



“Busy Hands, Growing Minds”

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# PARENT HANDBOOK

*PHOENIX EARLY LEARNING CENTER WELCOMES YOU AND YOUR FAMILY!*

**WELCOME**

Welcome to Phoenix Early Learning Center! Our center is licensed by the State of Michigan. We are pleased that you have chosen our program to be part of your child's growth and development. Knowing that choosing child care can be a difficult decision to make, we would like to give you some information about our program and why we feel you have made the right choice.

Phoenix Early Learning Center is committed to the interests and rights of all children and parents. We believe that any family interested in enrollment at our center should be treated equally, regardless of gender, race, national origin, religious beliefs, age, marital status, special needs, or sexual orientation.

**OUR PHILOSOPHY**

Phoenix believes that when a child has rich, high-quality childhood experiences, the effects will likely be lasting. It is our hope that through intense child-adult interaction, each child learns and experiences a variety of interesting activities that will help to achieve greater mastery of his/her environment today and in the future. We provide a program that encourages play, curiosity, exploration, and learning appropriate to the developmental levels and learning styles of children in a safe and clean environment.

We believe that the family is the first and most important group to which a child belongs; we strongly encourage family participation in all aspects of the program. With family support, together we assist the child, share experiences and observe development. Our belief is if a family feels welcomed, partnerships will develop, and involvement increases. We hope that together, our staff and families will work together to build solid foundations for all kids we serve!

**OUR MISSION**

To provide safe, clean, nurturing, and affordable child care with exceptional educational programs promoting healthy emotional, social, intellectual, and physical development; encouraging in each child a sense of independence, responsibility, and respect for self and others that will build a strong foundation for a well-rounded and productive future.

**PARTNERSHIPS**

Phoenix Early Learning Center has a goal of partnering with other community members and professional organizations to continue to provide High Quality educational experiences for all families. We have membership in the Jackson Educators for Young Children, Great Start to Quality, Michigan Association for the Education of Young Children and the National Association for the Education of Young Children. Teacher, administrator and parent involvement in these associations allow our program to offer services and resources to ensure the needs of families and children are being met.

**FORMAT**

This handbook serves BOTH tuition and Great Start Readiness Programming. All program specific information related to one or the other will be notated after each heading.



## **Jackson County ISD Great Start Readiness Program Educational Philosophy Statement**

All preschool age children enrolled in Jackson County ISD GSRP programs are entitled to early childhood experiences and settings that will prepare him/her for success by ensuring that each child is healthy, thriving and developmentally on track thus developmentally ready to succeed in school at the time of school entry.

Critical components to achieve include:

- Nurturing partnerships and responsive relationships between program staff, children and their families.
- Providing qualified staff members who understand and follow Michigan's Early Childhood Standards of Quality for Prekindergarten (ECSQ-PK).
- Enhancing each child's social, emotional, physical health and well being. • Creating a warm, stimulating and multi sensory environment filled with culturally, linguistically and developmentally appropriate materials and activities.
- Providing ongoing coaching, communication and staff development reflective of the most current information, data and research available.
- Creating and then maintaining a continuous assessment and evaluation system that regularly monitors individual children's development and the important aspects of the program's quality to support children's development and learning.
- Fostering collaboration with the community and ensuring appropriate recruitment, enrollment, support, referrals and transitions.

*This philosophy statement was created October 2014 by the JCISD GSRP Advisory Committee; membership includes LEAS, CBOS, Teachers, Administrators and Owners, Child Care Network, Great Start Collaborative, Parent Coalition, Head Start, ECS and JCISD Curriculum.*

## **MEETING DIVERSE NEEDS**

Phoenix acknowledges that each family is unique and may have special needs to ensure their needs are accommodated to. In the event that parents or children have special needs, (non English speakers, illiteracy, handicaps, special diet restrictions, etc.), Phoenix Early Learning Center will do what we can to accommodate. During enrollment, families will have the opportunity to communicate specific requests needed so we can establish a plan for support. Our goal is to satisfy all reasonable requests and make your family's experience with our company safe, informative, and enjoyable. In the event we cannot accommodate your special requests, we will take measures to connect you to community resources that can assist.

## **REGISTRATION FEE-TUITION ONLY**

Upon tuition-based enrollment, parents/guardians are required to submit a non-refundable enrollment fee. This fee is not used to offset child care fees. GSRP families do not pay a registration fee unless they choose to enroll in Wrap Around Care services.

## **ADMISSION STEPS – TUITION ONLY**

1. Parent inquires about childcare (phone call/drop in).
2. Admission staff will discuss the needs of the family. Children are accepted according to availability of space; those whom we cannot accommodate are placed on a waiting list. Families on the waitlist will be contacted as soon as space becomes available.
3. Tour: A tour is arranged with the family. During this tour, we discuss the child's needs, review the center's program and facility, and meet the staff.
4. Enrollment Meeting: If a family chooses to enroll, a 2<sup>nd</sup> meeting will then be arranged to review and complete the enrollment paperwork and review policy and procedures. The child's schedule and tuition will be solidified at the enrollment meeting.
5. 1<sup>st</sup> Day of Care: We know that the 1<sup>st</sup> day of care can be very stressful for children and parents. We arrange for the family to be greeted by an administrator on the first day to establish the morning routine together and answer any last-minute questions. Our goal is that you will feel comfortable and informed on your child's first day of care!

\*The non-refundable registration fee must be paid before an enrollment packet will be distributed. \*The non refundable registration fee and 1st week's tuition must be paid before first day of care.

## **ENROLLMENT PAPERWORK**

There are several center and state required forms to be completed for enrollment. The parent is solely responsible for ensuring the accuracy of the information contained within those forms and for keeping such information current. Phoenix Early Learning Center will annually review and update each child's records according to the most recent Early, Periodic Screening, Diagnosis and Treatment (EPSDT) schedule for infants, and reviewing and updating records for toddlers and older children annually. It is the parent's responsibility to work with Phoenix to ensure that each child's file is up to date. Phoenix has the authority to temporarily exclude a child while waiting for updated health records to be submitted.

### **WITHDRAWAL POLICY-TUITION ONLY**

Phoenix Early Learning Center hopes to provide the kind of service that you and your child are pleased with! However, parents may withdraw their child from the center at any time. A written 2-weeks' notice is required. In the event a 2-week written notice is not submitted, parents will be required to pay up to 2 weeks tuition to allow time for Phoenix to fill the open slot. Children who are absent without notice for 2 weeks will automatically be withdrawn from the center and will be responsible for an additional registration fee in the case they return to the center. Families will be subject to additional fees beyond their remaining balance if their account is not paid in full at the time of withdrawal and/or if the collections process is required.

