Dryden Community Schools

Great Start Readiness Program

Four-Year-Old Preschool

2018-2019



**PARENT HANDBOOK**

3835 N. Mill St.

Dryden, MI  48428

Lead Teacher, Mrs. Vanessa Campbell

Associate Teacher, Mrs. Shelly Mater

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Program Overview

**Philosophy**

The Dryden Readiness Program is pleased that you have enrolled your child in the school readiness program.  The funding for this preschool program is from a grant awarded to the school district by the Michigan Department of Education.  The following information is designed to assist you in making your child's preschool experience productive and enjoyable.

The Dryden Readiness Program strives to meet the social, emotional, cognitive and physical needs of each child. We believe that by working and sharing together in play and through new experiences each child will broaden his/her experiences in preparation for Kindergarten and years to come.

The Dryden GSRP Program strives to provide a safe, healthy and nurturing environment for your young child.  We anticipate starting them off in a positive, supportive program where they can become successful, confident and independent.  As the school year progresses, we hope to form a partnership with you, striving toward the development of your child.  We would love for you to come in and be a part of your child's preschool experience.  The door is always open and parents are encouraged to participate in classroom activities.  In order for our partnership to be a success, communication is a must.  With this in mind, please feel free to call us any time you have a question or a problem.  We will be happy to help in any way we can.

**Curriculum and Assessment**

We use the Creative Curriculum and Teaching Strategies Gold to teach and assess the children throughout the year and to guide our instruction. Students complete center work at tables and also make choices in their play. Preschoolers learn through play, it is their WORK. There are also group and choice times which include: reading, math, music & movement, sharing time, dramatic play, construction, sensory exploration and language building.

**Developmental Screening**

Each child enrolled in Dryden GSRP Preschool will be assessed using the Brigance, which is a developmental screener. This screening will give the program a better understanding of where the child is developmentally.

Parent Involvement

**Home Visits**

For 4 year-olds entering preschool in the Fall the home visits are mandatory.  It is a formal line of communication between the teacher, the parents, and the preschoolers where we get to discuss concerns, questions, and the child's progress.

We do not come to your home to judge what we see.  The purpose of a home visit at the beginning of the school year is to meet the preschooler and the family.  During this meeting the preschoolers get a chance to meet and familiarize themselves with their new teachers.

The parents on the other hand are able to ask any questions that they need answered and complete any additional forms during this visit. The final home visit is then used to discuss the preschooler’s progress throughout the year and kindergarten in the Fall.  We use this time to prepare parents for what is expected on the first day of kindergarten.  We also discuss what parents could do over the summer to further ready their child for this transition.

**Parent Teacher Conferences**

Parent Teacher Conferences are used to further communicate a preschooler's progress during the school year for both parents and teachers.  Parents and teachers get to meet twice a year and discuss what is being taught in class, questions that they might have about how their child behaves, and how their child is progressing overall. Parent-Teacher Conferences are fun, quick, and like home visits they are mandatory for all preschool students.

**Parent Involvement**

Parents, grandparents or other caregivers are always welcome in the classroom.  Parents will be notified of various opportunities throughout the year. Volunteers MUST sign a contract before helping in the classroom. Throughout the year, there will be activities that will involve all family members.  It is helpful to have knowledge before your visit so that plans can be made to read special stories, engage the children in special activities, etc.

**Parent Advisory Meetings**

During the preschool year we will gather to have three parent advisory committee meetings.  All parents are encouraged to attend.  If you are interested in helping out please let me know. We will discuss topics of parent concern and share child data at these meetings. The Parent Advisory Meetings will take place from 3:35 p.m. to 5:35 p.m. in our classroom on the following dates:

* Thursday, November 1st
* Thursday, February 21st
* Thursday, May 17th

Child Recruitment

**Eligibility**

The following factors are guidelines for eligibility:

1. County of residence is Lapeer County.

2. The child must be four (4) years old on or before September 1, 2015.

3. Assessment and family information (Eligibility Factors) must reflect that the child has the greatest need as compared to other children who are screened.

4. Child must attend daily. In the case of shared custody, it is the responsibility of the parent, guardian, or other legal person for having the child in attendance daily.

\*Acceptance is granted to students showing the greatest need determined by the guidelines set forth by the Michigan Department of Education.

