LEARN-n-GROW

Early Childhood Education Center

# Handbook for 2026-2027

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## About Learn 'n Grow Early Childhood Education Center (Policy)

Our nature-based preschool center provides outdoor exploration experiences for three and four year olds. Throughout the year we will enhance students' understanding and connection to the natural world while building skills and the needs of the whole child.

Preschool plays an important role in a young child's growth and development. Children learn socialization skills that are so important for future peer relationships. They learn there is more than just "me" and that others have needs and feelings, too. Children learn to share their toys, their space, their thoughts and their love. They learn rules and limits in relation to their surroundings. Academically, our teachers introduce early literacy, mathematical and STEM skills along with activities to promote fine and gross motor skills. We recognize that children all have different developmental levels and we're focused on building an educational foundation that prepares them for their K-12 journey and beyond.

Preschool is a time when young children sing, play, make friends and learn to explore more about their world and we're excited to help them discover that at Learn 'n Grow Early Childhood Education Center.

### Enrollment:

All class openings for our tuition program (3 and 4 year olds) are available on a first-come, first-served basis. Applications are available on our website at lng.otsegops.org/enrollment or may be picked up in the office. Students are accepted without discrimination as to race, color, ethnicity or religious background. Learn 'n Grow offers tuition slots for three-year-old and four-year-old students and tuition-free slots for four year olds enrolled in the Great Start Readiness Program (GSRP).

(GSRP only) Each district is allotted a number of spots so eligibility is determined from lowest to highest income. Those children above 400% FPL and having no additional risk factors may be considered after June 1st. To enroll in GSRP, parents will need to complete and return the Learn 'n Grow application then create an account with MiECC, apply through Help Me Grow Allegan here.

To enroll your child classes at the Early Childhood Education Center, you will need to complete the application paperwork, pay the $100 registration fee and turn in your paperwork to the school office. This registration fee is non-refundable and non-transferable. If you withdraw your child after registration is complete, the registration fee is not refunded. The registration fee is waived for families enrolled in GSRP.

All necessary forms are available at the Early Childhood Education Center. Parents must keep the Director/teacher informed of any changes to their enrollment information.

Learn 'n Grow Early Childhood Education Center is operated under licensing requirements of the State of Michigan, and administered by Otsego Public Schools. The school is operated on tuition, scholarships and grants.

The following must be completed and returned before a child can attend school at our Early Childhood Education Center:

Child Information Card
Payment of Registration Fee (waived for those who qualify for tuition-free)
Registration Form
Health Appraisal and Immunization Records

## Phone numbers:

Learn ‘n Grow Early Childhood Education Center (269) 694-7960
Otsego Public Schools Central Office (269) 694-7900

## TUITION & CLASS SESSIONS

Our school offers families of three year olds options for half day instruction. For four year olds there are options for half and full day instruction. Tuition assistance is available both through GSRP state funding (for four year olds) as well as the Bennett Family Scholarship Fund (available for both three and four year olds).

Families of three and four year olds are eligible to apply for a scholarship from the Bennett Family Scholarship Fund that specifically helps preschool families. Learn ‘n Grow awards over $30,000 each year in scholarships to families. (Note: scholarships are only eligible for students who live in the Otsego school district.) **All families who apply for tuition assistance or scholarship must present tax information at the time of registration**.

Tuition Costs:

- **3-year-old sessions: $218/month***
- **4-year-old sessions: $297/month***
- **4-year-old sessions GSRP Tuition Assistance: Free**

*Discounted rates are available for families enrolling more than one child.
*Registration fees are waived for those who qualify for tuition assistance.

## Class Sessions:

**3-year-old class (two session options)**
Tuesday & Thursday, 8:00 a.m. - 12:00 p.m.
Tuesday & Thursday, 9:00 a.m. – 1:00 p.m.

**4/5-year-old class (three options)**
Monday, Wednesday & Friday, 8:00 a.m. - 12:00 p.m.
Monday, Wednesday & Friday, 9:00 a.m. - 1:00 p.m.
Monday, Tuesday, Wednesday & Thursday: 8:30am - 3:30pm

A yearly calendar of school days and holidays is available at the Learn ‘n Grow Early Childhood Education Center or online at lng.otsegops.org.

## Age Eligibility

Children must be 3 years old on or before September 1st of the year of enrollment to register for our 3-year-old sessions. Eligible GSRP students must be 4 on or before September 1st. However, GSRP families seeking an age-waiver will be considered after September 1st if there are spots available. An age-waiver is for children whose family feels their child is ready for a full day preschool experience and the child will be turning 4 between September 1st and December 1st of the school year.

