Lake Orion Community Schools



Early Childhood Programs

Family Handbook



1155 Joslyn Road
Lake Orion, MI 48360
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(248) 693-5439



Welcome to the Lake Orion Early Childhood Program, a part of the Lake Orion Community School District. We are overseen by the Lake Orion Board of Education, but must be self-sustaining through tuition, grants, and fund raisers. We are licensed through the State of Michigan Department of Licensing and Regulatory Affairs.

Our program consists of:
• Child Care (30 months to kindergarten)
• Great Start Readiness Program
• Pre-Kindergarten starting at 30 months, 3 & 4 year
• School Age Child Care (DK-5th Grade)

The most current updates to this handbook may be found online on the Early Childhood Department website.

Warm regards,

Kimberly McLean
Director

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Educational Philosophy

In conjunction with the family, the Lake Orion Early Childhood Program commits itself to providing enriching experiences for each child in an atmosphere conducive to the child's maximum development of his or her potential. We strive to meet each child's social, emotional, intellectual, physical, communicative and creative needs by providing a balanced variety of experiences. The program follows the fundamental premise that children are active learners who learn best from activities they plan and carry out themselves, a predictable daily routine and are evaluated through a variety of methods.

Program Goals and Objectives

To provide a safe and inviting learning environment To communicate openly with parents and children To recruit, hire and train qualified professionals To provide developmentally appropriate experiences for children

Lake Orion Early Childhood Educators

One of the most important elements in providing quality care is well trained and experienced staff. All staff members must complete criminal clearances and fingerprinting as mandated in licensing by the Department of Licensing and Regulatory Affairs and Lake Orion Community Schools. Staff consists of Lake Orion school employees who are hired for their aptitude with young children, commitment to quality of care and their belief in early childhood education.

Licensing and Credentials

All of our Early Childhood Centers are licensed by the State of Michigan and staff is required to have the following credentials:

- DHS clearance- cleared of any substantiated abuse and neglect charges. (updated every 2 years for staff)
- Criminal history check
- Current First Aid and CPR training
- Access to ongoing professional development activities to commensurate with their responsibilities
- A licensing binder is available to parents during regular business hours

For more information, please visit:
https://www.michigan.gov/mileap/early-childhood-education/cclb

Volunteer Policy

All licensed programs in the Early Childhood Department have obtained state and federal criminal clearances on all staff, substitutes, volunteers and parent visitors as required by the Michigan Department of Licensing and Regulatory Affairs and the Lake Orion Community School District. Volunteers and parent visitors who have not completed clearances will be supervised by staff at all times. This includes, but not limited to, parents, grandparents, high school, and college students. Volunteers may not remain alone in the classroom or any other area with students or remove any children from the classroom unless a full clearance is on file (exception when a parent removes their own child).

Mandated Reporting

All employees in Lake Orion Community Schools are mandated reporters. This means that every district employee is required by law to report all suspected cases of child abuse and/or neglect. All program parents also have the right to call protective services in the event of suspected cases of child abuse and/or neglect.



Office Hours

The Early Childhood Programs office hours are from 8am-4pm, daily throughout the year. The office is closed when the Lake Orion Community School District is closed. Summer hours are flexible and change according to need.

Program Hours

The Childcare provided at the Early Childhood Center is called “wrap-aeound care” and is open from 6:30am-until school starts and when school ends- 6pm, Monday through Friday. Pre-Kindergarten full day classes are 7 hours a day. Wrap-around care may not be combined with half-day programs. Additional hours may be requested and charged an hourly rate for any portion of an hour. Space is limited and enrollment is not guaranteed.

Children may be combined in classrooms during the early morning or late afternoon hours if needed to accommodate staff to child ratio standards as regulated by the State of Michigan Department of Licensing and Regulatory Affairs.

Pre-Kindergarten program hours are scheduled yearly according to the elementary start and end times and may be obtained from the Early Childhood Office.

School Age Child Care (Latchkey) programs are in operation at all Lake Orion elementary buildings from 6:30am until the start of the school day and from the end of the school day until 6pm. Students may attend AM and/or PM sessions, with a regularly scheduled session fee.

Individual children’s schedules are established by use of a schedule confirmation form submitted by the parent/guardian. All Early Childhood programs will follow the Lake Orion Community Schools school-year calendar. Summer programming will have a separate calendar, registration, and is not guaranteed. Families are required to abide by their child’s scheduled hours of attendance.