**Other Admission Requirements**

The following documents are required to enroll a child in the program;

• Completed Enrollment Packet

• Proof of Residency

• Birth Certificate

• Immunization Records

• Verification of Household Income (W-2 or tax return)

• Completed Health Appraisal (physical with vision/hearing) signed by a physician

• Custody/Divorce Papers (if applicable)

The program is required, by law, to have a copy of the child’s custody or guardianship papers on site if the child is not living with both natural parents. Without these documents we do not have the authority to deny the release of the child to a natural parent, as indicated on the copy of the birth certificate.

\*Please note that children must be completely toilet-trained-no diapers or pull-ups are allowed.

**Confidentiality**

Child and family records will not be disclosed without written consent of parents or legal guardians, except as needed when child abuse or neglect is a concern. Confidential information is shared only with staff members who need the information to perform their jobs.

Sliding Fee Scale of Tuition

**Lapeer County Intermediate School District**

**2018-19 Great Start Readiness Program (GSRP)**

**Sliding Fee/Tuition Scale**

**Tuition for the 2018-19 School Year:**

**All children enrolled in a GSRP must meet income eligibility guidelines, as put forth by the State of Michigan and outlined in the GSRP Implementation Manual. Each subrecipient (program) will assure that all family financial information will be kept confidential.**

**For the 2017-18 school year:**

* Families whose total income is up through 250% above Federal Poverty Level (FPL) pay no tuition to attend GSRP. \*\*
* Children with current IEPs, those who live in a foster care situation, or those who fall within the definition of Homelessness, automatically qualify for GSRP. (In your prioritization, treat these children as falling in the 0-50% quintile. Follow our Head Start Memorandum of Understanding [MOU] stipulations by first offering Head Start the option of serving the children)
* Subrecipients will be responsible for collecting tuition from families, keeping a record of tuition payments received, how tuition funds were spent, and submitting those ledgers to the ISD.
* Families whose income is above 250% Federal Poverty Level will pay the following tuition: **(Subject to finalization of Legislative Language, whether over 250% of FPL will be allowable in 2017/2018.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Programming** | **Up Through 250% Federal Poverty Level** | **251% - 300% Federal Poverty Level** | **Above 300% Federal Poverty Level** |
| **½ Day Programming** | **GSRP Eligible –**  **No Tuition** | **$10 / month** | **$20 / month** |
| **Full Day Programming** | **GSRP Eligible –**  **No Tuition** | **$20 / month** | **$40 / month** |

Please note: Only 10% of the total ISD enrollment can be over 250% Federal Poverty Level. Each of the children in this 10% must also have at least one risk factor other than income level. Please notify the ISD if you anticipate enrolling a child in this category, as we need to monitor the number of students. Subject to finalization of Legislative Language, whether over 250% of FPL will be allowable in 2017/2018.

If an ISD utilizes the option to serve more than 10% of their students between 251% and 300% FPL, or serve children over 300% above poverty level, the ISD must contact MDE and be able to provide documentation of due diligence to identify and enroll all children at or below 250% FPL

**\*\***

**Effective July 1, 2017 to June 30, 2018**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Household**  **Size** | **250% Federal Poverty Level** | | | **300% Federal Poverty Level** | | |
|  | **Annual** | **Month** | **Week** | **Annual** | **Month** | **Week** |
| **1** | **36,180** | **3,015** | **696** | **42,210** | **3,518** | **812** |
| **2** | **48,720** | **4,060** | **937** | **56,840** | **4,737** | **1,093** |
| **3** | **61,260** | **5,105** | **1,178** | **71,470** | **5,956** | **1,374** |
| **4** | **73,800** | **6,150** | **1,419** | **86,100** | **7,175** | **1,656** |
| **5** | **86,340** | **7,195** | **1,660** | **100,730** | **8,394** | **1,937** |
| **6** | **98,880** | **8,240** | **1,902** | **115,360** | **9,613** | **2,218** |
| **7** | **111,420** | **9,285** | **2,143** | **129,990** | **10,833** | **2,500** |
| **8** | **123,960** | **10,330** | **2,384** | **144,620** | **12,052** | **2,781** |
| **For each additional member** | **12,540** | **1,045** | **241** | **14,630** | **1,219** | **281** |

Attendance and Discipline

**Attendance Policy**

Consistent attendance is important to your child’s success. When attendance issues arise, GSRP Teachers will make an effort to communicate with the child’s guardian/caregiver in order to offer support and guidance in the matter.

