



**WHITMORE LAKE
EARLY CHILDHOOD CENTER**

**PROGRAM HANDBOOK
2020**

**1077 Barker Rd.
Whitmore Lake, MI 48189
(734) 449-2501 ext. 4001/1000**

***“Partnering with students, parents, and
the community to provide exceptional,
personalized education.”***



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WHITMORE LAKE EARLY CHILDHOOD CENTER

1077 Barker Rd., Whitmore Lake, MI 48189
Phone: 734.449.2051 ext. 4001 | Fax: 734.449.9376
www.wlps.net Exceptional, Personalized Education

Director Sue Wanamaker | Superintendent Tom DeKeyser

The Whitmore Lake Early Childhood Programs are supported by the Board of Education as part of our district’s commitment to providing high quality educational services to children and families of Whitmore Lake.

Vision Statement

Providing each individual the inspiration to dream and the skills to succeed.

Mission Statement

Partnering with students, parents, and the community to provide *exceptional, personalized education*.

Guiding Principles

Integrity, Diversity, Innovation, Respect,
Stewardship, Leadership, Citizenship

Program Information

Mrs. Shannon Morton & Ms. Brooke Collick

Room A-15

Full Day Head Start: Monday-Thursday 8:15 AM - 3:30 PM

(2 full days per week and 2 virtual days per week as determined by the school district due to Covid guidelines.)

Mrs. Kirstyn Love & TBD Assistant

Room A-14

Full Day GSRP: Monday-Thursday 8:00 AM - 3:00 PM:

(2 full days per week and 2 virtual days per week as determined by the school district due to Covid guidelines.)

Mrs. Lindsay Babicki & Mrs. Denise Smith

Room A-16

AM ECSE: Monday-Thursday

8:30 AM - 11:30 AM

PM ECSE: Monday-Thursday

12:30 PM - 3:30 PM

Preschool Program Initiatives

Whitmore Lake Early Childhood preschool programs provide children with developmentally appropriate experiences as they learn through their play using the High Scope Curriculum approach. Children learn about the world around them as they explore the early childhood environment rich with experiences in math, science, language, literacy, music, and art while developing their fine and gross motor skills. Children learn social-emotional skills as they interact with others during group times, individual play times and experiences with adults. We encourage the development of self-help skills through simple everyday tasks such as caring for their own personal items.

The Early Childhood Center offers outdoor play areas, an indoor gross motor room, and an abundance of space for special program events and center wide experiences.

For families, the Early Childhood Center offers playgroups, parent meetings, trainings and workshops, resources and much more!

The Early Childhood Center:

- Acknowledges that the family is the child's primary educator.
- Is designed to assist families in taking an active part in their child's education.
- Offers families opportunities to learn new skills and build on existing skills.
- Offers opportunities for families to meet new people, learn more about the program, and make decisions about their child's education.
- Involves families in the program through parent meetings, policy meetings, and center events.

The Family Service Worker is involved with families by:

- Recruiting and enrolling families.
- Being available to families to assist in creating family goals, providing community connections and resources, and by providing assistance where needed.
- Ensuring program attendance of children.
- Assisting with meetings, trainings, and events.
- Assisting families in meeting their child's health, dental health, mental health, and nutritional needs.

Educational Services:

- Helping children to help themselves, develop independence, and to acquire skills for success.
- Providing individualized education for each child.
- Ensuring each child with special needs receives appropriate services (i.e. speech, occupational therapy, physical therapy, and social work services).

Children are Individuals!

All children will be observed in the classroom setting and assessed in all developmental areas using the *Ages and Stages Screening Tool* and through the use of the *CORE* online assessment tool. These assessments and continual observations assist in planning for each child's individual needs and skills.

If staff have any concerns about your child they will meet with you and discuss these concerns. If more screenings and/or testing is needed, written consent will be obtained from the parent/guardian before screenings occur.

Children's individual needs will be met in small and large groups, through individual instruction, and lessons throughout the school day.

In order to meet the individual needs of the children, and to meet the State of Michigan licensing requirements, the classroom is staffed with a qualified teacher and a teacher assistant.

Family volunteers are always welcome and needed to work with the children and staff in the classroom. This assists us in meeting the individual needs of the children daily. ***At this time we will be unable to have volunteers in the school. We welcome you to assist in other ways. Please contact your child's teacher for more information.***

Supervision of Children

Children will be supervised at all times by a paid staff member.

We follow the State of Michigan licensing rules for adult/child ratios. Licensing manuals can be found in each classroom.

The licensing binder containing all licensing information for the center can be found in the ECH office.

We also follow all policies and procedures of the Whitmore Lake Public School District and the Washtenaw County Intermediate School District.

Drop Off and Pick Up Instructions

Following our Covid Back to School Plan, no adults are allowed in the school building at this time. Unfortunately, this means that you will be unable to walk your child to their class and pick them up from their class. Please follow the procedures below to ensure your child has a safe and responsible experience as they enter the school building and as they leave from the school day.

All parents must complete the Covid health check before bringing their child to school. IF you do not have a thermometer please let your child's teacher know.

Upon arrival all children will have their temperature checked. Any child with a temperature at 100.4 degrees, or higher, will need stay at home/be sent home from school.

