Lakeview School District
GSRP & PAST Care

This program is funded through a grant provided by the Michigan Department of Lifelong Education, Advancement, and Potential

Welcome Families,

We are excited to partner with your family during this important stage of your child's early learning journey. The Great Start Readiness Program is Michigan's state-funded PreK for All program for eligible four-year-old children. Lakeview School District is proud to provide a high-quality preschool experience while supporting the growth and development of every child. This handbook has been created to help families understand our program, policies, and procedures. We encourage you to use it as a resource throughout the school year and to contact us whenever you have questions. We look forward to working together to make this a wonderful year for your Smallest Smarty Sparty!

Kelley G. Parish, CFLE
Director of Early Childhood Operations
269-447-1418
Kparish1@LakeviewSpartans.org

Dr. William Patterson
Superintendent
269-565-2400
Wpatterson@LakeviewSpartans.org

GSRP Program Information

GSRP Programming Hours: 4 Day GSRP
Monday Hours: 8:25 AM – 2:55 PM (Lakeview Early Release)
Tuesday – Thursday Hours: 8:25 AM – 3:25 PM

PAST Care (PreKindergarten After School Time Care):
Mon 2:55 PM – 5:30 PM
Tues – Thurs 3:25 – 5:30 PM, Fri 8:30 - 5:30pm
Riverside Classroom 2: 269- 565-4732
Prairieview Classroom 2: 269-565-4639

GSRP Site: Riverside Elementary
650 Riverside Drive
Battle Creek, MI 49015
Classroom 1: 269- 565-4731
Classroom 2: 269- 565-4732

GSRP Site: Prairieview Elementary School
1675 Iroquois Avenue
Battle Creek, MI 49015
Classroom 1: 269-565-4638
Classroom 2: 269-565-4639

GSRP Teaching Teams

Teacher requirements include meeting minimum age, background check, health, safety certification, education, and ongoing training requirements. Staff must complete the required fingerprint-based criminal **COMPREHENSIVE** history background check through the Child Care Licensing Bureau and provide documentation showing they are free from communicable tuberculosis (TB). Required staff must maintain valid adult and pediatric CPR and first aid certifications. Aides and assistants work under appropriate supervision and must meet applicable age, training, and qualification requirements. Lead caregivers and teachers must meet MiLEAP education and experience requirements, which may include a Child Development Associate (CDA) credential, an associate or bachelor's degree in Early Childhood Education, or qualifying college coursework combined with verified experience. Program directors must meet applicable age, education, administrative, and practical experience requirements. Licensed child care center staff must also complete required annual professional development, including training related to child development, health and safety, safe sleep practices when applicable, infectious disease prevention, and other required licensing topics.

Philosophy Statement

Lakeview GSRP & PAST Care focuses on building strong relationships, supporting social emotional growth, encouraging curiosity, and helping children develop confidence as learners. Our classrooms promote learning through hands-on activities, structured routines, literacy experiences, movement, creativity, and play.

Admission & Withdrawal Policy

- GSRP serves eligible children who meet Michigan GSRP/PreK for All age and eligibility requirements. Children generally must be four years old on or before December 1 of the program year.
- Lakeview School District residency and program placement requirements apply when required by the district, GSRP allocation, transportation eligibility, or enrollment procedures. • No organizational or religious affiliation is required for admission.
- GSRP eligibility and prioritization are determined under current Michigan GSRP requirements. Families may be asked to provide eligibility documentation when required. • Before attendance, required enrollment records must be completed and submitted, including the Child Information Record/Card, immunization record or valid waiver documentation, birth/age verification, emergency contacts, authorized pick-up information, health information, parent permissions/consents, and other records required by GSRP, Lakeview School District, or child care licensing.
- PAST Care requires separate enrollment/registration before care begins and is subject to available licensed capacity.

Closure and Special Dates

Unexpected closures or schedule changes due to weather, building conditions, emergencies, or district-wide closures will be communicated through Lakeview School District's approved family communication systems.

Program-Initiated Withdrawal or Dismissal

Lakeview will work with families to support successful participation whenever possible. A child may be withdrawn or dismissed from PAST Care, or a placement may be reviewed, for reasons including nonpayment of required PAST Care fees, repeated failure to follow pick-up procedures, attendance concerns affecting program participation, safety concerns, or circumstances in which the program cannot safely meet a child's needs within available staffing and supports. Challenging behavior alone will not result in automatic exclusion. The program will use positive guidance, family partnership, and appropriate support/referral processes before considering dismissal whenever feasible. Examples of behavior requiring an immediate safety response include repeated serious aggression, biting causing injury, elopement/running from supervision, or other behavior creating an immediate risk of harm. Decisions are individualized and follow applicable GSRP, district, disability, and child care licensing requirements.