Please communicate with your child’s teacher about any attendance problems that may arise. This would include transportation problems, family member illness, or any major change in the child’s home life. GSRP Staff understand that situations may arise that prevent a child from attending school consistently and would like to be able to offer support to the child & family. In the event a child has extended 2 weeks of unexcused absences, GSRP reserves the right to drop the child from the program.

**Discipline Policy**

Positive methods of discipline will be utilized by our staff in order to foster self-control, self-direction, self-esteem, and cooperation in our students. Our goal is to provide a safe and nurturing environment for all children.

At the beginning of each school year we talk about simple character education ideas with our students, such as safety, caring, and being helpful.  We always focus on keeping everyone and all things safe in our classroom as our main goal.

In order to help build social emotional skills, we use conflict resolution in the case of normal daily conflicts between peers.  Here is the six step process used daily:

**Conflict Resolution:**

(1) Approach calmly, stopping any hurtful actions

(2) Acknowledge children's feelings

(3) Gather information

(4) Restate the problem

(5) Ask for ideas for solutions and choose one together

(6) Be prepared to give follow-up support.

**Suspicion of Child Abuse/Neglect**

Abuse and/or neglect of children are against the law. All caregivers are mandated by law to report suspicion of abuse and/or neglect to Department of Human Services.

Inclusion Policies

**Cultural Competence**

GSRP programs strive to provide culturally sensitive environments where all families and children feel welcomed and accepted. GSRP in accordance with the Michigan Department of Education Early Childhood Standards of Quality will show respect for the culture, home language, and family composition of all children. The GSRP program and Program Quality Assessment contain specific measures to ensure cultural awareness within the GSRP classroom.  Every measure will be made to understand and respond to families and children from all cultures.

**Special Needs**

GSRP programs within Lapeer County promote inclusion. GSRP strives

to provide appropriate developmental learning opportunities for all children in accordance with the Michigan Department of Education Early Childhood Standards of Quality. The GSRP program uses developmental assessments/screeners which ensure all children are achieving appropriate developmental milestones. However, if the child presents with a development delay, the staff will contact the local education agency (i.e. local school district) to initiate protocol for suspecting a developmental delay.  All efforts will be made to continue the student in the least restrictive environment.

**Referral Process**

If parents have concerns about behavior or special services needed they should speak with their child’s teacher. Once addressed, the teacher will fill out the appropriate paperwork and share it with agencies appropriate for the need. We encourage parents to be an active participant in the referral process and will communicate the next steps needed.

Health and Medical Information

**Health Information**

Parents of the Great Start Readiness Program must submit a record of immunizations and an evaluation of their child’s health signed by a licensed physician by the first date of attendance. Exceptions are granted only where such health practices are against the religious beliefs of the family in which case an immunization waiver form must be completed. Parents are responsible for informing the program of special medical conditions or allergies their child may have.

If a child is ill or too sick to play outdoors, the child should not come to school. Sick children will be sent home. If a child becomes ill while at school, the parent will be contacted. Parents are expected to pick up the ill child as soon as possible or make arrangements. If the parent cannot be contacted, a person listed on the child’s emergency card will be contacted. **Children must be fever free without medication for 24 hours before returning to school.**

Concerning head lice, Dryden Schools has a no-nit policy. If your child catches head lice, he/she may not return to school until he/she is nit-free. More information on this policy may be found in the Dryden Elementary office.

**Medication**

There are instances when it becomes necessary for children to take medication during program hours. Because of this, the program has a specific procedure for dispensing medication to children during program hours. This is necessary for the protection of the child as well as the person giving medication.

1. A medication consent form must be completed and on file at the program before any medication may be administered to a child. Such forms will contain written consent of parent or guardian and the complete recommendation and instructions of the physician (this also applies to over-the-counter medicine).

2. Medication will be administered by school staff.

3. All medication will be kept in a secure area. Medication must be brought into the classroom directly by the parent. No medication may be sent with the child.

4. Medication is to be in the original pharmaceutical container and labeled with the child’s name, the medicine name, amount of dosage, the time administering should take place, and the physician’s name.

5. Refills are the responsibility of the parent or guardian. Also, the parent is responsible for notifying the staff when medication has been discontinued or changed. The parent is expected to pick up any unused medication.

6. A log for each medication shall be maintained by staff.

Accidents

**Medical Emergencies**

In the event of a medical emergency, the program coordinator will take the necessary steps to obtain prompt medical care for the child.

