

L'Anse Creuse Public Schools

Early Childhood Programs

Anna Mae Burdi Early Childhood Center

L'Anse Creuse Early Childhood Center

Parent Handbook



Table of Contents

Contact Information	2
Program Philosophy	3
Program Goals	4
Staff Qualifications & Training	5
Typical Daily Schedule	5
Clothing	6
Parent Involvement	6
Volunteers and Substitutes	7
Admission Policy	7
Child Custody Conflicts	8
Fee Policy	8
Child Care and Before & After Care	9
Withdrawal Policy	9
Discipline Policy	9
Appropriate Placement Policy	10
Independently Toilet Trained Policy	11
Child Development and Assessment	12
Sick Policy	13
Lice Policy	13
Health Policy	13
Medication	14
Incidents and Injury	15
Nutrition Policy	16
Child Care Food Program	17
Health Care Plan	18
Emergency Closing	21
School Messenger	21
Arrival and Departure	21
Pest Management	22



Contact Information

Anna Mae Burdi Early
 Childhood Center
 29851 24 Mile Rd
 Chesterfield, MI 48051
 586-493-5220
 Building hours: 6:30am—5:00pm

L'Anse Creuse Early
 Childhood Center
 25555 Crocker Blvd.
 Harrison Twp., MI 48045
 586-783-6323
 Building hours: 7:30am-4:00pm

Director: Jeanine Beck
 Ext 1301

Director: Diane Simmons
 Ext 1301

Classroom Extensions

Room 1 - 1401
 Room 2 - 1402
 Room 3 - 1403
 Room 4 - 1404
 Room 5 - 1405
 Room 6 - 1406
 Room 7 - 1407
 Room 8 - 1408
 Room 9 - 1409
 Room 10- 1410

Classroom Extensions

Room 1 - 1401
 Room 2 - 1402
 Room 3 - 1403
 Room 4 - 1404
 Room 5 - 1405

Center Directors: Jeanine Beck and Diane Simmons

Secretary: JL Castle 586-493-5220 Ext. 1310

GSRP Coordinator: Diane Simmons 586-783-6323

Clerk: Kristie Shaffer Ext. 1311

It is required by law that any staff member report any suspected child abuse or neglect to Children's Protective Services.

Welcome to the L'Anse Creuse Preschool Program

The educational philosophy of the L'Anse Creuse Early Childhood Programs is based on a constructivist theory of growth and development. Children construct their own knowledge as they participate in a broad range of activities.

The role of the teaching team is to support each individual child's growth and development. This is accomplished by planning and implementing developmentally appropriate activities which meet individual and group needs through quality literacy experiences, early math and science experiences, creative expression, hands-on experiences, large and small muscle activities, a balance of child-initiated and staff-initiated activities, quiet and active times, indoor and outdoor activities and a balance of individual, small, and large group activities.

The role of the parent is to reinforce learning activities by taking an interest in and talking with one's child about the preschool day and activities. Family involvement may include reading books together, displaying artwork created by the child, singing songs, telling stories, and practicing finger plays learned in the classroom.

The role of the child is to explore, create, practice, question, and grow.



Program Goals

- To provide each child with a rich and rewarding school experience
- To help each child succeed independently at preschool, learn to trust adults who are not members of their families, and increase independence from their parents
- To help children learn to interact constructively with other children their age
- To provide materials and opportunities for each child which encourage creativity and imaginative play
- To informally assess each child's skills and development
- To provide skill building activities which help children learn and grow
- To communicate effectively with families and to build a strong home - school connection



Staff Qualifications

- Our tuition preschool teachers have a minimum of a four-year degree, some with teaching certificates and/or ZA endorsements in early childhood. Our childcare teachers have a minimum of a two-year degree in early childhood. Our assistant teachers have either a Child Development Associates (CDA) credential or an associates degree in early childhood, or are high school graduates with much experience working with young children.
- All staff are provided with a minimum of 16 hours of professional development training on subjects relevant to working with young children. Staff must also participate in CPR training and first aid training every two years per licensing requirements.
- All staff are finger printed and subject to a criminal background check at the date of hire. This is done through the Michigan police internet criminal history access tool (ICHAT) and the Department of Human Services Central Registry Clearance.