Withdrawal

Parents/guardians who choose to withdraw a child should notify the Director of Early Childhood Operations and the child's teacher in writing as soon as possible. For PAST Care, written notice should be provided before the next billing period. Tuition already due for a reserved PAST Care spot remains payable under the fee policy. Families should return district/program property and complete any requested withdrawal documentation.

Enrollment Requirements

All children enrolled in the Great Start Readiness Program must complete required enrollment paperwork prior to attending school. Families will be asked to provide immunization records, a birth certificate, emergency contacts information and parent consent forms. Under Michigan's Great Start Readiness Program (GSRP) guidelines, children must not be denied enrollment or excluded from programming based on challenging behavior, developmental delays, or identified disabilities.

PAST Childcare (PreK After School Time Care)

Lakeview School District understands how continuity of care and scheduling can help shape a child's PreK experience. In order to assist families with childcare needs, we offer limited spots for our PreK After School Time Care. This optional childcare service seamlessly transitions the standard hours of GSRP PreK into after school childcare until 5:30pm and Full day childcare on Friday at a weekly tuition rate. The PAST Childcare program operates as a fully licensed childcare facility from the end of daily PreK programming to 5:30pm and all-day Friday's. PAST Care enrollment paperwork must be completed prior to care starting. The charge for this service is $105 per week, per child and a $50 annual registration fee. We are unable to offer split times or prorated fees. Enrollment in PAST Childcare is a pre-registered tuition-based spot. The full tuition amount of $105 per week is due even if childcare service is not utilized in its entirety. A $10 late fee per child will be charged for every 5 minute increment after 5:30pm.

Fee Policy

• GSRP: There is no tuition charge to families for the state-funded GSRP instructional program. • PAST Care annual registration fee: $50 per child.

• PAST Care tuition: $105 per week, per child, for a pre-registered reserved spot. Split schedules and prorated weekly rates are not offered.

• Payment schedule and method: PAST Care tuition is billed on Wednesday of each week.

Payments not received by Monday morning the week prior to service will not be permitted to attend. Families receive payment instructions at enrollment and are responsible for paying by the due date shown on the billing notice/account.

• Late pick-up fee: $10 per child for every five-minute increment after 5:30 PM. • Special trips/projects: No routine additional fee is charged unless families receive advance written notice of an optional activity or cost.

• Center/program closure days: GSRP has no tuition. PAST Care is not available on calendar dates identified as No PAST Care. Weekly PAST Care tuition is based on the reserved enrollment spot and is not prorated for scheduled program closures unless Lakeview provides written notice of an adjustment.

• Child illness, absence, or family vacation: PAST Care tuition remains due for the reserved spot even when the child does not attend. The weekly fee is not prorated for absences, illness, vacation, or partial use of care.

Immunizations

Immunizations signed by a physician are required in order to attend the first day of school. Please Note: If your child needs a waiver, you must contact the Health Department to obtain the documentation.

Family Supports

Throughout the school year, families can expect ongoing home visits, conferences, ongoing communication, and family engagement events.

Referrals

Referrals for children who may have additional needs and support will always be discussed with the family first. Whether the program staff or the family is bringing the concern, the process of referring will be explained: document concerns, request an observation from an Early Childhood Specialist, Early Childhood Staff and program staff will develop and try various strategies, Educators may do additional screenings and evaluations, have a meeting with families to report results and make plans for future action. Program staff will assist families by making referrals for medical, dental, mental health, food, clothing, housing. Dialing 2-1-1 or visiting m211.org will also connect families to community resources.

Special Supports

Calhoun Intermediate School District's Great Start Readiness Program is committed to the concept of inclusion. Staff will make accommodations to include all children in the learning environment and daily routine. Families and staff work together to meet the individual needs of each child. Communication is two-way and ongoing while respecting confidentiality. Staff will receive annual training on various strategies and information on working with families and children with special needs.

Developmental Screenings

Each child will be screened within two weeks of beginning the program, using the Ages and Stages Questionnaire (ASQ) to determine if each child is developing as expected for their age. Families will be asked to provide information about their child's abilities and any areas of concern they may have. All results of these screenings will be shared and discussed with individual families. Throughout the year, if further screenings are determined to be necessary, the family will be contacted for permission.