Please do not arrive too early. We have classes starting at 8:00 AM, 8:15 AM and 8:30 AM and departing at 3:00 PM, 3:15 PM and 3:30 PM and we want to ensure that all families can get their children to and from the school safely.

Drop-Off Procedures: Park in the A-Wing lot at the east side of the building.

- Adults can not congregate at the school doors.
- Place a sign on your windshield with your child's first name. If you are parking where we will be unable to see your windshield, please place the name card in your back window.
- Your child will not be allowed to enter the building until your child's scheduled start time. There can be no waiting at the school doors.
- Please have your child ready to leave the car with their mask on, backpack and rest time bag ready. On nice days feel free to wait outside your car however, it is a parking lot so please be cautious.
- All adults need to be wearing a mask when approaching the building.
- Please wait until your child's teacher directs you to leave your car area and approach the building. Please hold your child's hand in the parking lot area until they are safely with your child's teacher.
- After you have handed your child off to the teacher, say goodbyes to your child and the teacher will take your child into the school where the assistant teacher is waiting.
- After all the class has arrived, the children will walk down to their classroom with their teachers.
- Children will put their own belongings in their locker, with assistance from staff, so it's a good idea to have them practice at home how to put on and take off their coats, boots, etc.

Drop-Off Procedures continued

- **If you are late for drop off, you must drive around and park in the front parking lot. You will need to ring the doorbell, state the program your child is in and the teacher's name. The office staff will call the classroom and a staff member will come and take your child to class. Parents are not allowed to walk their children to class.**

Pick-Up Procedures: Park in the A-Wing lot at the east side of the building.

- **Adults can not congregate at the school doors.**
- **Place a sign on your windshield with your child's first name. If you are parking where we will be unable to see your windshield, please place the name card in your back window. On nice days please feel free to wait outside your car.**
- **All adults need to be wearing a mask when approaching the building.**
- **Please wait in your car until your child's teacher directs you to receive your child.**
- **Your child's teacher will hand your child off to you or an authorized adult.**

Additional Drop-Off & Pick-Up Guidelines:

- **Parking is allowed in parking lots only. Please turn off your car for safety reasons. **Children are not to be left unattended in cars or in the parking lot area.****
- **When bringing your children to school, and picking them up, please park in the parking lot only. **No curbside parking.****
- **For the safety of all the children and families in the building:** You must sign in at the office when entering during the school day. All visitors will need to wear a visitor sticker while in the building. ***(At this time visitors are not allowed in the building due to the pandemic.)***
- **If another adult is picking up your child please inform the staff. **Children will only be released to adults who have been authorized on the child's emergency form. Identification will be required.****

Attendance Policy

ATTENDANCE LINE: 734-449-4464 ext. 862

Students are expected to be at school on time each day class is in session. Students learn better when they are able to follow a routine; missing multiple days or excessive tardiness/leaving early has a negative effect on the student and is disruptive to the class.

Head Start and GSRP Program requirements state that a student's absence rate should be less than 10%; students with excessive absences may be dropped from the program. The program must have a monthly attendance percentage of at least 85%. If this is not met, the program could lose funding, or possibly be closed. It is extremely important that students are here on a regular basis.

Head Start and GSRP programs have a specific attendance policy. You will receive this at your child's home visit, at open house and/or in your child's backpack. Please sign the attendance agreement and return to your child's teacher. The following attendance policy outlines the expectations for student attendance for the Head Start and GSRP programs.

- Student absences must be called in to the attendance line no later than 9:00 am. This is when lunch counts will be given to the kitchen. The Family Service Worker or the teacher will be calling by 9:30 am if you have not called the attendance line.
- All absences must be reported. Unreported student absences will be marked unexcused.
- A student will be marked tardy if s/he arrives after the class has entered the classroom. Students who are picked up before the class has been brought down to the gathering area will be marked as early pick-up. **Students who arrive after the classes have left the A-Wing doors will be considered tardy.**
- Daily attendance will be recorded in the classroom and reported to the office. The Family Service Worker will contact families that are deemed to have problems keeping regular attendance (including late arrivals and early pick-ups). A Family Partnership or other agreement may be required to keep the student enrolled in the program.
- If it is determined that a child cannot keep regular attendance, s/he may be dropped from his/her program. A child that is dropped from his/her program will be placed on a wait-list until such time that s/he can attend school on a regular basis and when an opening becomes available.

Pedestrian Safety

You can help us keep your child safe by teaching them some simple traffic safety rules.

