ALLEN PARK CENTER FOR EARLY CHILDHOOD EDUCATION

CUBS

Great Start Readiness Program

Michigan's Nationally Recognized Pre-K Program

Great Start Readiness Program (GSRP) Family Handbook

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MISSION STATEMENT

The mission of the Allen Park Center for Early Childhood Education (APCECE) is to provide all children with a wide variety of experiences, emotionally, socially, physically and intellectually to enable them to reach their full potential.

APCECE PHILOSOPHY

The Allen Park Center for Early Childhood Education (APCECE) is dedicated to providing robust learning experiences that support the education of the "whole" child. Our goal is to provide an experience filled with investigation, learning, exploration and friendship across the developmental domains that prepares children for kindergarten and the world beyond.

STUDENT LEARNING

The APCECE offers several options for families, including tuition-based full day and half day classrooms, Great Start Readiness Program classrooms (GSRP) and an Early Childhood Special Education Classroom (ECP). GSRP classrooms run 5 full days per week, the ECP classroom runs 5 half days per week, and the tuition-based classrooms are 5, 3 or 2 days per week half or full days. The APCECE uses the research based curriculum, Creative Curriculum, to provide learning activities, guidance methods, daily schedules and routines that are planned to promote the goals aligned to our philosophy, as well as essential practices in early math and literacy. More details regarding curriculum will be shared by your child's teacher.

GREAT START READINESS PROGRAM PHILOSOPHY

GSRP staff will:

- provide a safe, stimulating and nurturing learning environment
- implement a high quality early-childhood curriculum based on measurable developmentally appropriate standards and goals
- actively engage parents and community members in the education process
- invest in specialized, collaborative staff and ensure ongoing professional development
- develop a school spirit that will nurture personal responsibility, self esteem, and respect for all

Program decisions are made from a child centered focus which includes looking at the Early Childhood Standards of Quality-Pre-Kindergarten, the curriculum assessment information, feedback from parents, the diverse social, economic, and cultural backgrounds representing our families and community.

Great Start Readiness Programs (GSRP) must comply with Public Act 116 of the Public Acts of 1973, as amended and the Licensing Rules for Child Care Centers. Michigan State Board of Education criteria for the GSRP require adherence to the Great Start Readiness Program Implementation Manual and the State School Aid Act requires program adherence to all standards in the Early Childhood Standards of Quality for Prekindergarten (ECSQ-PK). The Michigan Department of Education (MDE) requires grantees to address program quality in a systematic way utilizing Classroom Coach program assessment tool and child outcome data from Teaching Strategies GOLD.

ELIGIBILITY

1. The child must be four (4) years old by September 1, of the year he/she begins school.

2. Assessment and family information (Eligibility Factors) must reflect that the child has the greatest need as compared to other children who are screened.

3. Children must attend daily. In the case of shared custody, it is the responsibility of the parent, guardian, or other legal person for having the child in attendance daily.

Recruitment: Acceptance is granted to students showing the greatest need determined by the guidelines set forth by the Michigan Department of Education. Parents will be interviewed and asked to provide documentation of family income. A waiting list will be maintained for future openings.

DEVELOPMENTAL SCREENING

The program utilizes the ASQ-3 (Ages and Stages Questionnaire 3rd edition), a developmental screening tool designed for use by early childhood educators and health care professionals. It is a parent centric approach to capture the snapshot needed to catch delays and celebrate milestones. Children are screened when enrolling in our program and/or transitioning into a newly assigned classroom. Screenings are done in collaboration with families and results are shared with families during designated conference times.

Children with Special Needs

Our Special needs plan is important to children, parents and staff because we strive to meet the individual needs of all children in the program and are committed to the concept of inclusion for all students. Staff will make necessary accommodations to include all children in the learning environment and daily routine. Families and staff work together to meet the individual needs of each child by setting age appropriate goals. Communication between all stakeholders is ongoing and confidential. Staff receive annual training on various strategies for working with families and children with special needs. To determine each child's needs, the program conducts Ages and Stages and other necessary screenings within the first two weeks of the child's first day of school to assess each child's developmental, behavioral, and language development. These screenings, as well as information gathered from observations or provided by parents, doctors, or other specialists - produce a process to follow up on that concern, including further evaluation if needed. We can provide mental health support, speech therapy, and occupational therapy as determined necessary for the child. Families may also need services unrelated to special education. If there is a non-educational need that your family has, please notify a staff member. Staff will seek the resources you need and follow-up accordingly with referrals, recommendation and support.