Curriculum

We utilize The Creative Curriculum® at both GSRP sites. The Creative Curriculum® is a state approved curriculum designed to promote development in multiple objectives of learning. *Friday Fun Days in PAST Care include play-based learning, story time, outdoors, and art experiences. Our curriculum supports growth in all areas of development, including:

- Social and emotional development
- Language and literacy
- Mathematics and problem solving
- Science of discovery
- Physical development and health
- Creative arts and self-expression
- Approaches to learning, including curiosity, persistence, and independence

Individualized Learning

Every child develops at their own pace and brings unique strengths, interests, and experiences to the classroom. Teachers observe children's learning, plan activities based on their individual needs, and provide support encouraging each child to grow and succeed. Teachers utilize learning documentation and data to assess areas of need and growth.

Daily Routine

The schedule below is a typical routine. Teachers may adjust activity blocks to meet children's needs, classroom projects, special activities, weather, or school events while maintaining a developmentally appropriate balance of active and quiet learning, indoor and outdoor experiences, meals, rest, and child-initiated play.

Daily Routine

8:25 AM Doors Open, Arrival & Welcome
8:30-9:00 AM Wash hands/Breakfast served Family style
9:00-11:00 AM Creative Curriculum & Play-Based Learning/Outdoor
11:00-11:30 AM Potty & Handwashing
11:30 AM-12:00 PM Lunch served Family style
12:00-1:30 PM Handwashing, Toothbrushing, Lullabies & Rest/Nap
1:30-2:00 PM Soft Transition, Potty & Handwashing
2:00-2:30 PM Snack served Family style
2:30-2:55/3:25 PM Creative Curriculum, Recess & Play-Based Learning/Outdoor
2:55 PM Monday GSRP Early Release Dismissal
3:25 PM Tuesday-Thursday GSRP Dismissal
2:55/3:25-3:30 PM PAST Care Transition & Art or Music Activity
3:30-4:00 PM Potty & Handwashing
4:00 PM PAST Care Snack served Traditional style
4:30 PM Outdoor Play
5:00 PM Table Games & Free-Choice Activities
5:30 PM PAST Care Dismissal/Pick-Up

*PHYSICAL ACTIVITY
Staff ensures that children are receiving a minimum of 30 minutes of outdoor, large muscle time for every 3 hours they are at the center. If weather does not permit outdoor time, an alternative indoor, large muscle activity will be provided.

Food Service

Lakeview School District provides food for children enrolled in GSRP and PAST Care. Families are not expected to provide routine meals or snacks unless an individualized arrangement is made with the program for a documented dietary need.

• GSRP breakfast is served from 8:30–9:00 AM.

• GSRP lunch is served from 11:30 AM–12:00 PM.

• An afternoon snack is served at approximately 2:00 PM.

• Children remaining in PAST Care receive an additional 4pm snack during the PAST Care portion of the day when applicable.

• On full-day Friday PAST Care, breakfast, lunch, and snacks are provided according to the posted menu and daily schedule.

• Menus are posted where parents can view them. Food substitutions are noted on the posted menu with a line through substituted item and replacement item listed.

• Meals and snacks meet the requirements of the Child and Adult Care Food Program.

• Lakeview follows Michigan child care licensing requirements for special dietary needs. The program works with the parent/guardian and, when required, the child's health care provider so meals and snacks are served in accordance with documented needs.

• A child will not be denied a scheduled meal or snack because of a family's inability to provide a requested food item. If a family states they prefer to bring their child's lunch and forget. The teacher will attempt to make contact with the family. If contact cannot be made and lunch brought to school, we will provide lunch to the child while being mindful of any allergies or food restrictions listed in their registration paperwork.

Family Engagement

We encourage families to take an active role in their child's preschool experience. Families are encouraged to:

- Communicate regularly with their child's teacher
- Participate in parent teacher conferences
- Attend family events and school activities
- Volunteer in the classroom or at school events when opportunities are available
- Share family traditions, cultures, and experiences
- Ask questions and share ideas throughout the school year

1. Initial Home Visit

Home visits will be scheduled late August or early September. Home visits will be scheduled after enrollment but traditionally before the first day of classroom instruction. The visit takes place in your child's everyday space or (mutually agreed upon location) with the teachers. We will discuss your child's interest, complete enrollment paperwork, and answer questions you may have. Approximately 60 minutes in length.

2. Fall Conferences

November conferences will be held at the school. This conference focuses on your child's transition to the classroom and their initial growth. We will review the results of early developmental screenings (like the ASQ) and look at daily observation notes collected via our assessment tool. Together, we will set customized learning goals for home and school. Approximately 30 minutes in length.

3. Spring Conferences

During this conference teachers will share your child's progress in all areas of development. We will discuss their growing skills. We welcome you to share observations, ask questions, and discuss goals. Approximately 30 minutes in length.

