your child is diagnosed by their physician of a communicable disease/virus. We will care for a child that has symptoms of a communicable disease until a parent or authorized adult arrives. After leaving a Center ill, the general rule is that a child must be free of symptoms and fever free for 24 hours before returning to the Center. It is important that your child be well enough to participate in activities and also not be contagious. We know this may be an inconvenience, but we also know that efforts such as these to contain illnesses benefit all of us. All parents must have emergency plans established to care for ill children.

## **WASH YOUR HANDS!**

Children share germs in many ways. They put their hands in their mouths, share toys and usually enjoy being hugged. You can't avoid all germs, but you can help prevent the spread of disease and infection.

The best way to prevent diseases is to wash your hands! Teach your child to wash her hands thoroughly with soap and water.

Show your child how to make soap bubbles and rub them all over his/her hands, wrists and between fingers. Check under fingernails for dirt too. Rinse hands under running water. If you don't have soap and running water nearby, you can wash her hands with pre-moistened wipes.

Be a good example to your children. Children watch you and imitate what you do. Wash your hands before eating or preparing food. When your child is sick, wash your hands after helping your child, so you won't spread germs to others. Also, teach children to flush and wash every time they use the toilet.



Prepared by the Washtenaw County Public Health Department  
(734) 971-5790 (734) 484-7200 [www.co.washtenaw.mi.us](http://www.co.washtenaw.mi.us)

## **WHEN SHOULD A CHILD BE SENT HOME FOR ILLNESS?**

Parents often ask, "When should a child be sent home for illness?" Here are **SIX** reasons to call a parent and ask that a child be picked up from preschool as soon as possible:

- 1. ILL IN APPEARANCE:** This could include a child that is not himself or herself, persistent crying, or difficulty breathing. and is complaining about discomforts or is just cranky and crying more than usual for the child. If a child is unable to participate comfortably in the program.
- 2. FEVER**  
If a child has a temperature of 100.4 degrees F or above, The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
- 3. DIARRHEA**  
If a child has two loose stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school
- 4. VOMITING**  
Any vomiting is a reason to send a child home. The child should have no vomiting for 24 hours prior to returning to school.
- 5. RASH**  
Any rash illness should be checked out by a medical provider. Any red-fine-or-blotchy-rash on the face, trunk or arms and legs is a reason to send a child home. The child should remain at home until well after chicken pox, measles, rubella and other viruses. A child with scarlet fever should be treated with antibiotics for 24 hours before returning to child care or school.
- 6. CRYING AND COMPLAINING FOR A LONG TIME**  
Any time a child is not "herself" or "himself" and is complaining about discomforts or is just cranky and crying more than usual for the child.

**Staff may isolate children if they have any of these symptoms in a designated supervised quarantine room. They will immediately wash hands well to help prevent the spread of disease to caregivers and to other children. Parent/guardian will be contacted to pick up their child.**



## 7. **INJURY**

In the event an injury occurs through an accident while in our care, an accident report will be completed and you will be asked to review and sign the report when you arrive to pick up your child. Mild injuries (scrape, small cut, etc.) will be treated with basic first aid including soap and water, band aid, ice. Any head injury, parents, guardians or emergency contacts will be notified immediately by telephone. Whenever an injury is serious enough to need a medical provider's attention, a parent will be contacted immediately to pick up the child. If a parent/guardian cannot be reached, an individual listed on the Child Information Record will be contacted. In the event of a life-threatening emergency, EMS will be contacted first.

While not an emergency situation (no need to have the child picked up immediately), children with the following diseases should remain at home until successfully treated: impetigo, lice, pink eye, pinworms, ringworms, scabies and thrush (Candida).

### **Communicable Diseases and Illness**

Children who are:

- taking antibiotics for a contagious disease
- have a fever
- is vomiting
- has diarrhea
- displaying symptoms of COVID-19

should be **24 hours symptom free without medication** before returning to class.

If you have a question as to whether you should keep your child home, please refer to the above mentioned county guidelines 1-6.