Referral Policy (Child/Parent)

The Great Start Readiness Program maintains a list of resources to assist in meeting child and family needs. If there is a non-educational need that your family has, the GSRP Teacher and Program Director can assist you in finding the next steps. In the event further screening is needed for your child to determine eligibility for special education services, parental consent will be obtained and a referral to the special education department will be made. Parents and Guardians may request a screening for special education eligibility in writing at any time. The parent/guardian request will initiate the process of further evaluation for special education services. After a referral to special education is made, follow up will be made within the state required timelines.

STAFF

All employees of the APCECE sign a statement verifying they have no criminal convictions involving children. They also submit to background checks with the Department of Human Services and the Michigan State Police and are certified in CPR and FIRST AID. Our staff completes frequent professional development and have relevant experience and backgrounds in early childhood education. Lead teachers and assistant teachers are highly qualified and experienced in early childhood education.

POLICIES

Schedule of Operations

The APCECE is in operation from September to June. Classes will be in operation during the normally scheduled Allen Park Public Schools calendar. School hours are from 8:15-3:15 PM daily in GSRP classrooms. Please refer to our website for the most updated calendar. Before and After Care is available with an additional registration and fee.

Arrivals and Dismissals

It is important that children arrive on time in order to receive maximum benefits from our preschool program. Arrival and dismissal will take place at numbered doors along Moore Avenue, specific to your child's teacher. Students in the Early Childhood Special Education Program (ECP) will arrive and dismiss at Door #1. Mrs. Lacey and Mrs. Shupe arrive and dismiss at Door #2, Mrs. Easlick and Mrs. Rader arrive and dismiss at Door #3.

Upon arrival, each child must be accompanied by an adult and wait for the teacher to escort the children into the building. At departure, an adult must come to their teacher's assigned door to pick up their child. Under no circumstances will a child be allowed to leave the school unaccompanied by an adult. If someone other than a parent will be picking up your child, that person's name must be on the emergency card or a written note is required and they may be required to present identification. If you have designated someone that is under the age of 18, you must sign a special form that gives them permission to pick up your child/children. WITHOUT THIS SIGNED FORM, YOUR CHILD WILL NOT BE RELEASED TO ANYONE UNDER THE AGE OF 18. Your child must be signed in and signed out daily with their teacher at arrival and dismissal. Each teacher will determine their procedure for signing in and signing out.

Unless custody has been established by court action, one parent may not limit the other from picking children up from our care. A copy of the court order must be on file with the APCECE Office in order for us to withhold a child from his/her parent.

Late Arrival

If you arrive late to school, you must bring your child to the office through Door #1 to check in. Excessive tardiness will warrant a discussion with the Program Director.

Early Pick-Up

If you know ahead of time that you need to pick your child up early please inform the classroom teacher or call the office ahead of time. We will have your child waiting in the office. If at all possible, please avoid early pick up during the children's rest hour, which is typically between 12:45-1:45 pm, as it is disruptive for your child and the rest of the children in the classroom. Classroom entrance, dismissal and routine are crucial to your child's security, comfort and positive school experience. We must respect the teacher and children's planning and routine, establishing a good routine for entry and dismissal stays with the child throughout their educational career.

Abandonment

NO LATE PICK UPS! Tardiness, late pick ups, and excessive absences (without medical reason) risk a conference with the administrator. If a child is not picked up on time, the phone numbers on the emergency card will be called. If prompt pickup cannot be arranged, the APCECE will call the Allen Park Police Department and a referral to Child Protective Services may be made.

Half Day Dismissal

There are several dates on our calendar with an 11:15 am dismissal time. These dates are used for Family Conferences and professional development. You may enroll your child in before and after care on these dates for a fee. Please visit Allen Park Community Services page for more information regarding before and after care.

Absences

Please email the APCECE office at adkinsn@appublicschools.com or call 313-827-2666 to report absences. In addition, parents must notify the APCECE office as soon as possible if their child is diagnosed with any communicable disease (i.e. chicken pox, measles, pink eye, strep throat, etc.), so necessary paperwork may be prepared. It is very important that a child has regular attendance in order to experience the greatest benefit of both tuition programs, ECP and GSRP. Excessive absences will result in termination from the program, and offering of your child's spot to a waitlist student.