4. Family Engagement Events

As part of our commitment to family engagement and the Michigan Great Start Readiness Program (GSRP), families will be invited to participate in a family engagement event. These events provide opportunities for families to connect with your child's learning community.

- Calhoun Intermediate School District (CISD) Advisory & Community Teams Beyond our local classroom, you can connect with county-level leadership teams to advocate for early childhood education. Be on the lookout for opportunities to participate locally.

Equal Opportunity Statement

Lakeview School District Great Start Readiness Program provides equal educational opportunities to all eligible children and does not discriminate on the basis of race, color, national origin, religion, sex, disability, or any other protected status in accordance with applicable federal and state laws.

Confidentiality

Lakeview School District Great Start Readiness Program (GSRP) is committed to protecting the privacy of every child and family. All personal information, educational records, developmental screening results, and family information are kept confidential in accordance with state and federal laws.

Release of Records

Child and family records will only be released with written permission from the child's parent or legal guardian, except when disclosure is required by law, such as mandatory reporting requirements or court orders.

Family Privacy

To help maintain a respectful and supportive learning community, families are asked to respect the privacy of other children and families enrolled in the program. Information shared during classroom activities, meetings, volunteer opportunities, or school events should remain confidential and should not be discussed outside of the school community. Please do not share classroom communication photos of other children.

Attendance Policy

Regular attendance is an important part of a child's success in GSRP. Consistent attendance helps children build strong relationships with their teachers and classmates, establish daily routines, and fully participate in learning experiences. Families should notify classroom staff as soon as possible if their child will be absent, arrive late, or leave early. After 2 unexcused absences, staff may reach out to families to discuss any supports or assistance needed to help with attendance.

Arrival and Dismissal

For the safety of all children:

● Children must be signed in and out daily on the classroom clipboard upon arrival. This will be located right inside the classroom entrance.

● Children should be accompanied by a parent, guardian, or authorized adult during arrival and dismissal.

● Any changes to dismissal plans should be communicated to the teachers as soon as possible.

● Only individuals listed on the child's emergency contact or authorized pick-up form may pick up a child.

Release of Child

The program follows all legal custody orders, parenting-time orders, personal protection orders, and other court orders directly affecting a child's care, release, or contact with individuals while in the program's care.

Illness/Injury Exclusion Policy

Children should remain at home if they have symptoms such as:

● A fever of 100.4 F (38 C) or higher, especially when accompanied by behavioral changes and other signs of illness.

● Vomiting

● Diarrhea (must go home if more than 2 instances)

● A contagious illness requiring exclusion according to the guidance of a healthcare provider or public health agency.

● An unexplained rash, persistent cough, or other symptoms requiring medical evaluation.

● Any condition requiring more care than staff can safely provide while supervising the classroom.

If a child becomes ill or is injured during the school day:

● Staff will assess the child's condition and provide appropriate first aid or comfort measures.

● Parents or guardians will be contacted as soon as possible if the child needs to be picked up and/or there is a head injury.

● If emergency medical care is needed, 911 will be called immediately, and the parent or guardian will be notified.

● An incident or injury report will be completed.

Children may return to school when:

● They have been fever-free for at least 24 hours without the use of fever-reducing medication.

● Vomiting and diarrhea have resolved.

● They are able to comfortably participate in normal classroom activities. ● Any required exclusion period per Michigan Childcare Licensing has ended, or a healthcare provider has determined it is appropriate for the child to return. If a healthcare provider recommends restrictions or accommodations following an illness or injury, please notify school staff and provide all necessary documentation. **Please notify** the Director of Early Childhood Operations, Kelley G. Parish if your child has been diagnosed with a contagious illness so appropriate cleaning, monitoring, health department reporting procedures can be followed while maintaining

confidentiality. 269.447.1418.

Medication Policy

Lakeview School District's Great Start Readiness Program is committed to ensuring the health and safety of every child. Whenever possible, medication should be administered at home. When it is necessary for medication to be given while at school, staff will follow licensing procedures and all applicable state regulations to ensure medications are administered safely and accurately. Prescription and non-prescription (over-the-counter) medication may only be administered when the following requirements have been met:

- A completed and signed medication authorization form has been completed by the child's parent or legal guardian.
- Additional authorization from a licensed healthcare provider may be required in accordance with district policy or state regulation.
- Medication is provided in its original container with the child's name, medication name, instructions, and expiration date clearly labeled.

