

Bailey Early Childhood Center
Preschool Program

Parent Handbook

2024-2025



These materials were developed under a grant by the Michigan Department of Education.

Welcome

We are pleased and excited to have your family in our program!

This Parent Handbook had been designed to provide program families information about our program, services offered, policies and procedures. Please take the time to read and use this handbook as an easy reference throughout the year.

Bailey Early Childhood Center is operated by Hillsdale Community Schools through state grants. The program is designed serve children ages four and five that qualify in Hillsdale County.

Great Start Readiness Program helps all children succeed by providing services for the families to help them grow mentally, social, emotionally and physically. As parents, you are the first and most important teachers of your children. We encourage you to participate in our program and partner with us for school success. We offer opportunities for you to become involved in the classroom.

We look forward to a successful school year with your family.

Table of Contents

Mission Statement.....	4
Location, staff, and contact information.....	4
Curriculum and Assessment.....	5
Passive Consent of Program Evaluation.....	5
Parent’s Rights.....	5
Parent’s Responsibilities.....	5
Grievance Procedure.....	6
Preschool Admission and Enrollment.....	6
Withdrawal Policy.....	7
Enrollment and Health Requirements.....	7
Change in Information.....	7
Photographs and Publicity.....	7
Court Orders and Custody.....	7
Health.....	7
Medical Conditions.....	8
Medication.....	8
Hygiene.....	8
Illness.....	9
Drug Free Environment.....	10
Child Abuse and Neglect Reporting.....	10
Confidentiality.....	10
Transportation.....	10
Car Seat Safety.....	11
Classroom Information and Program Rules.....	11
Example of Daily Schedule.....	11
Outdoor Time.....	11
Rest Time.....	12
Arrival and Departure.....	12
Release of Children.....	12
What to Bring and What Not to Bring.....	12
Attendance.....	13
Daily Meals and Snacks.....	13
Special Diets.....	13

USDA Nondiscrimination Statement.....	13
Birthday Celebrations.....	14
Parental Notification of Emergencies.....	14
Accidents and Injuries.....	15
Emergency Closings.....	15
Crisis/Emergency Information.....	15
Safety Drills.....	15
Discipline.....	16
Whole Child Perspective.....	16
Social and Emotional Health.....	17
Disabilities and Inclusion.....	17
Cultural Competence.....	17
Home Visits and Parent/Teacher Conferences.....	17
Field Trips.....	18
Parent Involvement.....	18
Family Nights.....	18
Parent Coalition.....	18
Volunteers.....	18
Community Resources.....	19

Bailey Early Childhood Center

Great Start Readiness Preschool

Mission Statement

The goal of Bailey Early Childhood Center is to provide a high-quality kindergarten readiness program for children entering Hillsdale Community Schools. Through hands-on interactions, stories, songs, games and play, children develop at their own rate through teacher guidance.

Hillsdale Community Schools partners with the Great Start Readiness Program (GSRP). This is an initiative by the state of Michigan designed to provide children who are four years of age or will be four by September 1 or December 1 (with an age waiver) and who meet specific eligibility criteria for a tuition free preschool program. We are dedicated to working with your child and support you in getting your child off to a great start in school. We value any and all parent input and participation in our program. Please do not hesitate to contact us if you have any questions and/or concern. The best place to start answering and questions or resolving any conflicts is with your child's teacher. You are also welcome to contact the Early Childhood Director.

Location

Bailey Early Childhood Center
59 South Manning Street
Hillsdale, MI 49242
(517) 437-7369

Program Schedule

Sessions operate Monday through Thursday from 8:00am to 3:00pm.

Staff

Director: Allison Wirick (517) 689-1253

Building Secretary: Jill Brockmann (517) 689-1252

Transportation Contact: Randi Girdham (517) 439-9506

Curriculum and Assessment

The philosophy behind our curriculum is that young children learn best through play. It is through play that children can explore their environment, practice communicating with peers, and learn many other important things. It is upon this premise that our teachers plan activities, organize the classroom environment, select materials, and plan the daily schedule. GSRP classrooms use the *Creative Curriculum* to guide our instruction. The assessment tool that is used corresponds with the *Creative Curriculum* and is called *Teaching Strategies Gold Online Assessment*. Your child's teacher will assess your child throughout the year and will share this information with you at Parent Teacher conferences, home visits, or as requested by the parents. GSRP classrooms utilize the Ages and Stages Questionnaire (ASQ), a developmental screener, to help better serve the students in the classroom.

