



Lakeview Public Schools

EARLY CHILDHOOD CENTER

**3 year old and 4 year old
tuition-based Preschool**

**PARENT INFORMATION
2018-19**



**Located in:
Wheat Educational Campus
27575 Harper Avenue
St. Clair Shores, MI 48081
586-445-4159**

PHILOSOPHY

The philosophy of the Early Childhood Center is to learn by doing in a stimulating and nurturing environment. Children learn at their own pace aided by a staff of highly trained preschool specialists who strive to promote a high level of self esteem in each child. The curriculum is devoted to the areas of social-emotional, intellectual, language, creative, and physical development using a variety of materials carefully selected to meet the development needs of each child. The preschool nurtures a cooperative relationship between families and the program and fosters collaboration with the community. The preschool program provides for continuous staff development opportunities.

LAKEVIEW PUBLIC SCHOOLS **MISSION STATEMENT**

Lakeview Public Schools partners with our community to empower students to achieve personal and academic success.

ABOUT OUR PRESCHOOL

The Lakeview School District was one of the first public school districts in the state to offer a developmental preschool/child care program for 2 ½ through 5 years old in conjunction with the Vocational Child Care Training program. The Salturelli Child Development Center Preschool was established in 1979 as a unique laboratory-classroom program providing supervised experiences for high school vocational students. The school stressed a positive approach to learning in a relaxed, happy atmosphere, through an activity centered program. Although our 3 and 4 year old programs no longer provides supervised experiences for high school vocational students, Lakeview's Preschool at the Early Childhood Center still stress a positive approach to learning in a relaxed, happy atmosphere for 3 and 4 year old children.

The preschool curriculum is designed to stimulate individual development through the use of concrete materials and activities which allow the child to explore, discover and learn. Art, literature, movement activities, science, math, cooking, music and creative play are a few of the many activities planned for each day. These activities revolve around units of interest.

A goal of our Preschool is to have close home/school relations. Parents will be contacted immediately if a problem arises. We welcome visits to our Preschool at any time. If you have concerns or compliments, please feel free to contact us any time during Preschool hours. If there are changes in your child's routine that may affect his/her school day, please let us know. (Family changes, moving, illness etc.) Our goal is to make everyone's day pleasant.

SCHEDULE OF OPERATIONS

The Early Childhood Center Preschool is open Monday thru Friday following the District calendar for Lakeview Public Schools

A.M. 3 year old and 4 year old classes - 8:00am to 11:00am.

P.M. 3 year old and 4 year old classes - 12:30pm to 3:30pm

Stay-N-Play Latchkey - 6:30am-8:00am and 11:00am-6pm for the days your child attends preschool

PROGRAM

Our educational program has varied learning activities geared to each child's developmental level. The 3 and 4 year old programs stress opportunities to explore, use imagination, develop awareness and solve problems. In addition, the children learn to develop independence, good work habits, and Kindergarten Readiness skills. Special weekly activities may include gym time, technology, and science experiences.

A typical morning may include the following activities which are correlated with the theme of the week: finger plays, songs and rhymes, outdoor play, large and small group activities, individualized teaching, story time, free choice activities, dramatic play and creative art. Snack is brought in for the class by parents, both morning and afternoon sessions.

CURRICULUM USED: SPLASH INTO PRE-K
(Houghton Mifflin Harcourt- 2013)

EMERGENCY POLICY

We practice fire drills, tornado drills and lockdown drills during the school year in order to be prepared for emergency situations.

All exterior doors are locked at all times for the safety and security of all children. Parents are expected to use their FOBs or the buzzer system to enter the school building during operating hours.

In the event that school needs to be closed due to a building emergency (evacuation, power outage, water main break), children will be relocated to a predetermined location which is established through the district's Crisis Plan. The exact locations are known by staff but not available to the public for security purposes.

In an emergency where the Early Childhood Center would need to close early, we will make all efforts to contact parents first. If we cannot, the person specified on the Child Information Record will be asked to come for the child. Please keep this Information Record up-to-date. The emergency number must be someone who can arrive to the school quickly (15 minutes

or less). Parents should notify staff if their child has any special needs that should be addressed during an emergency.

If Lakeview Public Schools is closed due to bad weather, the Early Childhood Center will also be closed. You can find school closing information on the district website at www.lakeviewpublicschools.org or check local news programs for school closings.

SEVERE WEATHER – TORNADO

Employees will lead children to predetermined locations in the school in the case of a Tornado Warning. If parents are picking their child up, they are encouraged to stay in the building during dangerous weather.

CRISIS PLAN – LOCKDOWN

Each building in Lakeview Public Schools has a crisis plan that includes lockdown protocol. These plans are known by staff but not made available to the public for security purposes.

If the school cannot be reached during a building emergency, then a district representative can be reached by calling (586) 445-4000.

REGISTRATION REQUIREMENTS

The following forms are required before the first day of your child's entrance to the Preschool.