Staff may not administer medication without the required authorization form.
To ensure the safety of all children:

- All medication will be stored securely and kept out of reach of children.
- Medication requiring refrigeration will be stored separately in a secure location.
- Emergency medications, such as inhalers, epinephrine auto-injectors (EpiPens), or other physician-prescribed emergency medications, will be readily accessible to authorized staff while remaining safely secured.

Parents and guardians are asked to:

- Provide all required medication authorization forms before medication is brought into school.
- Supply medications in their original, properly labeled containers.
- Remove and replace expired medications promptly.
- Notify the teacher when medications are discontinued or dosage instructions change.

Important Reminders:

- Do not place medication in your child's backpack or cubby
- Hand all medications directly to the teacher and complete the authorization form upon arrival.
- Inform the teacher immediately if your child's health needs change**.**

Parent Notification Plan for Accidents, Injuries, Incidents & Illnesses

The teacher or program administrator will notify the parent/guardian based on the seriousness and urgency of the situation. Staff document required accidents, injuries, incidents, and illnesses and follow emergency procedures when immediate medical or safety intervention is needed.

• Emergency or life-threatening event: Staff call 911 first when emergency medical care or law-enforcement response is needed. A parent/guardian is called immediately or as soon as emergency response permits. The Director of Early Childhood Operations or designee oversees follow-up and required reporting.

• Head injury, seizure requiring medical treatment, significant injury, sudden concerning change in health, or a child too ill to remain in care: A parent/guardian is contacted by

phone as soon as possible. Written documentation is also provided or made available. • Minor injury not requiring early pick-up, such as a small scrape or bump with no concerning symptoms: Staff provide first aid and a written injury/incident report at pick-up. Staff may call sooner if symptoms change or circumstances warrant.
• Lost child or child left unsupervised: The program immediately activates emergency/missing-child procedures and notifies administration and appropriate authorities as required. The parent/guardian is called immediately.
• Alleged sexual or other inappropriate contact between children, or between a child and a staff member/volunteer: The child's safety is addressed immediately. The parent/guardian is contacted promptly by the Director of Early Childhood Operations or designee, consistent with child protection, investigation, confidentiality, and mandated-reporting requirements.
• Alleged physical discipline or other prohibited discipline by a staff member or volunteer: The child's safety is addressed immediately. The parent/guardian is contacted promptly by the Director of Early Childhood Operations or designee, and required reporting procedures are followed.
• Illness developing during care: Staff contact the parent/guardian by phone as soon as possible when the child meets exclusion criteria or needs to be picked up. Less urgent health observations may be shared at pick-up or through an approved family communication method.
• Communication methods may include phone call, written report, district-approved electronic message, email, or text/communication platform. Urgent matters do not rely only on email or a written report sent at the end of the day.

Emergency Preparedness

Lakeview School District has emergency procedures in place to help protect children and staff during a variety of situations. Staff practice emergency procedures and/or have operational guidance for the following emergencies:

- Fire
- Severe weather, floods, power outages, and tornado procedures
- Lockdown and other school safety procedures
- Evacuation procedures
- Shelter-in-place procedures
- Serious injuries or accidents
- Bomb threats and other man-made emergencies
- Intruders/active shooters
- Other natural or man-made disasters

These practices help children become familiar with safety routines in a calm, age appropriate manner. The operational guidance prepares staff for emergencies.

Emergency Contacts

Parents and guardians are responsible for providing current emergency contact information and notifying the Director of Early Childhood Operations, Kelley G. Parish immediately if phone numbers, addresses, or authorized emergency contacts change. *Lakeview School District follows all applicable Michigan Child Care Licensing Rules, district safety procedures, and emergency preparedness protocols.*

Positive Child Guidance & Discipline

Lakeview GSRP & PAST Care uses developmentally appropriate, positive guidance designed to teach skills rather than punish children. Staff use specific approaches including: • Building warm, trusting relationships and maintaining predictable routines. • Teaching and reviewing clear, age-appropriate expectations.

- Giving specific positive feedback and encouragement for safe, kind, cooperative behavior.
- Redirection to an appropriate activity or acceptable alternative.
- Offering limited, developmentally appropriate choices.
- Using visual supports, reminders, transition warnings, and environmental changes to prevent problems before they occur.
- Helping children identify feelings, use words, calm their bodies, and practice self-regulation strategies.
- Coaching children through problem-solving, turn-taking, conflict resolution, and repair after conflict.
- Temporarily moving a child from an activity when needed for immediate safety while an adult remains supportive and helps the child regain control and return successfully. • Partnering with families and, when appropriate, support professionals to create consistent individualized strategies.

We do not use corporal punishment, physical punishment, humiliating or frightening discipline, withholding food, toileting, rest, or necessary care as punishment, or any other prohibited form of discipline under Michigan child care licensing rules.