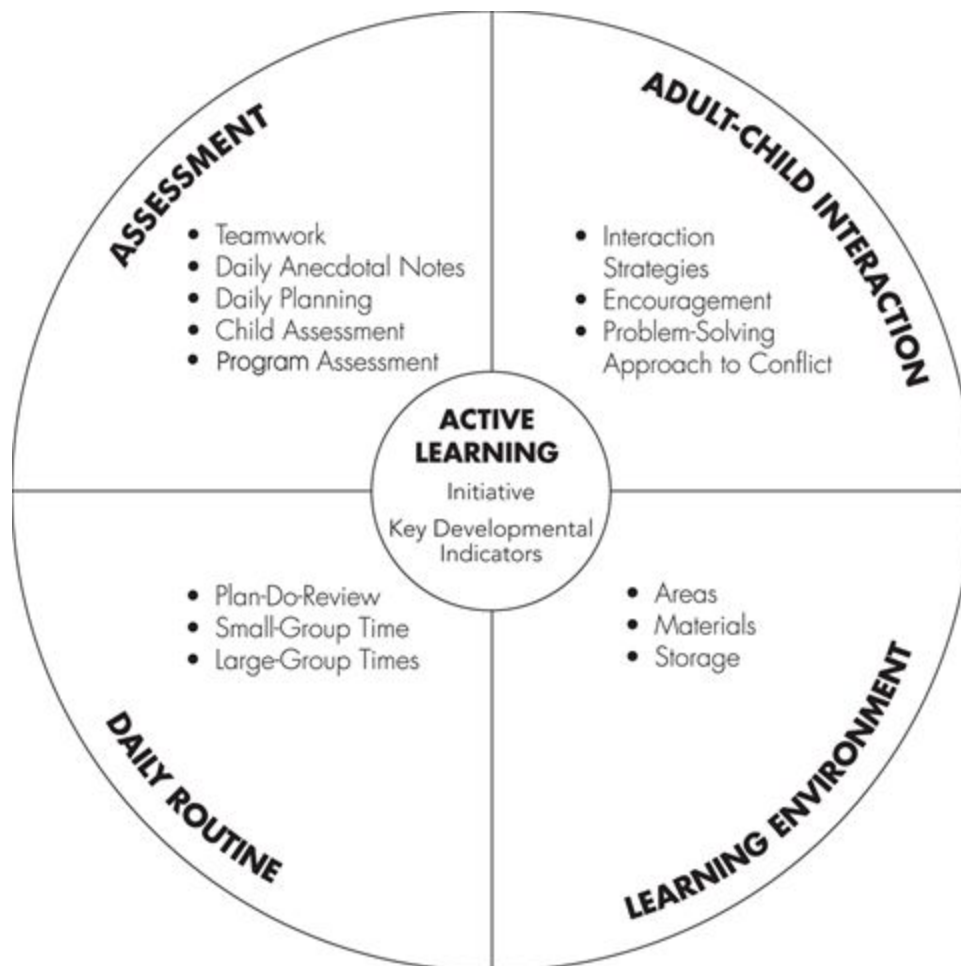
- Do not let your child walk in a parking lot without holding your hand.
- Supervise your child at all times.
- Children should not be allowed to cross the street alone.
- Use sidewalks whenever possible.
- Teach them who can help them cross the street safely.
- Teach by example. When you cross a street with your child, always:
 - Stop at the curb or edge of a parked car.
 - Look left-right-left for traffic in all directions.
 - Cross only when clear.
 - Keep looking for cars as you cross.
 - Obey traffic signals.
 - Praise your child for copying your safe actions or words.
- If you must walk along the roadway, walk facing traffic as far to the left as possible.

Early Childhood High Scope Curriculum

A comprehensive, research-based curriculum carefully designed to provide a rich academic foundation and foster child creativity, confidence, and independence.

Learn more at HighScope.org

The HighScope Preschool Wheel of Learning



The Developmentally Appropriate Classroom

Our classroom is set up for learning. Children have many opportunities to make choices, come up with ideas, experiment, and take responsibility for their work. Here's what you'll see when you visit.

- Materials are on low shelves in containers and on hooks so children can get them independently and put them away.
- Shelves are neat and uncluttered so materials are easy to see, remove, and replace.
- Picture and word labels are on containers and shelves so children know where materials belong and learn to use print.
- There are distinct interest areas--blocks, dramatic play, toys and games, art, discovery, library, sand and water, music and movement, cooking, computers, and different play spaces outdoors--so children know what choices are available and make decisions.
- A variety of learning materials are in each area so that no matter where children choose to play, they learn.
- Similar materials are grouped together to teach children to sort and classify--skills that are important to understanding and solving math problems.

High Scope Preschool Daily Routine Components

- Greeting time (variable)
- Planning time (10-15 minutes)
- Work time (45-60 minutes)
- Cleanup time (10 minutes)
- Recall time (10-15 minutes)
- Large group time (10-15 minutes)
- Small group time (15-20 minutes)
- Outside time (30-40 minutes)
- Transition time, including arrival and departure (variable)
- Eating and resting times (variable)

(pg. 56-Essentials of Active Learning in Preschool)

A Framework for the Day's Events That Supports Children's Security and Independence

Following a consistent routine day after day gives children the sense of security they need to make choices and take risks, which opens the door to exciting learning opportunities.

Each HighScope program decides on the daily routine that works best for its setting, schedule, and population. The following components are always included in the routine, although the length and order of the segments vary from program to program. A sample of half-day and full-day schedules are also included.

Daily Routine Components

Plan-do-review sequence (planning time, work time, recall time) — This three-part sequence is unique to the HighScope Curriculum. It includes a 10- to 15-minute period during which children plan what they want to do during work time (the area to visit, materials to use, and friends to play with); a 40- to 60-minute work time minimum for children to carry out their plans (or shift to new activities that interest them); and another 10- to 15-minute period for reviewing and recalling with an adult and other children what they've done and learned.