### **QUALITY ASSURANCE GUARANTEE-TUITION ONLY**

Phoenix is committed to quality programming and strive to keep all our customers more than satisfied with our services. If at any time during your first two weeks in care you feel that your experience at our center is less than satisfactory, Phoenix will refund up to 2 week's tuition.

\*Families must be willing to complete an exit interview.

### **HEALTH APPRAISAL & IMMUNIZATION RECORD**

Phoenix Early Learning Center understands and communicates the importance of regular health care visits and immunizations to keep our children feeling their best! Upon enrollment, you will be asked to submit a current immunization record and health appraisal form filled out and signed by your child's doctor. Your child must have up to date shot records or a waiver on file at the local health department at the time of enrollment. If your child is behind on their scheduled well-child visits, you will be given 30 days to submit these forms before being excluded from care. Once enrolled, you will be expected to keep both up to date. The State of Michigan requires all children enrolled in child care to have a current Health Appraisal on file and to be up to date with immunizations.

### **DEVELOPMENTAL SCREENING**

Within the first 14 days of a child's enrollment and thereafter as determined by staff, Phoenix Early Learning Center uses the ASQ-3 Screening Tool also called Ages and Stages Questionnaires. It is a developmental screening tool designed for use by early educators and health care professionals. It is easy-to-use, family-friendly and creates the snapshot needed to catch delays *and* celebrate milestones. Results will be shared with the family at the first Parent Teacher Conferences after enrollment. Concerning results of the ASQ-3 will be shared at a private conference within 4 weeks of identifying concerns. Information will be presented to families in a respectful, objective, and professional manner by the teachers and/or administrator. In the case Phoenix AND the family feels that the child may benefit from additional, individualized support, referral will be made. (See Referral Policy)

## **HEALTH SCREENINGS**

Phoenix understands the importance of annual health screens for children of all ages. We do our part to ensure all children have access to important health screenings such as, dental, hearing, vision checks by hosting on-site screening events or connecting parents to community resources to schedule appointments for any enrolled child.

## **CURRICULUM STATEMENT & INFORMATION**

Phoenix Early Learning Center uses the HighScope Infant, Toddler, and Preschool Curriculum, a research based curriculum that aligns with Michigan's Quality Program Standards. The HighScope curriculum provides a blueprint for organizing the classroom and planning learning experiences around the "key ingredients" of Active Learning. In HighScope classrooms: Teachers provide children with a wide variety of materials. Children make choices and decisions about how they use materials. Children talk with others about their learning experiences. Teachers scaffold children's learning experiences using a variety of strategies. The HighScope Key Developmental Indicators: Approaches to Learning, Social/Emotional Development, Physical Development & Health, Language, Literacy and Communication, Mathematics, Creative Arts, Science & Technology, Social Studies are incorporated into lesson plans to provide children with intentional and purposeful activities across the curriculum. [www.highscope.org](http://www.highscope.org). Phoenix shares curriculum information with parents in a variety of ways, including, home visits, parent teacher conferences, hosting an Annual Curriculum Night Event, and by posting flyers / resources on Parent Boards at each site.

## **COR ASSESSMENT TOOL & ONGOING ASSESSMENT**

Assessment of children is critical to ensuring your children are engaged and challenged. The COR Assessment Tool is both a valid and reliable child assessment tool that measures the developmental trajectories of all children, from birth through kindergarten, regardless of their backgrounds or abilities. It uses methods that document children's growth, development, and learning over time with observation and anecdotal reports, parent and child interviews, products and samples of children's work, standardized checklists, and children's self-appraisals. It uses assessment results as a guide for curriculum and teaching decisions and the need for intervention for individuals and classrooms. Based on extensive research in the field of early childhood education, COR puts into practice the most up-to-date knowledge about brain development and behavior. It also recognizes the working conditions of early childhood practitioners, with careful consideration given to the length of the assessment, ease of use, and its efficiency in validly and reliably measuring student outcomes. <http://coradvantage.org/overview/>. Ongoing assessment of each child occurs daily! Teachers observe and take anecdotes on children throughout all segments of our program plan. This information is then scored and analyzed to track student developmental levels and to ensure planning is aligned around the current needs of students and classroom. Assessment periods are broken up into trimesters to ensure frequent review and delivery of child development assessment results to co-teachers and parents. Summary assessment reports are presented and explained to families at each Parent Teacher Conference and upon request.

## **PARENT NOTICE OF PROGRAM MEASUREMENT**

Jackson County Intermediate School District 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 517-373-8483 or MDE Office of Early Childhood Education and Family Services, 608 West Allegan, PO Box 30008, Lansing, MI 48909

## **PARENT TEACHER MEETINGS-TUITION ONLY**

Phoenix believes that it is very important to keep parents up to date on their child's progress of learning throughout the school year. Each family will be asked to participate in Parent Teacher meetings in the Spring and Fall of each year. These will be held on site and are intended to be informative and supportive to parents. We also hope to reinforce the parent-teacher partnerships that we feel are the foundation of your child's educational journey.

## **CONFIDENTIALITY POLICY**

Confidentiality is described as being entrusted to someone's personal information and not sharing it with others. All Phoenix staff respect families', children's and co-worker's privacy. Information and documentation necessary for enrollment and program implementation, including developmental screening and assessment results and referral process, will only be shared with the teachers and administrators for verification of eligibility and support. Documentation will then be stored in an inconspicuous and lockable area. Confidentiality also includes sharing any other information regarding a child, including but not limited to, all child/family information and records, private conversations with a parent, or developmental information. The teacher should discuss confidential information with families only if they must know the information to complete their job responsibilities. Families should respect the privacy of other families and children by maintaining confidences as they learn about other enrolled children and families. Employees never discuss confidential information with anyone other than employees of Phoenix and persons with whom the parent has given permission to speak. Confidential information is never to be removed from the premises by any employee.

## **REFERRAL PROCESS**

What is a referral? If a child is identified by a parent or teacher as possibly needing special education and/or related services, a referral will be put into place. A referral is simply a request for a child to be evaluated for extra services to help a child thrive.

Phoenix Early Learning Center is committed to providing a program that supports development for all children. As partners, we work together with parents every step of the way to identify children who may need further assessment to verify developmental and/or health risks. Parent partnerships are created to ensure we are able to identify and support our families to ensure needs are met (medical, mental health, food, clothing, housing, etc.) Our goal is to create a CONFIDENTIAL, respectful, and reciprocal relationship between our staff and parents to ensure resources are made available for children with suspected risks. Our trained staff will communicate this information in a professional and sensitive manner, leaving the final decisions up to parents.

Please review the steps below.