Enrollment Information

The Early Childhood Program is non-sectarian and non-discrimatory. Enrollment is open to children ages 30 months to 12 years of age. All children must have proof of up-to-date immunizations and a signed health appraisal by a licensed physician before they may attend. Pre-registration is required with a non-refundable enrollment fee. After choosing the appropriate program for your child and paying the enrollment fee, the items on the Enrollment Checklist must be completed.

Enrollment Checklist:
- New Family Application (online)
- Program Registration (online)
- District Registration (online-PowerSchool)
- ProCare Registration (online)
- Submit Forms: student schedule, tuition express payment, health appraisal, birth certificate, custody papers (if applicable)

Program Licensing

All Lake Orion Early Childhood programs are licensed by the State of Michigan Department of Licensing and Regulatory Affairs. The center maintains licensing notebooks of all related corrective action plans developed on or after May 27, 2010. The notebooks are located in the Early Childhood Office and available to parents/guardians for review during regular business hours. Licensing inspection and special investigation reports from the past two years are also available at: https://www.michigan.gov/mileap/early-childhood-education/cclb

Custody Documentation

The center must be notified if a parent/guardian retains sole custody. If one parent is legally barred from contact with the child, the center must have a copy of the court order. Without an official court order, BOTH parents are allowed rights to the child.

Confidentiality

All information given written or verbally, will be treated as confidential. Information in children's files, including health, family needs, behavior, etc. will only be made available to staff and the child's parents/guardians. If you have any questions or problems regarding our policies or program, your child's development, or any other issues, please feel free to contact our staff.

Drop Off / Pick Up

When dropping off or picking up your child, please make sure you sign your child in and out daily, through the ProCare system. Your child may only be released to the contacts on his/her emergency card. If you would like your child released to a person not on the emergency card, inform the staff PRIOR to pick up. All staff reserve the right to check picture ID when a child is picked up.



Late Pick Up Policy

Parents/guardians who pick up their children any later than their scheduled time, will be charged $1.00 per child, per minute. All parents are required to abide by their child's schedule hours of attendance. The center closes at 6pm, children must be picked up no later than 6pm. Parents who fail to follow the policies of the center may be asked to find alternative care for their children.

Parking

Parking for drop off and pick up is designated at each Lake Orion Community Schools site. Please do not deviate from this procedure. Only buses may park in otherwise designated areas. Parking in bus loops and "No Parking Zones" are subject to ticketing.

Emergency Drills

Practice drills will be conducted for fire safety, evacuation, lockdown, and tornadoes. All drill documentation is posted on the Lake Orion Community Schools website.



Center Closings

We will provide a calendar each year which indicates scheduled closings. In the event of inclement weather, the Lake Orion Community School District will make a decision on school closings. The Early Childhood Programs will be closed when Lake Orion Community Schools are closed.



The following list are ways to receive information about school closings:

- WWJ
- WJR
- Major television stations
- ParentSquare
- www.lakeorionschools.org



Conflict of Interest / Babysitting

In an effort to maintain the professional status of Lake Orion Community Schools Early Childhood Programs and to prevent any conflict of interest, babysitting by center staff for center children is strongly discouraged by Lake Orion Community Schools. Any arrangements made between Lake Orion Community Schools staff and parents are not sanctioned and liability will not be assumed by the program or Lake Orion Community Schools.

Backpacks

Staff will assist children daily with personal items such as packing and unpacking backpacks. It should be noted that staff are required to report to the proper authorities any items found determined to be unsafe or suspicious.

Billing Policies and Procedures

Fee Schedule

A fee schedule will be posted online every year, which includes cost of enrollment. All enrollment fees are non-refundable. Your schedule confirmation form reserves your child's placement in our program for the duration of the school year. Your fees will be based on this submission, so a consistent schedule is necessary. Due to licensing ratio requirements, it is necessary to know children's schedules for adequate staffing. No credits will be given for individual absences and arbitrary switching of days cannot happen.

ProCare and Tuition Express

All payments must be made in advance of care through Tuition Express offered through the ProCare billing software used in the Lake Orion Community Schools Early Childhood Programs. This is an automatic pay allowing the program to draw payments electronically from a checking/savings bank account, or credit card account. The first payment will be drawn in mid-August. Tuition Express is the only payment option.

Subsidy

Any family receiving a subsidy for tuition will be required to pay their child's tuition on the same payment schedule. The state or federal reimbursement procedure does not change your personal obligation to pay for the use of our programs. These accounts must hold a two-week balance.