Please watch for the following diseases or conditions:

Rubella ("German" Measles)	Pinkeye (conjunctivitis)
Rubeola ("Red" Measles)	Impetigo
Chicken Pox	Head Lice
Mumps	Scabies
Hepatitis A (Infectious)	Ringworm
Strep Throat	Pertussis (Whooping Cough)
Symptoms of COVID-19	

Children with these diseases cannot be admitted to school. Any child showing signs that might indicate the beginning of the disease will be sent home to allow the development of symptoms and to protect other pupils. **Non-immunized families may face possible exclusion from**

**preschool for the entire incubation period of the communicable disease and will not be reimbursed for tuition expense incurred. If your child has any of the above conditions, and any communicable disease diagnosed by a medical physician please notify the Community Education Office to allow notification of parents of children enrolled in the class.**

**Additional resources:**

The following is a list of resources available for preschool staff and parents who have questions concerning health related topics:

Comprehensive School Health Unit  
Michigan Department of Public Health  
[www.michigan.gov.mde](http://www.michigan.gov.mde)  
(989) 373-7247  
Centers for Disease Control  
[www.cdc.gov](http://www.cdc.gov)  
Michigan Childhood Immunization Registry  
[www.MICR.ORG](http://www.MICR.ORG)  
(888) 243-6652  
Teacher's Resources  
[www.pbs.org/teachersource/prek2.htm](http://www.pbs.org/teachersource/prek2.htm)  
School Health  
[www.Schoolhealth.org](http://www.Schoolhealth.org)

**5440 – Child Abuse/Neglect**

*Investigation of Child Abuse/Neglect Under the Child Protection Act by a Public Children's Services Agency or Law Enforcement Agency*

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect is a mandated reporter and must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy 8462.

An official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency shall be encouraged to contact the student during non-school hours and investigate the matter off school property, if at all possible. The building administrator shall attempt to contact the parent prior to questioning, unless the investigator specifically requests that s/he not make such contact due to potential impact on the investigation.

The building administrator or designated guidance counselor will remain in the room during questioning of the student unless prohibited by the agency investigator.

**What to wear** – Please send your child in comfortable play clothes and comfortable walking shoes. We will be painting, gluing, and playing in sand and water, messy activities each day. Please be aware of the weather and dress your child in weather appropriate gear and clothing. We will be going outside to play everyday unless the weather is inclement or temperature is of extreme cold or heat. We encourage you to send an extra set of clothes in your child’s backpack. ***Please label all belongings with child’s name.***

**Children’s belongings:**

All items brought into the center should be labeled with the child’s first and last names and safe for classroom use. We do our best to keep track of home items but cannot be responsible should they be misplaced. Families are responsible for supplying:

- Backpack or tote bag to carry items to and from school.
- Rest Time small blanket that covers your child and small pillow if preferred.
- Extra clothing. At least two changes of clothes, including socks and underwear, should be kept in each child’s classroom cubby. Please be sure clothing is safe and does not contain strings, small buttons or beading, scarves, or other choking or strangulation hazards.
- Weather-appropriate/seasonal clothing such as swimsuits in summer, or warm jackets, winter coats, snow pants, hats, mittens, and snow boots, rain boots and rain coats.
- Any necessary diaper creams, sunscreen, lotion, or other over-the-counter needs of their child. Permission slips are required to apply these items.
- Diapers and wipes or training diapers/pants. Whole packages of diapers and wipes can be supplied and stored in the classroom and should be labeled with the child’s first and last names.

Children may also benefit from having a small comfort item or stuffed animal for rest time.

**Cell Phones/Electronic Devices**

Cell phones, tablets, electronics are **not to be used during the care programming** and thus need to be left in lockers or backpacks, or at home. Families assume all responsibility for the cell phones and electronic devices brought to school. We do ask that you refrain from making personal calls to your children during their scheduled time in our program. If you need to communicate about changes in your child’s schedule for the day please contact the program director and your child’s teacher. If there is an emergency contact the center and we will support appropriate communication.

**Toys from Home** Our program is equipped with toys and equipment appropriate to the developmental stages of the children. As a general rule, toys from home should not be sent to school. Teachers will communicate with families if there is a specific activity

planned where they might request materials to be donated to be used in the classroom. Teachers and families will work together to consider each child's unique needs and circumstances if a toy or object is to be included at school.