These steps may include:

• Contacting parent or guardian

• Contacting an emergency contact on ID card

• Contacting child’s physician

• If we cannot contact you or the physician, we will do any or all of the

following:

- Call another physician, call 911, or have the child taken to an

ER in the company of a staff member. Any expenses incurred in obtaining emergency medical care will be borne by the child’s family. Preschool staff is current in CPR/First Aid per licensing requirements.

**Illness/Accident/Injury Procedure**

The following are our procedures for caring of seriously injured or seriously ill children:

• Attend injured or ill child

• Notify other staff member (s) of injured or ill child

• Direct other staff member (s); call parent, doctor or 911, as determined by seriousness of accident or illness.

• Alert Director

• Stay with injured or ill child until relieved by parent or ambulance.

• Fill out accident report.

Weather Related Emergencies

**Snow Days**

When Dryden Community Schools are closed because of inclement weather, there will be no GSRP preschool on that day either. Please listen to a local radio or television station for school closing information.

**Fire/Tornado/Lock-down Drills**

• Fire drills are a necessary precaution for your safety.  We practice the drills with caution and seriousness.

1. There will be no warning signal.  As soon as the bell sounds, all students should form a line ready for exiting.

2.       No Talking.

3.      Move quickly without running.

4.       Go where directed

•         Lock-down drills will be conducted each school year.  When in “lock-down” only law enforcement and emergency personnel will be permitted to enter or exit the building.

•         Tornado drills will also be conducted each school year.  Students are to follow classroom instructions and remain silent while the drill is taking place.

Health Policies

**Breakfast**

A sack breakfast will be offered free of charge at the beginning of each school day.  It will include milk and a couple of food items.  Please look for a posted menu of daily breakfast items on the parent board.

**Lunch**

Lunch will be provided mid-day free of charge.  We will eat this meal in our classroom, family style. Please look for a posted menu of daily lunch items on the parent board.

**Snacks**

Afternoon snack will be provided daily to the children.  Please look for a posted menu of daily snack items on the parent board.

**Birthdays**

Birthdays are special to young children.  Please let us know ahead of time if you would like to send a snack for your child’s birthday. We will have a small celebration during afternoon snack and we will sing happy birthday.  Healthy snacks are strongly encouraged!  If you choose to bring something, it must be store bought and unopened with the ingredients listed.

**Mealtime Goals**

Mealtimes and snack time in the GSRP classroom offer opportunities for developing social skills and good manners.  Students also develop a sense of responsibility; assisting the teachers in passing out snack and cleaning up their own areas after eating.

**Physical Activity**

We will go outside for two, half hour blocks a day; weather permitting. Our policy is that we go outside as long as it is 10 degrees or warmer outside with wind chill. Please keep the elements in mind when sending weather appropriate clothing to school.

**Rest Time**

The children will have one hour of quiet time each day. They will be provided with a cot and quiet activities to do if they choose not to sleep. Children must remain quiet and on their cots the duration of rest time. Please consider sending a stuffed animal, pillow and blanket in the nap bags provided to keep your child comfortable. The nap items will be sent home each Thursday to be given the opportunity to get washed at home. We ask that they be returned the following Monday in the same nap bag.

**Teeth Brushing**

Students are encouraged to brush their teeth after eating. GSRP students are provided a toothbrush and toothpaste.

**Clothing**

When dressing your child, please think of your child’s comfort and provide simple clothing. Children will often be involved in messy activities, movements and outside play. Dress your child according to the weather. For safety reasons, shoes with backs are high recommended for the playground. We suggest play clothes with rubber soles with socks and boots in the winter time. Your child should bring a backpack to school each day. An extra set of clothing (including underwear and socks) should be left in their lockers. **Please label ALL of your child’s clothing!**

**Transportation**

Preschool students that are four years old will be able to ride the bus if they live within the districts bussing limits. Preschool students will not be let off the bus at their designated stop unless there is a responsible, authorized person to receive them (hand-to-hand contact must be made). In the event that no one is there, they will be returned to their school, providing staff is present.

**Field Trips**

There will be opportunities for field trips throughout the year. You will be notified ahead of time for all field trips. Parents must ride the bus with their kids if they chaperone. We ask that you reserve this special time for your and your child and leave other siblings at home.