1. Teachers notify administration/director of concern.
2. Documentation of questionable behavior or lack of behavior is recorded. This information is detailed and specific and provides multiple pieces of evidence.
3. Contact is made with parents after 2 consistent weeks' worth of documentation has been collected.
4. If the parents AGREES to contacting the JCISD to begin the referral process for support, a referral form is filled out together with parent and submitted to the appropriate resource. Within 10 calendar days after the referral form is filled out, the school must have written consent to evaluate their student.
5. If the parent REFUSES to contacting the JCISD, Phoenix will respect their decision and do what it takes to support the child/children and staff to make sure the room is a comfortable, safe learning environment for everyone.
6. The staff and parents work continuously to monitor the child for developmental changes throughout the time a child is enrolled. Documentation will be shared with parents informally as needed and during Parent Teacher Conferences. Ongoing assessment will give more information regarding developmental changes and may lead to a reassessment at a later time if needed.

## **IMMEDIATE CONTACT**

Having immediate contact with us is important so parents feel informed at all times.

### Our Contact Information

Website: [phoenixearlylearningcenter.com](http://phoenixearlylearningcenter.com)

Facebook Page: Phoenix Early Learning Center

2511 Kibby Road  
Telephone (517) 513-8048  
Fax (517) 395-4642  
email address: [phoenixearlylearning@gmail.com](mailto:phoenixearlylearning@gmail.com)

219 West Prospect  
Telephone: (517) 789-9551  
email address: [phoenixearlylearning@gmail.com](mailto:phoenixearlylearning@gmail.com)

East Jackson  
345 North Dettman Road  
Telephone: (517) 769-8767, (517) 769-8768  
email address: [phoenixearlylearning@gmail.com](mailto:phoenixearlylearning@gmail.com)

## **PARENT COMMUNICATION**

Phoenix strives to keep our families informed and connected to resources at our Center and throughout the community. When a family enrolls, they can choose to subscribe to our mailing list to receive important updates and information. We suggest all families use our Website and Facebook page, where we upload plenty of exciting pictures and information for all families to enjoy!

## **PARENT GOVERNANCE**

Parents are one of the pillars to our Program. We believe that parents should have a voice in Program and Policy Implementation. There are several ways that parents can have an impact on Program decisions. Please see our parent board for opportunities to get involved. Look for entry and exit surveys, customer satisfaction forms, parent coalition meeting dates, etc. Joining us at Parent Advisory Committee meetings is a welcomed option to get involved in our Program. Phoenix depends the voice of parents to help refine and reform our systems, policies, and programs to better serve our current families.

## **PARENT PARTICIPATION AND COMMUNICATION**

Parents are welcome and encouraged to visit the center at any time to participate in activities, share skills and talents, and exchange information. Parents may join us for lunch or spend extra time during mornings and evenings to allow children to show them what they have been doing. If a friend or family member is interested in participating in the classroom, they will be asked to complete a short orientation to assure they are comfortable and understanding of how they can actively participate. We want all families to feel well informed and purposeful during visits. Parents can also participate in Family Events, Parent Advisory Committee meetings, and Parent Education Nights, where we provide childcare and refreshments. We periodically schedule formal and informal parent-teacher conferences to keep them informed of their child's progress. We also have a Parent Information Board in the entry way of each site that displays important information such as: weekly menus, notices, messages to parents, newspaper & magazine articles, certificates, etc. Please be sure to check it out when you can!

## **CONCERNS**

Phoenix Early Learning Center strives to provide a positive experience for all, however at times concerns may arise. If you have a concern that has not been resolved by your child's teacher, please bring them to the attention of the Director or Administrator. You will be asked to complete a Concern Resolution Form which allows you to state the concern and offer a suggested solution. A meeting will then be held with all parties involved in hopes that a resolution will be created in a professional manner. If you feel that Phoenix is in violation of a licensing regulation, reports can be made to the Department of Health & Human Services: Office of Children and Adult Licensing. A copy of the regulations is always available on the parent table. Please respectfully follow the chain of command listed below to resolve a concern.

- 1.) Teacher
- 2.) Administrator/Director
- 3.) Jackson County Intermediate School District (GSRP Preschool only)
- 4.) Department of Human Services: Office of Children and Adult Licensing

## **LICENSING NOTEBOOK**

Our licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. It is available to parents during regular business hours and is located near the Parent Board. Information regarding general inspections and special investigations can also be found at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **SCHEDULE OF OPERATION-TUITION ONLY**

Phoenix Early Learning Center operates Monday through Friday from 6:00 a.m. until 6:00 p.m., subject to the holiday schedule listed below. No child may arrive before 6:00 a.m. or stay after 6:00 p.m. **There is an occurrence fee AND per minute fee for any time a child is in care after closing hours.**

## **HOLIDAYS**

**Phoenix is closed on the following holidays:**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

**Phoenix will close at 4:00 on the following holidays:**

- Christmas Eve
- New Year's Eve

When a holiday falls on a Saturday or Sunday, the center has the right to close to observe the holiday either the preceding Friday or the following Monday, as celebrated by state government. The fixed child care rate will not be adjusted for holiday closures. If a holiday falls on a child's regularly scheduled day of care, child care fees must be paid for the holiday.

Phoenix Early Learning Center *may* close for up to 1 week throughout the months of June, July, or August for vacation/professional development/cleaning & sterilizing. If this is carried out, families would not be charged for tuition obligations, regardless of agreements or contracts.

## **FULL vs. PART TIME STATUS-TUITION ONLY**

In order to provide consistency for our program, staff and children, Phoenix accepts infants, toddlers, and preschool children on a full-time basis (30 hours+/week). Part-time schedules are only available on a case-by-case basis. Full-time children always take precedence over part time children in any room. In the case that a full-time student requests to enroll into a classroom with part time children, families of part-time children will have the option to increase their schedule to full-time status or will be placed on a waitlist until a part-time opening is available.

## **SCHEDULE-TUITION ONLY**

Every family must submit a set weekly schedule upon enrollment. This schedule determines many factors of our program, including staffing plans, meal planning, and programming. If a family does not submit a schedule, they will be charged at drop-in rates until a schedule is provided. Families are allowed one schedule change per year. A convenience fee may be charged for changes to scheduling thereafter.

## **TUITION ASSISTANCE**

### **DEPARTMENT OF HEALTH & HUMAN SERVICES**

Our center welcomes families who receive assistance from the Department of Human Services. Families are responsible for payment of all fees not covered by DHHS. Please visit [www.michigan.gov/childcare](http://www.michigan.gov/childcare) to apply for Child Care Assistance. It is very important that attendance hours and absence hours are tracked each day for submittal to the State of Michigan. The parent is responsible for signing their child in and out each day and certifying all absences while receiving benefits from the Department of Human Services.

### **FAMILY SUPPORT PROGRAM**

Our center partners with the local Child Care Network to provide tuition scholarships for qualifying families. Please visit <http://www.childcarenetwork.org/family-support-scholarships> to see if you qualify.

## **FEE/POLICY CHANGES**

Provider expressly reserves the right to change child care policy and/or fee schedule or other fees with a fourteen-day written notice to parents posted on the Parent Information Board. This includes annual pricing increases based on rising costs of living and new taxes imposed by local, state, and federal agencies.

