

Chelsea School District

**CHELSEA COMMUNITY
PRESCHOOL
HANDBOOK**



2024/2025

Chelsea Community Preschool
275 N. Freer Rd
Chelsea, MI 48118
(734) 433-2204
www.chelseaschools.org

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Philosophy

We would like to welcome you and your child to the Chelsea Community Preschool Program! 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. So enrolling your child in preschool was a great choice!

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.

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

- Proof of residency
- Up to date immunizations *(or must have certified, non-medical waiver from the county health department)*
- Birth certificate
- Signed health appraisal
- Income verification if requesting a scholarship
- **Each child must be toilet trained in order to attend our preschool. If this is a concern for you, please talk to your child's teacher.**

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@chelseaschools.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 Chelsea Community Preschool, authorized employers from the State of Michigan Department of Daycare Licensing, and the child's parents or legal guardians. Confidential and sensitive information will only be shared with employees of the Chelsea Community Preschool 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.

Child Custody Policy

According to the Michigan Department of Child Day Care Licensing: "Until custody has been established by a court action, one parent may not limit the other from picking the child up from 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 Chelsea Preschool Program 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/Assessment

Chelsea's Preschool Program 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.

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 three 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.

Diversity/EL students

Materials in the classroom are developmentally appropriate, clean, safe, foster learning and are to reflect the home and community cultures and special needs of children in the program. Materials depict a wide range of non-stereotyped role models and cultures. 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. Chelsea Community Preschool 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.

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

GSRP 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@chelseaschools.org or log onto: 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.

Program Evaluation

The Chelsea Preschool Program 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. 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.

Staff

Chelsea Community Education is part of the Chelsea School District, ultimately responsible to the Board of Education and the Superintendent. The Director of Special Education and Early Childhood, Mrs. Lisa Nickel, is also the Director of the Chelsea Community Preschool.

The staff of the Chelsea Preschool Program meets all of the educational requirements with a background in early childhood education. They 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. There is a rigorous screening and interview process which includes a criminal history check through FBI fingerprints and DHS Central Registry Clearance. All results are kept on file in central office.

Staff Contact Information - (734) 433-2204

Mathilde McDaniels, Lead Teacher, mmcdaniels@chelseaschools.org, ext. 4210

Cooper Nickel, Assistant Teacher, cnickel@chelseaschool.org, ext 4210

Lisa Nickel, Director, lnickel@chelseaschools.org, ext. 6083

Diane Jordan, Speech and Language Therapist, djordan@chelseaschools.org, ext. 4213

Jamie Baxter, Lead Teacher, jbaxter@chelseaschools.org, ext. 4205

Stephanie Coy, First Steps Coordinator, scoy@chelseaschools.org, ext.4201

Kim Goonis, ECSE Lead Teacher, kgoonis@chelseaschools.org, ext. 4204

Georgie Reynolds, ECSE Paraprofessional, greynolds@chelseaschools.org, 4204

All classes are held in the Early Childhood Center, which is located in the Pierce Lake Early Childhood Center which is located at 275 N. Freer Rd. If you need assistance and cannot reach your child's teacher, please contact the front desk at (734) 433-2200, ext. 4001.

Withdrawal/Attendance Policy

If you withdraw your child from the preschool, please provide advance notice in writing. Children are expected to attend school on a regular basis. Excessive absences may result in termination from the program. If a child must miss school, please notify the teacher with a reason for absence. There are times when it is appropriate for your child to miss school. 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.

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

- They have excessive absences
- 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

Drop-Off/Pick-Up Procedures

The entrance from the playground to the building is always locked during the school day. This is a procedure to help keep our children safe. **Families will be issued a 4 digit door code to input to the key pads at either the front or rear of the building.**

Your child's teacher will communicate pick up and drop off procedures for their classroom prior to Open House. 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.

Parent Involvement: We encourage parents to become involved. We have implemented several ways that will help you to be a part of our preschool:

1. Parent group meetings with childcare provided
2. Parent-child special events
3. Classroom events and activities
4. Sharing special interests or talents (Please indicate this on the Child Information Sheet)
5. Volunteering in the classroom – all volunteers work under the direct supervision of on-site staff at all times
6. Parent-teacher conferences (twice during the year and also upon request)
7. Preparing classroom materials at home

Teachers communicate via Email and Seesaw 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.