Mandated Reporting Law

Michigan law requires certain professionals, including school employees, and child care providers, to report reasonable suspicion of child abuse or neglect. All Lakeview School District GSRP staff members are mandated reporters and are required by law to make a report when there is reasonable cause to suspect a child may be experiencing abuse or neglect. Staff receive mandated training reporting training.

Questions and Concerns

We encourage families to share questions, concerns, or suggestions.

If you have a question or concern, we encourage you to follow these steps:

1. Speak with Your Child's Teacher
    - Many questions or concerns can be resolved through a conversation with your child's classroom teacher. We encourage families to communicate openly so concerns can be addressed quickly and collaboratively.
2. Contact the Director of Early Childhood Operations: 269-447-1418.
    - If your concern is not resolved after speaking with your child's teacher, please contact the Director of Early Childhood Operations, Kelley G. Parish. The Director will review your concerns, work with those involved, and make every effort to reach a fair and timely resolution.
3. Contact the Intermediate School District
    - If the concern remains unresolved after following the program and district procedures, families may contact Calhoun Intermediate School District (ISD), which

oversees the Great Start Readiness Program, for additional assistance.

Contact Information:

- Early Childhood Education, Calhoun Intermediate School District

(269) 660-1606

Notice of Program Measurement

Lakeview GSRP is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

• Ask parents questions about their child and family.
• Observe children in the classroom.
• Measure what children know about letters, words, and numbers, etc.
• Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

For questions, please contact:

• Kelley G. Parish, kparish1@LakeviewSpartans.org
• The MDE Office of Great Start, Preschool and Out-of-School Time Learning at: mde-gsrp@michigan.gov,
o 517-241-7004, or 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.

Individuals with disabilities may contact the MiLEAP ADA Coordinator to request an alternative format to these materials. Please visit www.Michigan.gov/ADA for a list of state ADA Coordinators.

Liability Insurance

The program will maintain appropriate liability insurance coverage as required by applicable state licensing regulations. Proof of current liability insurance will be maintained on file and made available as required.

Media Release

Lakeview respects the privacy of all children and families. Photographs, video recordings, or other media containing a child may only be used in accordance with program procedures and parent/guardian authorization. Parents or legal guardians will be provided an opportunity to grant or decline permission for their child to be photographed. Please note: District policy is opt-out only by contacting the Communications Director at 269-565-2400. This permission slip is only for GSRP & PAST Care social media only. The classroom communication portal BAND App. is considered a continuation of the classroom environment and does not require additional permission.

Volunteering & Background Checks

Parents and guardians are welcome to participate in approved program activities. Individuals serving as volunteers must comply with Lakeview School District volunteer requirements and applicable Michigan child care licensing rules. A parent or guardian attending an occasional classroom party, field trip, or special activity solely to accompany their own child, without responsibility for the care or supervision of other children, will be handled in accordance with applicable child care licensing requirements and guidance.

Screening Requirements:

(Supervised Volunteers)

Before a supervised volunteer has contact with children in care:

- Lakeview School District will complete a Public Sex Offender Registry (PSOR) clearance and maintain documentation of the clearance on file at the center.
- The volunteer must sign the required abuse and neglect statement.
- Any individual registered on the Public Sex Offender Registry is prohibited from having contact with children in care.
- The volunteer must remain under the supervision required by applicable child care licensing rules.
- The volunteer must complete and sign the Lakeview School District Volunteer Acknowledgement Form.

(Unsupervised Volunteers)

Any volunteer who will have unsupervised contact with children must:

- Complete the required comprehensive background check before having any contact with children in care.
- Be determined eligible as required by Michigan child care licensing requirements before having any contact with children.
- Sign the required abuse and neglect statement.
- Complete and sign the Lakeview School District Volunteer Acknowledgement Form.
- Meet all other applicable child care licensing requirements before beginning volunteer duties.

An unsupervised volunteer may not have contact with children while the comprehensive background check is pending or before an eligible determination has been received. Staff members who are required to complete a **comprehensive background check** must complete the required background check and be determined **eligible** before having contact with children in care. Staff must also complete the required abuse and neglect statement and any additional documentation required by Michigan child care licensing rules.

Abuse and Neglect Statement

All applicable staff and volunteers must sign the required abuse and neglect statement as detailed in Michigan child care licensing rules. The signed statement will be maintained in the appropriate personnel or volunteer record. Lakeview School District may require additional screening, documentation, orientation, or safeguards when necessary to protect the health, safety, and welfare of children in care.