**Nutrition** – The Early Learning Center follows the guidelines of the DHS Bureau of Children and Adult licensing. The meals will be in accordance with the meal requirements for the Child and Adult Care Food Program. We encourage foods to reflect home and community cultures and are high in nutrients and low in fat, sugar and salt. The center offers each child food at least every two-three hours. All snacks will be peanut and tree nut free.

**Snack:** a morning and afternoon snack will be served and payment for these is included in regular tuition. The center will provide morning and afternoon snack for preschool and morning snack for school age children. Afternoon snack for school age children is provided at the center by Chelsea School District food and nutrition department.

**Lunch:**

**Preschool Lunch:** Lunch will be provided by the Chelsea School District food and nutrition department. A menu will be provided to families.

**School Age Non School Days:** Children enrolled in non school days care on half and full day of care will need to bring lunch from home. The lunch needs to be labeled with your child's name and packed ready to eat; and must be nut free. The center does not provide microwaves, or refrigeration. Please utilize thermoses, hot packs, or cold packs. The center will provide snacks on non school care days.

**Special Dietary Needs:** If a child has a specific dietary need the family will need to inform the Center before enrollment. Your child's health and safety is our priority. The center and family together will work to create a plan to provide snacks and lunch for your child to meet your child's specific health needs. Allergy Aware: We are an allergy aware program. We make every effort to provide a safe healthy environment for all children. Parents of children with diagnosed food allergies need to meet with the center director and teacher to communicate their child's specific needs and establish an action plan based on recommendations from their child's physician.

Families may not bring food from home to share with other children. Unless asked to provide for special classroom curriculum activity.

Information the program needs in order to support your child's dietary needs:  
Discuss with the Director and your child's teacher first so we can support your child's needs.

\*Forms available from the office:

- Parent Will Provide Food Form
- MDE Special Dietary Needs Form.

The child's special needs.

Dietary restrictions based on dietary needs.

Foods to be omitted from the diet and foods to be substituted.

Pertinent special needs information

Emergency Action Plan

## Medication Administration Permission Form

Parents that bring food for their child because of allergies, dietary restrictions and considerations, or religious preference must provide the center with a written statement to that effect, and discuss with the child's teacher and director. In these cases, parents are encouraged to provide a small stock of appropriate foods to be stored in the classroom. All food brought from home must be nut free and clearly marked with the child's name, and ready to serve. The center does not provide microwaves, or refrigeration. Please utilize thermoses, hot packs, or cold packs.

### **Birthday Celebrations**

#### **Birthdays and Celebrations in Preschool**

**Birthdays:** We ask that parents not bring food or individual child gifts to the center to celebrate their child's birthday.

Each Classroom has its own birthday traditions to mark children's birthdays, and recognize them in the classroom with their tradition generally on the closest weekday to their birthday.

These may include a special activity, songs, or projects.

Parents are encouraged to participate by visiting the center for an activity. Please speak to your child's teacher to determine the best way for you to join in the celebration. Families could bring in an item for the classrooms as a whole to enjoy. This could include donating a book, board games or a puzzle, stickers for the art area, a box of crayons, markers to the classroom for the classroom community to enjoy and celebrate together. This helps us celebrate your child's birthday, but also allows the other students to feel included in celebrating and help build our classroom community.

Birthday Party Invitations should be mailed home rather than handed out at the center, so that children who are not invited do not feel left out, and invitations are not lost.

### **Celebrations**

We look to the children and their interests to help us plan for most of our special celebrations. For that reason, we typically don't plan parties around specific holidays, as would be seen or remembered from elementary school days. We take cues from children and provide materials to support their intentions. For example, around Valentine's Day, we will stock the writing and art center with extra materials for making fancy cards, such as lace, ribbon, and shiny paper. Holidays aren't "banned" from our program, but we follow the traditions and ideas brought from the children and their families.

We plan fall and spring potluck dinners and other family gatherings throughout the year.

Parents are encouraged to visit the classroom any time to share traditions that are important to their family.