Typical Daily Schedule

The following is a sample of your child's daily schedule. This is not the exact schedule every class follows. Each teacher individualizes his/her schedule to meet the needs of the class.

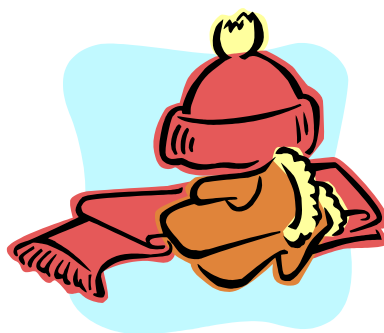
Arrival / Table Toys / Sign In
Group Time
Choice Time
Snack
Outside / Gross Motor Room
Departure



Clothing

Please dress your child in comfortable, washable clothes for preschool. Some of our activities can be messy! Clothes should be sturdy and free of complicated fasteners like belts and buttons. Outdoor play is an important part of our program. We believe children should play outdoors every day, weather permitting. Please dress your child to be ready to play outside every day. Sweaters, jackets, hats, mittens and boots should be worn as necessary. It is much easier to remove an unwanted item than to need to put on something you don't have with you.

All students **must** have a change of clothing in their backpack in case of spills, bathroom accidents, etc.



Parent Involvement

Parents are strongly encouraged to participate in the classroom. Strengthening the bond between home and school is basic to our programs. Parents are welcome to visit the preschool classrooms at any time. Please contact the preschool staff if you have a special interest that you would like to share with the children.

Keep staff informed about anything affecting your child and know we will communicate any unusual incidents at school with you. Finally, be certain to check the parent information board for daily news.

Volunteers or Substitutes

1. All substitutes who have unsupervised contact with children will obtain a Department of Human Service Central Registry Clearance and finger-print clearance to verify the substitute has no history of abuse/neglect.
2. All volunteers shall work only under direct supervision of the designated staff or principal.
3. All volunteers or substitutes require a criminal history (ICHAT) prior to working at the center. Any volunteer or substitute with a conviction for crimes against children or a felony involving harm or threatened harm to an individual within the 10 years preceding the date of offering to volunteer or substitute at the child care center will be prohibited the opportunity to work in our centers.

Admission Policy

All children enrolled in the 4 year old program should be 4 by September 1. All children enrolled in the 3 year old program should be 3 by September 1 and **independently toilet trained**. Parents of those children who have not reached the appropriate age must speak with the building director prior to enrollment. A copy of the child's birth certificate is required at registration.

All enrolled children must have a current health evaluation completed by a health professional and a current, up to date, immunization record on file. The back of the green health form provided must be signed and dated by a medical doctor. It must also have the office address stamp on it.

The child information card must be completed and signed by the parent or guardian. For the protection of the child, all names, phone numbers, addresses, and medical insurance information must be accurate and current. No spaces on the information card can be left blank. Notify your child's teacher immediately if information should change.

Child Custody Conflicts

With the high incidence of divorce and child custody conflicts in our society, the following policy has been developed and will be enforced:

1. Until custody has been established by a court action, one parent may not limit the other from picking up his/her child from the center. It is not within our legal right to withhold a child from a parent unless there has been a court action which limits one parent's right to the child.
2. A complete copy of the Judge's court order that establishes custody must be kept on file at the center.
3. Once the court order has been established and the document is in your child's file, we will abide by the court order specifics relative to visitation and/or involvement in your child's education.
4. Separate tuition invoices will not be provided for any reason.

Fee Policy

The preschool program is a self-supporting program of the L'Anse Creuse Public Schools.

