West Bloomfield
SCHOOL DISTRICT

West Bloomfield PRESCHOOL ACADEMY



Family Handbook

West Bloomfield Community Education
5810 Commerce Road
West Bloomfield, MI 48324
(248)865-6466

Table of Contents

West Bloomfield Preschool Academy Introduction	
Mission Statement	**4**
Notice of Nondiscrimination	**4**
Philosophy and Curriculum	**5**
Assessments, COR, Ages and Stages, KDI's	**6-7**
Program Guidelines	
Cultural Competence	**8**
Mutual Respect Agreement	**8**
Confidentiality Policy	**8**
Licensing Information	**9**
Mandated Reporting	**9**
General Building Information	
Office Contact Information	**10**
Locations and Programs	**10**
School of Choice	**11**
Preschool Daily Schedule	
Components of the HighScope Daily Routine	**12**
Attendance	**13-14**
Outside Time, Rest Time, Appropriate Clothing, Personal Property	**15**
Prepare For Preschool	**16-17**
Food and Nutrition	
Program Meal and Food Service information	**18**
Family Style Meals	**19**

Health and Safety	
Sign in and Sign out procedure	**20**
Medications	**20**
Illness	**21**
Hand washing, toileting, Minor Accidents	**22**
Accidents and Emergencies	**23**
Communications	
Staff-Family Communication	**23**
ESL and Bilingual Families	**23**
Inclement Weather/School Closings	**24**
Grievance Procedure	**24**
Family Involvement	**26**
Home Visits	**27**
Conferences	**28**
Birthdays/Celebrations/Holidays	**29**
Positive Reinforcement/HighScope 6 Step in Resolving Conflicts	**30**
Discipline/WBPA Early Childhood Systems of Support	**31**
Referral Policy	**32**
Registration	
Tuition Fee Update	**33**
Admission, Withdrawal	**34**
Billing/Tuition	**34-35**
Fees	**35**
Family Resources	
Nutrition/Poison control/child protective services/general health and wellness	**36**
Family Handbook Signature Page	**37**

West Bloomfield
PRESCHOOL
ACADEMY

Program Introduction

Mission Statement

West Bloomfield Preschool Academy (WBPA) strives to provide an inclusive, hands-on environment where our Little Lakers are able to make decisions, solve problems, and engage in active participatory learning. Our educators contribute to elevating the essential areas of development to focus on the "whole child." WBPA recognizes the importance of aiding social and emotional growth in an effort to help children become a valued contributor to the Laker community. The HighScope curriculum sets our students up for success through a consistent routine, a healthy mindset, and a 'plan-do-review' process. The skills that our teachers help to build on will provide the support our students need for school readiness!

NOTICE OF NONDISCRIMINATION

It is the policy of the West Bloomfield School District that no person shall, on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, disability or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

Our

Philosophy

Children construct their own knowledge of the world with the support of intentional teachers who shape and encourage their individual learning experiences. Teachers build on children's learning by planning activities based on what they observe in the classroom, providing materials and opportunities that both support and challenge young children. Children make their own discoveries and build their own initiatives by creating plans, following through on their intentions, and reflecting on their learning. This ***Plan-Do-Review*** process is a trademark of the HighScope approach and the strategic backbone for children and adults moving successfully through life. This unique dynamic of shared control between the child and adult lays the groundwork to actively engage young children in learning and helps children build essential school readiness skills.

We believe

- That this learning best occurs in a comprehensive program, which includes an integrated curriculum and strong parent/community involvement.
- Each child is a unique individual with physical, social, emotional, and intellectual needs. Recognizing that our children enter school with many different backgrounds, we provide individually rewarding and stimulating experiences in a diverse, bias-free environment.

We believe

- Each child learns best in a warm, secure environment that provides opportunities for:
- Interaction with materials which encourage creativity, exploration, questioning and independent discovery. This interaction includes a variety of active, concrete, "hands on" learning experiences matched to individual abilities and learning styles.
- Interaction with ideas through open-ended and higher-order questions, problem solving, and discussions. This interaction emphasizes the **process** the child goes through to accomplish a task.
- Interaction with each other and all adults through quality and uninterrupted play situations. This interaction promotes cooperation, self-responsibility and respect for self and others.

The HighScope Curriculum

In a HighScope preschool program, teachers ignite children's interest in learning by creating an environment that encourages them to explore learning materials and interact with adults and peers. The HighScope curriculum focuses on supporting early learners as they make decisions, build academic skills, develop socially and emotionally, and become part of a classroom community.
Active learning is at the center of the HighScope Curriculum. It's the foundation of young children gaining knowledge through their natural play and interactions with the environment, events, and other people.

Assessments (COR)

COR Advantage is built on 36 items that best prepare children for school success. With the fewest items of any early childhood assessment, COR saves teachers time and keeps them focused on what matters most. Teachers capture and record child development in the COR Advantage online tool and then use that valuable insight to create individualized lesson plans and detailed reports on child and classroom progress. The online tool's built-in support increases scoring accuracy, delivering consistent data administrators can rely on to meaningfully guide their program to the next level.

Ages and Stages Questionnaire (ASQ)

Ages & Stages Questionnaires, is a developmental screening tool designed for use by early educators and health care professionals. It creates the snapshot needed to catch delays and celebrate milestones.

HighScope Preschool Curriculum Content
Key Developmental Indicators

Approaches to Learning Initiative Engagement Problem solving: play Use of resources Reflection	**Social and Emotional Development** Self-identity Sense of competenceEmotions Empathy Community Building relationships Cooperative play Moral development Conflict resolution	**Physical Development and Health** Gross-Motor skills Fine-motor skills Body awareness Personal care Healthy behavior
Language, Literacy, and Communication Comprehension Speaking Vocabulary Phonological awareness Alphabetic knowledge Reading: Children Concepts about print Book knowledge Writing	**Mathematics** Number words and symbols Counting Part-whole relationships. Shapes Spatial awareness Measuring Unit Patterns Data analysis	**Creative Arts** Art Music Movement Pretend play Appreciating the arts
Science and Technology Observing Classifying Experimenting Predicting Drawing conclusions Communicating ideas Natural and physical world Tools and technology	**Social Studies** Diversity Community roles Decision making Geography History Ecology	**English Language Learners** Children use English and their home language(s) (including sign language)

Program Guidelines

Cultural Competence

Young children and their families reflect a great and rapidly increasing diversity of language and culture. The National Association for the Education of Young Children's (NAEYC) recommendations emphasize that early childhood programs are responsible for creating a welcoming environment that respects diversity, supports children's ties to their families and community, and promotes both second language acquisition and a deficit, for young children.