School Closings

In the event of a school closing, announcements are posted on our school facebook page, Parent Square, as well as Allen Park Public Schools facebook page. If the session has begun, and the school must close, parents will be contacted to pick up their children. If the school must close or be evacuated, the children will be transported by staff to a safe, secure site under the direction of the Director. A parent communication will be made immediately. When the Allen Park Public Schools are closed due to inclement weather or emergencies, the APCECE will also be closed.

Safety Precautions & Emergency Procedures

The APCECE is locked from the outside at all times. Outside Adults/Parents/Guardians are admitted only through Door #1 and must speak with building staff, and must be accompanied by staff at all times. In the event of an accident or emergency occurring while your child is in our care, the family will be notified and an accident report will be completed describing the incident and adult(s) present. During severe weather (i.e. tornado), the children will be moved to designated safety areas in the building. Drills will be held with the children to practice these procedures. Plans for safe evacuation of the building during a fire are posted and familiar to all teachers. Fire drills are held on a regular basis to familiarize the children with these procedures. Staff are certified in CPR and FIRST AID. Parents will be notified of any injuries.

Health

All children in the preschool program must meet the local and state departments and Michigan Department of Health's requirements for school entry (including immunizations), as well as any additional health requirements of the local school district. A completed health appraisal form and emergency card must be on file no later than the first day of school. When a child's symptoms interfere with his or her activities, the child should be kept at home.

For the protection of all children, your child will not be accepted at preschool or may be sent home with requirement of immediate pick up if he/she has any of the following symptoms:

- Oral temperature of 99 degrees or above. A child who has a fever should remain at home until "fever free" for a minimum of 24 hours without the use of fever-reducing medications.
- Intestinal problems with diarrhea or vomiting.
- Any type of undiagnosed rash, sores or skin infections
- Any type of communicable illness (chicken pox, measles, impetigo, pink eye, strep infection, or any other contagious illness).
- Congestion or mucous discharge of the nose, sore throat or hoarse voice
- Earache or ringing in the ear, red puffy/draining eyes, swelling of any part of the body
- Toothache
- A child who has started antibiotics needs to be on medication for 48 hours before being considered non-contagious and able to return to school.

Children with any of these symptoms will be excluded from preschool for that period of time as established by the State health guidelines. If a child has any type of communicable illness, a doctor's note is required before the child may return to school.

Communicable Disease

It is our policy to report any case of communicable disease which occurs in your child's classroom such as measles, chicken pox, lice, scarlet fever, pink eye, etc. If one should occur, you will receive a letter from the school outlining treatment and necessary action.

Medication & Allergies

We would prefer that children are given any necessary medication before they come to the program. If it is necessary for your child to receive medication for allergies while in school, or emergencies such as an EpiPen, a medication consent form must be signed by your child's physician. If your child takes regular medication that must be administered during school hours, please notify us so that a medical meeting can take place. Please notify us of any food allergies. All medical conditions/severe allergies must be shared with Mrs. Adkins, Student advocate in the APCECE office (adkinsn@appublicschools.com) so that a medical plan can be made with the guidance of our District Nurse, and all required forms are filed. Once those forms have been completed, the medicine must be brought to the school in the current prescription packaging, labeled with the child's full name, identification of medication, dosage, and time of administration. This procedure must be followed for over-the-counter medication as well. We cannot give your child any medication without following these procedures. This is a state law and no exceptions can be made.

Confidentiality

Child and family records will not be disclosed without written consent of parents or legal guardians, except as needed when child abuse or neglect is a concern. Confidential information is shared only with staff members who need the information to perform their jobs. Families have a right to examine their child's records. All child assessment results are confidential in nature and used to support the child's progress in our programming. Assessment results are shared with parents/guardians at appropriate times and with parent request.

Nutrition & Food Services

Please inform the child's teacher of any food allergies he/she may have!

Mealtime and snack environments are developmentally appropriate and support children's development of positive eating and nutritional habits. We encourage staff to sit, eat and have casual conversations with children during mealtimes. Staff provide healthy nutritional role modeling and families are provided with menus and nutritional information. Breakfast, Lunch and snack are part of the daily routine with an emphasis on good health and nutrition. Good eating habits start when children are young. A child may have to be exposed to a food that is new 12 or more times before becoming comfortable with it. Through our family style dining approach, children will build relationships with each other while learning healthy eating habits. Foods from different ethnic backgrounds are sometimes part of the meal to encourage exposure to different foods. All food is provided in accordance with the National School Nutrition Standards. Foods containing peanuts or tree nuts, or made in a facility with peanuts or tree nuts will not be served in GSRP programs. If your child requires a Halal meal, please notify Mrs. Adkins, APCECE Student Advocate at adkinsn@appublicschools.com.