Parents pay a deposit and registration fee at the time of registration. Six additional payments are due. Payments made more than 7 days after the due date will be subject to a \$25 late fee. If payments are not received within 30 days of the due date, your child will be withdrawn from the program. Half-day class payments are due on:

September 15th	January 15th
October 15th	February 15th
November 15th	March 15th

Full Day Preschool tuition is due the week prior to care. An invoice will be emailed each week. The cost of full-day preschool is:

5 days- \$225 4 days- \$205 3 days- \$185

Accepted methods of payment are cash, Visa, MasterCard, Discover and checks payable to L'Anse Creuse Public Schools. Each child enrolled in the Full Day Preschool is given vacation days to be used at the parents discretion with notification to the teacher or Program Secretary.

Child Care and Before & After Care

Child care and Before & After Care programs may be available at each facility based upon sufficient interest being demonstrated. It is charged at \$4.80 per hour. Before and After Care times are added together each day. The daily totals will be rounded to 30 minutes.

Withdrawal Policy

Parents may withdraw a child at any time. Fees may be refunded at the discretion of the Director of Early Childhood Programs. Registration fees are non-refundable.

Children who are not developmentally ready for preschool may be asked to withdraw from the program. In this case, tuition would be prorated. Children will also be withdrawn from the program if tuition payments are not kept up to date or a parent is habitually late at pick up time.

Staff may request a child's withdrawal for behavior reasons. The appropriate placement policy will be implemented before such a decision is made.

Discipline Policy

The long-range goal for each child is the development of self-control, self-direction, self-esteem, and cooperation. Our staff will use positive methods of discipline to encourage age-appropriate success for all children.

Early in the school year basic rules of the preschool classroom will be discussed with the children. Positive reinforcement will be given for appropriate behavior. Inappropriate behavior will be redirected. At no time will physical punishment be used or will a child be deprived of snack or other privileges.

Extreme behavior issues may require a parent meeting.

Appropriate Placement Policy

Our goal for all children is to provide each child with a rich and rewarding school experience. Communication regarding a child's development and behavior is essential to a successful outcome. When a concern arises regarding a child's development or behavior, the following steps will be implemented:

1. Staff will meet to verbally define the problem from a developmental and holistic focus.
2. The people involved, the procedures, and the time frame will be defined in a written plan of action.
3. Staff will consult the child's parents regarding the existing situation and the written plan. Parental involvement and cooperation will be encouraged.
4. If the initial plan does not have a favorable outcome, further consultation with other early childhood professionals will result in additional or replacement recommendations. A second plan may result from this consultation.
5. If, after a reasonable period of time, progress monitoring, and much communication, the situation has not made satisfactory progress, the staff, in conjunction with the Director of Early Childhood, will make a decision regarding the most appropriate course of action, including but not limited to, withdrawal from the program.

The above policy may be implemented with any child at any time during the program. The child's behavior will be considered in light of its impact on the other children and staff members. The staff will keep the parent(s) abreast of all specifics and any changes that occur.

Independently Toilet Trained Policy

All students are expected to be independent in the bathroom. This means the child should regularly:

- wear underwear, not pull-ups, during the day
- know when they need to go
- use the facilities without excessive assistance, including wiping
- pull own pants up and down. It is helpful for parents to choose clothing conducive to independence in the bathroom. While staff will assist with zipping and buttoning, children should be learning this skill as well.

In the event of an accident:

Staff will verbally work with the child to clean themselves and offer some support as needed.

Bowel movement accidents may require a parent to be called. While staff will start the process of cleaning the child, sometimes a bath is necessary. It is acceptable for the parent to return the child to school after the child has been bathed.

In the event of numerous accidents:

Staff will document regular accidents and look for common time frames

Staff will take the child frequently to the bathroom

Classroom staff will contact the building director and next steps will be discussed. The building director may reach out to the parent, if necessary, to schedule a meeting and discuss options.