## Tuition-based Preschool & Wrap-Around Payment Procedures

Preschool and wrap-around childcare invoices are issued on a monthly schedule and will be emailed directly to the parent. Parents can also pick up their statements at the office. Payment schedule is below and available online. A late fee of $30.00 will be assessed to statements not paid within 10 days of the due date. Failure to make payment can result in dismissal from the preschool. Payment in the form of cash can be made **ONLY** at the Early Childhood Education Center. Please make all checks and/or money orders payable to:

**OTSEGO PUBLIC SCHOOLS/Learn 'n Grow**
**485 18th Street**
**Otsego, MI 49078**

## Payment Schedule:

Preschool and wrap-around childcare invoices are issued on a monthly schedule and will be emailed directly to the parent. Monthly invoices will be sent out the first week of each month (starting in August). There will be 10 preschool installments throughout the year. Parents can also pick up their statements at the office. A late fee of $30.00 will be assessed to statements not paid within 10 days of the due date. Failure to make payment can result in dismissal from the preschool. Payment in the form of cash can be made **ONLY** at the Early Childhood Education Center. Please make all checks and /or money orders payable to: Otsego Public Schools, If you have any questions, please contact Lacey Walbrook at 269-694-7960.

## Tax credit

The Learn 'n Grow Early Childhood Education Center qualifies for the Child Care Tax Credit. Please call 269-694-7961 for this number.

## Drop Off/Pick Up Policy

We ask that you escort your child directly to the teacher upon arriving, and pick him or her up at the room at the end of each session. This way we can assure the safety of your child. Your child will not be allowed to leave the school at any time with anyone who is not designated on the registration form, unless the teacher has been notified before the end of the session.

If it is necessary to notify the teacher during a class session, please call the center at 269-694-7960. If your child will be absent for an extended period of time, please notify your child's teacher.

If you are dropping off or picking up for preschool class, please use the back door of the classroom through the gated playground. Gates will be opened 10 minutes before class and 10 minutes before class is released for the day.

If you are dropping off or picking up from wrap around, please use the first entrance off the parking lot and enter your code. Codes will be distributed at Parent Orientation or you may call our office for more information.

Our office opens at 7:30 a.m. and closes at 4:00 p.m.

## Late pick-up fee

A late fee will be charged for picking up your child after dismissal time is complete. The extra charge will be $10.00 for each 10-minute period. The staff will contact the emergency persons designated on the Child Information Record after 10 minutes. (Fee does not apply to GSRP)

## Staff

Our teachers hold an Elementary Education Degree and/or Early Childhood Education certification credentials. The Learn ‘n Grow office staff handles all business dealings of the preschool and its operations, oversees applications and the well-being of the children, and works closely with the teachers in determining the needs of the preschool.

## Learn 'n Grow Preschool Curriculum & Assessment

The emphasis at Learn ‘n Grow Early Childhood Center is on nature-based learning and outdoor exploration. Each day, children spend time outdoors involved in active learning, both structured and self-directed. Research affirms the value of active outdoor exploration in building children’s problem-solving, self-regulation, organization and language skills, in addition to the health benefits. Our nature-based learning is integrated within all preschool curriculum. Preschool assessments will be sent home several times throughout the year.

### Thematic Units Centered On Six Habitats

Forest, tundra, ocean, grasslands, wetlands and desert. Within each habitat unit we will explore more about what makes that habitat special, what kinds of animals live within that habitat, animal homes, how people use the habitat within their daily lives, and a special STEM project!

### Math Skills

Counting, shapes, sorting, spatial relations, sizing/comparing words, patterning, graduated order, one-to-one correspondence and following three-step directions.

### Reading Readiness

Literacy: Recognizing first name in print, scribble writing, concepts of print, letter sounds, letter identification, writing some letters from own name, recognizing last name in print, rhyming and dramatic play.

### Fine Motor

Beginning scissor skills, introduction of writing tools and pencil grip.

### Gross Motor
Running, jumping, hopping, galloping and catching a ball.

### Self-Help Skills
Personal health and role-playing.

### Social/Emotional
Solving conflicts, interactive social skills and manners throughout the year.

GSRP uses *Creative Curriculum*, a proven, research-based curriculum, for learning. *Creative Curriculum* emphasizes adult-child interaction, a carefully designed learning environment and a plan-do-review process that strengthens initiative and self-reliance in children. Teachers and students are active partners in shaping the educational experience. The *Creative Curriculum* is aligned to the Michigan Department of Education Early Childhood standards and utilizes a system of studies based on topics typically of interest to preschool-age children. Through these studies, children learn about their world and teaching staff are able to assess children's knowledge and growth in content areas. The Creative Curriculum units are embedded into our nature-based learning philosophy and practices.