**Toys from Home**

For the safety of all children, toys from home are not allowed at Dryden’s GSRP Preschool. We provide a wide variety of materials for children to discover and manipulate. In the event a child brings a toy or other personal belonging to school, the early childhood program assumes no responsibility if the item is lost or stolen.

Classroom Schedule

8:25-9:00 Arrival/Breakfast

9:00-9:20 Circle Time (Music and Movement)

9:20-9:40 Small Group Time

9:40-9:50 Plan (Children discuss where, what, and with whom they want to play)

9:50-10:50 Do (Choice Time)

10:50-11:00 Clean Up

11:00-11:10 Review (Children share where, what, and with whom they played)

11:10-11:20 Bathroom/Get Ready to go Outside

11:20-12:00 Outside Time

12:00-1:00 Lunch/Clean Up/Brush Teeth

1:00-2:00 Rest Time

2:00-2:30 Center Time/Snack

2:30-2:40 Clean Up

2:40-2:50 Read Aloud

2:50-3:00 Coats/Backpacks

3:00-3:25 Outside Time

3:25 Dismissal

**2018-2019 GSRP Calendar**

**Monday-Thursday**

**8:35 a.m. - 3:25 p.m.**

**2018**

September 4-7 Home Visits

September 10 First Day of Preschool

October 31 Halloween Party

November 1 Parent Advisory Meeting @ 3:35 p.m. in the classroom

November 2 Parent Teacher Conferences for GSRP

November 8 HALF DAY FOR PRESCHOOL- A.M. Only

November 8 Parent Teacher Conferences for GSRP- P.M. Only

November 16 Parent Teacher Conferences for GSRP

November 19-23 Thanksgiving Break – NO PRESCHOOL

December 19 Christmas Party

December 20 - January 2 Christmas Break – NO PRESCHOOL

**2019**

January 3 School Resumes

January 16 - 18 Exams- HALF DAYS FOR PRESCHOOL

January 21 Martin Luther King, Jr. Day- NO PRESCHOOL

February 14 Valentine’s Day Party

February 15-18 President’s Day – NO PRESCHOOL

February 21 Parent Advisory Meeting @ 3:35 p.m. in the Classroom

March 25-29 Spring Break – NO PRESCHOOL

April 11 MiAEYC Conference – NO PRESCHOOL

April 19-22 Good Friday and Easter Monday- NO PRESCHOOL

May 3 Parent Teacher Conferences for Preschool – ALL DAY

May 10 Parent Teacher Conferences for Preschool – ALL DAY

May 16 Parent Advisory Meeting @ 3:35 p.m. in the Classroom

May 24-27 Memorial Day – NO PRESCHOOL

May 30 Tentative Last Day

June 3-7 Home Visits

\*Dates could be added to the end of the school year due to snow day

Grievance Policy

The goal of the Dryden Community Schools GSRP program is to provide a high quality educational experience and care for all students. We believe that each student and family is entitled to a warm welcome and caring environment where all students can learn and develop as they play.

All families are encouraged to express their concerns or problems about the GSRP program to the classroom teachers at any time. This may be through conference, letter or email. Dryden GSRP believes all students and parents are entitled to courtesy and prompt, careful attention to any concerns or grievances that may occur. We welcome suggestions on how to improve our program and will give serious attention to any concern. We anticipate that most concerns will be resolved quickly and in the best interest of the student, family and staff.

To achieve this, we have the following procedure:

Step 1- Any person(s) who has a grievance about any aspect of the Dryden GSRP program, should first discuss his/her concern with the student’s teacher.

Step 2- If there is not a satisfactory outcome after Step 1, or if the problem recurs, the person(s) should put the grievance in writing to the principal. This written grievance should state the concern, the date in which the incident occurred, who was involved, and a suggested solution. We anticipate most grievances to be resolved in either Step 1 or Step 2.

Step 3- If step 3 is necessary, the person(s) filing the grievance, the staff member(s) involved, and principal will set up a meeting. An agreed written record of the discussion will be made. All of the parties present at the meeting sign the record and receive a copy of it. A signed record signifies that the grievance has been resolved and the procedure has concluded.

Notice of Program Evaluation

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

* Ask parents questions about their child and family
* Observe children in the classroom
* Measure what children know about letters, words and numbers
* 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? Contact [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov) or 517-373-8486

Or

MDE, Office of Early Childhood Education and Family Services,

608 W. Allegan, P.O. Box 30008, Lansing, MI 48909