Small-group time — During this time, a small group of children meet with an adult to experiment with materials, try out new skills, and solve problems. Adults develop a small-group activity based on children's interests and particular skills, materials, or content areas that suit children's developmental learning needs. Though the adult plans the activity and sets it in motion, children make choices about how to use the materials and freely communicate their ideas.

Large-group time — Large-group time builds a sense of community. Up to 20 children and two adults come together for movement and music activities, interactive storytelling, and other shared experiences. Children have many opportunities to make choices and play the role of leader.

Outside time — Children and adults spend at least 30 minutes outside every day, enjoying vigorous and often noisy play in the fresh air.

Transition times — Transitions are the minutes between other blocks of the day, as well as arrival and departure times. Teachers plan meaningful learning experiences for these times, which keeps children engaged and minimizes disruption.

Eating and resting times (if applicable) — Meals and snacks allow children to enjoy eating healthy food in a supportive social setting. Rest is for napping or quiet, solitary activities. Since both activities happen at home as well as at school, adults in HighScope programs try to respect family customs at these times as much as possible.

Adult team planning time — The teaching team meets to discuss their observations of children's developing abilities and interests, focusing on these observations as they plan activities and review the materials in the classroom. It can occur during children's nap time, before children arrive, or after they leave.

Classroom Activities

When you visit your child's classroom, you see a room full of children playing. You may wonder what we are doing to help children learn. As children play, we watch how they use materials. We listen. We talk with them to find out what they are thinking and trying to do.

We help children become aware of their actions, offer suggestions, and think about what materials to offer next. Then we challenge them to think further. This is how we encourage the development of skills children will need in elementary school.

Here are a few examples of what children are learning:

	When children do this:	They are learning to:
Blocks	Use blocks and wooden people to create rooms in their home Make bridges for cars	Make maps of their world (social studies, math) Use shapes to build (math) Plan ahead (study skills) Recreate structures they've seen (geography, problem solving)
Dramatic Play	Use a stethoscope to examine a doll and write a prescription Pretend to be a firefighter	Pretend with objects (abstract thinking) Write for a purpose (literacy) Recall what they know about workers in their community (social studies) Act out roles (the arts)
Games and Toys	Finish a puzzle Group pictures that are the same	Complete a task (study habits, self-confidence) Learn about the alphabet (literacy) Match and classify (math)
Art	Gather paper, scissors, and glue for a project Draw a picture of their family	Plan and carry out a task (study habits, independence) Use symbols to represent their ideas (literacy) Gain an understanding of what "family" means (social studies)
Science	Plant seeds and measure each plant's growth Use eye droppers to add colors to containers of water	Measurement (math) Plant life cycle (science) Mixing colors (science) Small muscle development (writing)

	When children do this:	They are learning to:
Library	<p>Scribble on paper using some letters and tell what the scribble says</p> <p>Listen to a story and talk about what happened</p>	<p>Use writing as a way to communicate (literacy)</p> <p>Make a connection between letters and the sounds they make (literacy)</p> <p>Love books, remember details, and express ideas (language development, literacy)</p>
Music and Movement	<p>Sing or do a finger play with other children and the teacher</p> <p>Create different sounds by putting more (or fewer) items in cans and shaking them</p>	<p>Participate cooperatively in a group (social skills)</p> <p>Recognize rhymes (phonological awareness, listening)</p> <p>Explore cause and effect (science, logical thinking)</p>
Cooking	<p>Follow directions in a recipe that calls for adding ingredients by teaspoons, cups, etc.</p> <p>Watch bread dough rise or melt butter</p>	<p>Understand measurement (math)</p> <p>Read a recipe (literacy)</p> <p>Understand that foods can change their physical states (science)</p>

Outdoor Time and Climber Room

The time children spend outdoors every day is just as important to their learning as the time they spend in the classroom. Children will also have the climber room available each day so on bad weather days they can also have physical exercise.

Large muscle activities are essential for children's health and well-being. Children need time each day to run, leap, hop, jump, slide, climb, and throw and catch a ball. These activities build strong muscles and a sense of pride. Brain research shows that physical activity actually wakes up the brain for learning. Playing with others also helps them to learn social skills and how to get along with others.

The outdoors greatly increases our learning environment which is a natural setting for scientific investigations. Children find and study bugs and butterflies, plant seeds and watch them grow, and compare the feel of the bark on different trees. In some climates they notice the leaves change color and fall to the ground and learn about ice and snow. We talk with children about their discoveries and encourage them to continue investigating what they find outdoors.

PROGRAM INFORMATION

Head Start Program



Whitmore Lake Head Start is a federally funded free preschool delegate program that is part of the Washtenaw County Intermediate School District, our grantee/grant holder. We accept funds from Health and Human Services and by accepting these funds we commit to follow all rules and regulations set by the established criteria for this funding source. We agree to meet and exceed all performance standards established by the Head Start program. The program serves children of low-income families, foster children, children in temporary living situations and children with special needs who are 3 or 4 years of age by December 1st.