Mutual Respect Agreement

West Bloomfield Preschool Academy students thrive when their families make a positive home-school connection with one another. Therefore, staff, families, and members of the community model the following expectations in the presence of children or on school grounds.

- Appropriate use and wear of clothing
- Speak kindly and respectfully to all children and adults
- Address resolutions to conflicts and disagreements in private
- Respect the privacy of all families. Please do not discuss other children whom are not your own with another adult
- Refrain from using threats, raising your voice or using intimidation when correcting your own child's behavior or when experiencing conflict with other adults
- Refrain from confronting another parent regarding their child's behavior or conflicts between families. If you have concerns regarding conflicts between your child and other children in the program, please direct your concerns to the teachers or coordinator

Confidentiality Policy

West Bloomfield Preschool Academy is sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. West Bloomfield Preschool Academy will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

Licensing Information

West Bloomfield Preschool Academy locations (Doherty, ACS, and Gretchko) are licensed child care centers per the State of Michigan. Licensing guidelines and requirements can be accessed at: **Michigan Licensing Rules for Child Care Centers**

All our facilities are licensed by the State of Michigan and meet all state guidelines. Families may view the Licensing Binder onsite during regular hours. Information, such as reports or action plans, can be found for the past 3 years at: **Child Care Hub Information Records Portal (CCHIRP)**.

Mandated Reporting

Under the Child Protective Services Act, Mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of West Bloomfield Preschool Academy are considered mandated reporters, under this law. Staff are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they **fail** to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

General Building Information

Office Contact Information

Dania Bazzi Superintendent-West Bloomfield School District	
Sarah McDowell, *Coordinator*	248-865-6457
Chanley Potrykus, *Assistant Coordinator*	248-865-6360
Collette Goestenkors, *Administrative Assistant*	248-865-6466

Locations and Programs

Location	Programs/Hours of Operation
ACS 5810 Commerce Road West Bloomfield, MI 48324	**Full Day Preschool and Before and After Care** (3 and 4 years of age) Monday through Friday Building hours: 6:45am-6:00pm Entrance: Early Childhood, Door 10
Doherty Elementary 3575 Walnut Lake Road West Bloomfield, MI 48323	**Full Day Preschool and Before and After Care** (3 and 4 years of age) Monday thru Friday Preschool section hours: 6:45am-6:00pm Preschool Entrance: Door 13
Gretchko Elementary 5300 Greer Road West Bloomfield, MI 48324	**Half Day Preschool** (3 and 4 years of age) Monday through Thursday Preschool section hours: 8:15am-12:15pm Preschool Entrance: Doors 40 and 41

School of Choice Information

School of Choice

Non-residents enrolled in West Bloomfield Preschool Academy are not guaranteed future placement in the West Bloomfield School District through the Schools of Choice program. If the district participates in a school of choice program, the applicant must reside within the Oakland Intermediate School District area, (per section 105, State School Aid Act.). School of Choice applicants must meet K-5 STEAM criteria in order to be accepted. As a result, School of Choice applicants are not eligible for Kindergarten Prep

Residents

Please note that final elementary school kindergarten placement for resident students will be based on your zoning address within the district, according to Board Approved District Zones. All resident students are expected to take a Kindergarten Readiness STEAM Assessment for the following purposes: 1) Kindergarten Prep Eligibility; 2) Kindergarten STEAM Eligibility; 3) Permanent Placement in a Kindergarten Classroom. Resident students that do not take the assessment prior to the start of the school year will do so during the first week of the school year and final placement will occur upon completion.

West Bloomfield SCHOOL DISTRICT

Preschool Daily Schedule

Components of the HighScope Daily Routine

Little Laker Half Day Preschool	Little Laker Full Day Preschool
Arrival (carline) and Greeting Time	Arrival (carline) and Greeting Time
Morning Message (5 minutes)	Morning Message (5 minutes)
Large Group Time (10-15 minutes)	Breakfast Time (15 minutes)
Planning Time (5-10 minutes)	Large Group (10-15 minutes)
Work Time (1 hour)	Outside Time (30 minutes)
Recall Time (5-10 minutes)	Planning Time (5-10 minutes)
Small Group Time (15 minutes)	Work Time (1 hour)
Snack Time (15 minutes)	Recall Time (5-10 minutes)
Outside Time (30 minutes)	Small Group Time (15 minutes)
Dismissal (carline)	Lunch Time (25-30 minutes)
	Rest Time (1 hour)
	Snack Time (15 minutes)
	Outside Time (30 minutes)
	Dismissal (carline)
Bathroom and hand washing happens periodically throughout the preschool day.	

Attendance Policy

At West Bloomfield Preschool Academy, we believe that consistency, punctuality, and regular attendance are essential for a child's academic, social, and emotional development. Our goal is to provide a positive and enriching learning environment where children can thrive. To ensure that every child receives the best educational experience, we ask families to adhere to the following attendance guidelines.

1. Importance of Timely Drop-Off and Pick-Up

- **Prompt Drop-Off**: Arriving on time for drop-off ensures that children begin their school day in a calm and organized setting. This provides them with the opportunity to settle into the classroom, engage in morning activities, and connect with their peers. Late arrivals can disrupt classroom routines, causing stress or anxiety for the child and their classmates.
    - **Please note:** Excessive tardiness may interfere with your child's ability to participate fully in the program and may result in a meeting with administration. If the issue continues and cannot be resolved, it may lead to removal from the program (this will be based on the administration's decision) to ensure the integrity of the learning environment for all students.
- **Timely Pick-Up**: Prompt pick-up at the end of the day is equally important. A timely pick-up demonstrates respect for the child's schedule and reinforces a sense of security and trust. Children who are picked up late may feel anxious or unsettled, and staff may be delayed in completing their end-of-day responsibilities.
    - **Please note:** After two late pick-ups without prior communication to your child's teacher, families will be charged the standard aftercare rate of $11.50, plus an additional $1.00 for each minute the child remains in care beyond their scheduled pick-up time. This policy is in place to ensure fairness to staff and to support the smooth operation of our daily schedule.