Passive Consent of Program Evaluation

In addition to Michigan Department of Education (MDE) reporting requirements, programs may be selected to participate in national, regional and/or statewide GSRP data collection efforts. If selected, programs must cooperate with MDE, the Hillsdale Intermediate School District and any of MDE's other research partners. Cooperation includes but is not limited to:

- Making classrooms available for observation
- Providing non-classroom space on site for child assessment
- Allowing administration and staff to take time to complete surveys and questionnaires
- Providing program information
- Distributing parent information letters

Parents Rights

Parents/guardians who have children participating in our program are guaranteed the following:

- To be welcomed in the center or classroom during all program hours and to be treated with respect and dignity
- To be informed regularly about your child's progress in the program
- To choose whether to participate in program activities
- To receive information regarding community resources and program planned activities
- Participate in home visits with staff and be treated with dignity and respect

Per Michigan Child Care Licensing, parents have the right to view the licensing notebook for their child's classroom. This will include records of staff training, certifications, clearances, etc. The website where parents can access rules regarding licensing is www.michigan.gov/michchildcare

Parent's Responsibilities

Bailey Early Childhood Center Great Start Readiness Program asks that parents/guardians recognize the important role you directly play in your child's learning and success in our program. Our program is committed to recognizing families as children's first and most important caregivers, teachers and advocates. We understand positive outcomes for children start at home and extend as we partner within the school setting.

The following are general program rules that are the responsibility of parents:

- Attendance- Send your child to school everyday
 - If your child is absent, it is your responsibility to contact your child's teacher
- Be present for scheduled home visits and parent teacher conferences
- Read and follow all transportation policies, if your child uses the transportation provided by Hillsdale Community Schools
- Notify the program of any change of information, such as a change in address, phone, emergency information, health issues, or family situations
- Ensure your child is up to date in health, dental exams and immunizations
- Read and respond to all written notices, bulletins and newsletters sent home
- Know and respond to the individual needs of your child
- Take an active interest and talk daily with your child about their school experience
- Take advantage of program activities and participate in at home school readiness
- Follow all school policies
- Work in partnership with program staff to strengthen your family and prepare your child for school

Grievance Procedure

When there is a problem or concern by a parent or someone in the community regarding the program, the following steps will be taken to ensure concerns are addressed in a timely manner.

1. The concerned party should talk to the direct staff that are involved
2. If the problem cannot be resolved with direct staff, the concerned party should contact the Program Director
3. In the event the problem cannot be resolved with the Program Director, the concerned party will be contacted by the Superintendent

Preschool Admission and Enrollment

Children who are four years of age or will turn four by December 1st of the program year are eligible to attend. Admission requirements and enrollment procedures are as follows:

- A. A child must be four (4) years of age or turn four by December 1st of the program year to apply for the program.
- B. Families must apply by completing a confidential application. **All applications are processed by the Hillsdale Intermediate School District.**
- C. Enrollment will be open to any children in the district without regard to race or religion.
- D. Each student shall meet minimum health standards for admission. This includes: immunizations or waiver from the Health Department on file at the time school start and a physical health form. **Students not meeting these requirements will be excluded from the program.**
- E. Each student must also have on file a copy of their **birth certificate before starting the program.** Additional forms include: Health appraisal, immunization records, income verification.

- F. Parents whose children have been selected to attend the program will receive a phone call from the school office.
- G. A developmental screening will be completed at the initial home visit.
- H. Any new registrations occurring during the school year and there are not vacancies, students will be placed on the waiting list and prioritized accordingly.
- I. As vacancies occur, they will be filled from the waiting list.

Withdrawal Policy

Families exiting the program are to notify their child's teacher, preferably in writing, of the child's exit date. If your child is absent more than ten consecutive school days, a letter will be sent to you asking if you intend to continue in the program. If we do not hear from you within the time stated in the letter, your child will be dropped from the program and another child on the waiting list will be enrolled.