The program offers a full day, four days per week: Monday-Thursday for seven hours and fifteen minutes each day for 141 days. **Currently we are temporarily using a hybrid model where children attend two full days in school and have lessons at home for two days.** Head Start will also have additional Friday classes to accommodate the additional required days. Snow days will be made up within a few weeks of each occurrence.



GSRP Program

Whitmore Lake GSRP preschool is a state funded free preschool program for 4 year old children by September 1st. The program is part of the Washtenaw County Intermediate School District, our grantee/grant holder. This state funded program serves children with risk factors for learning with specific income guidelines that must be met.

The program offers a full day, four days per week: Monday-Thursday for seven hours each day for 123 days. **Currently we are temporarily using a hybrid model where children attend two full days in school and have lessons at home for two days.**

Enrichment Program

**Enrichment preschool is not having school this fall.
We hope to reopen in January 2021 or fall of 2021.**

Whitmore Lake Enrichment preschool is a tuition based program for 3 & 4 year old children by December 1st. The program offers full or half day sessions for two, three or four days per week. Tuition rates are available on our website and at the Early Childhood Center office.

Program Meals

This is a **peanut free** program. Please make sure all enrichment preschool snacks and lunches that enter the classrooms are peanut free. **Please note that the rest of the building is NOT peanut free.**

Bringing Food to School

Due to the pandemic, we are not allowing food to be brought to school at this time.

Importance of Mealtime

- Meal time is an important part of our early childhood preschool day. Meals encourage socialization, choices, speech and language skill development, and sensory integration.
- Children will have days when they will prepare their own healthy snacks. If we need supplies a note will come home requesting an ingredient to bring for that day.

Head Start & GSRP

- All meals in GSRP and Head Start are served family-style, where children will learn to serve their own meals and pour their own liquids. Adults assist as needed. ***Family meals will not be served at this time due to the pandemic. Children will receive their own individually prepared meal and snacks.***
- Daily meals meet 1/3 of the child's nutritional requirements.
- We provide nutritious foods that are low in sugar and fat and good for healthy teeth.
- The focus on good nutrition helps support the dental health plan of our program as well as guide children on their way to learning healthy eating habits.
- Quantities and kinds of foods served must conform to recommended serving sizes and minimum standards for meal patterns recommended in USDA meal patterns as mandated by the CACFP food program.
- Each child will have their own, school provided, water bottle to stay hydrated throughout the school day. They will be sanitized at the end of each day.

Dressing Children for School

Children will be active during the day and involved in messy activities. Please dress your children so they will be comfortable and so you are not worried about ruining what they are wearing.

Children need to wear play clothes and rubber soled shoes. No open toed shoes, crocs or flip flops please. Children will be walking down the hall and climbing on play equipment and rubber soled shoes work best for these activities.

Children will also be sitting on the floor, climbing and jumping. If girls wear dresses, shorts or tights are best underneath.

We will be going outside often so please dress your child in clothing for the weather. In the winter, children will need a warm coat, snow pants, boots, gloves and a hat daily. Please be sure your child has shoes to wear inside when you bring them to school in boots. Please put your child's name on all items.

It is always a good idea to be prepared. Please bring several extra sets of clothes and shoes to leave at school in your child's locker. Please mark everything with your child's name on it. Extra boots, snow pants, gloves and hats can also be left at school.

If you are in need of winter clothing please let your child's teacher know.

Procedures for Handling Parent Complaints

If you have a complaint or concern about the ECC staff, educational programs, or policies and procedures, please refer to the parent complaint process provided on the district's website under school board policies. This process is condensed below:

- Your concerns can be addressed with the classroom staff, the Family Service Worker, the Early Childhood Director and/or at the monthly parent meetings.
- It is always best to express your concerns with the person closest to the situation you are concerned about (classroom teacher for classroom concerns; Early Childhood Director for program policies, procedures, and funding requirements).
- Unresolved concerns can be brought to the Parent Committee to review the concern.

Parent Involvement

Due to the pandemic we are unable to have volunteers in our school building however, please talk with your child's teacher about ways you can be involved in your child's education.

Parent Meetings

As an ECC family, your involvement in the family forum, policy committee, and the policy council meetings assures our program meets the Head Start standards for quality and assists us in making decisions about programming.

Parent informational meetings will be held through an online format until further notice. Newsletters and informational packets will be available online and distributed as requested.

Policy Committee Meetings

Meetings will be held through an online format until further notice.

The policy committee works with Head Start staff, the community and school districts to ensure that families have an opportunity to be involved in shared decision making in regards to Head Start program operations.

- Consists of parents/guardians in the current Head Start program, community representatives, school board representative, and Head Start staff.
- The committee elects a chairperson, secretary, and representatives to attend the policy council monthly meetings.
- The committee meets monthly in the ECC office (A-10). See the ECC calendar for more details.

Head Start Policy Council Meetings

Meetings may be held through an online format until further notice.

Washtenaw County Intermediate School District Head Start policy council is made up of families from all the Washtenaw County Head Start programs.

The Whitmore Lake Head Start program must have a parent attend these monthly meetings.