**Outdoor Play** - Outdoor exploration and physical activity are an important part of a child's development and growth. We will provide the students with outdoor play twice a day unless we are having severe weather conditions, or temperatures reach a wind-chill or temperature is below 0F degrees or heat index is at or above 100F.

**Should the school district cancel school for any reason, the Early Learning Center will be closed for care.**

When the district cancels school, Preschool and After Care will be closed. We will not be running programming for children. If the Early Learning Center is closed tuition will not be refunded. The school closing information may be found on the district website: [www.chelsea.k12.mi.us](http://www.chelsea.k12.mi.us) as well as social media, WJR 760 AM, WPXA 105 AM, WAAM 1600 AM, WHMI 93 FM, W4 Country 102.9 FM, WUOM 91.7 FM and most greater Detroit/Lansing television stations.

\*These days are different from the district scheduled non school days on the district calendar in that we offer separate registration for full day and half day of care.

**Security of Building** – For the security of our students, the building will remain locked during the day. When arriving for drop off and pick up you will contact the office upon arrival and a staff member will greet you and your child.

**Smoking/Vaping/Drug/Alcohol Policy** -Smoking tobacco, vaping, consuming alcohol, and/or using/possessing illegal drugs are prohibited in and outside of the preschool and on any school property at all times.

**No pet policy** – Please be aware that board policy does not allow pets on the premises without prior approval.

**Fire/Tornado/Lock-down Drill**

Written procedures regarding the care of the students for emergencies is provided to all staff and hanging in a visible location by the phone. Our drills are a necessary precaution for safety and students are taught the procedures for each type of drill.

Fire -

1. As the bell sounds, all students should form a line ready for exiting
2. No Talking
3. Move quickly without running
4. Go where directed Lead by the teacher

Tornado –

1. Students line up and head to the hallway
2. Students seat facing the wall with their heads covered
3. Teachers will provide instructions as information becomes available

Lock-down drills will be conducted at least twice per school year. When in lock-down, only law enforcement and emergency personnel will be permitted to enter or exit the building. Students will go to the designated safe spot and staff will be kept up to date with the use of walkie-talkies. Should an alternative location be necessary, the first place would be the Senior Center.

### **Daily Routine/Schedule**

Our program uses the High/Scope Curriculum approach. The approach emphasizes active learning and consistent routine that provides many opportunities for children to make choices throughout the day. Central elements of the preschool daily routine include the snack and plan-do-review sequence, small and large group times, free choice, clean up, outside time, lunch, and a rest time. Daily activities will incorporate music, singing, reading, story telling, art, sensory play, dramatic play, science and math concepts, language, literacy, movement, large motor and small motor experiences. The complete daily schedule is posted outside the classroom for parents/guardians, and inside the classroom there's a picture schedule for children.

School age program has equipment and materials appropriate for the age group available for children. Children will have time to eat snack, an opportunity to attend to homework assignments, and opportunities for large and small group activities both indoors and outdoors.

### **Rest Time**

All children who are in care for 5 hours or more are required to be allowed the opportunity to rest. All teachers are aware of and position themselves so they can hear and see any sleeping children for whom they are responsible, especially when they are actively engaged with children who are awake.

## **The Early Learning Center by Community Education Preschool Daily Flow**

<b>Time</b>	<b>Activity</b>
8:00	Morning Choices- Table Choices, Books, Puzzles, Games, etc..

8:25-8:30	Clean Up
8:30-9:00	Large Group Time- Songs, Message Board, and Whole Group Activities that meet children's social, emotional, physical, and intellectual needs.
9:00-9:25	Small Group Time- Planned activities for small groups that meet children's social/emotional, physical, and intellectual needs.
9:25-9:50	Snack
9:50-9:55	Planning Time- Children make their plans for Work Time
9:55-10:50	Work Time: All centers are open for child play and exploration
10:50-10:55	Recall Time- Children reflect on what they played during work time
10:55-12:00	Outside Time- Outdoor games, gross motor, nature exploration
12:00-1:00	Lunch and Transition to Rest Time
1:00-3:00	Rest Time and Quiet Choices
3:00-3:30	Snack
3:30-5:00	Outside Time-Outdoor games, gross motor, nature exploration Afternoon Choices-Table Choices, Books, Puzzles, Games, etc...