Additional Care Support

If the program determines that additional care support is necessary for the enrolled student, the parent/payee will be responsible for the added cost to the program. The cost will be in addition to the regular childcare fees.

Schedule Changes

Schedule changes may take place during the course of the school year if **pre-approved** by the Early Childhood office. A revised student schedule form reducing the number of days attending must be submitted to the Early Childhood billing department prior to the end of the month to receive a credit. A revised student schedule form increasing the number of days attending must be submitted to the billing department as well, to determine if space is available. Forms received prior to the mid-month billing cycle will be reflected in the upcoming monthly pull. Forms received after the mid-month billing cycle will be reflected the following month.

Add-A-Days

Occasionally an add-a-day may be needed in a child's schedule. These are days added every so often because of unforeseen circumstances. You may add-a-day upon approval of the site provider, as long as space provides, and you complete a signed add-a-day form. Forms must include amount due, parent signature, and provider signature. Once an add-a-day form has been approved and submitted, the charge for the day will be added to the account. Cancellation or no-show will not result in a credit to your account.

Withdrawal

If it is necessary to withdraw a child from an Early Childhood program, a two-week advance notice must be given. Tuition paid will not be refunded, but families are encouraged to use paid portion before leaving.

Late Fees

If scheduled time is exceeded, a charge of $1.00 per child, per minute will be assessed until the child is picked up. The fee will be charged to your Tuition Express account.



Non-Payment Procedures

The program may dismiss or suspend services for non-payment of tuition or fees. A charge of $25 will be assessed each time an account or credit card is declined.

Hold Out- Payment is to be made in full by the mid-month automatic withdrawal prior to service. If payment is late (due to declined credit card, NSF checking/savings account), payment must be made by noon two days after notice is received by parent/guardian. However, that payment must include the current tuition and the late fee. If payment is not received by noon, the student will be placed on a hold-out list (withheld from programming) on the following day and may no longer receive services. If payment is made prior to being sent to collections, services may be resumed (only for the first time hold-out situations).

Collections- If payment is not received by the ten-day collections grace period, the account will be turned over to collections. The grace period starts the day of the hold-out. If an account goes to the collection agency, the child will not be able to attend any future Early Childhood programs through Lake Orion Community Schools.



Health and Safety

Child Illness

The State of Michigan requires a health appraisal (well-child physical) and a record of immunizations for each child on file. Children who are ill are asked to remain home. If your child becomes ill while at the center, a parent/guardian or emergency contact will be notified. An illness is described as:

-a temperature of 101 degrees or more
- vomiting or diarrhea
- undiagnosed rash
- colored discharge from nose, eyes or ears

Reporting Child Illness

The center will inform parents if their child may have been exposed to a communicable disease. The post will be on ParentSquare and will include the name of the disease/virus and the symptoms related to it.

If a child develops any symptoms while at the center, he/she will be isolated from other children if necessary. Parents/guardians will be called to pick up the child. If your child has been exposed to a contagious disease and is showing symptoms at home, please let us know. Confidentiality will be upheld.

Allergies and Medical Conditions

Please let us know if your child has any allergies or significant medical conditions. We will make appropriate staff aware and take appropriate precautions.

Medication

The staff will not administer medication to a child without written permission from a parent/guardian **and** a physician. Prescription medication must be accompanied by precise, written instructions from a doctor. The child's name must be typed on the original label of any prescription and be for the sole use of that child. Our program nurse or staff will dispense medication. Medication should be brough to the center and given to the Nurse (or staff if the Nurse is unavailable). Children should never be allowed to transport medication at any time. It should not be packed in a backpack, lunchbox or any other transport device. Parent and physician medication forms can be found on the district website or from the front desk of the office.

Accident / Emergency Procedure

In case of a serious accident or injury:

1. Staff member "A" stays with child
2. Staff member "B" goes for help or calls for help
    a. First Aid
    b. CPR
    c. Call 911 (if needed)
    d. Contact parent/guardian or emergency contact
    e. Contact program supervisor
    f. Seek additional help from staff
    g. Isolate other children from scene
3. Staff member "A" or Nurse accompanies child to hospital (if needed)
4. Accident report is filled out

Health Care Policy

The program's health care policy includes the following health practices and procedures:

- Children and staff wash their hands after using the restroom, before and after eating and preparing food, after outdoor play, and as needed to prevent the spread of germs.
- Safe handling of body fluids will include the use of vinyl gloves and standard Universal Precautions.
- Cleaning and sanitizing of all equipment, toys and other surfaces will be completed on a daily and weekly basis or as necessary to ensure a healthy environment.