2. Regular Attendance

- **Consistency in Attendance**: Regular school attendance is vital for a child's growth and development. Preschool is a foundation for future learning, and missing school can create gaps in learning, socialization, and routine. Children who attend regularly are more likely to develop strong relationships with their peers and teachers, which fosters a positive and supportive learning environment.
- **Missed Learning Opportunities**: Preschool activities are often structured to build upon previous lessons. When a child misses school, they may miss important lessons, group activities, or developmental experiences that are crucial for their growth. Regular attendance ensures that children do not fall behind in their social, emotional, and academic milestones.

Attendance policy continued on pg. 14

3. Policy for Absences

- **Excused Absences**: Absences may be excused for illness, family emergencies, or pre-arranged vacations. We ask that you notify the school in advance if your child will be absent for any reason.
- **Unexcused Absences**: Unexcused absences may impact a child's learning experience and social interaction. If your child is absent for an extended period without prior notice or explanation, the school will contact you to discuss any support or resources that may be needed.

4. Impact of Excessive Absences
If a child is consistently absent, resulting in the child missing 15% or more of the program, the school will partner with the family to resolve the situation. We understand that challenges may arise, and we are committed to working together to address any barriers to attendance. However, if the situation cannot be resolved, the child may be moved to the waitlist to ensure that other families can benefit from available space.

5. Communication with Families
We understand that life can be unpredictable, and there may be times when a child cannot attend school or arrives late. If your child will be late or absent, please notify the school as early as possible so that we can ensure that your child's absence or tardiness is properly documented and accounted for.

6. Supporting Success
We ask that all families strive to prioritize consistent, timely attendance as part of their child's educational journey. Your partnership in following these attendance guidelines helps to ensure that your child benefits fully from all the learning experiences and opportunities that our program provides.

Please do not hesitate to contact your child's teacher if you need resources to help support your child's punctuality or attendance.

Thank you for your understanding and cooperation in promoting a strong, consistent, and positive learning environment for all children at West Bloomfield Preschool Academy.

Outside

Your child will go outside every day. Outdoor play time is structured to be a healthy, educational and enjoyable time for children. Students and staff will go outside if the temperature is 15 degrees or higher and other weather factors are favorable. Staff discretion is used.

Please make sure your child is dressed in clothing that is appropriate for the weather conditions. If it has recently rained, your child will need to have a pair of boots to wear outside. If there is snow on the ground and/or the temperature outside is very cold, your child will need a snowsuit, hat, gloves or mittens, and snow boots. Each child must have a complete change of clothes (underwear, socks, shirt, and pants) that will be kept in the classroom. Each piece of clothing must be clearly labeled with your child's first and last name. If you are in need of any of these items please let your classroom teacher or program administrator know.

Kindly remember if your child is too sick to go outside and play, he/she is too sick to come to school.

Rest Time

All day preschool children must have a rest period as required by the State. Please send a small pillow, two small blankets and your child's favorite cuddly to be kept at school for the week. All nap items must go home to be washed weekly/bi-weekly. We provide disinfected cots and Large Ziploc bags to store each child's nap items.

Appropriate Clothing

- Children should wear play clothes to school.
- There will be no reimbursement for clothes damaged at school.
- Please label all items with your child's name.
- Children should come dressed to play outside each day.
- Extended day requires a set of seasonal extra clothing.
- If your child has had an accident at school and comes home with school's clothes, please wash and return them the next day.

Personal Property

Children are to leave personal belongings (i.e., toys, electronics, jewelry, etc) at home. WBPA will not be responsible for the possible loss/damage of personal items.

Preparing for Preschool

Little Laker 4's

The following will need to be completed and turned in before the first day of school. Your child will not be able to attend until all necessary forms are turned in: Immunization records Health appraisal (physical) Child information record (emergency card) Medical forms (if applicable) Medications (in original box/container with pharmacy label) (if applicable)	
Back pack (Daily)	Take home folder (Please check/empty daily) Sweater (weather permitted) Flushable wipes if needed Extra clothes bag Shirt Pants Underwear x 3 Socks x 2 Please pack everything in a large ziplock bag labeled with your child's name Water bottle daily (label with your child first and last name, along with the date)-**WATER ONLY** **Please keep any toys from home at home to avoid them from being broken**
Meals (Daily) **(Full Day)** **Breakfast** **Lunch** **Snack** **(Half Day)** **Snack only**	WBPA provides 2-3 meals per day depending on the school hours. 4 year old preschool meals are family style, meaning that children will take what they want to eat and how much of what they want to eat. Childrens may try new foods when they see others selecting new foods. **Please do not send other food, candy, or treats in your child's backpack.** Note: Please let your child's teacher know if your child has ANY dietary restrictions limiting them from consuming the food provided by the school for the following reason: Individualized Food Form 25-26.pdf • Religion • Organic only • Kosher • Vegan • Vegetarian • Halal **Note: There are no "special packing meals" from families because of picky eating. If you are packing meals due your child's dietary restrictions, the required forms will need to be filled out before changes will be made to your child's meal time. ALL THREE MEALS need to be replaced with something similar to our school menu**
Rest Time bag ***Little Laker Full Day*** **(Weekly)**	Please use the bag provided for rest time items SMALL pillow SMALL Blanket SMALL stuffed animals (rest time stuffy). **This will need to stay at school for the week and only used for rest time** **Rest Time bags will be sent home weekly for washing. Please be sure to return them at the start of the school week.** **TIP: Check out nap mats on amazon-these fit nicely in the rest time bags and your child can roll them up and put them away easily and independently**

Preparing for Preschool

Little Laker 3's

The following will need to be completed and turned in before the first day of school. Your child will not be able to attend until all necessary forms are turned in:

- Immunization records
- Health appraisal (physical)
- Child information record (emergency card)
- Medical forms (if applicable)
  - Medications (in original box/container with pharmacy label) (if applicable)