(GSRP only) Teaching Strategies Gold is the assessment tool aligned with the Creative Curriculum. TS Gold looks at early childhood development from infancy through third grade in ten content areas:

- Social Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts
- English Language Acquisition (when appropriate)

Each child is assessed on their individual strengths through teacher observation. Daily anecdotal notes based on child observations will be recorded and used to score the child in the online TS Gold assessment tool. Teachers will create a child development report at least three times each year to share with families at the conferences and final home visit. GSRP teachers will conduct two home visits, one at the start of the year and one at the end of the year.

Each GSRP student will be screened in all areas of development in order to monitor individual development levels and needs. Prior to the first home visit, families will be asked to complete the Ages and Stages Questionnaire (ASQ) -3 and ASQ-Social Emotional. This will help guide our first home visit and set goals for your child's time in preschool. If a child has suspected delays, parents will be notified and the team will work together to make provisions for the appropriate supports. Parents will be notified of any special education evaluation completed and be a part in creating the plan as deemed necessary.

We are deeply committed to serving all children and families with dignity and respect, embracing diversity in culture, language, ability, and experience. We actively work to create a learning environment that promotes equity, inclusion, and a strong sense of belonging for every child. Our community of learners includes not only the children in our classrooms but also their families, our teaching teams, support staff, administrators, and the broader community.

## Attendance Policy

Regular attendance is crucial to your child's academic and social success in school. When a child has frequent absences, a child may feel uncomfortable in school because they might not know the songs, activities, routine, or may have difficulty maintaining friendships. Research shows that regular attendance may be one of the biggest influencing factors on school success. Regular attendance, including arriving on time and attending each school day, is encouraged and expected for all children. We ask that you contact the child's teacher or the Learn 'n Grow ECEC office prior to the start of school if your child will be absent.

## Withdrawal Policy

Parents are asked to provide 30 days notice to the office, in writing, of intention to withdraw once the preschool has begun. Upon withdrawal, any prepaid tuition will be refunded (except the non-refundable registration fee). Tuition will be billed up to the date of formal written withdrawal received by the office.

## Parent Participation

A variety of interesting and educational experiences and field trips will be offered to the children. Any trip involving Otsego Public Schools transportation system will be posted in advance on the class bulletin board. Extra helpers are always needed on field trips. Each preschooler may bring one adult as his/her chaperone. No younger siblings are allowed to participate with class field trips.

Parents may be encouraged to participate in the various activities that are planned for holidays and other special occasions.

GSRP families will also have two scheduled home visits and parent-teacher conferences which will be held in the fall and winter of each year. If, at any time, you would like a conference with the teacher regarding your child, please make arrangements with the teacher in advance.

## Clothing

It is important that your child come dressed ready for outdoor play. Throughout the year, clothing may be covered in mud, paint, and/or other natural materials. Your child will need comfortable, closed toed shoes so he/she is able to run, jump and climb through nature. It is recommended that an extra set of clothing be left at school in case nature becomes messy. We also have rain suits available for purchase at the center.

**NOTE:** Parents are responsible for applying sunscreen or bug spray before the child is dropped off at our center.

## Lunch/Snacks

Students will be required to provide their own lunch. However, the school district does have breakfast and lunch available. A snack will also be served to the children each day. A calendar will be sent home with an assigned day for your child to bring the snack for the class, or one will be provided. Please provide a healthy snack from our list that complies with USDA, Food and Nutrition Services and Adult Care Food Program.

Students enrolled in GSRP will receive free snacks and/or lunch during their assigned class time. If a family chooses to send their child's lunch to school, a form needs to be completed and on file with the classroom teacher.

## Accident, Injury, Incident and Illness Notification Policy

If your child isn't feeling well or displays symptoms of fever, diarrhea, vomiting, lice, etc., the student will not be allowed in class. You will be called to pick up your child if they are running a fever of 100 degrees or more, if they are vomiting and/or in pain. Accommodations will be made for the child to rest comfortably and be supervised while waiting for a parent or designated person to arrive. The staff may give medication only after the proper forms are filled out.

Should your child become ill, sustain an injury, or if an incident occurs impacting your child, the parent will be contacted first and as soon as possible following the illness or injury. This contact will be made by phone. If we are unable to contact you, we will contact the person you have listed as your emergency contact on the Child Information Record. If we are unable to reach you or the emergency contact by phone, we will keep your child at school and care for them until we can reach you. However, if your child requires immediate medical assistance and we are unable to reach you, we will call for emergency assistance (e.g. 911) and continue to try to reach you.