Transportation

Transportation is provided whenever possible for the students in our program residing in Lakeview District on an as needed basis.

Drop off and Pick Up for regular elementary school times.

- Parents should have their child ready based on the scheduled bus time. It will take at least the first week to establish a time for each child to be picked up.
- The driver will not honk and can only wait for 2 minutes.
- The bus driver will provide emergency exit information to students on the first day.
- Students will be picked up and dropped off at their designated locations.
- Parents of PreK students are required to meet the bus during pick-up and drop-off.
- Parents are responsible for the safety of their child until they board the bus.

● After they board, the responsibility is on the caregiver.
● No one but a parent or guardian may pick up a PreK student without a release form filled out by the parent or other persons can be listed on the emergency form.
● Children under 18 are not allowed to retrieve students from the bus.
● All pick up and drop off will be on the right hand side of the road. No student should cross the streets.
● Students should be seated as soon as possible and remain in their seats at all times.
● The bus will not move until all students are seated.
● Caregivers will make sure the student is safely in their seat.
● Students must keep hands, arms and head inside of the bus at all times. No standing while the bus is moving.
● No food or drink permitted on the bus for protection of students' breathing passages or airways.
● Students are not allowed to use pens, pencils or any other sharp objects on the bus. Pencils, pens or sharp objects can become projectiles in the event of a crash, not only causing injuries but damage to school bus seats and equipment.
● Students are to listen to the caregiver and/or bus driver and follow directions. Discipline will be the responsibility of the caregiver or driver. GSRP students will not be suspended from transportation per state guidelines.
● Caregivers/drivers are allowed to assign seats if there are any problems with the students on the bus.
● Any loud noise distracting the driver and creating an unsafe condition is prohibited.

Behavior Standards

The school bus is an extension of the classroom. All policies that apply to student conduct apply to the school bus. Rules are to be followed to ensure every student's safety. If a student chooses to ignore bus rules or commits any action that jeopardizes the safety of other students, action must be taken to ensure the student begins to comply, using provisions by the caregiver/driver. The following behavior management techniques may be used to gain a student's adherence to safety rules:

-Verbal warning
-Different bus seat assignment

If misbehavior continues, a call to the parent will be placed to request assistance.
If a child is absent for two (2) or more days without contact from the parents, the bus will not stop on the third day. If your child is going to be absent in the a.m. class, please call the transportation department.Video cameras with audio recording capabilities are used on the buses. All rules apply on field trips or school sponsored events. Field trips will be scheduled throughout the year to enhance activities in the classroom. Parents will be notified of each field trip prior to the date of the event. Parents are encouraged to accompany their students on field trips, but we discourage any other young children or siblings attending, as our full attention must be given to the students in the class.

Licensing Notebook

A licensing notebook is maintained for each licensed center. It contains the licensing inspection reports, special investigation reports, and related corrective action plans required by Michigan child care licensing. The licensing notebook is available to parents during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans are also available through Michigan's child care licensing website. Parents may access current Child Care Center Licensing Rules and licensing information at Michigan.gov/MiChildCare. The licensing notebook is available at each site in the entrance vestibule under the parent board.



LAKEVIEW
— GSRP PRE K —
2026-27 CALENDAR

PREPARING TODAY'S SMARTIES FOR TOMORROW!

SEPTEMBER 2026

M	T	W	TH	F
	1	2	3	4
7	★ 8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER 2026

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2026

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER 2026

T	W	TH	F
1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY 2027

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY 2027

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH 2027

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2027

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2027

M	T	W	TH	F
3	4	5	6	7
10	11	12	★ 13	14
17	18	19	20	21
24	25	26	27	28
31				

Dates Before Start of School and After School Ends (Not in Program)

No School Days (Holidays and Breaks) – No PAST Care

1/2 Day for Students

★ Important Dates

IMPORTANT DATES

★ **SEPTEMBER 8, 2026**
Students Start

NO SCHOOL DAYS
(Students & Staff)
No PAST Care on These Dates

- Sept. 7 (Labor Day)
- Nov. 23–27 (Thanksgiving Break)
- Dec. 21 – Jan. 1 (Winter Break)
- Jan. 18 (Martin Luther King Jr. Day)
- Feb. 15 (President's Day)
- Mar. 29 – Apr. 2 (Spring Break)

No School Days – PAST Care available

★ **MAY 13, 2027**
Students Last Day

SCHOOL HOURS

Monday
8:25 AM – 2:55 PM

Tuesday – Thursday
8:25 AM – 3:25 PM

NOTES

Mon-Thu Afterschool PAST Care offered when school in session.
Fridays Full-day PAST Care available.
Optional Full day PAST Care offered 5/14-5/28.
All PAST Care requires registration.