Back pack (Daily)	• Take home folder (Please check/empty daily)
	• Sweater (weather permitted)
	• Flushable wipes if needed
	• Extra clothes bag
	  ○ Shirt
	  ○ Pants
	  ○ Underwear x 3
	  ○ Socks x 2
	  ○ Please pack everything in a large ziplock bag labeled with your child's name
	• Water bottle daily (label with your child first and last name, along with the date)-**WATER ONLY**
	Please keep any toys from home at home to avoid them from being broken

Lunch (Daily)	• Please label any lunch belongings with your child's first and last name • Healthy food choices (include fruits and/or vegetables) ○ (Please use thermos or ice packs-we cannot warm up lunches) • Easy packaging/containers that your child can open independently • Utensils Please avoid candy
Snack-*Full Day*	WBPA will provide a snack
Snack-*Half Day*	Half day families are asked to provide a nutritious snack for the class. Teachers will notify you when it is your child's turn to provide a snack for the class.
Rest Time bag *Little Laker Full Day* (Weekly)	• Please use the bag provided for rest time items • SMALL pillow • SMALL Blanket • SMALL stuffed animals (rest time stuffy). **This will need to stay at school for the week and only used for rest time** ***Rest Time bags will be sent home weekly for washing. Please be sure to return them at the start of the school week.*** ***TIP: Check out nap mats on amazon-these fit nicely in the rest time bags and your child can roll them up and put them away easily and independently***

Food and Nutrition

3 year old Preschool	4 year old preschool
BREAKFAST	**BREAKFAST**
Please be sure your child has a nutritious breakfast before school	**Half day and Full day 4 year old preschool-** WBPA provides breakfast
LUNCH	**LUNCH**
Full day 3 year old preschool- Families are asked to provide a lunch **Half day 3 year old preschool students-** No lunch	**Full day 4 year old preschool-** WBPA provides lunch **Half day 4 year old preschool students-** No lunch
SNACK	**SNACK**
Full day 3 year old preschool- WBPA provides a snack **Half day 3 year old preschool-** Families are asked to provide a nutritious snack for the class. Teachers will notify you when it is your child's turn to provide a snack for the class.	**Half day and Full day 4 year old preschool-** WBPA provides a snack

- Staff will ensure sufficient quantity and the nutritional quality of the snacks.
- Posted food allergy list will be consulted before serving snacks to the children with special dietary needs.
- Label your child's lunch box with their name and the date. Please clean it every day.
- We do not have facilities to warm up lunches. Please pack ice packs for keeping lunches cold.
- Water only in water bottles-plastic ware with your child's lunch.

A planned food service program will be part of the school day for 4 year old students. There is no cost for snacks or meals. The following meals/snacks will be served at the following times:

- Breakfast at approximately 9:00 am
- Lunch at approximately 12:00 pm-full day 4 year olds only
- Afternoon snack at approximately 3:00 pm

All meals will be fully compliant with the final rule for nutrition standards in the Child and Adult Care Food Program. Menus with noted food substitutions will be posted in a place visible to parents. The center will comply with rule 400.8330 (3) to ensure children with special dietary needs receive meals/snacks in accordance with the child's needs. Posted food allergy lists will be consulted before serving snacks to the children with special dietary needs. Students who have documented food allergies or special dietary needs may bring a nutritional cold lunch from home.

Family Style Meals

Family-style meals offer a unique opportunity for children to engage in social interaction, practice good manners, and develop independence in a warm and supportive environment. By serving meals in a shared, communal setting, children learn to take turns, communicate their needs, and appreciate the value of cooperation. West Bloomfield Preschool Academy serves "family style" meals to foster this sense of community within the classroom, as children are encouraged to help one another and build stronger connections with their peers.

Additionally, family-style meals promote healthy eating habits by allowing children to make choices about portion sizes and encouraging them to try new foods in a relaxed, non-pressured way. These experiences help to cultivate a positive relationship with food and set the foundation for lifelong healthy eating habits.

Overall, family-style meals provide an essential opportunity for children to grow socially, emotionally, and physically, while also reinforcing the values of teamwork and respect.

Note:
Please let your child's teacher know if your child has ANY dietary restrictions limiting them from consuming the food provided by the school for the following reason:
Individualized Food Form 25-26.pdf

- Religion
- Organic only
- Kosher
- Vegan
- Vegetarian
- Halal

Disclaimer:
There are no "special packing meals" from families because of picky eating. If you are packing meals due your child's dietary restrictions, the required forms will need to be filled out before changes will be made to your child's meal time. ALL THREE MEALS need to be replaced with something similar to our school menu.

Health and Safety

Sign-In / Sign-Out

- Your child will be released only to a parent, guardian or the people listed on the emergency card.
- We must receive written notification from a parent or guardian if someone other than the parent, guardian or the emergency person is picking up the child.
- Siblings or babysitters under 16 years of age are not permitted to pick up a child from school.
- Photo Identification is checked when necessary.
- Before and aftercare parents must sign-in/sign-out their child every day.
- Please make sure the staff acknowledges you when you are dropping off or picking up your child.

Medication

- Parents/guardians will provide West Bloomfield Preschool Academy with prior written consent, along with all necessary documents, authorizing a child care staff member to administer or apply any medication—whether prescription or non-prescription—to their child.
- The medication provided to West Bloomfield Preschool Academy will be in its original container, clearly labeled with the child's name, and include any non-prescription topical medications.
- Any prescription medication provided for the child will include a pharmacy label with the physician's name, the child's full name, dosage instructions, medication name and strength, and will be administered as instructed.
- Parents/guardians will verify that the child's medication has not expired and will remain effective throughout the school year.
- Parents/guardians understand that child care staff members are not permitted to mix medication into the child's bottle, drink, or food unless it is explicitly stated on the prescription label and supported by written consent from a physician.
- Topical non-prescription medications, such as diaper cream, triple antibiotic ointment, sunscreen, and insect repellent, will require a medical form filled out by a parent/guardian before a child care staff member may apply them.
- If a child takes more than one medication, parents/guardians will submit a separate form for each medication, in accordance with child care licensing regulations.