GSRP Classrooms: It is mandated by the state that NO food may be brought into the classroom from home. All food will be provided by the school district. Each student will be given a breakfast, lunch and snack daily. Please note: the teacher cannot accept any food donation for any occasion.

Emergency Card

Your child's emergency card must be in our files before your child can attend the program. ALL areas of the emergency card MUST be filled out completely. Children will not be accepted without a completed emergency card. Make sure the name of any person who may pick up your child is on the emergency card. Children will not be released to anyone without the expressed consent of the parent or guardian. Any changes in emergency card information during the year should be immediately reported in writing and the emergency card changed.

Clothing

Children should be dressed in comfortable clothing. They should wear simple, sturdy, and washable play clothes that do not restrict their participation in activities. All shirts must cover shoulders, and have school-appropriate graphics. Avoid complicated fastenings and suspenders or belts, as the children are expected to take care of their own bathroom needs (with assistance when needed). **NO dress shoes, open toe shoes, including sandals, crocs and flip flops, as they are unsafe on the tile floors and climbing equipment.** All students must wear socks and tennis shoes daily. Bring your child to school outfitted appropriately for the weather. The children are taken outdoors daily for play (weather permitting). All clothing should be labeled with your child's first and last name on them (i.e. each piece of clothing, coats, hats, mittens, school bag, etc.).

Please send in a complete change of clothes to be left at school. Put all labeled items, including underwear and socks in a "Ziploc" bag. Slip a large piece of paper inside with your child's first and last name and the day and time of the class they are in. Occasionally our activities are "messy" and "wet", and it becomes necessary to change clothes. Please remember to send back another bag of clean clothes in the event we send them home dirty after an accident.

Your child will need a backpack for school. The backpack can be of your choosing but we ask that it be big enough to fit all that your child brings home from school – a folder, art projects, etc.

Behavior Expectations

The Great Start Readiness Program (GSRP) staff will use positive methods of classroom management to encourage self-control, self-direction, self-esteem, and cooperation. Corporal punishment is prohibited. Staff will use Conflict Resolution to re-direct, logical consequences and talking with the child to help correct inappropriate behavior. All of these methods help to encourage self-control, self-direction and cooperation.

APCECE students participate in Early Childhood Positive Behavior Interventions and Supports (PBIS) and learn about how to respect themselves and others. In Early Childhood PBIS (Positive Behavioral Interventions and Supports); teaching, supporting and practicing the development of social and emotional skills is one of the foundational elements to support all children. Partnering with children's families to support these skills, and to support challenging behaviors, is also essential. They are respectful, responsible and safe and work together to form a caring community. Some guidelines for behavior expectations include:

- Staff uses developmentally-appropriate, positive methods to encourage self-control, self-direction, self-esteem, and cooperation.
- Staff ensures that a child is safe from harming himself, others, or property

Conflict Resolution Steps to Practice Both at School and at Home

1. Approach calmly, stop hurtful actions
2. Acknowledge the child's feelings
3. Gather Information
4. Restate the Problem
5. Ask for ideas for solutions, choose one together
6. Follow up with support

When extreme behavioral problems occur, the following guidelines are to be used:

- "Take a Break" during program hours
- Parental conference with staff
- Parental conference with director
- A support plan is developed that is specific to the child and their needs

All students in the Preschool program are subject to the Allen Park Public Schools Code of Conduct. More information regarding Early Childhood PBIS programming can be found here.

Child Abuse and Neglect

Parents must be aware that if a childcare worker sees what they deem or suspect to be neglect or abuse of a child, they are mandated by law to report immediately to the Director who will contact the district Social Worker and Protective Services.

1. All staff members are required by law to report any suspected cases of emotions, verbal, physical abuse or sexual exploitation
2. All incidents are reported to the county/state department of Social Services, who conduct a follow up investigation
3. We may or may not inform a parent that we have reported a case of suspected abuse and/or neglect

If you would like further information on this state law or community services available to you, please speak with a staff member.

Toys from Home

Toys from home are strictly prohibited, with the exception of toys that are asked for by the teacher for a special activity (show and tell, etc.). We are not responsible for any broken, misplaced or shared toys. Please check your child's backpack. Toy guns, war toys, action figures or other toys of destruction are strictly prohibited in school.