Parent Responsibility:

Parents must have a change of clothing in their child's backpack which should include a weather appropriate shirt, pants, underwear and socks.

In the event clothing hasn't been provided, the teacher will do her best to provide something. These temporary clothing items should be washed and returned to the center as soon as possible. If no clothing is available, the child will remain in the bathroom with a blanket until a change of clothing is brought to the center.

For sanitary reasons, if new underwear is not available, we will not put your child in used underwear and the child will have to go without. A parent will be notified if the child is given temporary clothing and/or if the child does not have undergarments or shoes.

Child Development and Assessment

Confidentiality is of the utmost concern. Parents should know that personal information about your child's development is never shared with other parents. Helping your child take the next step in his or her development is an important goal of our Preschool programs.

To accomplish this goal, your child's teacher will be collecting and sharing information about your child in the following ways:

Portfolios—By collecting samples of your child's work, you will be able to see your child's development throughout the year. Portfolio information will be shared with you at fall and spring conferences. Portfolios will go home in the spring.

Anecdotal Records—Teachers and assistants will observe and take informal notes during class time on your child's development. Through these observations and records, your child's teacher and assistant will plan activities that will enhance your child's development.

Newsletters—In your child's monthly newsletter, you will receive information on activities in the classroom and how they help in your child's development.

End of the Preschool Day, Teacher Exchange—At the end of each day, your child's teacher will meet with you outside the classroom and talk about what happened during class. Through the end of the day talks, you will receive information on child development and how the activities during the day enhanced that development. For childcare parents, this information will be posted on the parent information board.

Parent-Teacher Conferences for our Preschool Program—Conferences are held in the fall and spring. Your child's teacher will make sure you have information on dates and times.

Sick Policy

If a child becomes sick while at preschool, the staff will:

- Make the child as comfortable as possible
- Contact the parent and give him/her specific information about the child
- Care for the child until the parent or designee arrives to take the child home
- Expect parents will arrive to take their child home as soon as possible

If the center becomes aware that a child in care has contracted a communicable disease, then the center will notify parents of the following:

- The name of the communicable disease
- The symptoms of the disease

Lice Policy

Any student who contracts lice will be excluded until they are nit-free as determined by a staff member. Periodic re-checks may be conducted if necessary.

Health Policy

Please keep your child at home if he or she has:

- Temperature over 100 degrees
- Pink eye or conjunctivitis
- Bronchitis
- Undiagnosed rash
- Diarrhea
- Has been taking medication for less than 24 hours
- Severe cold with a fever

Before children return to school, they must be fever free for 24 hours without taking fever reducers.

Our Sick and Health Policies apply to our staff, volunteers and students. If you are exhibiting symptoms of illness, you should stay home.

Due to license requirements, smoking is prohibited in all child care centers and on property upon which the child care center is located.

Medication

If your child needs medication, prescription or nonprescription, during his/her stay at the center, please fill out a medication form. A medication form properly completed and signed by a parent allows staff, by law, permission to administer. This form can be obtained from the center director.

Prescription medication must be in the original pharmacy container. The label on the container must indicate the date, child's name, physician's name, name and strength of the medication, and instructions. Topical nonprescription medication including, but not limited to, sunscreen and insect repellent, requires parental authorization annually. Staff will record and witness the administration of all medications, with the exception of sunscreen and insect repellent. Expired medication is not accepted and shall not be held at the center.

Your child's safety is our first concern so we will only administer medicine that was used for at least 24 hours at home. Non-prescription medications will be administered only if the medication is in the original container and the label clearly states the dosage. We will not give a dosage larger than what is stated on the label. Please provide the dosing cup if appropriate.

All medication shall be kept out of the reach of children and shall be returned to the child's parent or destroyed when the parent determines it is no longer needed or it has expired.

Remember: all children should be fever free without medication for at least 24 hours prior to returning to school. Children should not have vomited or experienced recurring diarrhea for 24 hours as well.