Handwashing

Staff will wash hands:

-After diaper changing or toileting
- After coming in contact with body fluids (stool, urine, blood, drool, mucous
- Before and after food preparation
- Before and after eating

Children will be directed or assisted to wash hands:

- Before and after eating or cooking activities
- After toileting

Soap, running water and individual towels will be available for staff and children.

Handwashing Procedures

Hands shall be washed with soap under running water. The following procedures are considered best practice for handwashing:

1. Have clean, single use towels available.
2. Turn on the water to a comfortable temperature between 60 F to 120 F.
3. Moisten hands with water and apply soap.
4. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
5. Rub areas between fingers, around nailbeds, under fingernails, jewelry and the back of hands.
6. Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
7. Dry hands with a clean, disposable paper or single-use towel. If taps do not shut off automatically, turn taps off with disposable paper or single-use towel.
8. Dispose of single use towel in a lined trash container.
9. Use hand lotion to prevent chapping if desired.



Disinfections and Laundering

1. Toys are disinfected daily or when obviously dirty.
    a. Wash with soap and water
    b. Dip in disinfectant of 1 TBS bleach to 1 gallon water and allow to dry.
    c. Clothes or cleaning cloths may be washed in washing machine.
2. Bedding will be stored in separate, individual storage container.
3. Childcare laundry will be washed by a parent at least once a month, unless needed more often.
4. Bathrooms will be cleaned twice a day by custodial staff, unless needed more often.
5. General cleaning of childcare facility will be done daily by staff and custodial staff.
6. Mop water is obtained from and disposed of in custodial closet, chemicals used are determined by custodial department.
7. Tables and Counters
    a. Before and after use cleaning:
        i. Spray with soapy water.
        ii. Rinse with warm water.
        iii. Spray with bleach disinfectant.
        iv. Air dry at least one minute before wiping

Health Related Resources

Oakland County offers several Children and Family Health Service organizations. These services can be found in the Oakland County Directory of Services or by visiting the website: www.oakgov.com/health.

Some of these service organizations are listed below:

www.kidshealth.org
www.cdc.gov
www.americanredcross.com

Nutrition and Food Service

Parents may provide a lunch from home or purchase from the center's kitchen. Currently the State of Michigan is providing free meals to all children 3-years-old and up. The kitchen is open during the school year only, not in the summer. A menu can be found on the Lake Orion district website. Foods high in sugar or fat content are discouraged. Carbonated beverages and glass containers are prohibited. Parents will provide a morning and afternoon snack in tuition classrooms. GSRP classrooms have these provided. Please refrain from the following foods as they are reported to be potential choking hazards and will not be given to your child: whole grapes, popcorn, raw carrots, and hot dogs.

Child Discipline

We use positive child discipline methods in order to assist children with self-control and becoming self-disciplined. Child discipline situations are handled with empathy and redirection. The six-step conflict resolution process is used within the classroom. Strong communication with parents is also top priority.

If a student exhibits persistent inappropriate behavior, a meeting will take place between the center staff, program director, and parents, in order to create a positive behavior plan for the child. This plan may encourage all parties to access community resources that may include Lake Orion Community Schools Child Find and/or Oakland Schools. Lake Orion Community Schools will work diligently to create an environment and plan that encourages the development of skills necessary for school success. Every opportunity will be explored to assist the child in maintaining their placement. Lake Orion Early Childhood reserves the right to suspend a student if persistent dangerous behaviors continue.





High Scope Six Steps to Conflict Resolution

Helping children manage frustrations and resolves social conflicts is an area of social learning that is often particularly important to teachers. Teachers find that High Scope's six-step conflict resolution process is especially useful. The six steps summarized below are used to help children settle disputes and conflicts. Children can often carry out this sequence on their own by program's end.

Conflict resolution steps:

Approach calmly, stopping any hurtful actions. Place yourself between the children, on their level; use a calm voice and gentle touch. Remain neutral rather than take sides.

Acknowledge children's feelings. Say something simple such as, "you look really upset". Let children know that you need to hold any object in question.

Gather information. Ask, "what's the problem?". Do not ask "why" questions, as young children focus on that rather than understanding the reasons behind it.

Restate the problem: "so the problem is...". Use and extend the children's vocabulary, substituting neutral words for hurtful or judgemental ones (such as "stupid") if needed.

Conflict resolution steps continued....

