ALLEN PARK CENTER FOR
EARLY CHILDHOOD EDUCATION

Tuition Preschool Programs and Early Childhood Program (ECP)
Licensed by the State of Michigan Department of Human Services (DHS)

Please direct all information, tuition payments and questions to:
Allen Park Center for Early Childhood Education (APCECE)
9601 Vine
Allen Park, MI 48101
313-827-2660

APCECE Staff		
Nickie Roller Early Childhood Director roller@appublicschools.com		
Cindi Sutherland Secretary sutherland@appublicschools.com	Nicole Adkins Student Advocate adkinsn@appublicschools.com	Alyssa Collins School Psychologist collinsaly@appublicschools.com

MISSION STATEMENT

The mission of the Allen Park Public Schools Preschool Program is to provide all children with a wide variety of experiences, emotionally, socially, physically and intellectually to enable them to reach their full potential.

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 research based 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.

Curriculum

The APCECE uses research based 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. Each teacher differentiates curriculum to meet the needs of each child in the classroom. Our teachers are dedicated to support growth across all developmental domains. More details regarding curriculum will be shared by your child's teacher.

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 school calendar. School hours are 8:15 AM to 3:00 PM daily, with a half day schedule of 8:15-11:00 AM and 12:15-3:00 PM. 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. Komray and Ms. Nirva will arrive and dismiss at Door #4, Ms. Fischer will 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.

Absences

Please email the APCECE office at adkinsn@appublicschools.com. 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.

We will not provide tuition refunds for days that your child is absent from the tuition based preschool program. In case of an extended illness with written medical verification, you will be financially responsible for the first 10 consecutive school days. You will be financially responsible for any time taken off for vacations.

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 sign in with building staff, and must be accompanied by staff at all times.

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, 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 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.
- 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.
- 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.

Toileting

A child enrolled in tuition preschool must be fully toilet trained. Fully trained implies that the child is aware of the need to use the bathroom and can use the bathroom independently. A child should be able to get on and off the toilet by him/herself, attend to toilet needs, and redress themselves. A child wearing pull-ups is not considered fully toilet trained. A child in the ECP program does not need to be toilet trained, and will be supported in school as needed.

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.

Nutrition & Food Services

Please inform the child's teacher of any food allergies he/she may have! We strive to be a peanut/tree nut free facility. If you'd like to order food for your child and he/she requires a Halal meal, please notify Mrs. Adkins, APCECE Student Advocate at adkinsn@appublicschools.com.

Half Day Tuition Classrooms: Students do not pack a lunch, as they attend either AM or PM sessions. Teachers will make arrangements for shared classroom snacks with parent donations.

Half Day ECP Classroom: Students do not pack a lunch, as they attend either AM or PM sessions. Children bring their own snack from home, or the teacher will make arrangements for shared classroom snacks with parent donations.

Full Day Tuition Classrooms: Students may pack a cold lunch and snacks from home, or order hot lunch here at school. Parents must scan a QR code daily to order breakfast or lunch for their child for that day. This code is provided by your child's teacher and also made available at the arrival/dismissal door. Students receiving food from our food service department may have a monthly bill. More details on food service and payments will be provided before the school year begins.

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, a lunchbox if bringing a lunch from home, art projects, crafts, etc.

Behavior Expectations

APCECE students participate in positive behavior supports and interventions, and learn about how to respect themselves and others. We believe that 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
- Parent pick up child from program
- 3- to 5-day suspension
- Dismissal from program

All students in the Preschool program are subject to the Allen Park Public Schools Code of Conduct.

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.

Daily Schedule

We provide a wide variety of developmentally appropriate activities to strengthen the cognitive, social-emotional, and physical domains of development. We want your child to take part in as many experiences as possible.Having your child arrive on time will insure your child is present for the overview of the day. By arriving on time, your child will feel a full connection to his/her class community.

Full Day 8:15-3:00 PM	**Half Day Classrooms** 8:15-11:00 AM OR 12:15-3:00 PM
Arrival Breakfast (student may eat breakfast at home before school) Greeting/Circle Time Small Group Time Gross Motor Time (indoor or outdoor) Clean Up & Recall Time Lunch Rest Time Large Group Time Planning Time and Work Time Clean up and Snack Dismissal	Arrival Greeting/Circle Time Small Group Time Gross Motor Time (indoor or outdoor) Clean Up and Snack Dismissal *students should have breakfast/lunch before coming to school

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 from home will go home weekly and be stored at school during the week. Blankets provided to the student will be washed weekly at the center by the staff.