Enrollment and Health Requirements

Change in Information

You will be filling out an emergency card for your child which contains important information for contacting you in the case of an emergency. It is the responsibility of the parent or guardian to keep the staff informed of any changes of your contact information.

Photographs and Publicity

Photographs of the children participating in GSRP may be taken from time to time and may appear in the newspaper, brochures, or other publicity materials. Your permission on the photo release form allows us to use your child's photo or video only for the purposes you indicate on the form. If you do not want your child's picture taken, please indicate in writing on the photo release form.

Court Orders and Custody

It is the programs intent to meet the needs of children, especially when parents may be experiencing life changing situations such as divorce, separation, or remarriage. Sharing information about such situations may be helpful to staff in working with your family and will remain strictly confidential.

The program cannot legally restrict the non-custodial parent from visiting their children, reviewing child's records, or picking the child up, unless the center has been provided with legally filed, executed and current documents. Copies of all court documents must be submitted to the center's office staff. If conflicting orders are presented, staff will follow the more recent order. We will follow any court order based on clear content and duration. Staff cannot allow a court order to be violated. In case of extreme conflicts, the police may be contacted to ensure safety for all persons involved.

Health

A health care plan is important to ensure all children are developmentally on track. Regular checkups are an important way to keep track of your child's health and physical, emotional, and social

development. When you visit your health care professional, you have a chance to learn as much as you can about the best ways to help your child grow. By focusing on your child's growth and learning, both you and your health care professional make sure your child is developing as expected.

Michigan Department of Childcare Licensing requires us to have a health appraisal (signed by your child's health care professional) for every child on file at school within the first 30 days of school. We are also required to have an up to date immunization record (or waiver). Our staff utilizes the MCIR system to check immunizations.

Your health care professional can help you stay up to date on well child visits and immunizations. If you need to find a health care professional, please let us know. We have a resource book in the office with local health care professionals (along with local dentists, eye doctors, etc.). Our local health department can help you with any needed immunizations.

Medical Conditions

If your child needs additional support, you must provide written documentation from a physician.

Medication

If possible, every effort should be made by parents to administer prescribed medication to their child before or after school hours. Please notify us if your child is receiving any type of medication at home, so we are aware and can watch for adverse effects.

If medications need to be given at school, prescribed medications must be in their original container with the full pharmacy label attached. If medication is over the counter, the correct dosage on the bottle must be followed. Parents/guardians need to transport the medication to and from school and complete and medication permission form.

Staff use the "five rights" to avoid medication errors or harm:

- The right person
- The right medicine
- The right dose
- The right route
- The right time

The center will maintain documentation of when and who administered the medication to you child. The forms will be reviewed with parents regularly.

Hygiene

It is our intent to support healthy hygiene practices in order to help children develop lifelong health habits. We practice appropriate hand washing techniques regularly in order to develop a healthy habit that is the first line of defense against the spread of germs.

Visuals are posted in all bathrooms on proper hand washing technique.

- **Handling Bodily Fluids**

All staff members are trained in proper handling of blood-borne pathogens. We maintain a clean and sanitary school environment. Each classroom contains a first-aid kit and proper universal precautions should there be a need for them.

- **Cleaning and Sanitizing Equipment**

Classroom Toys, equipment, and play surfaces are routinely cleaned with an approved disinfectant solution.

- **Sleeping Equipment**

Student cots will be cleaned weekly. Students are asked to provide their own blanket from home. Blankets are stored in labeled, individual bags with zippered closures. Blankets will be sent home each week to be washed.

Illness

While school attendance is very important to us we are also very concerned about the spread of illness. Students not feeling well should be kept home until he/she can fully participate in all classroom activities including outdoor play.

Parents will be contacted when the center observes changes in the child's health or when a child is too ill to remain in school as well as in the event of a serious injury. In the event of minor injuries, you will be notified by the end of the day.

If your child contacts a communicable disease, please notify the school office as soon as possible. Parents of other children may need to be alerted to exposure to the disease. Your privacy is assured.

In the following cases your child should not attend school and the school may request a doctor's note prior to the child's return to the classroom.