1. Legal Birth Certificate (to be shown at the time of registration).
2. Immunization Record
3. Physical Exam - Health Appraisal Form (signed by physician)
4. Online Registration Submitted
5. Child History Form
6. Contract Agreement
7. Registration Fee: \$50.00

To enroll in the 3 year old program, children should be 3 by September 1 of the enrolling school year. To enroll in the 4 year old program, children should be 4 by September 1 of the enrolling school year. Children must be toilet trained. Children must be able to take care of their own personal hygiene needs (wiping). Staff may only assist in giving directions, buttoning zipping adjusting clothing, or hand washing.

WITHDRAWAL POLICY

When your child is enrolled in the Center, it is expected that he/she will remain for the entire school year. However, if it should become necessary for you to withdraw your child, you must give us at least two weeks written notice in advance, or you will be billed for the two weeks tuition in lieu of notice. This is necessary to give us time to get a child from the waiting list registered and ready to start when your child leaves.

A Child May Be Dismissed From The Center If:

- They do not meet health requirements
- They are absent consistently without doctor's note or explanation
- The parent fails to follow program policies
- The program is determined to be an inappropriate setting for the child

CLOTHING INFORMATION

We suggest you send your children to school in washable play clothes which they can manage themselves. Rubber-soled shoes should be worn for safety. Weather permitting; we will spend part of each day outside. Children should be dressed according to weather conditions; boots should be large enough to put on easily. Please have all clothing marked with your child's name. ***ADDITIONAL CLOTHING MUST BE KEPT ON HAND IN THE EVENT THE CLOTHES A CHILD WEARS TO SCHOOL BECOME SOILED OR WET.***

PARTIES AND TREATS

We celebrate the following holiday with parties:

- HALLOWEEN
- CHRISTMAS
- END OF THE SCHOOL YEAR

Parties will be scheduled so all children may participate. A sign-up sheet will be put out for parents who would like to contribute treats for each party.

Birthdays will be celebrated on the day closest to your child's birthday. Summer birthdays will be celebrated during the months of May and June. If you wish to send treats, some suggestions of possible snacks are Finger Jell-O, fresh fruits, or vegetables, rice krispie treats, granola bars, or cookies. If you choose to bring store-bought cupcakes, then we **highly** recommend purchasing the mini-cupcakes.

SHOW AND TELL

Children may bring in books, pictures, newspaper or magazine articles, objects and souvenirs from trips. Please be aware of what your child chooses to bring to school so that fragile, valuable, or sharp edged objects or toys that are not appropriate are not brought to the preschool. **Children may not bring weapons of any type or toys with weaponry.** We encourage you to check the week's theme so that show and tell can be in used in correlation with what they are learning about that week.

The Early Childhood Center cannot assume responsibility for loss or damage to any personal possessions your child may bring to preschool.

HEALTH AND MEDICAL POLICY

All enrolled children must have a current health evaluation completed and signed by your child's physician and a current immunization record on file. These are reviewed annually by staff each year and updates are required when necessary.

All children are required by state law to be fully immunized. Parents or guardians are responsible for ensuring that their children have received all required vaccine doses. It is important to schedule regular well-child visits for your child. These typically occur annually for children ages 3-21. Lakeview's Early Childhood Center conducts Hearing and Vision screening on all children in the center each year. This occurs during their normal school day. Parents will be informed in advance of the testing dates.

The Michigan Department of Health and Human Services is a great resource for information regarding the health of your child. Their website provides a wealth of information about various health related topics including (but not limited to): Developmental Delays, Healthy Children/Healthy Families, and Immunizations. Visit: <http://www.michigan.gov/mdhhs>

It is not fair to others, nor fun, for the sick child to be at school when ill. If children show any of the following symptoms they must remain at home: **FEVER, DIARRHEA, VOMITING, UNDIAGNOSED RASH, INFLAMED EYES, EARACHES, OR DISCHARGE FROM EYES, NOSE OR EARS.** Sick children will be sent home. If parents cannot be reached the person specified on the child's Information Record will be called.

CHILDREN WHO HAVE BEEN ABSENT DUE TO AN ILLNESS MUST REMAIN HOME FOR ONE FULL DAY AFTER THEIR TEMPERATURE RETURNS TO NORMAL.

If your child is going to be absent for any reason, please call the Preschool by 8:00 a.m. (586-445-4159) Please advise the preschool if your child has a communicable disease (ex. Chicken Pox) as this information must be posted.

Because our program is licensed by the State of Michigan, we must provide staff based on the number of children enrolled. Therefore, we cannot give tuition refunds for days your child is absent or make-up or exchange days. At the Director's discretion, children may be dropped from the program. Fee adjustments may be made for extended illness with a doctor's note.

Children sent home with rashes or sore throats may be required to have a doctor's note before returning to Preschool. Children who are too ill to be outside must be kept home. We must have doctor's note, updated each week, if your child must remain inside due to a medical condition.

MEDICATION

Medicine must be in the original container (including the prescription on the packaging) and must be accompanied by a Lakeview Public Schools Medication form, signed by the doctor and parent. This requirement also applies to “over the counter” remedies such as acetaminophen, cough syrup, cough drops, and throat lozenges, etc. Aspirin must be administered by parents. Medication is administered in the school office only.

All children’s medications must be brought to the teacher’s attention and not left in backpacks or mailboxes.