## Incident Reports

A State of MI, Department of Licensing and Regulatory Affairs, Incident Report will be completed anytime an accident or illness occurs at the preschool causing a child to seek medical attention. The staff member who attended to the sick or hurt child will be responsible for completing the report.

## Discipline Policy

Students enrolled in Learn 'n Grow are expected to adhere to the classroom rules. Failure to comply with these rules will lead to disciplinary action:

1. Act safely at all times
2. Follow directions
3. Respect yourself and others

### Consequences

If a student breaks a rule, the following consequences will apply:

- 1st Consequence: Verbal Warning
- 2nd Consequence: Time out from the activity

- 3rd Consequence: Loss of entire activity, disciplinary note is sent home, and/or a meeting is set up with parent/guardian.

### Severely Challenging Behavior Policies and Procedure

The overall purpose of this Behavior Policy is to promote a healthy and safe environment for all children and staff.
A child may be considered for an alternate program option or variation if the behavior expressed by a child during classroom hours is repetitive and endangers or threatens another child or classroom staff. At no time will a child be expelled or suspended from GSRP for such behaviors.

### Rest Time

For students who attend wrap-around after school, or our GSRP full-day preschool program, a rest time will be included in the day per licensing rules. Rest time will be at least 45 minutes and no longer than one hour, while accommodating for the individual needs of children.

## Referrals and Support Services

If your child has previously been enrolled with Early On or Early Childhood Special Education (ECSE), please be sure to share with your child's teaching team. This information is helpful in meeting the needs of every child in our classroom.

Referrals for child and family needs may be submitted as we strive to meet the individual needs of all children in the program. If at any time there is a concern about the child's development or functioning, we will begin a process to follow up on that concern, including further evaluation if needed.

In case of a suspected disability (including moderate developmental delays or concerns), parents or teachers may request an evaluation. This may include, but is not limited to, submitting a Build Up Michigan referral. Upon placing the referral, we will communicate with the family about next steps and supports.

## Grievances

Our program strives to provide a positive environment for all. However, at times a concern may arise. If you have any questions or concerns you cannot resolve with the teacher directly, please bring the concerns to the attention of the Site Director who will work through concerns with you.

## Confidentiality Policy

Students' personal information is protected under the Family Educational Rights to Privacy Act (FERPA). This includes any learning or disciplinary needs of students or any data gathered as part of the referral process; this information is confidential and may not be shared or discussed outside of the learning environment. Assessment data (e.g., developmental screening results) will only be shared as "group results" and only with parental consent. If you, as a parent or learning environment volunteer, are ever asked about a student, simply communicate that you cannot discuss or share information about students. If you have a question about confidentiality, please talk with the Site Director.

## Child Protection Policy/ Mandated Reporting

All staff and volunteers are mandated by law to report any suspected case of child abuse, neglect, child sexual abuse or sexual exploitation to the Department of Human Services. Any reasonable suspicion will be reported including a child telling a staff member about abuse, witnessing the abuse, a parent's statement of abuse, or any physical or behavioral signs of abuse. A copy of this law may be obtained from the Site Director

## Safety Drills:

Learn 'n Grow staff are committed to providing a safe learning and work environment. Unfortunately, natural and manmade disasters do occur. Such emergencies are best met by preparedness and planning.

- A minimum of two (2) tornado safety drills is required for the center. At least one (1) drill shall be conducted during March.
- Three drills shall be conducted for the purpose of preventing fires and related hazards and injuries caused by severe weather.

Our school will monitor a weather-alert radio for severe weather conditions and the Director is responsible for setting up procedures for notifying the staff and students about severe conditions and maintaining proper safety.

Emergency procedures for fire, tornado, serious accident and crisis are posted on the parent bulletin board in the lobby. If evacuation is required due to a natural or man-made disaster, parents will be notified of the event by phone and/or text message through Infinite Campus. The location and method for reuniting families will be included in the message.

## Weather Conditions Policy

Parents/Guardians should see that their children are dressed appropriately for changing weather. Children play outside almost every day. Staff will determine the amount of time spent outside based on current weather conditions taking temperature, winds, snow and storms into account. The goal is that all children have a positive outdoor learning experience.
Learn 'n Grow closes when Otsego Public Schools cancels for snow days. These closures are announced on TV Channels 3, 8 and 17 as well as posted to the Otsego Public Schools and Learn 'n Grow Facebook pages and OPS website. In case of a 2-hour delay, Learn 'n Grow classes will operate at the normal time.