Disease/ Illness Symptoms	When a child may return
Fever 100.4 degrees or higher	Fever free for 24 hours without fever reducing medicine
Vomiting/Diarrhea (2 or more times)	24 hours symptom free
Chicken pox	After all skin lesions have dried
Pink eye or conjunctivitis	When eyes are mucus free or on medication for 24 hours
Strep Throat	24 hours of antibiotic treatment and fever free
Scabies	24 hours after a physician prescribed treatment
Lice- Active infestation (Live lice or nits within ¼" of scalp)	Upon examination, no live lice are found. All nits to be removed from scalp within 1 week.

Influenza	With a physician's clearance or fever free without fever reducing medicine for 24 hours
-----------	---

Drug Free Environment

Bailey Early Childhood Center operates a healthy and safe environment that is free from alcohol, illicit drugs, smoking and vaping. State laws regarding these items are strictly enforced.

Child Abuse and Neglect Reporting

Program staff and family members are the guardians of children's safety. All staff members are responsible for making sure that every child in our program is safe. When staff suspect a child may be abused or neglected, they are mandated by reporting guidelines and program procedures to report suspected child abuse and neglect. Michigan State Law requires school staff who suspect or witness child abuse or neglect to report it.

Staff receive annual training to recognize the signs of abuse and neglect. Our program encourages people to speak up about safety concerns, while remaining unbiased to encourage discussion and learning from these events to keep children safe.

Confidentiality

Bailey Early Childhood Center ensures parents that all information regarding children and families is kept confidential and protected. Children's health records, education records and family information records are available to staff and special consultants on "need to know" basis. No information is released to any persons outside the center without written consent from the parent/guardian. Michigan Department of Childcare Licensing has access to all licensing required child records.

The following information will be sent to the next school program in a CA (cumulative file):

1. Registration Form
2. Health appraisal
3. Immunization record
4. Legal birth certificate
5. Progress Reports
6. Special Education Documentation

If parents/guardians want to request records, please contact the office at Bailey Early Childhood Center. Please allow 24 hours to obtain requested information.

Transportation Policy

Preschool students in our full day program are offered transportation by Hillsdale Community School's buses. Half day morning students are offered transportation to school by the Hillsdale Community School buses and transportation home from school at 11:00 will be arranged by the parent(s). Parents

may contact the transportation office at 439-9506 to make arrangements. If there are any changes to your child's transportation plan please contact the Bailey Early Childhood Center office prior to 12:00 NOON.

Car Seat Safety

Always put the child in the backseat of the car in a car seat or booster seat. Read the height and weight requirements on car/booster seat for rear or forward-facing recommendations. Car seat must be appropriate for your child's weight and height and correctly installed.

The State of Michigan requires that all children riding in an automobile be properly restrained in a booster seat until the age of 8 years or the child has reached 4 feet 9 inches in height.

Classroom Information and Program Rules

The program is designed to meet each child's individual needs and the educational priorities of the community. Regardless of cultural background or special needs, every child is offered a variety of learning experiences designed to foster physical, social, emotion and cognitive growth. Children participate in indoor and outdoor play, music, art, language, literacy, math, science, social-emotional and physical health activities. They are encouraged to express their feelings, to develop positive self-esteem and to get along with others.

Example Daily Schedule

8-8:30- Arrival/Table Toys/Morning Meeting
8:30-9:05- Wash Hands/Breakfast
9:05-9:35- Outdoor Time
9:35-9:50- Large Group
9:50-10:05- Small Group
10:05-10:10- Planning
10:10-11:10- Choice Time
11:10-11:2- Clean-up
11:20-11:25- Recall
11:25-11:40- Music/Movement
11:40-12:15- Wash Hands/Lunch
12:15-12:45- Outside Time
12:45-1:00- Books/Bathroom
1:00-1:45- Rest Time
1:45-2:00- Table Top Toys
2:00-2:15- Read Aloud
2:15-2:45- Wash Hands/Snack
2:35-3:00- Backpacks/Dismissal

Outdoor Time

According to State of Michigan Child Care Licensing and GSRP regulations, children in attendance for 3 or more continuous hours per day shall be provided with daily outdoor play time, unless prevented by

inclement weather or temperatures that could result in children becoming overheated or excessively chilled.