## The Early Learning Center by Community Education Elementary Afterschool Care Daily Flow

Time	Activity
3:05	Arrival Activities, Snack Offered
3:15-3:30	Clean Up Transition to Station Activities



3:30-5:00	Station Activities: Groups rotate between indoor and outdoor activities teacher planned and student planned
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**School Board Policy Excerpts from Chelsea School District Student Handbooks**

The Early Learning Center is Chelsea Community Education is part of the Chelsea School District, ultimately responsible to the Board of Education and the Superintendent. Students enrolled in the Early Learning Center are also enrolled within the Chelsea School District Elementary Schools. Students will be expected to follow the same Codes and Policies.

**DRESS CODE**

To establish the best possible climate for learning in the classroom, all clothing should be neat, so as to present the best possible appearance.

- Suggestive clothing or any item with vulgar or profane imprinting or imprinting that supports alcohol, tobacco or other drug usage will not be permitted.
- A two-inch wide shoulder strap minimum is required on all garment tops. Clothing should not call attention to the wearer because of design or cut and must provide appropriate coverage. Clothing that reveals undergarments of any kind will not be permitted.
- Halter tops, tops that expose the midriff,

**DISCIPLINE CODE**

Discipline for violations shall be administered as determined by the staff of North Creek and South Meadows.

As part of our disciplinary process, restorative conferences may be utilized as a way of addressing student conflict and misconduct. Restorative Justice (RJ) is an approach to addressing conflict and misconduct that focuses on healing rather than punishment. RJ assumes that misconduct and conflict injure those directly involved (victims and offenders) as well as the broader community to which they belong. Rather than relying on punishment, RJ expects those who cause injuries to make things right with those they have harmed and with their community.

When necessary, disciplinary actions will be based upon the seriousness of the behavior, the previous disciplinary record of the student, the student's individual needs, and the circumstances of each case. A progressive cumulative approach to discipline will be used at North Creek and South Meadows Schools.

Disciplinary actions include but are not limited to:

- Student/Parent/Staff conference
- Respect Plan
- Restitution
- Community service
- Parent contact by telephone
- Administrator/parent/student conference • Counseling/School Social Worker /School Intervention
- Detention
- Loss of privileges
- Bus suspension
- In or Out of school suspension
- Police notification
- Recommendation to Board of Education for expulsion

The parent or guardian will be notified of any serious problem or a problem which requires removing the student from the regular school program or a school sponsored event. Cooperation between the parent or guardian and the school will be essential to help the student learn self-control and responsibility for his/her behavior. Violations include but are not limited to:

- Fighting
- Inappropriate display of affection
- Profanity and vulgar language
- Insubordination
- Possession/use of drugs, alcohol, and tobacco products
- Student bullying/hazing
- Defacing School Property or Property Belonging to Another
- Truancy
- Abuse of hall pass privileges
- Theft
- Forgery
- Vandalism
- Causing False Fire Alarm
- Arson
- Weapons and explosives.

- Striking or Threatening School Personnel • Bomb Threats

### **SEXUAL HARASSMENT POLICY #5517**

Harassment is unlawful both under Michigan and Federal law and is contrary to the commitment of this District to provide an effective learning environment. The District policy prohibits harassment of students, employees, Board members, volunteers, contractors, or applicants for employment by students, employees, Board members, volunteers, or contractors. The District will not tolerate harassing behavior as defined by law and/or by District policy, false reports of harassment, or retaliation against persons reporting allegations of harassment or cooperating in the investigation of such complaints.

All administrative and supervisory personnel are responsible for eliminating any and all forms of harassment and intimidation of which they are, or reasonably should be, aware. This includes, but is not limited to, legally protected characteristics.

Any student who believes s/he has been or is the victim of harassment should immediately report the situation to his/her immediate principal or counselor. If the complaint relates to either of these individuals, the complaint may be filed with either the Superintendent or Board President. They may be reached at 734-433-2208. If the complaint relates to the Superintendent, it should be filed directly with the Board President. All complaints will be investigated.