### Severe Weather Policy:

The following procedures will be used in a severe weather situation:

#### Tornado Watch

A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. When a tornado watch is in effect, the center will continue normal activities but move recess and physical education activities indoors. Our center shall designate someone to be responsible for continuously monitoring the watch while students are in the building or on the premises.

School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

### Tornado Warning

A tornado warning signals that a tornado has been sighted and may be approaching. Staff shall open all classroom windows and doors and proceed with moving all students to the pre-designated tornado shelter areas and remain there with the students until further notice. Disabled students who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of the designated area unless a parent comes to the school and requests that the student be released. A student is to be released only to a parent or guardian.

## Pest Management Plan

Pesticide application may occur during the school year. You will receive an advanced notice of these applications through newsletter and school postings. The notice will inform you of the target pest, information about the pesticide, and date of pesticide. Pesticide would only be applied to concerned areas during off-school hours.

## Health Care Policy

### Medications

Written permission is required for all prescription and non-prescription medication (this includes sunscreen and bug spray). Parents must complete the 'Authorization for Medication and/or Treatment' form. The medication will be stored according to the label instructions and must be in the original container. All medication is stored out of the reach of children and returned to the child's parent if it is no longer needed or has expired.

### Immunizations

Parents are required to provide their child's health information, including immunizations and a physician's health examination report including the doctor's signature. The school must have this information before the child may start preschool. This information is required by the Department of Social Services.

The following vaccine doses are required: Diphtheria, Tetanus, Pertussis (DPT) 4, Polio Vaccine (OPV) 3, Measles, Mumps, Rubella (MMR)1, Hepatitis B, (the three shot series is required prior to entrance) and PCV7 (Pneumococcal Conjugate Vaccination which is a new requirement as of 01/07). The Varicella vaccination (chicken pox) is also required to enter preschool. If the child has already had the chickenpox disease, parents must submit a note with the date the child was sick.

### Hand Washing Procedure

The hands of children and staff shall be thoroughly washed prior to handling food and before eating.

The following procedures are considered best practices for hand washing:

- Have a clean paper towel available.
- Turn on the water to a comfortable temperature between 60 F to 120 F.

- Moisten hands with water and apply soap.
- Rub hands together until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between the fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- Dispose of the paper towel in a lined trash container.

### Handling Bodily Fluids and Sanitation

The following procedures are used when handling children's bodily fluids:

We use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Latex gloves are available and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

The following procedures are used when cleaning and sanitizing of all equipment, toys, and other surfaces:

- Wash the surface or article with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

All toys, equipment, and surfaces are cleaned once every three months. Tabletops are cleaned daily.

To help control infection in the classroom children need to be able to blow and wipe their own nose, try to cover their mouth and nose when coughing or sneezing, and be able to use the bathroom without help. (GSRP students are not required to be potty trained.)

## Daily Schedule Sample - 4 hr/day-Teachers will have a more detailed schedule in their classrooms

| | |
|---|---|
| 9:00-9:15 | Greetings/Free Time |
| 9:15-9:45 | Morning Circle Time |
| 9:45-10:05 | Snack |
| 10:05-11:05 | Learning Centers |
| 11:05-11:30 | Green Time |
| 11:30-11:40 | Cool Down |
| 11:40-12:05 | Lunch |
| 12:05-12:40 | Nature Time |
| 12:40-12:55 | Afternoon Circle Time |
| 12:55- 1:00 | Goodbyes/Dismissal |