Ask for solutions and choose one together. Ask, “what can we do to solve this problem?”. Encourage children to think of a solution but offer options if the children are unable to at first.

Be prepared to give follow-up support. Acknowledge children’s accomplishments, e.g., “you solved the problem!”. Stay nearby in case anyone is not happy with the solution, and the process needs repeating.

Adults respect children’s ideas for solving problems, even if the options they offer don’t seem fair to adults. What’s important is that children agree on the solution and see themselves as competent problem-solvers.



Biting Policy

Our program recognizes that biting is unfortunately not unexpected when young children are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting biting is for parents. While we feel that biting is never the right thing for children to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, these are our three main responses:

1. Care and help for the child who was bitten.
2. Help for the child who bit so that he or she learns other behavior.
3. Examination of our program to stop the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who has bit to learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. We do not use any response that harms a child or is known to be ineffective. We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice or a cold cloth on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water and we may recommend they be seen by their health care provider. When children are bitten, their parents/guardians are informed personally and through the ProCare and/or ParentSquare system. When children bite, their parents are informed personally and privately the same day. Biting is always documented on our standard incident report form, which is completed and signed by a teacher. One copy is given to the parents, and the other copy is kept in the incident file at the center. We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

We have monthly meetings to address any and all behavior issues.

Classroom Policy

Parent Visitation/Participation

The Lake Orion Early Childhood Programs have an open door policy. Parents of enrolled children are always welcome to visit the center. Parents are encouraged to volunteer or become actively involved in the classroom. Please sign in with the early childhood office when volunteering or visiting.

Parent Information Board

Every site has a parent information board located within the program. Classroom and program information is shared with families through ProCare and ParentSquare.

The Daily Schedule

The daily schedule will vary depending on the age of the student, but will include planning time, work time, clean up, recall time, small group time, outdoor time, large group time, meals/snack, rest and reflective time. The developmental areas include physical, social, emotional and intellectual. The daily schedule is posted in each classroom.

Conferences and Developmental Milestones

Parent conferences are held throughout the year and at the request of parents and/or teachers. This provides an opportunity for parents to discuss the child's individual progress. Parents are encouraged to contact their child's teacher/provider regularly and may request a developmental evaluation to help determine kindergarten readiness. We also encourage parents to provide the program with feedback on your child's development and the program effectiveness. Personnel from the Lake Orion Community Schools are available to give support and discuss possible special needs with teachers/providers and parents.

Clothing and Playground

All children should be dressed in clothing that may be worn for activities such as art and active play. We ask that you keep a clearly labeled extra set of clothing in your child's locker. Soiled clothing will be wrapped and placed in your child's locker. Due to Universal Precautions staff does not wash soiled clothing. We believe outdoor play is an important part of your child's health and social growth. This outdoor time is scheduled daily and staffed appropriately. In case of inclement weather, children will remain indoors and given alternative gross motor opportunities. Please dress children for the weather and season.

Illness

Please notify the center if your child will be absent due to illness. When calling the center state the date, name of child and illness, the center must report all communicable diseases to the health department. Contact phone numbers for each program are located in this handbook.

Birthdays and Holidays

Birthdays and holidays are special times. Parents are welcome to provide a small take-home item (erasers, stickers, etc.) for the classroom. Due to building allergies, we ask that no food is brought in for celebrations.

Toys from Home

Please do not send any toys to the program as they may be lost or broken. We provide a wide variety of materials for children to discover and manipulate. In the event a child brings a toy or other personal belonging to school, the Early Childhood Program assumes no responsibility if the item is lost or damaged.

Rest Period

Every full day child will have a rest period available to them. Each child will receive a designated space for resting. Children attending half day programs may not have a rest period scheduled in their day. All naptime needs must be labeled with child's name. If items are left at the center they must be taken home regularly and laundered. Children will only be allowed to sleep on cots. Children whom fall asleep in places other than cots will be transferred to the appropriate place. Extra blankets are available.

Field Trips

Field trips during the school day can provide excellent learning experiences for your children. Teachers are encouraged to incorporate the field trip experiences with their classroom teaching. It is program policy for parents to give written permission for their children to attend field trips, and parents must accompany children. All provisions and requirements required by the State of Michigan Department of Licensing and Regulatory Affairs regarding field trips will be met.



Food and Drink

Parents will provide all food and drink unless ordered through the Food Service Department. Children's lunch boxes and water bottles must be individually labeled. The center complies with all requirements set forth by the licensing agency. All items are stored in child's locker/cubby space. If needed, please include an ice pack with your child's food/drink.