Incidents and Injury

In the event of a serious accident or injury, the staff will take the following steps:

- Administer basic first aid
- Call 911 for an ambulance, if necessary
- Call the parent or guardian
- Call the Director of Early Childhood Programs

In the event of a non-serious accident or injury, the staff will take the following steps:

- Comfort the child
- Administer basic first aid
- Call the parent or guardian



Nutrition Policy

Parents provide snacks (snack and juice or milk) for the tuition preschool program. The program will provide plates, cups and napkins, however, donations are welcome. We highly recommend nutritious snacks. Each family is strongly encouraged to sign up for 2 or 3 days a semester. The teacher will provide a sign up sheet at parent orientation. The staff will make families aware of any children's food allergies. All snacks must be commercially prepared, not homemade. Fresh fruit, etc. must be cut and/or prepared on site to avoid cross contaminants to allergens.

Full Day Preschool and Before & After Care

Breakfast

Mornings can be very hectic for working parents with little time for children to eat breakfast before being dropped off at school. Parents are welcome to send in breakfast with their child to help with this transition. Speak with your child's teacher about when it's no longer served.

Lunch

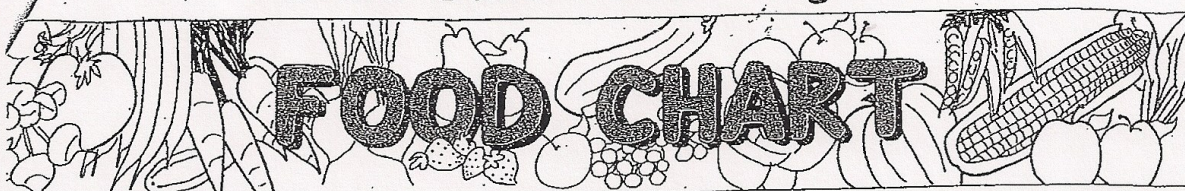
Parents provide lunch. Please send your child's lunch to school in a lunch box marked with your child's name on the outside. A freezer-ice pack placed in your child's lunch box will help keep it cold.

Snacks

Two snacks will be provided for your child, one at mid-morning and the other after nap. Snacks follow the Child Care Food Program Chart for ages 3 to 6 provided on the next page. A chart of monthly snacks offered to the children is posted on the Parent Information Board in your child's classroom. All snack changes will also be posted.

*** PLEASE INFORM YOUR CHILD'S TEACHER IMMEDIATELY IF YOUR CHILD SUFFERS FROM ANY FOOD ALLERGY.**

Child Care Food Program



FOOD CHART

Age: 1 up to 3 3 up to 6 6 up to 12

BREAKFAST

Fluid milk	½ cup	¾ cup	1 cup
Juice or fruit or vegetable	¼ cup	½ cup	½ cup
Bread or bread alternate	½ slice*	½ slice*	1 slice*
or cold dry cereal	¼ cup (or ½ oz.)	⅓ cup (or ½ oz.)	¾ cup (or 1 oz.)
or cooked cereal	¼ cup	¼ cup	½ cup

SNACK

Select two of the following four components**

Fluid milk	½ cup	½ cup	1 cup
Juice or fruit or vegetable	½ cup	½ cup	¾ cup
Meat or meat alternate	½ ounce	½ ounce	1 ounce
Bread, bread alternate, or cereal	½ slice*	½ slice*	1 slice*

LUNCH/SUPPER

Fluid milk	½ cup	¾ cup	1 cup
Meat or poultry or fish	1 ounce	1½ ounces	2 ounces
or cheese	1 ounce	1½ ounces	2 ounces
or cottage cheese, cheese food, or cheese spread	2 ounces (¼ cup)	3 ounces (¾ cup)	4 ounces (1 cup)
or egg	1	1	1
or cooked dry beans or peas	¼ cup	⅓ cup	½ cup
or peanut butter	2T.	3T.	4T.
Vegetables &/or fruits (2 or more)	¼ cup Total	½ cup Total	¾ cup Total
Bread or bread alternate	½ slice*	½ slice*	1 slice*