Policy Council:

Meets monthly at a designated place in the county. A stipend is provided.
Makes important decisions about the program using family input.
Discusses issues, concerns, and needs of the entire Head Start grantee.
Approves/disapproves the Head Start budget, service plans, program operations, and many other important functions.

Family Volunteers

*At this time volunteering is not available in the school building. When the school opens up for volunteering the following procedures will need to be followed.
If you can assist at home by preparing materials please let your child's teacher know.*

- We welcome, appreciate and encourage family volunteers in the classroom and in the center. **We need your help!**
- As a volunteer you will have the opportunity to observe your child with other children their age, get to know their friends and families interact with the teachers and staff and have an opportunity to see how the classroom works.
- When you come into the building for special programs and volunteering, you will need to sign in at the main office and obtain a name tag/volunteer badge. **(Please sign in any children, no matter what age, when you sign yourself in.)** You must sign out in the main office as well.
- Unfortunately we cannot accommodate siblings in the classroom when you volunteer.
- A staff member will always be present with a family volunteer. Volunteers will not be left alone with a child other than their own. Volunteer policy can be found online.

Field Trips

*At this time we are unable to take field trips, however we will be providing virtual educational field trips.
When we are allowed to go on field trips the following procedures will need to be followed.*

- If funds are available, field trips are planned to enhance the preschool curriculum, to develop the children's interest in the world around them, and to provide them with new and exciting experiences.
- The teacher will communicate through written form the site, date, and volunteers that are needed for the field trip.
- Teachers may invite a special visitor that will provide an appropriate developmental experience for the children. These visitors will be chosen to enhance the children's learning. Examples of this would be a police officer, firefighter or librarian.

- If you have an idea or a connection with a community worker or an exciting in school visitor please let us know.

Yearly Calendar and Events

Adult orientation is scheduled in the month of September. At this time the family and teachers get acquainted and learn about preschool programming, special events, parent meetings and what to expect from the Early Childhood Center. ***Orientation will be held virtually using an online format for fall 2020.***

Child orientation is scheduled before the children start school through our annual open house and/or visiting the school. At this time children, parents, and the teacher get to know each other in the classroom setting.

The Whitmore Lake Early Childhood Center follows the calendar of the Whitmore Lake public schools unless stated differently on the monthly calendar.

All early childhood families are invited to elementary school events during the school year as scheduled on the calendar. These events will be interactive and hands-on experiences for children and their families. ***Unfortunately these events are on hold at this time.***

The ECC will provide school hands-on experiences such as the farm visit, puppet show, wild animal presentations, etc. as funds are available. ***Visits to the school are on hold at this time. Teachers will provide educational virtual experiences.*** We also have special days such as crazy hair days, pajama days, backwards days, etc. Calendars and notes sent home will provide the date and time for these activities.

Admission to the Program

Children must be in the potty training process in order to attend preschool. Teachers will work with families to complete the process. It is important to remember that children who are potty trained may have accidents at school due to the new environment, too busy to stop their play and/or illness. Please discuss any concerns you may have with the Early Childhood Director or your child's teacher. All children need an extra set of clothing in case they have an accident.

All forms and information necessary for each child's file must be completed before the first day of school. Registration forms and information may be obtained from the Early Childhood Office.

Required Forms

Required Forms:

- Registration: Program and district (ECSE & Enrichment only)
- Copy of the child's birth certificate
- Proof of residency (Head Start, GSRP & ECSE only)
- School physical, signed by a physician, to be kept on file at the school. (Due within 30 days of the first day of school. Must be updated every year for Head Start and every two years for GSRP and Tuition programs.)
- Dental form, signed and dated by the child's dentist. (Head Start & GSRP only)
- Media Release (If you will allow us to take pictures and/or video for school use only).
- An emergency card must be filled out completely and kept up-to-date in the preschool classroom. **Children will not be released to any person that is not listed on the emergency card or to anyone who is under 18 years of age.** *Staff is required to ask for identification before releasing a child to an adult they do not know.*
- Alert Now form.
- Free lunch program form (GSRP programs only).
- Additional forms as determined by the program.

Withdrawal Policy

When withdrawal is necessary, parents must contact the Early Childhood Director or Family Service Worker as soon as possible. We have children on our waitlists and need to fill open slots as soon as possible.

Communication

- Teachers welcome questions or concerns at any time. Please feel free to contact your child's teacher by email or phone. If they are not available please leave a message or leave a message in the Early Childhood office and they will get back with you as soon as possible.
- Each child is assigned a mailbox where notes, schedules, calendars etc. are passed out to go home.
- District wide and community information will be available through PeachJar and the WLPS smartphone app and on the wlps.net website. Having difficulty navigating all these different places, let your child's teacher know.
- We require children to bring a backpack or bag with their name on it to hold all items from their mailbox. This will help to secure items until they get home. Each child will receive a free backpack compliments of COSTCO.
- Each child will be assigned a locker that will hold backpacks, extra clothing and outdoor clothing.

Newsletter: The ECC Newsletter will be sent home monthly with important information and calendar events.

Orientation will take place in September for families to go over the center handbook, to meet other families and to get acquainted with the staff and building.