Clothing

Children should wear simple, washable play clothes. Your child may be spending some time on the floor playing or carpet learning. Outdoor activities are also a part of the daily program, so make sure your child has appropriate clothing for all environments. Please send a change of clothing labeled with your child's name to the center to keep in his/her locker.

Soiled Clothing

As a sound employee health standard, the center staff will not wash clothing soiled with fecal material. Washing or rinsing soiled clothing increases the chances that staff and children may be exposed to germs that cause diseases. Parents will be given clothing to take home at the end of the child's day.

Diapers and Wipes

Disposable diapers and wipes are the responsibility of the family. Please send these items, as needed, with the child's name labeled on them.



Pre-Kindergarten Programs

Curriculum, Goals and Objectives

To Facilitate Active Learning - High Scope Curriculum

- Learning initiated by the learner
- Learning carried out by the learner
- Encouraging learner to be creative
- Use of five ingredients of active learning
    - o Materials
    - o Manipulation of materials
    - o Child's choice of activities
    - o Language from child
    - o Adult support

To Facilitate Problem Solving - Six Steps to Conflict Resolution

- Children learn best from trial and error
- Children are allowed to make mistakes
- Adults refrain from giving correct answers or solutions
- Children develop the ability to apply reasoning to a variety of situations
- Children develop the ability to comprehend others written, spoken, dramatic and graphic representation
- Children develop the ability to work with other in group planning, cooperative efforts and shared effort.

Before & After Wrap-Around Care

The Lake Orion Before and After Wrap-Around Care program is available for children 30 months through 5 years, who need additional care hours. The program opens at 6:30 a.m.-until school starts and when school ends-6:00 p.m. The program provides a wide variety of stimulating activities that expose children to art, dramatic play, literacy, large and small motor activities. The staff enables children to become self-reliant and problem solvers. Children learn during hands on activities in an environment that provides both nurturing and encouragement. The staff stimulates imaginations, individuality and self-esteem. Children engage throughout the day to improve their oral language, reading and social emotional skills.

Pre-Kindergarten Program

The Pre-Kindergarten Program is a fee based preschool offering curriculum to 30-month-old children, 3-year-old children and 4-year-old children in the Lake Orion community. The program operates on an elementary school year calendar in 2-5 day sessions. Children participate in enriching experiences conducive to developing social, emotional, intellectual, physical and communicative growth. A daily schedule follows the fundamental premise that children are active learners who learn best from activities they can plan and carry out themselves.



Great Start Readiness Program

The Great Start Readiness Program is a state- funded, free preschool offered 5 days per week at the Early Childhood Center. Parents must provide transportation.

The program staff includes a teacher and an assistant teacher. A variety of social, cognitive and physical experiences are offered to children in a developmentally appropriate setting.

To be eligible:

• Child must be four years old, but not five, by September 1 of the corresponding school year

Registration Information (248) 693-5439

Parent Participation

Conferences and Home Visits

Teaching staff conducts two home visits for each child each program year. We hope that you will welcome them into your home to meet with your family. The purpose of the home visit is to let children know teachers and parents work together for their benefit. During the home visit, families and teaching staff get to know one another and children become familiar with teaching staff. This helps ease the transition from home to school. Teachers will have plenty of time to answer families' questions and address their concerns. Staff will make every attempt to schedule home visits at a time that is convenient to families. In addition to two home visits a year GSRP staff will conduct two conferences with the family of each enrolled child per program year. The results of COR scoring and the child's general progress in all areas will be shared with the parents during these conferences. Parents will be given ample time to ask questions, share suggestions and address concerns. Families may request an informal conference at any time during the program year.

Volunteering

Parents are encouraged to participate in our program. You are invited to help in the classroom, play, read to children, or share a talent or interest. Research indicates that children whose parents participate in their education achieve higher academic levels. Please see volunteer requirements.

Data Meetings

Meetings may be offered depending on the needs of the classroom. Parent meetings are a wonderful way to network with other parents, gain knowledge about community resources, and contribute your ideas.

Advisory Board

All families are invited to serve on our Advisory Board. The advisory board meets twice a year to help develop, revise, and approve the program policies and procedures. Parents who serve on the Advisory Board develop an in-depth knowledge about the program, our surrounding community, and the resources available to families.

Child Assessment Policy

Developmental Screening

What is it? This is a brief procedure designed to identify, from within a large population of children, those who may need further assessment to verify developmental and/or health risks.