## **ABSENCES-TUITION ONLY**

At the time of enrollment, families must submit SET weekly schedule. Their weekly tuition is based off this schedule, not child attendance. Families are required to pay their established weekly tuition, regardless of absences for sick days, personal days, funerals, doctor's appointments, etc. We ask that the parent call or text the center cell phone at any hour of the day or night to report an absence.

## **SCHEDULE CHANGES-TUITION ONLY**

Frequent schedule changes impose hardships on our program and staff schedules. Each family is allowed 1 (one) schedule change per calendar year. Schedule changes thereafter are subject to a fee (see Change of Schedule Form for current rate).

## **DUE DATE FOR FEES-TUITION ONLY**

Child care fees are due before a child attends the center. Late payment charges will be added to each past due account at the end of each week. After 2 weeks past due, parents may be asked to find alternative care for their child/ren until their account is in good standing. The child's space in the program may be given to another family during this time. A new registration fee is required for a returning family that was withdrawn due to lack of payment.

## **FAMILY ACCOUNTS**

Phoenix is unable to separate family accounts. Each family enrolled at Phoenix will be assigned 1 (one) financial account. Court orders/parental agreements often require both parents to pay for the cost of child care. Phoenix requires that the financial responsibilities and details for each family be placed under 1 (one) predetermined family account. Any payment arrangements paid by both parents must be agreed upon between the parents and paid towards 1 (one) account before an enrollment is official.

## **TYPES OF PAYMENTS ACCEPTED**

Parents must pay child care fees weekly with a check, credit card, money order, or cash. When a check is returned to the provider for insufficient funds or because there is no account, the provider will issue a written demand to the parent for immediate payment of the check, plus the applicable

processing fee, civil damages and costs, allowed by Michigan Law, as outlined below.

Parent, in addition to possible criminal prosecution, will be responsible for the following, as provided by Michigan Law:

If the full amount of the check is paid within 7 days (excluding weekend and holidays) after the date the demand for payment was mailed, Parent will pay the full amount of the check plus a processing fee of \$50.00.

If the full amount of the check is paid more than 7 days but less than 30 days (excluding weekends and holidays) after the date the demand was mailed, Parent will pay the full amount of the check plus a processing fee of \$65.00.

If the amount is not paid in either manner described above, the parent will be liable for all of the following:

The full amount of check

Civil damages of two times the amount of the check, or \$100.00, whichever is greater  
Costs of \$250.00

Following a dishonored check, **all payments must be made by a certified check, money order, or cash.**

### **BILLING PROCEDURES-TUITION ONLY**

Account details are available each time a parent checks their child in/out using our computerized software system. Simply touch the gold coin on the bottom of the screen to see up to date account activity. Paper or emailed statements are available upon request. Please allow 24 hours.

### **TERMINATION-TUITION ONLY**

Either family or Phoenix may terminate the child care agreement upon two weeks written notice to the other party. Where a family does not provide two weeks written notice, they are still required to pay for the final two weeks of care, following the notice of termination, whether or not the child attends the program.

Phoenix reserves the right to terminate this agreement immediately, without notice to family if:

- Child care fees and/or other fees are not paid when due
- Child's continued participation in the program creates a direct threat of harm to the child, other children, or the staff
- Family engages in inappropriate conduct.

### **ARRIVAL AND DEPARTURE PROCEDURE**

All children must be brought into the building and signed in by a parent (or other authorized person) on the sign-in/sign-out log and/or computer located in the entry way. After signing in, the child must be delivered to his or her teacher. Children should never be left unattended while the parent is talking with teachers. At pick-up, a parent or other authorized person must enter the building, notify the child's teacher that they are picking up the child and sign the child out. For safety reasons, please never allow your child to run unattended around the center or parking lot during pick-up.

### **CHILD RELEASE POLICY**

As a condition of providing secure child care services, families must supply the names of at least three individuals (on information card) to whom provider may release the child to in the event of an emergency. Phoenix will not release any child to any individual whose name is not on an authorized pick up person and/or does not provide a valid picture ID.

Please update contacts as needed. With respect to child custody disputes; until custody has been established by a court order, neither parent may limit the other parent from picking up the child.

### **TARDINESS**

Staff strategically plans for a full day of activities each day! Late arrivals can be disruptive to the program. Please try to get your child to school on time as much as possible.

### **DISCIPLINE**

Learning appropriate behavior is a normal part of child growth and development and is expected in a childcare setting. Phoenix staff is trained in research based methods of Conflict Resolution. Our approach to guidance with children is positive and encourages a feeling of self-worth, self control, and cooperation with others. We demonstrate and present ways to get along with others by making specific, positive suggestions. We stress working our anger and frustrations verbally, not physically. We encourage acts of kindness, cooperation, and consideration. When a child misbehaves, we redirect the child to another, more appropriate activity. We work closely with the parents when behavioral problems are unresolved and look for reasonable solutions so that positive behavior becomes habit.

#### **Steps we use to resolve conflict are:**

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
6. Give follow-up support as needed.

Please see your child's teacher if you would like more information about using these steps for conflict resolution with your child at home!

#### **When a discipline issue occurs, we do NOT:**

- shame, humiliate, threaten, shake, or spank
- confine a child in a closed area or restrict a child's movement
- deprive a child of meals, rest or necessary toilet use

### **DISRUPTIVE BEHAVIOR-TUITION ONLY**

When a child's behavior is disruptive (biting, hitting, throwing objects or using "inappropriate" language), parents will be notified by telephone. If the child continues a disruptive behavior, an immediate parent visit will be requested. A conference may be scheduled to further discuss and develop reasonable solutions to the situation by means of a behavior plan. The discussion will include a consideration of any disability which affects the child's behavior and reasonable accommodation to meet the child's needs and eliminate the disruptive behavior. A special needs plan may be put into place. If a reasonable solution and/or accommodation that is agreeable to all parties cannot be reached, the child will be withdrawn from the program with two weeks' notice to allow families an opportunity to find alternate child care. Phoenix will assist in connecting families to resources. The child will be withdrawn without notice if the child's continued participation in the program creates a direct threat to the safety of the child, other children or staff.

## **FOOD/NUTRITION**

### **Food Services:**

Phoenix Early Learning Center provides healthy meals and snacks to all student enrollees. We offer breakfast, lunch and p.m. snack each day approved by the guidelines of the Child & Adult Care Food Program, all served family style. Our enrollment in this program ensures that all meals are fresh, balanced, and nutritionally sound. The following is our meal schedule:

Breakfast: approx.: 8:15-9:30am

Lunch: approx.: 11:30-12:30pm

PM Snack: approx.: 3:00-4:00pm

### **Food Allergies:**

Please inform us of any food allergies or special dietary requirements that your child needs.