Home Visits are required for Head Start and GSRP programs and will occur before the child begins school and again in February. **Fall home visits will be held at individual open houses and/or virtually.**

Conferences will take place in November and again in the spring. A time will be scheduled for you to meet. **These may take place in a virtual format if necessary.**

We will also be communicating with families using alert emails, the SeeSaw online classroom tool and through weekly folders.

Medication Procedure

If a child is in need of medication during school hours, an Individual Health Service Plan (IHSP) is completed and kept on file.

- IHSP's are signed by the child's doctor, parent and Head Start staff.
- Copies of IHSP's are kept in the child's central file, in the child's classroom file, the locked medication drawer in the office, and the crisis box.
- Medication is kept either in the classroom in a locked cabinet, the refrigerator in the office, or the locked medication drawer in the office.
- When the child is in need of his/her medication, a Head Start staff member will dispense the medication either in the classroom or in the office, away from other children if at all possible.
- Whenever a medication is dispensed, it is documented on the child's Medication Log and signed by the staff member that dispensed the medication.
- Medication Logs are reviewed with parents and sent home on a monthly basis.
- All medication contains the original packaging, including doctor and prescription information.

Health Concerns

Covid 19 Prevention

All early childhood programs will follow the school districts Back to School Plan for Covid 19 prevention. Additional Covid guidelines can also be found in our Early Childhood Back to School Covid plan. The plan includes when your child will be sent home, and why, as well as our partnership with you in preventing the spread of any and all possible contagious diseases. Some basic Covid 19 procedures are listed below.

- **Adults must wear a mask at all times and they must be washed/replaced daily.**
- **Children must wear a mask at all times unless they are in the classroom, eating, drinking, outside or at rest time.**
- **If your child is unable to wear a mask due to medical reasons please contact our superintendent, Tom DeKeyser at tom.dekeyser@wlps.net.**
- **If you want your child to wear a mask at all times, excluding meal and rest times, please let your child's teacher know.**
- **Masks will be available in the classroom as needed.**
- **Preschool children will have a designated restroom and the area will be sanitized after every child, at different times of the day and at the end of the day.**
- **The climber area will be sanitized after each use by a classroom.**
- **Preschool will have a designated outdoor time and space and will not be mixing with other children while playing.**
- **Classrooms will be sanitized each day and between sessions for half day programs.**

- Children will have their own cot that will be sanitized after each daily usage.
- Each full day child will receive a washable pillow case to carry their child rest time belongings. These items need to be washed daily or clean ones provided in their place.
- See mealtime section for specific mealtime information.

As stated in the WLPS Covid daily checklist, and all district communications, it is imperative that we are notified immediately if you think your child, or someone in your family, has been exposed to or diagnosed with Covid 19.

Additional Health Concerns

There are many other virus'/bacteria that children can pass from one to the other. In an effort to minimize the illness between children and their families, the following guidelines have been established to help parents make wise decisions regarding when to keep their child home, and to make them more comfortable in sending their child back to preschool. We will also call a parent/guardian if a child appears ill and/or contagious. We will send information home if it is a possibility that your child has been exposed to a contagious illness.

If your child is ill, please call the attendance line and give your child's symptoms. We report illnesses to the county health department.

Head Lice

If staff suspect that a child has head lice, the parent is called to immediately pick-up the child from school. An informational letter is sent home with the rest of the children in the class.

Once the child has been treated for lice and there are no nits (eggs) she/he may return to school. At that time your child will need to be re-examined by a staff member.

The office can assist you with additional information.

Conjunctivitis (Pink Eye/inflammation of the eye)

Symptoms include pus and pinkness in the corner of the eye and itchy/watery eyes. Child needs to be seen by a physician before attending school.

Diarrhea

Please keep your child home if your child has had diarrhea the morning before school or continuously the night before school.

Cough

An occasional cough is not significant, but if your child is coughing enough for you to administer a cough suppressant or the cough interferes with their play please keep him/her at home as they will not have a productive day.

Fever

The most obvious reason to keep your child at home. Temperature greater than 100 F. (oral or rectal) is considered to be a fever. Twenty-four hours after the temperature has returned to normal, the child may return to preschool, provided the child feels well enough to attend.

Nasal Discharge

Color and amount are things to consider. Yellowish or green nasal discharge can be either of viral or bacterial origin; it is given more weight than clear, runny discharge and could be a

warning that something else needs to be evaluated. The child should definitely be kept at home.

Rashes

If your child has an unexplained rash they need to stay home and be seen by a physician.

Vomiting

Please keep your child home if your child has been vomiting the morning before school or the night before school.

This information is not meant to take the place of advice from your doctor and is only given for informational purposes.

Confidentiality

- Confidentiality of children and family information will be maintained at all times.
- Respect for privacy will be shown to everyone in the program.
- All children's files will be kept in locked cabinets.
- Only authorized personnel have access to the children's records.
- Any information shared about children and families in the program due to working or volunteering in the classroom will not be tolerated.
- Concerns about information can be discussed with the Early Childhood Director.
- Written consent will be obtained from a parent or guardian before any information is released to anyone.

Discipline Policy

Discipline methods are developmentally appropriate, positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation.