Children will go outside daily as weather allows and the feel like temperatures is 10 degrees or above. Please make sure your child has proper clothing to play outside daily.

Rest Time

Keeping in compliance with The State of Michigan Child Care Licensing and GSRP regulations, each child 3 years of age or older that is in our care for 5 or more continual hours will be provided with a nap time or quiet time. For children who do not sleep, quiet activities, such as reading a book or putting together a puzzle will be provided. Children may assist when transition to and from rest time by, gathering and putting away rest materials, turning on/off lights, and assist in gathering/putting away personal items.

Arrival and Departure

When parents are providing their own transportation to and from the center, we assume responsibility for children when the teacher helps the child out of the vehicle or is signed in by the parent at the office.

Please do not drop off your child early. Teachers use this time to prepare for class and are not available to provide care for you child. Drop-off occurs in the alley next, entering from Barry St. and exiting on South St. Gates will be open from 7:40-7:55am for drop-off. The gate will open at 3:00pm for pick-up.

Upon departure, please make sure your child's teacher is aware that your child is leaving with you. If you child is not picked up by the scheduled departure time, individuals on the emergency release form will be contacted to pick up your child.

Release of Children

In order to ensure your child's safety, a child will only be released from the center or the bus to the child's parents/guardians, or designated person indicated on the child's Emergency Contact/Release form.

Please be prepared to show a picture ID if requested by staff.

What to Bring and What Not to Bring

Send Your Child With:

- Play Clothes
 - Shoes should be protective of heels, toes, and soles of feet.
 - Clothes should be easily washable
 - Provide simple clothing without complicated fasteners
- At least one set of labeled, extra clothing- to be used in the event of a bathroom accident, paint spill, etc.
 - Remember to send replacement clothing when your child wears his/hers home and/or when the weather changes
- Jacket/coat, snow pants, and gloves when the weather is cold

- Backpack or bag for belongings
- Small blanket for rest time

Do Not Send Your Child With:

- Any toys
- Inappropriate clothing, such as dress clothes or other clothing that cannot get messy
- No object that can cause bodily harm (pocket knives, slingshots, toy weapons, etc.) should be brought to school

Attendance

We believe that preschool is extremely important to your child's later school success. We understand that from time to time there are circumstances that prevent your child from attending school such as illness, family emergencies, or vacations. Please call or email your child's teacher if an absence is unavoidable. If the teacher is not contacted the absence will be considered unexcused.

Daily Meals and Snacks

During your child's day in our program, he/she will receive USDA approved meals. Depending on your child's schedule; they will receive breakfast lunch and snack.

All families are required to submit a free and reduced lunch application. All children may bring a healthy, packed lunch from home. We ask that there are no pop or glass containers in their lunches.

All meals are served family style. Adults are expected to eat with the children; model good eating habits, table manners and encourage conversations during mealtime. Children are encouraged, but never forced, to try new foods. Food will never be used to punish or reward children.

Special Diets

Parents of students with special dietary needs may make those needs known by completing the Request for Special Dietary Needs Accommodations. This form is available by request from the school office. Once received by the school the dietary accommodations will be met. Copies of the Request for Special Dietary Needs Accommodations will be kept in the main school office, kitchen, as well as, in the student's classroom.

This child care center is a participant in the Child and Adult Food Program (CACFP) a United States Department of Agriculture (USDA) program. More information is available upon request.

USDA Nondiscrimination Statement

Last Published: 11/19/2015

- For State and local Agencies and their sub recipients use the FNS Nondiscrimination Statement. In accordance with the Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national

origin, religion, sex, gender identity (including gender expression) , sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, ect.) should contact the responsible Agency or USDA's TARGET center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender

Birthday Celebrations

Birthdays are an exciting time for young children. If your child would like to bring a treat for his/her birthday, please notify the teacher ahead of time. Please make the treats as nutritional as possible (i.e. crackers, popcorn, muffins, fresh fruit, bagels, pretzels, juice, vegetables, cheese cubes or slices). We asked that invitations to birthday parties not be sent to school for distribution unless the whole class is being invited.