Phoenix Early Learning Center abides by a "NO PEANUT POLICY" as a preventative measure from serious and possibly unknown peanut related allergies. We provide alternative meal and snack options for children with allergies to menu items. Families are not allowed to pack a lunch and/or snack for their children unless accompanied by a physician's note. Food brought from home is served according to the times in our meal schedule. Please be sure to label and date any items brought from home.

### **Food Preparation & Service:**

All meals and snacks for Phoenix are prepared on site in a sanitary way following the guidelines of the CACFP and the Jackson County Environmental Health Department. Staff members always wear gloves when serving food to children.

### **Menus:**

Menus used are posted on the Parent Board near the entryway and in each classroom. Help with translations is available upon request.

### **Hydration:**

Following the CACFP guidelines, all children are served milk at each meal and snack. Water is available on demand to any child by use of the drinking fountain located near the eating area.

### **Nutrition Education:**

Phoenix Early Learning Center believes that food nutrition and healthy eating habits start at birth! We strive to incorporate creative and fun ways to learn about nutrition into our curriculum. Some examples of this are:

- Child planning & preparation of healthy snacks
- Logging & graphing meals
- Making healthy grocery lists
- Sorting foods into food groups
- Healthy choice foods for celebrations
- Reading about nutrition in Books & Magazines

Just as important as child education is parent education. Parents are offered several opportunities at our Center to get involved and become educated on how to eat healthy and stay healthy. Our Parent Board offers tips on eating healthy to improve lifestyle. Parents are also asked to partner with us towards this goal. Our monthly memo often provides samples of simple

yet fun and inexpensive activities and recipes that families can do together at home to make learning about being healthy fun!

### **Staff Education:**

Nutrition training opportunities for staff are required twice a year at Phoenix Early Learning Center. Employees learn about sanitation, healthy portion sizes, the importance of healthy meal planning, and safe food preparation and handling. In addition, sites are monitored by the CACFP Administrator twice per year. We require that staff members include themselves at the table when meals are served. This is called Family Style meals. We believe that our teachers should always be positive role models for eating healthy.

Some current & reliable resources you may find useful:

**USDA FOOD and Nutrition Service:** <http://www.fns.usda.gov/fns/nutrition.htm> **Child and Adult Care Food Program:** <http://www.michigan.gov/CACFP> **Sesame Street:** <http://www.sesamestreet.org/parents/topicsandactivites/toolkits/food> **Let's Move:** <http://www.letsmove.gov>

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.*

**NOTIFICATION TO PARENT DUE TO ACCIDENT, INJURY, BEHAVIOR OR SICKNESS** Upon enrollment, parents must complete a When to Call Home form. This form communicates to our staff when you would like to be notified in the case of MINOR accidents or injuries, illness, or behavior issues. Parents will ALWAYS be notified immediately via phone call / text when a serious incident arises or a child is suspected of carrying an illness listed in our Illness Policy.

### **MEDICATION POLICY**

When Parent requests that the center administer medication, the following provisions shall apply;

1. Prescription medication must have a pharmacy label giving the physician's name, child's name, strength of medication, and administration instructions (time(s) and dosage amount).
2. All nonprescription (over the counter) medications must have the child's name and administration instructions clearly written on the original container in which the medication was purchased. The U.S. Food and Drug Administration (FDA) and the American Academy of Pediatrics have both recommended that cold and cough medications NOT be used with children under the age of 6. Note that nonprescription medications include, but are not limited to sunscreen, diaper rash crème, and insect repellent.

All medications must be in their original containers. A "Medication Permission and Instructions for Child Care Centers" form must be completed, signed and given to your child's teacher before any medication will be administered. All staff are trained annually on proper medication administration. All medicine is kept out of reach in the medical boxes in each classroom. Only teachers and administrators can administer medications. Phoenix cannot add medication to a child's bottle, beverage, or food unless indicated by the prescription label. Siblings cannot share a prescription medication unless indicated on the pharmacy label.

### **ALLERGIES**

All child allergies must be documented on child's information card upon enrollment. Precautionary

equipment/medicine (epi pen, inhalers, etc. must be provided for the safety of your child). Please make keeping all items current a priority as they expire or are used/depleted.

### **EMERGENCY MEDICAL CARE**

In the event of a medical emergency or accident, the center will contact the parents and the child's physician. If it is not possible to reach either and emergency treatment is required, the child will be transported to Allegiance Hospital by ambulance. Your authorization for the center to contact your family physician and to take emergency medical action is a necessary part of the enrollment contract with the center. Any costs or charges incurred for 911 emergencies are the sole responsibility of the parent.

We follow several safety and health rules to provide a safe and healthy environment for your child. However, bumps, bruises, cuts, scrapes, and other injuries may occur when children engage in many activities. We have staff members who are certified in first-aid and CPR on duty at all times to handle these incidents. We document any minor injury on an Ouch Report that is given to parents upon pick up.

### **EMERGENCY / SEVERE WEATHER POLICY**

In the event an emergency situation occurs, weather related or not (power outage, lock down event, gas leak, etc.), all parents will be informed by our Center Remind Alert, phone call, and/or EMAIL. Postings will also be made to our Facebook Page. **PLEASE** stay informed by joining our Center Wide Remind Group! This can be done by texting this code **@kibb** to this number **81010**. Center Wide Remind communications will **ONLY** be sent for important/urgent/extreme purposes!

### **SCHOOL CLOSING/DELAY**

In the event our school is closed or delayed, a message will be sent out via Remind and information will be posted on Facebook. Road conditions may prevent the GSRP school bus from running.

### **TORNADO POLICY**

**Tornado Watch:** The center will remain in session. All children and staff remain at the center as scheduled. The staff will monitor weather situations for further developments. Parents may pick up their children during this time.

**Tornado Warning:** All children and staff shall remain in the building and move to the safest possible location using the building's tornado plan. They are to remain there until the warning is lifted. We recommend that parents allow children to remain at the center if a severe storm is in progress nearby.

As part of our emergency plan, we ask that you update the information on your child's information and child release forms to ensure that we have current telephone numbers (home, work, and cellular) for all emergency contact persons.

### **EVACUATION - RELOCATION**

In the event one of our sites should have to evacuate the property completely, the following are the pre-established meeting areas where children will walk or be transported by bus. Parents will be able to reunite with children at the following locations:

2511 Kibby Road site evacuates to Cascade Manor House, 1970 Kibby Road 219 West Prospect Street site evacuates to Habitat for Humanity's Restore, 251 West Prospect St 345 North Dettman Road evacuates to the Fire Station (across the street from school)

## **CHILD ABUSE REPORTING**

As a licensed child care provider, all employees are required by law to report any instances or suspected instances of child abuse or neglect to the appropriate authorities (Department of Health & Human Services, Form 3200). This policy is set forth to ensure the safety and well-being of all children we serve.