Children will know and understand the classroom rules and expectations. Staff will enforce these rules by stating expectations and through redirection and consequences of behaviors such as leaving the area they are playing for a short period of time. Adults will encourage problem solving skills among the children.

Discipline in the classroom will not at any time be punitive, demeaning, threatening or derogatory to the child. Staff will not withhold food at any time for any reason. Children will not be restrained or secluded at any time.

Seclusion and Restraint

The school district strictly adheres to the law as described in MCL 380.1307-307h. The WLPS School Board adopts the State Board of Education policy approved by the State Board of Education in March of 2017 and directs all staff to comply with the policy. Physical seclusion and/or restraint shall not be used with preschool aged children as defined by law. The following actions are *prohibited in all situations*: Corporal punishment, deprivation of basic needs, child abuse, intentional application of noxious substance or stimulus resulting in physical pain or extreme discomfort, mechanical restraint, chemical restraint, any restraint that negatively impacts breathing, prone restraint, physical restraint other than emergency physical restraint, and seclusion

Program Expectations

1. Be kind and respectful with your language and your actions.
2. Keep our hands on our own body.
3. Use quiet voices inside.
4. Use walking feet.
5. Work and play safely.
6. Parents are their child's first teacher. Please help us to model these expectations for the children.

Articles Prohibited in School

Hard balls

Video game devices

Water pistols

Skate boards

Walkie-talkies

Weapons (toy, fake, or real)

***Personal toys need to be left at home unless it is a special day.**

Animals at School: In consideration for those who have allergies, and to help keep an orderly environment at school the procedures for bringing animals to school are:

1. Prior arrangement needs to be made with the classroom teacher who will receive approval from the Early Childhood Director.
2. The visit must be short - 30 minutes or less.
3. The animal must be on a leash or in a cage and under the control of an adult while on school grounds.

Please do not bring animals onto school grounds when dropping off or picking up children.

Preschool Staff Requirements

All staff are certified as required by the school district.

All staff have on file documentation from the Department of Human Services showing that he/she has not been placed on the central registry for substantial abuse or neglect as defined in Act # 238. All staff have also been fingerprinted and cleared of any crime convictions through the State police.

Teaching staff are trained and certified in CPR and First Aid, Child Abuse and Neglect, Blood Borne Pathogens, Seclusion and Restraint and any other requirement of the school district, county and/or state. They also attend trainings and workshops to better meet the needs of all children and to stay current in early childhood practices.

Early Dismissal and School Closings

The Whitmore Lake Early Childhood Center will be closed when Whitmore Lake Public Schools are closed. In the event that school is cancelled due to snow, ice, or other emergencies, notification will be made on radio and television stations and through the school district Alert Now system.

Early Dismissal and School Closings Continued

An alert system is utilized to inform families of school closings and important issues and announcements. Please be sure your emergency phone numbers are kept up to date.

If school needs to close early, families will be notified as soon as possible and asked to pick up their children.

Fire Drills, Severe Weather and Lock-Down Drills

Throughout the year children will participate in practicing fire, tornado and lock down drills. It is important for all adults to fully participate in all drills. All drills are practiced as if they were real so the children and adults will learn and know real procedures

Drill procedures for all areas of our building have been established, are posted in each room, and carefully followed.

A Note from the Early Childhood Staff:

To ensure the safety of you and your child and to ensure your experiences here at the Early Childhood Center are positive ones, please let your child's teacher, or staff in the Early Childhood offices, know if you have any issues and/or concerns. We welcome positive feedback as well!

Have a great preschool year!

What's in your backpack?

What's in your backpack?
It's empty today.
Where's your work?
Did you just play?

When I build with blocks
I learned about shapes.
I balanced and shared-
Our skyscraper was great.

I played in the windy house
And talked with my friends.
I rocked a baby
And played pretend.

In science I observed,
Guessed and experimented, too.
The same things grown up
Scientists do.

My fingers got a work out
With puzzles and clay.
Those same muscles

Will help me write one day.

Out in the playground
I ran like the wind.
I learned to take turns
And helped a hurt friend.

Story time is what
I always like best.
I can use my imagination
And give my body a rest.

I sang and danced-
Learned a finger play too.
I answered questions
and said, "Please" and "Thank you".

There will be time
for worksheets and tests,
But talking and playing
Are how I learn best.

STAY SAFE TO STAY OPEN



We want our schools to stay open.
We need to work together to keep each other safe.

#InThisTogether

SELF SCREENING HOW TO

EVERY MORNING ASK YOURSELF

Has my child(ren) started to have any of the following, not due to some other known health problem?

- Temperature over 100.4 Fahrenheit when taken by mouth?
- Sore throat
- New, uncontrolled cough that causes difficulty breathing (for students with chronic allergy/asthmatic cough, a change in their cough from baseline)
- New onset of severe headache, especially with a fever
- Diarrhea, vomiting or abdominal pain
- Has my child(ren) had close contact with someone diagnosed with Covid-19?
- Since they were last at school, has my child(ren) been diagnosed with Covid-19?

IF THE ANSWER IS YES TO ANY OF THESE QUESTIONS...

- Keep your child(ren) home from school.
- Call the school as soon as possible to let them know the reason your child(ren) will not be there today.
- Call your healthcare provider right away.