Discipline may include suspension or expulsion per Board policy.

### **STUDENT BULLYING & HAZING POLICY #5517.01**

The Board believes that bullying and hazing activities of any type are inconsistent with educational purposes of the District and prohibits all such activities at anytime.

**Bullying:** is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. It may include, but not limited to, actions such as verbal taunts, name calling, and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the education process and, therefore, bullying is not acceptable behavior in this District, and is prohibited. Students may be disciplined as per Board policy. **Hazing** shall be defined, for the purposes of this policy, as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. (Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties as per Board policy).

### **DANGEROUS WEAPONS, ARSON, VIOLENT THREATS, AND RAPE IN THE SCHOOL**

The possession or use of any dangerous weapon, the act of arson, and the act of rape are prohibited on District property or at District-sponsored activities. Michigan law requires the Board of Education to expel a student for possession of a dangerous weapon on school property, or in a school vehicle. Michigan law defines a dangerous weapon as a:

- Firearm
- Dagger
- Dirk
- Stiletto
- Knife with a blade over three inches in length • Knife opened by a mechanical device (regardless of blade length)

- Iron bar
- Brass knuckles

As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle that may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to the following: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray or laser pointers.

School officials are authorized to confiscate such weapons from students or other persons. The parents and guardians of students in violation of this policy shall be notified. Students violating this policy shall be expelled from school permanently, subject to possible reinstatement, unless the student established a clear and convincing manner at least one of the following:

The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.  
 The student did not knowingly possess the weapon. The student did not know, or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon. The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities. Disciplinary measures may be taken when a verbal threat has been made up to and including expulsion. A copy of the complete policy is available in the principal's office.

### **SEARCH AND SEIZURE**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students. Although school authorities will respect the rights of the students in their lockers and property, it should be made clear to all that lockers are the property of the school, and a student's locker may be searched in the event "reasonable suspicion" dictates the administration take such action. **Canine searches may also be conducted. Drug testing may be required of a student if school authorities have reasonable, individualized suspicion to believe that a student is under the influence of drugs (see Board Policy 5771, Search and Seizure of Students and Their Property).**

### **Transportation:**

- Transportation will be provided by the Chelsea School District's Transportation Staff. Students must follow the bus rules set by the Chelsea School District Transportation Department. Parents will need to fill out and return the bus schedule and permission for transportation.
  - **After Care:** Students will board the shuttle bus at school dismissal time at their prospective schools North Creek and South Meadows and be transported to the Early Learning Center where a program staff member will check them into the building.

#### **Excerpt from Transportation Department Bus rules:**

- **Transportation Rules:** Riding a school bus is a privilege for students. They must follow all bus rules. Failure to follow these bus rules could result in forfeiture of the convenience of riding the school bus. Parents are asked to convey the seriousness of misconduct while riding on the bus. Students are

expected to follow schedule for their their regular routes. Any change in this route must be preceded by a note or telephone call from parents. Please do not send students on the bus with glass jars or glass containers.

- 1. Bus riders must be at the bus stop, ready to board the bus when the bus arrives.
- 2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
- 3. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
- 4. Bus riders in the elementary grades, who must cross a street at their bus stop, should wait for the driver to signal them.
- 5. No part of the body should be allowed to protrude from a window.
- 6. Loud talking, shouting, fighting, or profane language will NOT be tolerated.
- 7. Any damage to the bus shall be paid by the rider inflicting the damage.
- 8. All riders should help to keep the bus clean and sanitary on the inside.
- 9. Bus drivers or teachers may assign seats.
- 10. Be courteous and obedient to your bus driver. Your help will enable the driver to make your school bus ride safer.
- These rules are not intended to be complete. They only serve as a guide. If you have any questions concerning our transportation program, please contact our transportation supervisor, Lisa Book, at 433-2274 ext 4075.

### **Location**

500 Washington Street Chelsea, MI  
(400 Building, Front Entrance is labeled 401 Robotics Center)

### **Attendance Communication**

Contact [communityed@chelseaschools.org](mailto:communityed@chelseaschools.org) if your child will be absent on a day they are scheduled.

*It's going to be a great year!*