Illness

Deciding when a child is too sick to go to school can be a difficult choice. Please know that good health is the most important and safest for all children. A child who is not feeling well is unable to focus and learn while in class. In order for your child to have the optimal learning experience and to control communicable diseases in school, it is important to keep your child home if your child has the following symptoms:

If your child has the following symptoms s/he will need to stay home until the child is no longer contagious. If your child displays the following symptoms while at school, you will be notified to pick him or her up ***within 1 hour*** of the initial call.

- **Fever**- Your child must be fever free and off of all fever reducing medication for 24 hours before he or she returns to school. Students returning to school before then are more susceptible to illness and may expose others. Please do not give your student medication to treat a fever and then send him or her to school.
- **Vomiting/ Diarrhea**- Your child must stay home until the illness is over. Your child may return to school after he or she been vomit/ diarrhea free for 24 hours without medication.
- **Sore Throat or Tonsillitis**-A minor sore throat is usually not a problem, but a severe sore throat could be a symptom of a more serious illness. If your child is diagnosed with Strep Throat, s/he may not return to school 24 hours after antibiotic treatment begins.
- **Spots/ Rash**- Do not send your child to school with a rash until your health care provider has diagnosed the rash and states it is safe to return. Upon returning to school, your child will need a note from the doctor stating that it is safe to return to school.
- **Bad Cough/ Cold Symptoms**- A minor cold or allergy symptoms (stuffy nose with **clear drainage**, sneezing, and mild cough) should not be a reason to miss school. If your child's cough is persistent or productive with mucus and accompanied by thick or constant yellow/ green nasal drainage, s/he should be kept home.
- **Eye Inflammation or Discharge**- If your child's eye is read with a cloudy or yellow/ green drainage; matted eyelids after sleep; eye pain, and/ or redness, you should keep your child home. Contact your child's health care provider to see if it is a communicable infection. If your child is diagnosed with pink eye (conjunctivitis), s/he may return to school 24 hours after treatment has begun.

Hand Washing

Staff and volunteers shall ensure that children wash their hands at all of the following times:
Before meals, snacks, or food preparation experiences

- After toileting or diapering
- After handling animals and pets
- When soiled

Toileting

The program recognizes that toilet learning is a developmental process and works collaboratively with families to support each child's success.

- Children enrolled in the three-year-old and four-year-old programs are typically toilet trained unless a medical condition is documented by a physician. Children should attend school without diapers or pull-ups.
- We understand that occasional accidents may occur. Staff will support children by assisting with clothing changes as needed in a respectful and developmentally appropriate manner.
- If a child experiences more than two bowel movement accidents, staff will contact the family to discuss concerns and **work together to develop a supportive toileting plan** to promote consistency between home and school.
- All children and staff involved in toileting will follow proper handwashing procedures after restroom use to ensure health and safety.

Minor Accident

All minor accidents will be reported to the guardian/parent via accident/incident report.
Minor accidents could include but not limited to the following:

- Bumps - apply ice
- Head injuries- parent/guardian will receive a phone call and an accident/incident report
- Minor burns - apply ice or run under cool water
- Minor cuts and scrapes - wash out carefully, apply Band-Aid and tape if necessary
- If a parent is called regarding a child's injury and the parent requests that 911 be called the assigned caregiver will call.

Accident/Incident Report

Staff member witnessing an accident/incident fills out a form.
Form must be signed by the lead caregiver and/or supervisor/s and presented to parents immediately or up to 24 hours after the accident/incident.

- Parent receives white copy, Child file received a yellow copy, supervisor receives pink copy
- Child's file receives yellow copy
- Supervisor receives pink copy

Accidents/Emergencies/Safety Drills

- The West Bloomfield Emergency Medical Service, as well as parents, will be called if a child needs emergency treatment.
- An evacuation plan, in case of fire, is posted in every room.
- Building Emergency Plans are in place in each building.
- The children are involved in periodic drills during the school year to prepare them to respond properly during an emergency.

Note: Your child can be released only to the people on the emergency card. If someone other than the parent, guardian or the emergency person will be picking up your child, you must notify us in writing. Staff will check photo identification.

Communication

Staff-Family Communication

West Bloomfield Preschool Academy holds importance on family communication. Staff use many forms of communication. Please see the list below:

- Remind App
- Phone Call
- Email
- Kaymbu
- Event Flyers
- Classroom newsletters
- Arrival/Dismissal times

It is the parent or guardians responsibility to ensure all communication. Families will receive information about the program, meetings, and family events. Teachers will email the newsletter and class activities on a regular basis. If you will require a hard copy of the email newsletter or other communication, please see your child's teacher for confirmation.

ESL and Bilingual Families: Staff can obtain resources with the West Bloomfield School District ELD department to provide support for children and their families whose first language is not English

Inclement Weather/School Closings

West Bloomfield Preschool Academy follows the West Bloomfield School District closings. For inclement weather closings, building related problems, vandalism, or loss of power, you may:

- 4 year old classes will be notified through both Kaymbu and by the West Bloomfield School District
- 3 year old classes will be notified through Kaymbu
- Tune in to local television: CBS WWJ-TV 62, NBC (WDIV) Channel 4, ABC (WXYZ) Channel 7, FOX 2 Detroit, WDIV CW 50 (FOX) Detroit, and local school cable Channel 19 (WBTV).
- You may check the District website (www.wbsd.org) where information will be posted on the front page, as well as, the District Facebook web at Facebook-West Bloomfield School District and WBSD.org
- Tuition classes- there are no refunds or credit for inclement weather or emergency closings.