Screenings include:

• The Ages and Stages Questionnaire completed by program teachers
• Vision and hearing done by the Oakland Health Department

Screening takes place within 30 days of enrollment in GSRP.

Sharing Results: Staff will provide parents/guardians the screening protocol and have relevant materials from the screening prepared to deliver in a confidential matter with the parent/ guardian. After explanation parents will be able to address concerns and questions they may have. Staff will always provide activities for families to promote their child's growth.

If any delay is suspected a referral for follow-up will be completed.

Any recommendations for referral will require parental/guardian permission. If families choose to accept or refuse additional services this will be documented in the child's file. A family is able to change their decision at any time.

Ongoing Assessment

What is it? A process in which the teaching staff systematically observes and records information about the child's level of development and/or knowledge. ***How this is accomplished:*** Anecdotal observations are written about what children are learning and doing on a daily basis.

Assessment Tool Used: The Child Observation Record (COR Advantage 1.5)

How often progress is reported throughout the year? Communication between parents/guardians and staff is ongoing in regards to child assessment. Staff share individual developmental profiles with parents/guardians formally through conferences and home visits, as well as informally during drop-off/pick-up times, communication folders or e-mails. to change their decision at any time.

Attendance Policy

Children who are not in school on a regular basis miss valuable experiences in the classroom, which would otherwise support their success in kindergarten. In order to receive maximum benefit from our program, children should be in attendance any time they are not ill. The following is our attendance policy: Parents must call the school office or communicate with classroom teachers by 8:30 a.m. when children will be absent.

In circumstances where the chronic absenteeism persists, is not due to illness, and attempts to resolve the problem have been unsuccessful, the child's slot will be considered an enrollment vacancy. If dropped, the child will be placed on a waiting list. If we have unsuccessfully attempted to contact the family, we have not heard from the family, and the child has five consecutive unexcused days missed, the child will be automatically dropped from the program, and their space will be given to a child on the waiting list.

Tardiness

Please make every effort to arrive at school on time. When children arrive after the day has started, they miss out on important parts of the routine and often appear "lost." Children who consistently arrive on time and are in school every day quickly master the routine, learn more, are happier to be in school and receive the maximum benefit from our preschool program.

School Age Child Care (SACC)/Latchkey

Welcome to our School Age Child Care Program designed for children- developmental kindergarten through fifth grade. School age care is offered at all six Lake Orion Community School elementary buildings.

Program Hours

SACC programs are in operation from 6:30 a.m. until the start of the school day and from the end of the school day until 6:00p.m. Students may attend the daily a.m. and/ or p.m. sessions. A regularly scheduled session fee is applicable. SACC is open only when school is open with students. Families will sign a Pickup and Behavior Agreement at enrollment.

Important Information: It is the parent's responsibility to communicate with the SACC provider any changes to their child's daily schedule. If your child is out ill or attending an after school event and will not be attending SACC during their regular scheduled hours, you MUST contact your SACC Provider. This is for the safety of your child.





Program Objectives

• To provide children with a safe and caring environment before and after school hours.
• To encourage personal responsibility.
• To help each student develop and enhance self-worth and positive self-esteem.
• To provide a variety of activities such as free time, relaxation, reading and interaction with friends.

School Age Child Care activities are planned and supported through resources that reflect the interests and abilities of the children enrolled. The school age program shall provide the following opportunities for each child:

• To plan, carry out and evaluate his/her individual activities.
• To experience a diversity of activities within the program and community.
• To participate in relaxation and recreational activities.

Playground

The LOCS School Age Child Care Program operates in a Michigan Department of Education approved building. The School Age Child Care Program plans to use the outdoor playground and equipment located at the school. This outdoor play area may only be used by children enrolled in the program. This playground space and equipment may or may not comply with the State License rule #R400.5117(7)(8)(9). Michigan Public Schools use the Handbook for Public Playground Safety guidelines generated by the U.S. Consumer Product Safety Commission.

Rules & Regulations

All student handbooks and elementary Code of Conduct rules apply to students participating in the SACC DK-5 program.

It is the student's responsibility to:

1. Respect fellow students, staff and school property
2. Follow instructions and directions from all staff
3. Use appropriate school accepted language
4. Honor the physical safety of others

Child Management Participation/Enrollment Contract

Students will follow all rules of the school and the school district and will agree that any violation of said rules would constitute a violation of the contract. Violation of rules will result in the student's suspension and/or immediate removal from the program.