## **INSIDE FOOTWARE**

Based on Phoenix philosophy, we ask that all children have a pair of indoor shoes or slippers to keep at the center. This cuts down on germs and mud when transitioning in and out of the classroom each day. Children are never allowed to be barefoot or wear socks, as this poses many safety concerns. If you visit the infant room, you may be asked to wear shoe covers while walking on carpets. Again, this is to eliminate as many germs as possible for our crawling babies.

## **PERSONAL ITEMS FROM HOME**

Phoenix discourages families from allowing children to bring personal items from home to the center, apart from a small nap-time blanket and cuddle toy, if necessary. When a child does bring personal items from home, Phoenix is not responsible for loss or any damage to that item. If a parent brings a diaper bag from home, it is imperative that all items inside are labeled.

## **CLOTHING & SUPPLIES**

Because of the wide range of activities children engage in, it is HIGHLY suggested that children are dressed in washable, comfortable, weather appropriate clothing. Please bring an extra change of clothes for occasional accidents. ALL CLOTHING SHOULD BE LABELED WITH CHILD'S NAME. Parents of infants, toddlers, or potty trainers are to provide their own disposable diapers and wipes. **There will be a charge to parent for use of diapers or wipes due to a lack of supply that must be paid that day or on the next day of service.** We will give notice when supplies are running low. Powders, creams, etc. must be labeled and provided by parent. Annual permission for center to apply creams, powders, lotions, etc. must be obtained in writing before we are able to use them.

## **ITEMS LEFT AFTER WITHDRAWAL**

Phoenix will store items for 30 days after a child withdraws. Please make efforts to gather all belongings on your child's last day. We will donate any items not retrieved 30 days past withdrawal.

## **LOST & FOUND**

Phoenix will collect items for lost and found and set out a bucket for "claim" once per month. Any unclaimed items will be donated.

## **BIRTHDAYS AND SPECIAL OCCASIONS**

Parents are welcome to bring treats on birthdays and special occasions. Please let us know when you are bringing a treat. Healthy snacks are highly suggested! Some examples are yogurts, 100% juice popsicles, pretzels, fruits and dip, etc.

## **REST TIME**

Per licensing rules, all children are required to have quiet/rest time during their day. Children ages 18 months and younger are permitted to sleep on demand. A quiet, softly lit, rest time is provided for children ages 18 months and older. We understand that some children have difficulties with this segment of the day. Children do not have to sleep during this time, but are limited to quiet, calming toys to allow others to rest. Teachers assist the transition into rest time by getting the children involved with rest time set up (mats, blankets, lights, music, etc.). Children also assist with transitioning out of rest time by helping to put away mats, blankets, and transitional items. We ask that parents avoid dropping children off during rest time whenever possible.

## **CHILD-OWNED TECHNOLOGY**

Phoenix understands that technology is a large part of our society, even for children! Phoenix hopes to partner with parents to keep all of our children safe from the potential dangers and exposure of technology. Because of this, we ONLY allow child-owned technology (phones, tablets, iPad, etc.) to be used during rest time or when specifically planned for by the teacher. This ensures children are always under direct supervision of a teacher. No child will ever be allowed access to Phoenix's Internet connection, in hopes that only pre-owned applications are available to him/her. If the abuse of this privilege occurs by any child, teachers will remove the equipment from the child's possession and notify the parent immediately.

## **SPECIAL REQUESTS/INFORMATION**

If you have a special request or information for your child's teacher, please take the time to write it down on your child's weekly log so that all primary teachers are aware.

## **OUTDOOR TIME / WEATHER POLICY**

All classrooms spend approximately 30-60 minutes of time outside every morning and every afternoon. Outdoor time is an opportunity to learn and explore in a natural environment and is mandatory except when the temperature/wind chill is very cold (below 30 degrees Fahrenheit) or very hot (heat index above 85 degrees Fahrenheit). Phoenix adjusts the amount of time spent outside based on outdoor conditions as needed. Infants do not go outside when the temperature is below 40 degrees Fahrenheit. Please see that proper clothing is provided, including winter coats, hats, boots, etc. All children will be expected to participate in outdoor time unless they have a slip signed by a physician on file. If a child is well enough to attend the center, we consider them well enough to go outside. If a weather condition is so extreme that we decide to close for the day to ensure the safety of children, communication of this closing will be made through Facebook, email, phone call, and Remind alerts.

## **FIELD TRIPS**

Occasionally, the center may take a field trip to a local attraction or event. Upon enrollment, families must sign a permission slip for approval of field trips in general. Before each individual field trip, an additional permission slip will need to be signed and turned in for approval. We ask that parent volunteers agree to be available on occasion to help transport our children and make these adventures possible. Any fees associated with the field trip or off-site event will be passed on to parents. This includes chaperones and siblings of children.

## **LICENSING NOTEBOOK**

All enrolled families have access to our Licensing Notebook located in the entrance of each building. This notebook includes all the licensing inspections and special investigation reports and related corrective action plans since 2009. Licensing inspections and special investigation reports are always available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **GREAT START READINESS PROGRAM**

### **PURPOSE**

The GSRP is Michigan's state-funded preschool program for four-year-old children with factors which may place them at risk of educational failure. The program is administered by the Michigan Department of Education, Office of Great Start. Research on preschool programs and specific research on GSRP indicates that children provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same

backgrounds who did not attend a high-quality preschool program.

To strengthen learning at home and strengthen positive child outcomes, programs must provide for active and continuous involvement of \*parents in the learning process. Depending on income level, parents may be required to pay tuition, but parents are never charged additional fees for program elements such as transportation or meal service. Through advisory committees, parents assist to evaluate and make recommendations about the program. ([www.michigan.gov/gsrp](http://www.michigan.gov/gsrp))

### **NO TUITION PROGRAM-GSRP Preschool**

GSRP is a service offer by the Michigan Department of Education and facilitated by Phoenix Early Learning Center. There is NO CHARGE for this program unless an enrolled family falls above 250% FPL (see below). No family is expected to pay for materials, services, or any other service related costs for attending the GSRP Preschool program. There IS a charge for the optional Wrap Around Care Services, which is child care used outside of GSRP Preschool Program hours.

### **SLIDING FEE SCALE, “GSRP TUITION”-GSRP Preschool**

For children in families having income of 251-300% FPL (Federal Poverty Level), the SFS (Sliding Fee Scale) shall equal 5% of the state’s per-child allocation for the given school year, to equal \$362.50 per school year. For children in families having income in excess of 300% FPL, the total tuition required to be paid by family is \$725.00 per school year. Determination of a family’s income occurs at the initial enrollment meeting. If a family’s income falls at or above 251% FPL, a contract will be presented to the family as a commitment of payment (monthly or annually) at the enrollment meeting. Monthly payments towards a family’s contracted amount can be made at 2511 Kibby Road, Jackson, MI, 49203 by using the payment drop box or US Postal service.