Grievance Procedure

West Bloomfield Preschool Academy continues to provide a safe, nurturing, and worthwhile experience for both staff, students, and families. Open communication is important to clarify concerns or disagreements. If a parent has a concern regarding their child's enrollment or learning experiences within the program, the parent should follow the procedure listed below:

1. Talk with the classroom teacher about your concerns. Most problems can be clarified and resolved during this step.
2. If your concern is not resolved as a result within a family and staff discussion, a meeting should be scheduled with the coordinator and potentially all related parties to discuss further. Contact Collette Goestenkors at collette.goestenkors@wbsd.org , administrative assistant to set up an appointment
3. Contact the Coordinator of Early Childhood, Sarah McDowell at sarah.mcdowell@wbsd.org and/or the Assistant Coordinator of Early Childhood, Chanley Potrykus at chanley.potrykus@wbsd.org

Family Involvement

At West Bloomfield Preschool Academy, we believe that family involvement is essential to a child's success and overall development. When families are engaged in their child's learning experience, it creates a strong partnership between home and school, which is proven to positively impact a child's emotional, social, and academic growth. We strive to foster a welcoming environment where families feel valued and encouraged to participate in various school activities. By being an active part of our school community, parents and guardians have the opportunity to contribute to the educational process, build meaningful relationships with teachers and other families, and provide their children with a sense of connection and support. We offer a variety of opportunities for families to become involved, ensuring that there are multiple ways for parents and guardians to engage with us based on their availability, interests, and needs.

These include but not limited to:

- **Open House:** where families can meet the teachers and learn about the curriculum;
- **Parent Volunteers**: Families are encouraged to participate in classroom activities and special events; and
- **Family Conferences:** Provide an opportunity for one-on-one discussions between parents and teachers about their child's progress. We also hold
- **Parent Feedback Meetings**: Gather input and suggestions from families, ensuring that we are meeting the needs of our students. In addition,
- **Field Trips:** Provide a fun and educational way for families to be involved, and
- **Home Visits:** Allow teachers to connect with families in a familiar setting to better understand each child's needs. These opportunities help strengthen the partnership between home and school, and we encourage all families to take an active role in their child's educational journey.
- **West Bloomfield Preschool Academy Family Evening Events:** Provide another wonderful way for families to come together for special activities and celebrations. These events help strengthen the partnership between home and school, and we encourage all families to take an active role in their child's educational journey.

Home Visits-4 Year Old Programs

At West Bloomfield Preschool Academy, we believe that the foundation of a child's education is built not only in the classroom but also in partnership with families. That's why we schedule days for when school will not be in session to conduct home visits twice a year for our 4 year old programs to create a strong connection between school and home, to better understand each child's individual needs, and to foster a collaborative relationship with parents. Home visits allow us to see the child in their familiar environment, providing valuable insights into their personalities, interests, and daily routines. This deeper understanding enables us to tailor our teaching approaches to each child's unique learning style, ensuring that we can support their growth in the most meaningful way possible.

The home visits are an opportunity for teachers to meet with parents in a relaxed, informal setting, where open and honest conversations can take place. We recognize that parents are the experts on their children, and these visits provide an invaluable chance to hear about the child's strengths, challenges, and any special considerations that might not come up in a typical parent-teacher conference. Parents can share their hopes and expectations for their child's education, discuss any concerns they might have, and provide feedback about their child's experiences so far. These discussions help us create a more comprehensive picture of the child, which ultimately supports better communication and a more personalized approach to their learning.

Additionally, home visits help to break down barriers and build trust between parents and teachers. By showing up in the family's home, we demonstrate our commitment to being partners in the child's education and care. Parents are more likely to feel comfortable and confident in our program when they see that we value their input and take the time to understand their unique family dynamics. This strengthens the home-school connection, leading to a more cohesive and supportive environment for the child, both at home and at school.

Finally, the home visits contribute to a sense of community within our preschool program. By engaging with families in their home environment, we acknowledge the diverse backgrounds and cultures that each family brings. This helps us to honor and respect the individual stories and traditions that make each family unique. When we celebrate these differences, we create an inclusive environment that supports the social and emotional development of all children. Our goal is not just to educate children but to build a nurturing, well-rounded learning community that involves everyone—children, teachers, and parents working together for the child's success.

In short, the home visits are a vital part of our preschool program. They enable us to create personalized educational experiences, strengthen the relationship between home and school, and build a sense of community that benefits everyone involved. We see the home visit as a chance to deepen our understanding of each child and work collaboratively with families to ensure the child's development is supported in every way possible. By maintaining this connection, we ensure that every child feels seen, heard, and valued, both in the classroom and at home.

Conferences

At West Bloomfield Preschool Academy, we schedule days where school will not be in session (4 year olds) OR after school (3 year olds) to conduct conferences twice a year to ensure that parents are fully engaged in their child's educational journey and to provide an opportunity for open communication between teachers and families. These conferences allow us to share detailed observations about each child's progress, development, and learning milestones. Using the Child Observation Record (COR), which is an essential component of the HighScope curriculum, we assess the child's development across various domains, including social, emotional, cognitive, and physical growth. The COR helps us track how each child is progressing, guiding us in understanding their individual needs and strengths. During the conference, we share this information with parents, providing them with a clear picture of their child's development and how they are learning and growing in our program. In addition to the COR assessment, we also provide family reports that highlight the child's unique qualities, interests, and experiences from a home perspective, offering a well-rounded view of their development both at school and at home.

In addition to sharing the assessment results, conferences are a time for teachers and parents to collaborate and discuss goals for the child's continued growth. The conversations are an opportunity to address any questions or concerns, celebrate achievements, and set intentions for future development. By using the COR and aligning our discussions with the HighScope curriculum, we ensure that the assessment process is clear, objective, and focused on the child's best interests. These conferences are an essential part of our commitment to building strong partnerships with parents and ensuring that every child receives the personalized support they need to thrive in preschool and beyond. The family reports offer parents a chance to reflect on their child's development from their own perspective, and the feedback they provide helps us refine our teaching strategies and approach. Together, these insights create a more enriched and responsive learning environment for each child, reinforcing the important partnership between home and school.

West Bloomfield
PRESCHOOL
ACADEMY

Birthday Celebrations

We understand that birthdays are a special day for our students, but we want to ensure the health and safety for all preschoolers that attend our program. We ask that you speak with your child's teacher before sending anything into the classroom due to specific allergies. a list of ideas to bring other than food include but not limited to:

- Volunteering to read a book
- Plan a small group activity for the class
- Pick a part of the preschool day with your child (morning message, meal time etc.)
- Bring something for the classroom to utilize for the year: A book, game, a class plant to care for etc.
- Gift bags that include party favors: bouncy balls, matchbox cars, erasers, tops, magnifying glasses, notepads, balloons, whistles, bubbles, etc.).