## Daily Schedule Example - Full day session (GSRP only)

| | |
|---|---|
| 8:30-9:15 | **Arrival/Breakfast/Greeting time**-Children enter the room at their own pace. Children have choices about whether to eat, spend time with books or interact with teachers and/or peers. Once all the children have arrived, adults share the daily announcements. |
| 9:15-10:00 | **Work Time (uninterrupted choice time)**-Children always initiate activities and carry out their intentions. Children make many choices about where and when to use materials. During Work Time, teachers participate as partners in child initiated play and encourage children's problem solving both with materials and during times of social conflict. |
| 10:00-10:10 | **Clean-up/recall-**Gathered in small group settings, children choose time experiences to reflect on, talk about and exhibit. Teachers provide a variety of materials and strategies to maintain interest as they follow the children's lead and encourage children to share. Children are given uninterrupted time to give details of what they did. |
| 10:10-10:50 | **Nature Walk/Outside Exploration**-Children have choices about how they play in the outdoor learning environment as much as they do during work time indoors. Teachers supervise children for safety and also join in their outdoor play, supporting children's initiatives and problem solving. |
| 10:50-11:20 | **Bathroom/Wash hands/Storytime-**Children assist in preparing and setting up for lunch. Children are encouraged to serve themselves. Children will be enjoying several read aloud stories on familiar topics. |
| 11:20-12:00 | **Lunch-**Children will eat with their peers around a table. Practicing opening the beverage and containers, wiping up spills, clearing their own space including disposal of leftovers, wiping tables and pushing in their own chairs. |
| 12:10-1:00 | **Small group time**- Children indicate their plans to the teacher in a place where one-on-one conversations can occur and where people and materials are visible. Teachers use a range of strategies to support children's planning. Varies areas (dramatic play, fine motor, creative, etc) are available for children to choose from throughout this time. |
| 1:00-1:15 | **Clean up/Storytime—**Children clean up play areas and organize at the classroom carpet for a read aloud. |
| 1:15-2:00 | **Quiet/Rest Time**-Resting is a time for sleeping or quiet, solitary, on-your-nap mat play. Rest time plans are individualized to meet the needs of each child. |
| 2:00-2:15 | **Wake/Bathroom/Snack**-Children are gently awakened as teachers play music, open blinds, and turn on lights. Students and teachers work together to put away nap mats and setup for a snack. (Snack procedure is the same as lunch procedure). |
| 2:15-3:00 | **Outside Exploration**- Green Space |
| 3:10-3:30 | **Group Meeting/Recap-** Discuss as a class what we have learned, add to our Morning Message and get ready for departure. |

GREAT START READINESS PROGRAM (GSRP) The Great Start Readiness Program is Michigan's state funded preschool program for four-year-olds with factors which may place them at risk for low educational attainment, and is free for those who qualify. Learn 'n Grow Early Childhood Education Center GSRP is a cooperative effort of the Allegan Area Educational Service Agency and Otsego PUblic Schools. The program receives funds from the Michigan Department of Education and every learning environment is licensed by the Michigan Department of Human Services.

Great Start Readiness Program Philosophy: Our goal is to provide every preschooler with the best educational opportunities through our child-centered, hands-on curriculum set in a rich learning environment which is created through our families, community and professional staff. We believe that young children learn to the best of their ability when given:

- A safe, healthy, nurturing environment
- Development of strong teacher-child relationships in combination with strong family-teacher relationships in which all are valued
- Many opportunities for play and learning through play experiences
- Families are involved and we work together to help your child
- The activities are geared toward your child's current skills and interests
- Our decisions are made from a child-centered focus which includes looking at the Early Childhood Standards of Quality– Prekindergarten, the curriculum, assessment information, feedback from parents and the diverse social, economic, cultural and family needs that exist within the learning environment.

The staff of the GSRP is committed to providing a high-quality program for young children and their families. Classroom teachers hold a bachelor's degree in early childhood education or child development with a specialization in preschool teaching or a valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement. Most learning environments will have one teacher and at least one associate teacher to ensure a staff ratio of one adult to eight children. The learning environment associate teacher holds a Child Development Credential (CDA) or an associate's degree in Child Development. In learning environments that have three adults, the third adult meets the Bureau of Children and Adult Licensing, Department of Human Services licensing requirements as a "caregiver."

GSRP has the advantage of working with expert staffing from Allegan Area ESA as well as local district personnel. The GSRP Early Childhood Specialist provides learning environment support as well as professional development for GSRP staff. The Early Childhood Specialist visits the learning environment throughout the school year.

**Qualifying for FREE PRESCHOOL GSRP** (Great Start Readiness Program) Repeated under age eligibility and tuition assistance (also below in enrollment policy)
Children must be 4 years of age on or before September 1st of the year of enrollment and may not yet be 5 years old. An application must be completed. Eligibility is based on annual income. A child may be eligible for free tuition if the family income is above the guidelines and there are available slots. All applications are confidential.

**Enrollment Policy**

Enrollment of students will be based on availability of an opening in the appropriate class. Students will be enrolled in the Great Start Readiness Program with priority to students of greatest need first. A wait list of eligible students will be maintained and openings filled based on income and family size. Once all income eligible families are enrolled, families that fall outside the income guidelines may be considered for enrollment. The AAESA maintains a Joint Recruitment and Enrollment plan. Parents may complete an online application through Michigan Early Childhood Connect. Guidelines for qualifying are based on family size and income.