### **SCHEDULE OF OPERATION-GSRP Preschool**

Phoenix Early Learning Center GSRP operates Monday through Thursday from 8:30-3:30. Please see the sample GSRP Student Calendar below. The program typically runs from October to May each year. Our GSRP Preschool Program a minimum of 30 weeks/120 days each year.

#### **SAMPLE Phoenix GSRP Student Calendar**

	<b>19:</b> No Students (President’s Day)
<b>September 21-22:</b> Home Visits (1 hour per child)	<b>March 21-22:</b> No Students, Parent Teacher Conferences
<b>September 28:</b> Open House Family Event!	<b>April 2-6:</b> No Students Spring Break
<b>October 2:</b> 1 <sup>st</sup> Day of School!	<b>April 9:</b> School Resumes
<b>October 12:</b> Curriculum Night	<b>April 19:</b> Family Fun Night!
<b>October 23:</b> No Students, Staff Training	<b>April 25:</b> Parent Advisory Committee Meeting
<b>November 1-2:</b> No Students, Parent Teacher Conferences	<b>May 10-11:</b> No Students, Home Visits
<b>November 22-24:</b> No Students, Holiday Break	<b>May 16:</b> Last Student Day
(Thanksgiving) <b>November 30:</b> NO Students, Teachers PDD	<b>May 17:</b> End of Year Celebration
<b>December 14:</b> Family Fun Night!	<b><u>Student Hours:</u></b>
<b>December 25-Jan 5:</b> No Students, Holiday Break	<b>MONDAY-THURSDAY: 8:30-3:30</b>
<b>January 8:</b> School Resumes	<b><u>Staff Hours:</u></b>
<b>January 15:</b> No Students, (MLK)	<b>MONDAY-THURSDAY 8:00-4:00 FRIDAY 8:00-12:00</b>
<b>January 18:</b> Parent Advisory Committee Meeting	<b>February</b>

## **ADMISSION-GSRP Preschool**

Phoenix Early Learning Center admits children without regard to race, color, nationality, or religious background. Per the State of Michigan, age requirements and qualifying factors must be met to be eligible for admittance to the GSRP program. Children must be four years old on or before December 1st of the school year and meet risk factors identified by the Michigan Department of Education. These risk factors include:

- Extremely low income (counts as two factors)
- Low income
- Diagnosed disability or identified developmental delay
- Severe or challenging behavior
- Primary home language other than English
- Parent/guardian with low educational attainment
- Abuse/neglect of child or parent
- Environmental risk such as: parental loss, sibling issues, teen parent, homeless or non-stable housing, high risk neighborhood or prenatal or postnatal exposure to toxic substances known to cause learning or developmental delays.

## **RECRUITMENT POLICY – GSRP Preschool**

Recruitment for GSRP begins in the month of January of each year. Information on enrollment will be posted on our website, Facebook page, and in our parent center at each site. Flyers are designed with all updated information and distributed at local libraries, churches, community centers, and schools. Phoenix staff attend enrollment fairs organized by the Jackson County ISD to recruit and enroll students that meet GSRP preschool requirements. Open enrollment will continue through the summer at 2511 Kibby Road. Applications that are received will be carefully reviewed and documentation of supporting risk factors will be gathered. All information submitted is confidential. Children meeting Head Start requirements will be referred to Jackson Community Action Agency for services. A waiver may be obtained allowing them to attend Phoenix Early Learning Center GSRP. Parents will be notified by phone, email, or letter if their child has qualified for GSRP and referrals will be made to other programming if they do not qualify. If more families apply for GSRP than slots are awarded, those children with the greatest need based on the qualifying risk factors will be admitted first.

## **ENROLLMENT-GSRP Preschool**

Once a child has qualified, the parent/guardian will receive a Parent Handbook. The following forms are required before the child begins the program:

- Health Form / Immunization Record signed by a physician
- Child Information Card – updated with any change
- Permission Slip Form
- Receipt of Handbook Slip/Licensing Acknowledgement
- Child & Adult Care Food Program Form
- Parent Involvement Agreement
- Skills of Parent Form
- Parent Goals for Children
- Birth Certification
- Income Verification
- Verification of Qualifying Factors

## **PARENT PARTICIPATION-GSRP Preschool**

**Home Visits** – At the beginning and end of the GSRP school year, teachers conduct Home Visits with each enrolling family. The main purpose of the initial home visit is to create a foundation for

the beginning of a positive partnership between home and school. It is designed to ease the transition into GSRP for the child and family. The subsequent visit is designed around supporting the families and child by offering information about community resources, reinforcing positive parenting, and continuing to During these visits, parents and teachers discuss program related topics like goal setting, interests and needs of family and child, enrollment requirements, curriculum information, etc. Each home visit takes 60 minutes to complete.

**Parent Teacher Conferences** – During the spring and fall of each school year, teachers and families meet at the school or some other convenient location to discuss the progress of the enrolled child across domains, goals for continuous progress, and any additional support necessary. Samples of child work, strategies for at home learning, and invitations for parent participation are presented. Each parent teacher conference takes 45 minutes to complete.

### **TRANSITION IN AND OUT OF PRESCHOOL-GSRP Preschool**

Attending Preschool can be a scary yet exciting moment in a child's life. To prepare children for their first day of preschool, Phoenix teachers:

- visit each child's home prior to the first day of school. This is in hopes to create a foundation for the beginning of a positive partnership between home and school. During the visit, teachers may take photos of parents, family, pets, and the home, inform families of the date and time of Parent Open House, discuss what to expect the 1<sup>st</sup> day of school, discuss child and parent interests and hobbies, discussing the importance of parent involvement, etc.
- hold an Open House that includes a welcoming segment explaining the most important parts of preschool and curriculum, a scavenger hunt to locate important areas around the classroom, and a meet and greet activity to help break down communication barriers between students, families, and teachers.

Transitioning from preschool to Kindergarten is a huge milestone for our children. In hopes to make the move from preschool to Kindergarten easier, Phoenix takes a number of measures create a smooth transition for children and parents.

- Request that parents identify the school that their child will attend at registration • Send letters to kindergarten teachers inviting them to be a part of the transition in any way
- Discuss and carry out several activities that children may experience in kindergarten
- Invite kindergarten teachers to stop by and visit our classroom
- Prepare a small portfolio for each child to take to their kindergarten teacher • Share information with parents on kindergarten screening dates and locations • Help to ensure that each parent has all pertinent information for registering their child for kindergarten

### **TRANSITION IN/OUT of GSRP & CHILD CARE**

If a family opts to use Child Care (Wrap Around Care) before or after GSRP Preschool, the GSRP teachers will work closely with the Site Director to ensure child-specific information is passed along in an accurate and timely manner. Because of the minimal amount of contact between teacher and parent this may pose, it may be necessary to schedule frequent, informal conferences throughout the school year to ensure an open line of communication is maintained. See policy.