BELONG • GROW • THRIVE

Acknowledgment of Family Handbook

Name of Child: _____
Name of Parent/Guardian: _____
Site location: _____

I have received the 2026-27 *Lakeview School District GSRP & PAST Care Family Handbook* and acknowledge the importance of following the guidelines and policies outlined.

_____ _____

Parent Signature Date

Permissions & Consents

Outdoor play and supervised walks on or immediately around program property: ☐ Yes ☐ No

Application of parent-supplied sunscreen as directed by program policy/medication form to be completed: ☐ Yes ☐ No

Photographs or video for internal classroom documentation only: ☐ Yes ☐ No

Photographs or video for GSRP/PAST Care public marketing /social media: ☐ Yes ☐ No

Electronic communication/updates about my child through approved class program systems: ☐ Yes ☐ No

_____ _____

Parent Signature Date

**Place acknowledgement/Permissions in child file*
Rev. 9/24/26

Lakeview PAST Care Registration Form

Please complete all applicable fields. Information is used for enrollment, safety, emergency response, and authorized care.

1. Enrollment Information

Registration Date

Desired Start Date

Program / Classroom

Childcare Schedule

2. Child Information

Child's Legal Name

Preferred Name

Date of Birth

Age

Home Address

Child's Living Arrangements

Custody / Court Orders

3. Parent / Guardian Information

List all parents or legal guardians with rights to receive program information unless restricted by a valid court order.

Parent / Guardian 1

Full Name

Relationship

Mobile Phone

Email

Home Address

Employer

Work Phone

Preferred Contact

Parent / Guardian 2

Full Name

Relationship

Mobile Phone

Email

Home Address

Employer

Work Phone

Preferred Contact

4. Emergency Contacts

Provide at least two adults other than a parent/guardian when possible. Contacts may be called if a parent/guardian cannot be reached.

Emergency Contact 1

Full Name

Relationship

Primary Phone

Alternate Phone

Authorized Pickup?

Address

Emergency Contact 2

Full Name

Relationship

Primary Phone

Alternate Phone

Authorized Pickup?

Address

5. Authorized Pickup & Release

Only listed individuals may pick up the child unless the program receives authorization consistent with its policies. Photo identification may be required.

Name	Relationship to Child	Phone Number
1.		
2.		
3.		
4.		

6. Health, Medical & Developmental Information

Primary Care Provider / Pediatrician

Preferred Hospital / Emergency Facility

Health Insurance

Allergies

Medical Conditions

Current Medications

Dietary Needs / Restrictions

Developmental / Behavioral Support

☐ No known allergies, medical conditions, medications, or special health needs at this time.

7. Emergency Medical Authorization

If I cannot be reached in an emergency, I authorize PAST Childcare to obtain emergency medical care for my child, including contacting emergency medical services and transporting my child when reasonably necessary. I understand I am responsible for costs not covered by insurance. This authorization does not replace any state-required emergency or medication forms. **Initials: _____**

8. Permissions & Consents

Mark each item. Program-specific policies and state licensing rules may require separate consent forms.

☐ Outdoor play and supervised walks on or immediately around program property: ☐ Yes ☐ No

☐ Application of parent-supplied sunscreen as directed by program policy: ☐ Yes ☐ No

☐ Application of parent-supplied diaper cream / non-prescription topical products as permitted: ☐ Yes ☐ No

☐ Photographs or video for internal classroom documentation only: ☐ Yes ☐ No

☐ Photographs or video for PAST Childcare public marketing / social media: ☐ Yes ☐ No

☐ Electronic communication about my child through approved program systems: ☐ Yes ☐ No

9. Family Policies & Acknowledgments

☐ I received or was given access to the Parent Handbook and understand program policies, including attendance, arrival/departure, illness exclusion, behavior guidance, emergency procedures, and termination of care.

☐ I understand tuition, fees, payment due dates, late-payment terms, and any deposit or registration-fee requirements applicable to my enrollment.

☐ I agree to promptly update PAST Childcare when contact, custody, authorized-pickup, health, allergy, medication, or emergency information changes.

☐ I understand children may be released only in accordance with program policy, legal custody requirements, and applicable law.

☐ I certify the information on this registration form is accurate and complete to the best of my knowledge.

11. Parent / Guardian Certification

Parent / Guardian Printed Name: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

PAST Care Administrative Use

Enrollment Status

Site location

Annual Registration Fee

Start Date

Packet Completed

First Week Tuition

Required Documents Received

Special Care Plans

Staff Notes