If you plan to send invitations for your child's birthday party, please notify your child's teacher. We ask that you send invitations for the entire class. Teachers will assist the student in putting invitations in each childs take home folder. If you have invitations for individual students, please reach out to the students' parents/guardians.

Holidays

At West Bloomfield Preschool Academy, we understand the importance of specific holidays that families celebrate, and we deeply value the diverse cultural backgrounds of our students. Although we do not host parties specific to holidays, we welcome the opportunity to learn about and celebrate the various holidays that our students represent and observe. In honoring our HighScope curriculum and adhering to the NAEYC (National Association for the Education of Young Children) Standards of Research, we prioritize maintaining consistency in our students' daily routines during these times of the year. This ensures a stable and supportive learning environment for all children. We serve a wide range of cultures and are committed to creating classroom environments where every child feels welcome, respected, and included. It is our responsibility to meet the intellectual and social needs of each child, and we appreciate the families we serve respecting and honoring our approach. Throughout the year, your child's teacher will contact you with various volunteer opportunities, including but not limited to the following:

- NOVEMBER: Fall celebration-(The last day of the week before Thanksgiving break)
- DECEMBER: Winter celebration-(The last day of the week before winter break)
- MARCH: Reading month-family volunteers
- APRIL: Family appreciation month
- MAY: Summer send off (last day of preschool)
- Multicultural educational experiences

Positive Reinforcement

Children are entitled to a pleasant and harmonious atmosphere. It is their home away from home and they need to feel safe and secure.

Staff will use a positive method of reinforcement and redirection to develop self-control, self-direction, self-esteem and a spirit of cooperation within the child. Staff will direct children with the correct behavior wanted, i.e. "use walking feet" instead of "don't run". The staff will use a variety of strategies in helping children deal with their behavior. Positive approaches to assist children in eliminating disruptive behavior will be our primary course of action.

Supporting Children in Resolving Conflicts

HighScope 6 Steps in Resolving Conflicts	
1.	**Approach calmly, stopping any hurtful actions or language** ● Place yourself between the children, on their level. ● Use a calm voice and gentle touch. ● Remain neutral rather than take sides.
2.	**Acknowledge feelings** ● "You look really upset." ● Let children know you need to hold any object in question.
3.	**Gather Information** ● "What is the problem?"
4.	**Restate the problem** ● "So the problem is…"
5.	**Ask for ideas for solutions and choose one together.** ● "What can we do to solve this problem?" ● Encourage children to think of a solution.
6.	**Give follow-up support as needed** ● "You solved the problem!" ● Stay near the children.

Discipline Policy

Staff may use non-severe discipline or restraint when reasonably necessary to prevent a child from harming himself/herself or other persons. All staff are trained in Nonviolent Crisis Intervention.

- If a child cannot adjust to the program setting and cannot behave appropriately, we will work with parent support and implement the West Bloomfield Preschool Academy Behavior Plan. Reasonable efforts will be made to assist children to adjust to the program setting. Expectations for behavior will be discussed with parents and they will be asked for input as to how they discipline their child. The staff will be prohibited from using any form of corporal punishment, restricting movement, inflicting mental or emotional punishment, depriving or confining a child. **Final step of the Behavior Plan may be the removal of the child from the program (3 year old program only).**
- Chronic disruptive behavior exhibited by a child on a continual basis after the Behavior Plan has been implemented will not be allowed. Chronically disruptive behavior is defined as verbal or physical activity that may include but not be limited to such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses staff, ignores or disobeys the rules which guide behavior during school (examples of chronic disruptive behavior include biting, hitting, kicking, and etc…).

West Bloomfield Preschool Academy Early Childhood System of Support	
Step 1: Gather information	Staff will gather information from the students parent/guardian to note any changes in the child's demeanor and find the best ways to support the child in the classroom from home experience
Step 2-Documentation	Teachers will implement strategies and document results. Parent/guardian will be notified and home-school resources will be provided
Step 3-Teacher Self Assessment	Teachers will complete a self assessment and make changes to classroom management/environment.
Step 4-Teacher Support	Teachers will work with administration and ECS for individual support systems for the child
Step 5-Behavior Plan	A behavior plan will be completed and implemented. Parent will be notified and home-school resources will be provided
Step 6: Team meeting	Family, teachers, and administrators will discuss the behavior plan.

Referral Policy

If assessment or screening results indicate a developmental concern, you will be contacted by the teacher or administrator with discussion based on results.

West Bloomfield Preschool Academy Early Childhood System for Referral	
Step 1: Gather information	Staff will gather information from the student's parent/guardian to note any changes in the child's demeanor and find the best ways to support the child in the classroom from home experience. Teachers will complete the Ages and Stages Questionnaire with parent consent
Step 2-Documentation/Observation	Teachers will implement strategies and document results. Parent/guardian will be notified and home-school resources will be provided. Observations from both Early Childhood special services and Oakland Schools may be required with parental consent.
Step 3-Family Follow up	Teachers will communicate with the child's family to update them on their child's development/delays they may be seeing
Step 4-Teacher Support	Teachers will work with administration, Early Childhood Special Education, and the family for individual support systems for the child
Step 5-Team Meeting/Referral	The Family, EC administration, and ECSE will meet and discuss next steps if documentation presents that the general education setting is not the best least restrive environment for the child

- In-district students may receive access or district service based on screening and observational results
- Family may obtain observation and information from special service representative.
- Out-of-district students will need to seek home district for special service.
- Regardless of employment status through the West Bloomfield School district, if you have an out of district student, families will need to seek special services within their home district
- Supervisor or teacher will obtain home district personnel information for family needs.
- Staff may identify and obtain resources that families may need; such as: initial referrals, partnerships, and other resources.

Oakland County offers several Children and Family Health Service Organizations; visit their website at www.oakgov.com/health/index/html.

Early Childhood Special Education Program

A classroom program is designed for children from three to five years of age who are identified by a multidisciplinary evaluation as eligible for special education services. The program, which follows the West Bloomfield School District calendar, addresses the developmental hierarchy of skills necessary for success in later formal education. Additionally, it provides modeling of successful techniques and added support for parents. Early Childhood Special Education is a separate program from West Bloomfield Preschool Academy.