Typical Schedule

GSRP Schedule
Arrival Breakfast Greeting/Circle Time Choice Time Gross Motor Time (indoor or outdoor) Clean Up & Recall Time Lunch Prep and Lunch Rest Time Small Group Time Clean up and Snack Dismissal

Rest Time

All children in full-day programming are required to have a 60 minute rest time daily. They are encouraged to sleep, but may rest quietly on their cot. If your child does not sleep, the teacher will provide a quiet activity for them on their cot. Cots are labeled by student name and cleaned. Blankets are provided to the student and will be washed weekly at the center by the staff.

Field Trips

Field trips may be planned at the discretion of the staff and the Administrative Director. Parents will be expected to give written permission. The number of parents needed on a particular field trip depends on the destination of that trip. Your

child's teacher may ask for only a few parents to accompany children on one trip. On another trip, however, the teacher may request that every child be accompanied by an adult. This is for the safety of the child. Transportation for field trips is provided by buses or personal vehicles driven by individuals which meet requirements of the State of Michigan. You will be asked to sign a consent form prior to the trip.

Withdrawal/Dismissal from GSRP

Children may be withdrawn from the Great Start Readiness Program as follows:

1. Voluntary Parent Withdrawal
    a. Family moves out of area
    b. Conflict in school schedule
    c. Personal family reasons
    d. Special education placement
2. Involuntary Withdrawal
    a. Lack of attendance
    Prior to withdrawal, the family will be contacted by phone and email.
    If the above attempts fail, the child will be withdrawn from the program
    b. Wayne County Health Exclusion:
    Lack of appropriate immunizations or failure to provide evidence of updated immunization records will result in preschool services being withdrawn.

Children will not be excluded or expelled because of the need for additional medical or behavioral support.

CURRICULUM

Our program uses Creative Curriculum, a research-based curriculum that is appropriate for young children at diverse developmental levels. The Ages and Stages Questionnaire is an initial screening that provides the teacher with a baseline of information needed to plan appropriate activities. Teachers observe, plan, and assess the growth and development of children daily, allowing children to engage in activities designed to promote learning based on the child's individual abilities and interest.

The Creative Curriculum is aligned to early learning standards, and uses the whole child approach to learning with daily experiences in language, literacy and mathematics. Literacy and numeracy skills are promoted through naturally occurring activities and throughout the classroom environment, such as counting out snacks for classmates daily, or locating desired items using simple labels (ex: I know the blocks are here because the label has a B!) Children learn that they are capable of working through social situations such as taking turns and following classroom guidelines. Teachers ask open-ended questions to promote curiosity, encourage children to verbalize what is going on in their world and problem solve together.

The Creative Curriculum provides the Teaching Strategies Gold Assessment that allows teachers to arrange their observations according to each child's development in all areas. Teachers will share updates on student progress using this assessment tool. Visit www.TeachingStrategies.com for additional information on our fantastic curriculum resources!

COMMUNICATION AND FAMILY INVOLVEMENT

Volunteers

Volunteering in the classroom reinforces to your child that you value education and that you care enough about them to spend time at their school. The Great Start Readiness Program welcomes volunteers and, in fact, encourages them. Volunteering can consist of activities such as spending time in the classroom or taking materials home to prepare for the teacher. Parent volunteers cannot bring siblings into the classroom. If you are interested in volunteering in your child's classroom, please talk to the classroom teacher or the director.

The center must perform a criminal history check (ICHAT) using the Michigan State Police internet criminal history access tool before volunteers may have contact with children. Additionally the volunteer shall provide the center with documentation from the Department of Human Service that he or she has not been placed on the central registry for substantial abuse or neglect. If the volunteer is a parent, then this sub rule may be waived if the center has a written plan of supervision for such parents.

All volunteers, if working with direct contact of children, must be under the direct supervision of the classroom teacher at all times. If the volunteer is assisting with classroom preparation and/or paper work they do not need to be in direct supervision of the classroom teacher and must not be in contact with children.

Family - Teacher Communication

It is vital to your child's education that you and the teacher maintain open communication. In order to facilitate this, your child will be given a folder with his/her name on the front. Your child will bring it home from school everyday and we ask that you send it to school everyday. In this folder you will find notes from your child's teacher, notes from the school, community information, calendars, field trip information, etc.

This information is for you, not your child, and we ask that you look in this folder everyday. Some days it will be empty, simply send it back to school with your child the next day. If you have a note or other communication for your child's teacher, put it in the folder when it is returned to school.