Field Trips

Field trips will be planned at the discretion of the staff and the Program Director. Parents will be expected to give written permission.

Withdrawal/Dismissal from Tuition Programs

In the event that you need to withdraw from the program, a two-week written withdrawal notice must be given to the Early Childhood Director. Those who fail to provide appropriate notice will be responsible for tuition fees until notice is received.

A child may be dismissed from the tuition program:

- Incomplete forms
- If the child does not meet health requirements.
- If the parent/guardian fails to follow program policies and procedures consistently.
- If a child is having problems adjusting to the center, the program reserves the right to dismiss that child from the center

TUITION PAYMENT POLICIES

Tuition Preschool Fees/Billing

Tuition is payable on a monthly basis, due the 1st of each month. Your tuition has been figured for the entire school year and divided into **nine equal installments** (September through May).

- Payments are due the 1st of each month.
- Program Payments:

Full Day Payments (per month Sept.-May)	Half Days Payments (per month Sept./May)
5 Full Days: $598.00	5 Half Days: $399.00
3 Full Days: $363.00	3 Half Days: $246.00
2 Full Days: $261.00	2 Half Days: $179.00

- Tuition is LATE after the 10th of each month
- A $15.00 late fee will be charged for payments made after the 10th of the month.
- A final notice with a CUT SERVICE date will be emailed home after the 10th of the month.
- If payment or communication with Cindi Sutherland, preschool secretary, has not been made by the cut service date, your child WILL NOT be accepted to preschool. NO EXCEPTIONS.
- The tuition is due whether your child is in attendance or not.
- No fee deduction is provided for emergency closings or vacations.
- There will be a late charge of $10.00/child for every ten (10) minutes, or fraction thereof for children not picked up on time.
- It is both parents'/guardians' responsibility to communicate with each other about tuition. It is not the responsibility of preschool to communicate with each custodial parent separately. The responsibility of the tuition is with the parents or legal guardian.

Tuition Payment Options

We will no longer be taking payments over the phone, or by cash or check. Payments will not be accepted by your child's preschool teacher, they must be made online. More details are found on the next page.

Online Payments at MyProcare.com

We are pleased to offer payments online. Online payments are made at MyProcare.com, a free online portal for you to easily pay tuition. MyProcare is safe, secure and created with your convenience in mind. There are no additional fees when choosing this option. If you are interested in this option, your email must be on file in the preschool office to create and connect your account. If you experience issues logging in, please email sutherland@appublicschools.com to confirm the email you have on file.

Instructions for logging into MyProcare are listed below. Log in today!

1. Go to MyProcare.com.
2. Enter your email address (the email you have on file with the Allen Park Preschool office) and choose Go.
3. Enter the confirmation code sent to your email, choose a password, and press Go.
4. Then you may use the Pay button to make a payment with your card.

Auto Pay with Tuition Express

Tuition Express, part of our Procare Software management system, allows us to process tuition and fee payments safely and efficiently. Once enrolled in Tuition Express, your account balance will be paid automatically. Payments will always be drawn on the 1st of the month or closest business day. Your personal account information is safe with Tuition Express. If you are interested in this option, the enrollment can be found on our website. You have the option to have your payment withdrawn from a checking/savings account or credit card. Please fill out the form and return it to the preschool office. There is no service fee attached to this option.

Credits

We have considered that during the school year the District may be closed due to inclement weather, building problems or emergencies. We follow all district closures, and we will not credit tuition back for any school cancellations.

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. 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 principal.

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 classroom or other building 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 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.

Parent Education Activities

Parent contact occurs often during the school year. Two opportunities for family conferences, as well as through our Building up to Kindergarten Events (3 per year). More information about these events can be found in the Kindergarten Transition Plan.

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.

Kindergarten Transition Plan

Allen Park Public Schools and APCECE 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 teachers to learn more about kindergarten preparation and see Kindergarten classrooms across the district.

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

APCECE 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 - Notice of Nondiscrimination

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.