Please contact the special services office at 248-865-6470 for more information.

Registration

Scott Long
Assistant Superintendent
Learning Services

West Bloomfield School District- Tuition Fee Update for Programs

Dear Parents and Guardians,

We hope that your family is enjoying our programs. We are committed to maintaining their quality and accessibility for all families in the West Bloomfield School District. Effective **July 1, 2025**, the West Bloomfield School District will implement a **Program Fee of 3.69%** for all electronic and ACH payments that are registered through the Eleyo platform, including offerings through the West Bloomfield Preschool Academy, Enrollment & Recreation, and Learning Services.

This fee is assessed by our payment processing provider, and families will be responsible for covering this cost when choosing to pay by electronic and ACH payments. We understand that not all families may prefer to pay via credit/debit card or by ACH, so there we do offer the alternative option of paying via cash or check. If you choose to do so, you will be responsible for remitting payment prior to or on the specified due date in order for services to be provided.

Cash or check payment should be made in person at the Administration Building located at 5810 Commerce Road between the hours of 9:30 and 4 p.m. through the business office.

- Ask for Denise Dietz in the Business Department when you arrive.
- Have your Eleyo account pulled up on your mobile device to show the amount due. ● If paying in cash, please have the exact amount. The Business Department will not provide change. ● If paying in check, make your payment out to “West Bloomfield School District.”
    - A written check with insufficient funds may result in written notification that your child will be suspended from the program for up to two weeks or until payment is made in full.

Thank you for your understanding and support as we continue to provide high-quality programs in our school community. If you have any questions or concerns, please contact the district main line at (248)865-6420. We value your partnership and look forward to another exciting year of enriching experiences for your children.

Sincerely,



Scott Long

Assistant Superintendent of Learning Services

Admission

3 year old families will enroll using this link:
West Bloomfield Preschool Academy 3 year old Enrollment
4 year old families will enroll at WBPA using this link:
West Bloomfield Preschool Academy 4 year old Enrollment
Before the first day of school, WBPA will need the following on file:

- Child's birth certificate
- Child's immunization records
- Child's health appraisal (by the 30th day from the first day of school)

Withdrawal

Tuition Preschool Only

A parent may withdraw a child from the program at any time. Parents must notify two weeks in advance by phone or in writing to the Early Childhood secretary at ACS of the last day of attendance.

- Prior to April 1st, there will be a $50.00 withdrawal fee.
- Through April 1st-30th, a $150.00 withdrawal fee will be applied.
- After May 1st, there are no refunds.
- Failure to communicate due to unexcused absences will result in a charged fee

Billing/Tuition

Tuition Little Laker 3s Preschool and Before and After Care -

There is a $50 withdrawal fee prior to March 30th. There are no refunds after March 30th in tuition preschool, due to the fact that we cannot fill your spot.

- Payment is a month in advance, a month at a time on the first Monday of the month. May and June tuition will be combined and due in April.
- All families must be enrolled in Automatic payment.
- All major credit cards are accepted; personal banking information can be entered on the Eleyo Online System.
- For credit/debit card use, there will be a 3.69% program fee charged using the Eleyo system
- Please contact the office at 248-865-6466 if you have questions or concerns.
- Non-payment will result in the child being removed from the program.
- The Federal Tax ID number you will need for income tax purposes is:

38-6007700.

- There are no refunds or make up days for illness, field trips, and inclement weather closings, building related problems, vandalism, or loss of power. The West Bloomfield Preschool Academy is closed when the West Bloomfield School District closes.
- Tuition pays for your child's spot in class, not attendance.
- Drop-ins or switching days are not allowed. You must abide by the schedule set for your child. If a change in a set schedule is required during the year, we do our best to accommodate you.
- There is a $10 fee to change your schedule whether dropping or adding days.
- All contracts must be confirmed before the schedule is changed.
- Additions can be made only if we have the space available.
- Notification must be prior to the beginning of next month's schedule.
- DHHS assistance is accepted; however, the parent/s is responsible for the full payment if assistance is not paid on the due date or assistance is denied.

Fees

- Child must be dropped off or picked up at his/her scheduled time **only** or you will be charged an early drop off or late pick up fee.
- Late pick up fee is **$5.00 per minute**.
- If a child is not picked up by 7:00 pm without notification, the West Bloomfield Police Department will be contacted.
- The annual activity fee will encompass a variety of monetary expenses and materials needed for specific activities and events throughout the year. These expenses will include rental deposits, special family classroom activities and events, and specific classroom supplies based on the students interests!

Family Resources

Nutrition
Food Bank Council of Michigan https://www.fbcmich.org/
• My Plate (USDA) • www.choosemyplate.gov
• Forgotten Harvest • Forgotten Harvest
• Gleaners Food Bank • https://www.gcfb.org/
• MI Bridges • MIBridges
National Capital Poison Center
• 1-800-222-1222 • www.poison.org
Child Protective Services
• (855) 444-3911 • Children's Protective Services
General Health and Wellness
American Academy of Pediatrics www.aap.org
Healthy Children www.healthychildren.org
Bright Futures www.brightfutures.org
Honor Community Health https://honorcommunityhealth.org/

Suicide Prevention Hotline https://988lifeline.org/chat/
EasterSeals Provides support for children and adults with disabilities www.easterseals.com
Michigan 2-1-1 https://mi211.org/
Oakland County Health Department www.oakgov.com/health 248-858-1280
Housing
Community Housing Network https://communityhousingnetwork.org/
Michigan 2-1-1 https://mi211.org/

In accordance with 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, etc.) 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 complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or 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:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
Fax: (202) 690-7442
Email: program.intake@usda.gov. This institution is an equal opportunity provider.

West Bloomfield PRESCHOOL ACADEMY

Family Handbook Signature Page
2025-2026

I, _____ have read the West Bloomfield Preschool Academy family handbook. I understand my rights and responsibilities as stated in the handbook. I agree to abide by all within the West Bloomfield Preschool Academy Family Handbook to remain in good standing with my child's program.

Child's Name:_____

Today's Date: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature:_____