- **First Offense** 1-2 day suspension
- **Second Offense** 3-5 day suspension
- **Third Offense** 5-10 day suspension
- **Final Offense** removal from program

If any changes to the parent handbook occur, parents will be notified as soon as possible.



WHERE CAN YOU GO WITH A QUESTION OR CONCERN?

The first essential step is to go to the immediate source and establish the facts. The staff and administration are concerned and want to resolve problems in the most expedient manner possible. Please follow the steps below.

First Step
Provider/Teacher
Questions or concerns regarding the program practices in your child's classroom should first be directed to his/her classroom provider/teacher. This may be done at drop off/pick up, a scheduled meeting, phone call or email.

Second Step
Program Supervisor
If questions or concerns are not resolved at the provider/teacher level, then contact should be made with the program supervisor.

Third Step
Program Director
If more information is needed or concerns are still present, a discussion should be scheduled with the program director.

Fourth Step
Executive Director of Business Services
If questions still persist after contacting the program director, please direct your concerns to the assistant superintendent.

WHERE CAN YOU GO WITH A QUESTION OR CONCERN? cont...

Fifth Step
Superintendent
A conference with the superintendent of schools is most appropriately made if questions or concerns have not been adequately addressed at earlier levels.

Sixth Step
Board of Education
The last level of contact with the district about a question or concern is the board of education. Please notify the superintendent's office if you plan to appeal directly to the board. An agenda item entitled "Public Participation" will allow you a five-minute presentation to the board.

This six-step process for solving concerns has proven effective because it attempts to resolve problems at the lowest levels

ADVISORY TO ALL PARENTS/GUARDIANS

The Department of Agriculture and the State of Michigan have passed regulation 637 Pesticide Use. One of the requirements is for school districts to provide notice to parents/guardians when pesticides will be used in a building.

As a part of the Lake Orion Community School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please mail your name, address, student's name, city, zip code, phone number and the name of the school your student attends to:

Lake Orion Community Schools
Wes Goodman, Director of Operations
455 E. Scripps Road Lake Orion, MI 48360

You may also contact Wes Goodman at (248) 814-1798, if you have any questions.

STATEMENT OF COMPLIANCE WITH FEDERAL LAW
Section 504 (Rehabilitation Act of 1973)

"No otherwise qualified handicapped individual in the United States....shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX

"No persons shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any class or activity as described under Title IX of the Education amendments of 1972. This means that courses are open to students of both sexes, except those involving bodily contact in physical education, those involving sex education, and those involving specific requirements for vocal ranges."

Section VI (Civil Rights Act of 1964)

"No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Health, Education and Welfare."

Drug-Free Schools and Communities Act Amendments of 1989 Lake Orion Community Schools is committed to providing an environment free of the abuse of alcohol and other drugs. In addition, Lake Orion Community Schools is required by the Drug Free Schools and Communities Act Amendments of 1989 to compile information and make available to employees about any drug and alcohol counseling, rehabilitation and re-entry programs available to students. A list of drug and alcohol prevention, counseling, treatment and rehabilitation and re-entry programs available are provided and available to all employees, students and community members.

Directory

Lake Orion Community Schools
Early Childhood Programs

Early Childhood Center
1155 Joslyn Road
Lake Orion, MI 48360
(248) 693-5439 main
(248) 814-0220 fax

Blanche Sims Elementary
School Age Child Care (SACC)
465 E. Jackson Street
Lake Orion, MI 48362
(248) 693-5460

Carpenter Elementary
School Age Child Care (SACC) 2290 Flintridge
Lake Orion, 48359
(248) 391-3500

Orion Oaks Elementary
School Age Child Care (SACC)
1255 Joslyn Road
Lake Orion, MI 48360
(248) 393-0010

Paint Creek Elementary
School Age Child Care (SACC)
2800 Indianwood Road
Lake Orion, MI 48362
(248) 814-1727

Stadium Drive Elementary
School Age Child Care (SACC)
244 Stadium Drive
Lake Orion, MI 48360
(248) 693-5475

Webber Elementary
School Age Child Care (SACC)
3191 W. Clarkston Road
Lake Orion, MI 48362
(248) 391-0400

Lake Orion Community Schools Administration Building
1335 Joslyn Road
Lake Orion, MI 48360
(248) 693-5400

The most recent version of the Early Childhood Program Policies can be found in the Parent Handbook on our Early Childhood website.

Revised 1/19/2026