TRANSPORTATION

Parents are expected to provide transportation to and from the preschool and to be responsible for escorting the child into the building at arrival and waiting outside at departure for staff to escort your child out. If you wish to have someone pick up your child, other than those listed on your Child Information Record authorized to do so, **please notify us personally beforehand.**

NO STAFF MEMBER MAY TRANSPORT CHILDREN TO OR FROM PRESCHOOL.

Notice of Availability of LICENSING NOTEBOOK

Section 3g (MCL 722.113g)

The Early Childhood Center at the Wheat Educational Campus maintains a licensing notebook for all licensing inspection reports, special investigation reports, and all related corrective action plans.

- The notebook is available for parents to review during regular business hours
- Licensing inspections and special investigation reports from the past two years are available on the Department of Licensing and Regulatory Affairs – Child Care Licensing Division website at http://www.dleg.state.mi.us/brs_cdc/sr_lfl.asp

FOOD SERVICE POLICY

During the first few weeks of school, the teachers will provide the snack. After that, parents will provide snacks for the class on a rotating basis. A list of Healthy Snacks are provided at the beginning of each school year and posted outside of each classroom. Children will not be deprived of a snack if a parent fails to provide it. Alternatives are always available.

CULTURAL COMPETENCY POLICY

Lakeview's Early Childhood Center embraces diversity and the unique backgrounds of children and staff. Staff members take the time to learn about each child on a daily basis. Families are invited into the classroom to participate as an active member of the classroom. A variety of instructional methods are used to help meet the needs of all children.

SPECIAL NEEDS POLICY

We welcome the inclusion of all children whatever their individual needs may be. All children have the right to achieve and develop to their full potential. We believe that having an inclusive policy benefits all children, and is a positive experience that reflects the diversity of our community.

If staff have any concerns about a child, then they will work with the Student Intervention Team. Key personnel will observe the child and assess their needs. Staff will work together in partnership with parents to formulate strategies to support the child.

Staff is provided annual professional development related to working with children with special needs.

DISCIPLINE

The staff will use positive methods of discipline which encourages self-control, self-direction, and self-esteem. Praise and recognition will be given to encourage good behavior. Behavior which is negative or dangerous to others will be pointed out to the child in a non-humiliating way. If such behavior is repeated, then separation from the group, for a brief period to observe acceptable behavior may follow. Unacceptable behavior will be

handled by quiet discussion and working with parents. Physical restraint and corporal punishment shall NOT be used at ANY time.

The programs follow regulations set forth by the State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems – Child Care Licensing Division. The rules can be viewed by going to this link:

http://www.michigan.gov/documents/lara/BCAL_PUB_8_3_16_523999_7.pdf

At the director's discretion, a child may be dropped from the program for continuous, dangerous behavior. Parents will meet with the teacher and director to discuss possible alternatives before this would be necessary.

STAFF

All employees of the Lakeview Public Schools preschool programs have been cleared through DHS Central Registry and through the Michigan ICHAT (Internet Criminal History Access Tool). They have also been electronically fingerprinted.

A FEW REMINDERS

- All children must be accompanied into and out of the Preschool.
- Please send an extra set of clothing in child's back pack, labeled with their name, in case of an emergency.
- Check payments should be made out to **LAKEVIEW PUBLIC SCHOOLS**.
- Please notify the preschool by 8AM if your child will be absent (586-445-4159).
- Please no toys from home (show and tell items excluded).
- Park only in designated areas, at all times.
- Be sure to mark your child's outdoor clothing with their name.

RATE SHEET

2018-2019 School Year

➤ ***\$50 Non-Refundable Registration Fee***

If your child is registered for tuition preschool in the same school year and needs to utilize Stay-N-Play, then the \$50 registration fee covers both tuition preschool and Stay-N-Play.

➤ **In District Rates:**

- \$4.60 per hour for Stay-N-Play
- Total for 2 Preschool Days: \$27.60 per week
- Total for 3 Preschool Days: \$41.40 per week
- Total for 5 Preschool Days: \$69.00 per week

➤ **Out Of District Rates:**

- \$5.60 per hour for Stay-N-Play
- Total for 2 Preschool Days: \$33.60 per week
- Total for 3 Preschool Days: \$50.40 per week
- Total for 5 Preschool Days: \$84.00 per week

BILLING

All charges must be paid each Friday. Bi-weekly payments are accepted, however, a late fee of \$4.00 will be applied when a balance is carried into the next week. Pre-payments are highly encouraged.

Failure to make payments in a timely manner will result in children being suspended from the program until payment is made. The Director of Business Services may be contacted if special financial arrangements become necessary.

Non-sufficient Funds checks will incur a processing charge of \$15.00. If two checks are returned non-sufficient funds, then cash, credit/debit card or money order will be the only method of payment accepted for future payments.

We process MDHHS payments in connection with the Michigan Child Development Care (CDC) program for families who qualify. The parent/guardian is responsible for payments until we receive authorization as well as any balance not covered by MDHHS. It is the responsibility of the parent/guardian to contact their local MDHHS office for qualifications and payments.