Parents/Guardians must:

1. Meet the enrollment guidelines
2. Return ALL completed forms which includes the following:
    a. All families are asked to complete an enrollment packet prior to the first day of attendance in GSRP. The packet includes an application, health requirements and emergency contact.
    b. Families will need to provide proof of the child's age (e.g., birth certificate, hospital certificate or similar documentation) and immunization card along with other important enrollment requirements.
    c. GSRP requires proof of family income for eligibility.

To maintain enrollment in the program, families are asked to:

- Agree to keep the Child Emergency Information up to date, i.e. Telephone numbers, workplace, address, emergency contact, etc.
- Support staff in maintaining a safe and enjoyable environment through a positive, preventive discipline approach.
- Attend and participate in scheduled parent/guardian/teacher home visits and conferences.
- See that students are in school unless absence is absolutely necessary. Families are responsible for informing the teachers when a child is ill or absent for some important reason.
- Respond to teacher recommendations concerning physical conditions, i.e. Scheduling appointments with appropriate professionals. Families are requested to provide teachers with results.
- Respond to requests for information or assistance needed to promote student success. This material was developed under a grant from the Michigan Department of Education.

**GSRP classes at the Early Childhood Education Center are 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.**
**Questions?**

**Please contact GSRP at 269-694-7960 or The MDE Office of Great Start, Preschool and Out-of-School Time Learning at: mde-gsrp@michigan.gov, 517-241-7004 or 608 W Allegan P.O. Box 30008, Lansing, MI 48909.**




*This material was developed in part from a grant from the Michigan Department of Education.*

## Family Resources
## Call 2-1-1 for resources
## https://directory.mi211.org/

**Below are resources that are available to our Learn 'n Grow families and the Otsego Community. Should you need help please reach out to the LNG Staff and we will help connect you to available resources.**

**Allegan County Health Department (Immuinizations and Waivers, Vision and Hearing Screenings and more)**
3255 122nd Ave. Suite 200
Allegan, MI 49010
Phone: (269) 673-5411
Fax: (269) 673-4172
https://www.allegancounty.org/health/community-health-resources

**Allegan County Community Foundation (Food Assistance, Housing Support, Student Scholarships and more)**
112 Locust Street
Allegan, MI 49010
Phone: (269) 673-8344
https://alleganfoundation.org/community-resources/

**Community Action Allegan County (Food Assistance, Utility Assistance, Senior Service and more)**
323 Water Street
Allegan, MI 49010
Phone: (269) 673-5472
Fax: (269) 673-3795
https://communityactionallegan.org/our-services/

**OnPoint (Behavioral Health Care)**
540 Jenner Drive
Allegan, Michigan 49010
Toll-Free 1 (888) 354-0596
Phone (269) 673-6617
Fax (269) 673-2738
https://onpointallegan.org/

**MI Bridges (Childcare Assistance, Food Assistance, WIC and more)**
https://newmibridges.michigan.gov/

**Christian Neighbors (Food Assistance, Resources for Community Assistance, Nutrition and more)**
282 12th Street
Plainwell, MI 49080
(269) 685-4166
https://www.christianneighbors.org/

**Sylvia's Place (Domestic Violence Support Services)**
Crisis Line: (269) 673-8700
https://sylviasplace.com/

**West Michigan Works! (Job Assistance)**
1-800-285-9675
https://www.westmiworks.org/

## General Health and Wellness

**American Academy of Pediatrics**
www.aap.org

**Healthy Children**
www.healthychildren.org

**Nutrition**
My Plate (USDA)
www.choosemyplate.gov

**American Dietetic Association**
www.kidseatright.org

**Violence & Bullying**
www.stopbullying.gov

## Emergency

**For an Emergency call 9-1-1**

**National Capital Poison Control Center**
1-800-222-1222
www.poison.org

## Learn ‘n Grow Early Childhood Education Center Wrap-Around Program

Wrap Around is our before and after-preschool child care program. It is a licensed daycare designed to provide quality care for three and four year olds. We are licensed through the Department of Health and Human Services and qualify for a childcare tax credit. It runs Monday-Friday 6:30 a.m. -5:30 p.m. Our registration form is available at the school office. Our Wrap-Around staff are responsible, competent adults who share a love of children.

### PROGRAM PURPOSE

1. Enhance children’s physical, intellectual, social and emotional development.
2. Reinforce and extend the skills introduced in preschool.
3. Provide child care at a reasonable cost.

### FINANCIAL POLICIES

The Early Childhood Education Center operates on the philosophy that programs offered must be financially self- sufficient. This means that fees generated by programs must offset costs such as instruction, material, supplies and administration.