Parental Notification of Emergencies

Parents will be notified when a child experiences an accident, injury, incident or when the center observes changes in the child's health.

An incident, though highly unlikely, might include, but not limited to, the following:

- A child lost or left unsupervised
- Alleged sexual contact between children or child and staff member or volunteer
- Physical discipline of a child by a staff member or volunteer

Depending on the severity of the incident parents will be notified the same of the incident in one or more ways by the classroom teacher or director:

- Written student injury report
- Phone Call
- Email
- Text Message

Accidents and Injuries

A staff member trained in first aid will handle all injuries. Minor injuries (bumps, scrapes, bruises) will be reported to the parents with an injury report form, which will be sent home with your child.

If your child is involved in a medical or dental emergency, our staff is trained to follow the steps in our emergency operations plan. A decision will be made if the accident/illness requires an ambulance to transport the child for emergency medical care, or if parents/staff are able to transport your child. You will be contacted immediately. If you cannot be reached, we will call the next person designated on the Emergency Contact List.

Emergency Closings

Hillsdale Community School closures or delays will be broadcasted on the local news channel and WCSR radio.

Crisis/Emergency Information

In the event of a crisis, such as tornado, fire, earthquake, or lockdown:

- Staff will follow specific protocols for the building
- If protocols allow, children will be released to parent/guardian or individual listed on Emergency Contact release with proper identification.
- Staff are prepared to care for your children in times of crucial situations. Proper certifications and training, such as, CPR/First Aid and emergency response reviews are completed by staff.
- On occasion, schools will go into lockdown, if you hear of a lockdown, please do not contact the school or try to pick up your child. Staff will follow protocols and procedures during this time to keep your child safe.

The National Weather Service shall be the official source of information pertaining to decisions made by the school district.

- During a tornado, thunder storm or winter weather **watch** students will remain at school and be dismissed as usual.
- During a tornado or thunderstorm **warning** students will be moved immediately to the designated safety area.
- If the Tornado or Thunderstorm Warning is in effect at the time of dismissal, students will remain at school until the National Weather Service removes the warning. Students will be released to parents and legal guardians only. During a Winter Weather Warning, students may be sent home early.

Safety Drills

Fire Drills will be practiced during appropriate weather according to licensing regulations. Children will be escorted quickly and quietly to the designated area outside where attendance is taken. Children and staff will wait until the "all clear" has been given to return to the building.

Tornado Drills will be practiced as well. During a tornado drill, children will be taken to a safe area of the building. The children will sit quietly with their head bowed and covered by their hands.

Lockdown Drills will be practiced when the school is placed in lockdown mode. During this time staff and students will secure themselves in a secure area.

Discipline

It is the policy of Bailey Early Childhood Center to try to resolve all matters in a calm and professional manner. Our goal is to teach the children self-control and respect for other people and property. For the most part, conflicts and areas of concern that arise throughout the day will be dealt in a one-on-one basis. Verbal strategies as well as picture cues might be used to help each other through the process. The following procedures will be followed in most instances:

1. Your child will be responded to in a calm, verbal manner. They will be asked to state what the problem is or the teacher will communicate to the child the problem.
2. Your child will be asked what he/she can do to resolve the problem.
3. The child may be given choices, if they are unable to come up with any ways to solve the problem.
4. In a conflict involving more than one child, all parties will discuss the problem and work together to come up with a reasonable solution.
5. If it is an isolated incident, then only the child involved in the incident and the classroom teacher will work to resolve the problem together
6. When this approach does not work, your child may be asked and reminded what it is they need to do. If the child does not respond in an appropriate manner, then they will be given a choice. For example, "You may choose to sit at this table or go to the block area."
7. Children are expected to respect each other's bodies, feelings, and possessions. If at any time, we feel a child is being harmful or destructive, to themselves or others, then they will be immediately removed from the situation until the situation can be dealt with in a positive and calm manner. At no time will a child be allowed to hurt themselves or others.
8. If a problem cannot be resolved or continues on a regular basis, parents will be notified by the classroom teacher.
9. Corporal punishment shall not be used.
10. Please notify your child's teacher if there are any significant changes at home such as changes in sleeping habits, death in the family, divorce/separation, hospitalization or moving that may influence the child's behavior during the day.