POINTS TO REMEMBER

Health Care Plan

All child care centers, regardless of the ages they serve, are required to have a health care plan that is reviewed with staff and provided to parents. This plan includes the following:

Hand Washing

The following procedures will be used for hand washing:

- Have a clean, single service towel available as shared cloth towels can transmit infectious disease
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees
- Moisten hands with water and apply soap
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds
- Rub areas between finger, around nail bends, under fingernails and jewelry, and back of hand
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel

Hands shall be washed with soap under running water. The following are **not** approved substitutes for soap and running water: hand sanitizers, water basins, pre-moistened cleansing wipes.

Handling Bodily Fluids

The center will use precautions when handling bodily fluids, including blood-containing body fluids, tissue discharges and when handling other potentially infectious fluids, as instructed in the blood borne pathogen training. Steps used will include:

- Staff will put on gloves
- Clean up bodily fluid/diaper
- Wash area with soap and water, rinse, and sanitize area
- Wash hands of child
- Take off gloves and wash hands

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

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

Sanitizing Solution

- Water and non-scented chlorine bleach solution with a concentrate of one tablespoon of bleach to one gallon of water
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions

Controlling Infections

- See universal precautions above
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed after each use if used by different children or at least once a week otherwise
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note
- Children who become ill will be moved away from other children until they are picked up

Emergency Closing

If the L'Anse Creuse Public Schools are closed, preschool will also be closed. L'Anse Creuse will put school closings on TV and will use the School Messenger system to notify parents. If a snow day is declared after the start of the school day, preschool will operate and the staff will remain with the children at the site until parents have been notified and children are picked up by a parent, guardian, or person authorized on the emergency card.

Should the building require evacuation, our planned area of relocation is Higgins Elementary (Burdi) or Middle School Central (LCECC) unless emergency personnel notify us differently. Parents will be notified via School Messenger if this happens.

School Messenger

L'Anse Creuse uses the School Messenger system to send parents information by phone, text and email. To receive these notifications, please make sure your phone number and email address are current. This should be done through the program secretary: (586) 493-5220 ext. 1310

Arrival and Departure

Parents and guardians provide transportation in our preschool program. Parents and guardians must take the child to his/her classroom and sign him/her in for class. Dismissal can be a confusing and congested time for children and parents. Please follow staff directions when you pick up your child from the preschool program. It is essential you have your child by the hand when walking to and from the parking lot. Our buildings are busy places with a lot of traffic. We do not want to see anyone get hurt.

Children will only be released to persons designated, in writing, on the child information card. Staff will ask to see the identification of persons they do not recognize who are picking up children.

Siblings and other children should never be left unsupervised in the parking lot.

A late fee of \$20.00 per 1/4 hour will be charged after the end of class. Please be prompt when picking up your child from preschool.

Notification for Pest Management

It is the policy of the L'Anse Creuse Public School District to implement Integrated Pest Management procedures to control structural and landscape pests and minimize potential exposure of children, faculty, and staff to pesticides. L'Anse Creuse Public Schools will notify parents by the following procedures, prior to inspection and treatment for pest control:

A sign will be posted at the main entrance of the building giving the date the **inspection** will be performed. Chemicals are not used routinely but if necessary will be applied. A note will be posted on the entrance doors when an application has been applied and will remain there for forty-eight hours.

Parents or guardians may request individualized prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry provided by the district. The registrants will be notified at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners, disinfectants, baits, gels, and any EPA-exempt pesticides.

An Integrated Pest Management form must be filed annually. Information is available on our web page lc-ps.org under Parent/Guardian section, Legal Notices or call the district IPM Coordinator at 586-783-6550, Ext. 1101.