### LOCATION

Wrap-Around Services take place on site at the Early Childhood Education Center. Dix Street and Washington Street Elementary schools may be used during snow days and holiday breaks.

### SCHEDULE OF OPERATION

The program runs Monday - Friday, 6:30 a.m. to the start of school and after school until 5:30 p.m. Wrap Around must cover its cost to remain open through the entire school year including half days, teacher inservice days and holiday breaks. You must register your child prior to these non school day events to attend the program. The cost is a daily fee of $55.00 and we must have 15 students registered to remain open. Notification will be made in the event of any schedule changes. In the event school closes early due to inclement weather, Wrap Around will remain open. Wrap Around will be closed on snow days unless notified otherwise.

### STAFF

The Wrap Around staff are responsible, competent adults who are well trained and demonstrate the personal characteristics for successfully working with children. All supervisors meet licensing qualifications such as education credits and are experienced in working with children. Volunteers will not be left unattended with the children.

### ENROLLMENT/WITHDRAW POLICIES

Any preschool student who is enrolled at the Early Childhood Education Center is eligible. A regular weekly schedule is required at the time of registration. A parent may enroll his/her child at any time during the school year provided there are openings in the program. Early registration will help to ensure a place in the program. Registration forms are available at the school office.

Parents must keep the Director informed of any changes to their enrollment information. A parent may withdraw his/her child at any time. To withdraw a student, one week's notice is requested.

## FEES (These fees are subject to change based on a financial review)

Students need to bring their own snacks. A 50 cent fee will be charged to students who don't have a snack and one will be provided. Rates are charged an hourly fee, anything after the first hour will be rounded up to the next hour.

Regular Hourly Fee $5.00
Late Payment $30.00
Late Pick Up $5.00/10 minutes
Intersession daily rate $50.00

## NO CALL/NO SHOW FEE

A fee of $10 will be applied to your bill every time our office staff has to call a parent or guardian because the child was scheduled to be in attendance but did not show. Please contact Lacey Walbrook to change your schedule as needed.

## DAILY SCHEDULE (Schedule and activities may vary)

Morning: Free Play/craft time
Breakfast (available for purchase 7:30-8:00 by food service)
Afternoon: Check in, wash hands
Free play outside / organized centers
Rest time 1:45 p.m.
Snack (provided by student)
Free play outside / organized centers

## PAYMENT PROCEDURE

Wrap Around invoices are issued on a bi-weekly schedule. Wrap Around bills will be mailed or emailed, if email address is provided. Payments are due by the following Friday. A late fee of $30.00 will be assessed on statements not paid on time. Failure to make payment can result in dismissal from the program. Payment in the form of cash can be made ONLY at the Early Childhood Education Center.. Please make all checks and/or money orders payable to: OTSEGO PUBLIC SCHOOLS, 485 18th Street Otsego, MI 49078. Payments can also be paid online at www.myprocare.com, if you provided us with an email address.

## TAX CREDIT

The Learn `n Grow Wrap Around Program qualifies for the Child Care Tax Credit.

## LATE PICK-UP FEE

A late fee will be charged for picking up your child after 5:30 p.m. The extra charge will be $10.00 for each 10 minute period. The staff will contact the emergency persons designated on the Child Information card after 10 minutes.

Please contact the school office to change your schedule as needed. A parent is notified immediately if his/her child does not report to the program as scheduled.

## RELEASE OF CHILDREN

A child is released only to those authorized on the registration form.

## SIGN IN/SIGN OUT POLICY

Your child must be signed in by a parent or authorized adult upon arrival in the morning and signed out by a parent or authorized adult upon departure in the evening. Attendance information is very important in the event of an emergency and to correctly calculate the number of hours used each week. Children not clocked in or out by the parent will be clocked in by a staff member at 6:30 am or 5:30 pm respectively. Repeated failure to sign your child in or out could result in dismissal from the program.

## RULES AND REGULATIONS

Students enrolled in Wrap Around are expected to adhere to the rules and regulations stated in the current preschool handbook. Failure to comply with these rules will lead to disciplinary action.

## CONSEQUENCES

If a student breaks a rule, the following consequences will apply:

- 1st consequence: Verbal Warning
- 2nd consequence: Time out from special activities
- 3rd consequence: Loss of entire activity, disciplinary note is sent home, a meeting is set up with parent/guardian.

Three disciplinary notes may result in dismissal from the program. Violence will not be tolerated and can result in immediate dismissal from the program without any prior disciplinary notes.

## HEALTH/ACCIDENT POLICIES

The same preschool rules and policies apply for wrap around.