Preschool 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 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)
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.

Per Michigan licensing rules the following are available for you to view: current license, the preschool's administrative rules, and the licensing inspection book. This can be found on site on the parent information bulletin board.

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. 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 HighScope and follow the 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 Chelsea Community Education Preschool 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, 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, and seclusion. Children are not excluded or expelled for any reason except for contagious illness that endangers the health and/or safety of children or others.

Healthcare Procedures

Health and safety of our children is the top priority. Staff will do everything they can to maintain a healthy environment for the children.

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. 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 condition

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

6. Controlling infection

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 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 at the south end of the Early Childhood 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

WASH YOUR HANDS!

Children share germs in many ways. They put their hands in their mouths, share toys and usually enjoy being hugged and kissed. 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 her hands, wrists and between her fingers. Check under her fingernails for dirt too. Rinse her 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 her so you won't spread germs to other children. Also, teach children to flush and wash every time they use the toilet.



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. **FEVER**

If a child has a temperature of 100.4 degrees F or above

2. **DIARRHEA**

If a child has two loose stools, even if there are no other signs of illness.

3. **VOMITING**

Any vomiting is a reason to send a child home.

Exception: Motion sickness (from use of play equipment or riding in a car or other vehicle) which goes away after motion stops would not be a reason to send a child home.

4. **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 day care or school.

5. **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.

6. **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 ice, 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 take the child home.

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, 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
 (989) 373-7247
 Centers for Disease Control
www.cdc.gov
 Michigan Childhood Immunization Registry
www.MICR.ORG
 (888) 243-6652
 Teacher's Resources

www.pbs.org/teachersource/prek2.htm

School Health

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.

Grievances

If a parent has a concern about their child, the classroom, or the program, the concern should be discussed with the teaching team. If a solution is not agreed upon, the parents can contact the Early Childhood Director, Lisa Nickel at 433-2208 ext. 6083 or at lnickel@chelseaschools.org.

General Information

What to wear – Please send your child in comfortable play clothes and **suitable, closed-toe shoes**. We will be painting, gluing, and playing in sand and water. Please be sensitive about the weather and dress your child appropriately. We will be going outside to play unless the weather is inclement or temperature is of extreme cold. We encourage you to keep an extra set of clothes in your child's backpack. *Please label all belongings with child's name or initials.*

Nutrition – The Chelsea Preschool Program follows the guidelines of the DHS Bureau of Children and Adult licensing. We encourage foods to reflect home and community

cultures and are high in nutrients and low in fat, sugar and salt. Your child's teacher will let you know the classroom procedures for snack time. All snacks should be peanut and tree nut free.

Physical Activity/Recess/Weather - Outdoor play and physical activity are an important part of a child's development and growth. We will provide the students with 30 minutes of outdoor play on a daily basis unless we are having severe weather conditions. If the temperatures reach a wind-chill of 19 degrees, the children will have their physical activity play time in our indoor gym area. **Should the weather cause the school district to cancel school, the preschool will also be closed.** The school closing information may be found on the district website: 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.

Security of Building – For the security of our students, the building will remain locked during our day with the exception of drop off and pick up times. There is a doorbell located on the front door as well as a list of classroom extensions to contact your child's teacher. Please refer to your child's classroom information in regards to drop off and pick up protocols.

Smoking/Drug/Alcohol Policy -Smoking tobacco, 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

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.

All completed drills are posted on the Early Childhood website:
<https://sites.google.com/a/chelsea.k12.mi.us/chelseapreschool/>

Missing Child Action Plan

In the event a Chelsea Community Preschool student is discovered missing, the following procedures will be followed:

- The walkie talkies will be used to communicate to the central office to get administrative support. Code phrase of Looking LC with room number will be used. Central office will respond with copy that, sending someone
- Have as much information as possible to share with administration (time/location student was last seen, what was student wearing, who student was with, student demeanor, any custodial issues)
- All available staff will report and will be assigned places to look
- If not located, central office will report child missing to parents and police department

Daily Routine/Schedule

High/Scope teachers give preschoolers a sense of control over the day by planning a consistent daily routine that enables the children to anticipate what happens next. Central elements of the preschool daily routine include the plan-do-review sequence, small and large group times, free choice, clean up, snack and outside time. The complete daily schedule is posted outside the classroom.

It's going to be a great year!