In order to maintain the quality of this communication process and to keep the folders in good shape, we ask that you provide your child with a backpack which will be worn to school everyday. We will provide your child with a standard two-pocket folder which measures approximately 9 1/2" x 11 1/2". Your child's folder must fit in the backpack without folding! Again, this backpack is for your child's folder only. No backpacks with wheels are allowed.

Parent Square

Register on Parent Square using the email address or phone number you used to register your child for school. You will see district, school and classroom updates using this program and be able to communicate with your child's teacher.

Family Education Activities

Family contact occurs often during the school year in the form of 2 home visits, 2 family conferences, data checkpoint meetings and through our Building up to Kindergarten Events (3 per year). More information about these events can be found in the Kindergarten Transition Plan.

School Readiness Advisory Committee (SRAC)

The School Readiness Advisory Committee (SRAC) is established as a workgroup of the local Great Start Collaborative-Wayne County (GSC). The SRAC is designed to improve all children's school readiness within a community, so that no matter their preschool experience children come to kindergarten ready and aligned with their peers. This is accomplished through the involvement of classroom teachers, parents or guardians of program participants, and community, volunteer, and social service agencies and organizations, as appropriate, who make recommendations to the Great Start Collaborative regarding GSRP and other community services. If you are interested in participating, please sign up using this form.

Family Conferences

A family conference is a meeting at your child's school between you and your child's teacher and will take place at least 2 times a year. At this meeting, we will discuss your child's progress in the classroom using assessment records of social, motor, language and cognitive development.These meetings are held twice during the school year, once in the fall and once in the spring, and will last a minimum of 45 minutes.

Home Visits

A Home Visit is a time when your child's teacher and associate will come to your home. Two Home Visits will occur during the year, one in the fall before your child starts school and one in spring. At the first Home Visit, your child's teacher and associate teacher will work with you to complete the forms necessary to register your child for school. At the second Home Visit your child's teacher will bring information and materials which will assist you in furthering your child's education at home and Kindergarten readiness.

Kindergarten Transition Plan

Allen Park Public Schools and our GSRP Program offer three events throughout the year, Building up to Kindergarten Parts 1-3 that are hosted at each of our elementary schools. Families are invited to these free events along with their GSRP teachers to learn more about kindergarten preparation and see Kindergarten classrooms across the district.

In addition to these events, at the final family conference, teachers will provide parents with summer activities that help to continue to support the transition to kindergarten during the summer months. Also, during the final home visit teachers will give parents the opportunity to ask additional questions, and teachers will enter into casual conversations about differences between preschool and kindergarten.

Participation in any of our preschool programs does not guarantee enrollment in our Allen Park Public Schools Kindergarten or Young Fives classrooms. Children who live in Allen Park must register for Kindergarten on our district website, attend kindergarten round up at their elementary school, and be screened to determine classroom placement. Children who do not live in Allen Park, but wish to attend Allen Park Schools, need to complete a Schools of Choice application. Schools of Choice applications are available for only 3 weeks out of the year, generally in the month of April. Please check our Allen Park Public Schools website regularly for updates.

Prohibited Behaviors During School Activity (Arrival/Dismissal, Field Trips, Events)

Please make your drop off and pick-up time a NO CELL PHONE ZONE. Your child has much to share at the beginning and end of the school day. Those brief moments of conversation increase your child's understanding of the world around him/her and how things work. They are excited to tell you about their day. Vocabulary and language comprehension increase when children have opportunities to express their ideas, especially with thoughtful questioning and reflection by the adult role model. Actively listening to your child sends the message that what your child must share is important to you! We hope you will give your child your undivided attention while listening about their day. Putting down the phone will also help keep your child safe walking through the parking lot.

Grievance Policy

Allen Park GSRP recognizes that from time to time, disagreements and issues may arise. It is our policy to provide a process to discuss and solve any differences. A grievance policy allows for a formal resolution to these matters.

1. Request to speak with classroom teacher via phone conference.
2. If differences are not solved, request to speak with the director via phone conference or email.
3. If difficulty persists, a meeting will be scheduled with the director and another district representative. At the meeting, a resolution will be met and put into writing with immediate attention.

Notice of Licensing Notebook

The licensing notebook contains all the licensing inspections and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

Policy of Compliance with Federal Law

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the American with Disabilities Act of 1990, it is the policy of the Allen Park School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity or in employment.