Whole Child Perspective

Bailey Early Childhood Center promotes learning and development across the continuum of child development, including health, nutrition and mental health development. The program meets federal and state standards in relation to adapting the whole child perspective through various activities that occur throughout the course of the daily schedule including, but not limited to: handwashing, oral

hygiene education, food preparation/family style meals and utilization of the program's adapted social-emotional curriculum.

Social and Emotional Health

Promotion of social and emotional wellness and encouraging positive relationships for children is our goal. Through social/emotional screenings, curriculum activities and classroom observations, performed throughout the year, we ensure that our classroom environments are supportive, responsive and positive in meeting children's needs. Bailey Early Childhood Center uses AI's Pals curriculum, that ties into Creative Curriculum, to help students better understand their emotions and how to interact with their peers.

Disabilities and Inclusion

Bailey Early Childhood Center is committed to serve the educational needs of the children enrolled in the least restrictive environment possible. We believe that all children are able to learn. Teachers work with parents and other specialist to meet the Childs goals established in the Individualized Education Plan (IEP). Many accommodations can be made within the classroom to meet the different needs, abilities, and interests of the children in our program. The teachers will assist families in making referrals for evaluations to the Hillsdale Intermediate School District and connect families to the appropriate services and specialists when necessary.

Cultural Competence

Children from all cultures are welcome in our program. Our staff encourages families to share their cultures, beliefs, traditions, and/or hobbies with the class. It is important for us to understand your culture so that we are better able to help and work with your child. We encourage children and staff to use children's home language in all activities provided in the classroom. If you need information, newsletters, notes, etc. translated to another language, we will work with our local ISD and other agencies to accommodate your needs.

Home Visits and Parent Teacher Conferences

Families enrolled in Great Start Readiness Program will receive a minimum of two home visits by teaching staff at the start and end of the school year. Home Visits are an in-depth opportunity for parents and teachers to:

- Get to know each other
- Share program information
- Help for a smooth transition both into and out of the program

Conferences are held at the school twice during year (Fall and Winter). Parents are asked to share information about their child's progress, ask questions, and learn more about their child's education progress from the teacher's observations. Conferences are an in-depth opportunity for parents and teachers to:

- Develop/share individualized learning goals for your child
- Share observations about your child's strengths, needs and interests

- Discuss the classrooms schedule and activities
- Review child's progress

At each home visit or conference, teachers will share the child's progress. The parent and teacher will then set goals for the child to work towards

Parents, as well as, teachers are encouraged to keep scheduled appointments to ensure that all home visits and conferences are completed in a timely manner.

Field Trips

Each preschool classroom takes various field trips and nature walks throughout the year. These are considered a valuable part of the educational program. Permissions for field trips are provided on the child information card. Parents will be notified in advance of any trips. Chaperones may be asked to attend if necessary.

Parental Involvement

You are your child's first teacher. The program encourages parents to be actively involved in their child's education. The program strives to meet the needs and interests of families.

Family Nights

Bailey Early Childhood Center hosts family nights throughout the school year to help promote community in the school. Parents and students are encouraged to attend. During these nights, families may be asked to completed a survey to provide the program with their insight.

Parent Coalition

Parents are encouraged to be active member in the Great Start Collaborative Parent Coalition. Meetings occur once a month.

Volunteers

Volunteers are an important part of the program and parents are especially encouraged to volunteer.

Parents can volunteer at the center in the following ways:

- Help teachers with children in the classroom during center time, group time, outdoor time, mealtime, etc. to carry out daily activities
- Present cultural activities to children or share an interest or hobby
- Read stories to children
- Assist teachers in preparation of classroom materials

If you are interested in volunteering, you will be asked to fill out a volunteer application. When volunteering, all volunteers must sign in and out at the school office. Volunteers are never left alone with children and are always under the supervision of a staff member.

Community Resources

Hillsdale County is supported by 211. 211 is a free, easy to remember and confidential phone number that links people with services they need. Anytime of day or night, trained professionals are ready to help.

Program staff will help located resources for families as needed.

Families are also encouraged to utilized the Resource-Referral Guide at www.greatstarhillsdale.org