### **OUT OF PROGRAM HOURS-GSRP PRESCHOOL**

The family is expected to abide by the preschool schedule. No child may remain at the center before or after preschool hours without a charge. Tuition Wrap Around Care is available at some locations. Repeat occurrences of early drop offs/late pick-ups without payment will result in unwanted charges or exclusion from Wrap Around Care services.

### **ATTENDANCE-GSRP PRESCHOOL**

Consistent daily attendance is important and beneficial to child development and preparation for his/her short and long-term future! If your child is not attending preschool regularly (more than 3 consecutive uninformed absences) teachers and/or administration will reach out to the family to inquire. Phoenix will take reasonable measures to support families in getting their child to school each day, including providing bus transportation. In the event we are unable to make contact with a family who has not attended for more than 2 consecutive weeks, the slot may be offered to another child. Please work with Phoenix by communicating your family's needs to ensure your child benefits from GSRP Preschool each and every day!

### **WITHDRAWAL/EXCLUSION POLICY-GSRP PRESCHOOL**

Phoenix Early Learning Center hopes to provide the kind of service that you and your child are pleased with! We want to ensure parents that children enrolled in GSRP Preschool will NEVER be excluded or expelled because of the need for additional developmental, medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions. In the event a student has an illness or short-term injury, a plan will be put into place to allow time at home that considers the safety and well-being of the student and all other program participants. Parents, however, may withdraw their child from the center at any time and for any reason. A 2-week written notice is appreciated.

### SAMPLE DAILY ACTIVITIES PLAN:

Time Frame	Segment	Daily Activity Plan
6:00-8:30	Arrival/Breakfast (wrap around)	Children arrive and choose a quiet activity (books, puzzles, art) and are offered breakfast. *Wrap-around care/daycare children who eat breakfast need to arrive by 8:15.
8:15 - 8:30	Arrival	Children arrive and choose a quiet activity while others arrive. (books, puzzles, art).
8:30 - 8:40	Greeting Time/ Quiet/Reading	Students, teachers, and parents will get settled in the classroom and start the day together using the message board & special announcements are made. (Teacher led) Students can read quietly while waiting for classmates to arrive.
8:40 - 9:10	Breakfast Oral Hygiene	Students eat breakfast (family style), clean area. Students participate in tooth brushing to prepare for the day.
9:10 - 9:25	Large Group Time	Students and teachers engage in songs, finger plays & large motor activities that build a sense of community. (Teacher led)
9:25 - 9:40	Small Group Time	Developmental skills are appropriately addressed, attending to each individual student and his or her needs. (Teacher led, child motivated)
9:40 - 9:45	Planning	Students' language and cognitive skills are developed by articulating a plan for work time. (Student led)
9:45 - 10:45	Work Time	Students play and explore in the different centers in the room such as block center, housekeeping center, reading center, sensory tables, art center, writing center, and small toys. (Student led)
10:45 - 10:55	Clean-up	Students develop self-help & independence skills, as they learn to sort, classify & identify properties of materials in the cleaning process. (Student led)
10:55 - 11:05	Recall	Students' language and cognitive skills are developed by articulating and recalling the events of the past hour of work time. (Teacher led, but student motivated)
11:05 - 12:05	Outdoor Time	Students will play outside on the playground with adult supervision. When weather does not permit, students will participate in activities indoors to develop large motor skills. (Teacher led)
12:05 - 12:50	Lunch	Students and teachers will prepare and clean area and hands to eat family style, serving and cleaning up after themselves, eating and socializing together in the classroom. After eating, students will go to the bathroom & brush teeth. (Teacher led, with interaction)
12:50 - 1:50	Rest/Quiet Time	Students get ready for nap, short story, and use the bathroom before resting. Students do not need to sleep, but they must remain quietly at their cot to rest and take a break from the stimulation of the day.
1:50 - 2:10	PM Snack	Students wash hands and sit at table to eat a light snack, served family style. Students are encouraged to clean up area when finished before moving to exploratory/clean-up.

<b>2:10 - 3:10</b>	Outdoor Time	Students prepare and play outside on the playground with adult supervision. When weather does not permit, students will participate in activities indoors to develop large motor skills. (Teacher led)
<b>3:10 - 3:25</b>	Large Group Time	Students and teachers engage in songs, finger plays & large motor activities that build a sense of community. (Teacher led)
<b>3:25 - 3:30</b>	Clean-up Dismissal	Students help with classroom clean-up. This time is meant for children to slowly transition into dismissal time. Parents are encouraged to be involved in this part of the day if possible. (Teacher directed)
3:30-6:00	Choice Activity & Departure (wrap around)	Students choose activities while caregivers supervise, clean up, and communicate with parents upon pick up.

### **Health Care Policy**

#### **I. DIAPERING/BATHROOM PROCEDURES**

- Diapering must always occur on the changing table and never on the floor . Diapers should be visually checked every 2 hours
- Single use diapers and wipes must be used

• Employees must follow these guidelines for diapering:

1. Be Prepared: Gather all needed supplies and place a clean section of paper on changing table before placing the child on the table.
2. Remove soiled diaper and set aside on papered surface. Always keep one hand on the child while he/she in on the table. The child should always be seated or lying down during diaper changes.
3. Use a wipe to clean genital area from front to back. Do not reuse wipes. Place wipe with the soiled diaper. Look for any rash or reddened areas.
4. Diaper ointment provided by parent may be applied as directed.
5. If gloves are used, remove them and set aside. Place a clean diaper on the child. Clean the child's hands and then remove the child from the changing table.
6. Fold the soiled diaper, wipes, and gloves together and discard in the diaper disposal container. Be careful not to touch soiled areas.
7. Clean any visible soil from the changing surface with soap and water, rinse with water.
8. Wet the changing surface with a sanitizing solution, let air dry.
9. Wash your hands vigorously and thoroughly with soap and warm water.
10. Record the diaper change on the child's daily log.

• Employees must always use designated sinks to wash hands after diapering a child. .

Employees must wash his/her hands after each diapering.

• Posted instructions on hand washing will be available throughout the center.

#### **Steps to effective hand washing:**

1. Turn on water
2. Apply soap and water

3. Rub hands for at least 20 seconds or until soap lathers
4. Clean front and backs of hands, fingers, nails, nail beds, and jewelry
5. Rinse hands of all soap and leave water running.
6. Dry hands with air dryer
7. Use lotion to prevent chapping

- Changing tables must be cleaned and sanitized after each use.

1. Spray with soapy water and scrub surface
2. Spray with water to rinse
3. Spray with bleach solution

## II. CLEANING/SANITIZING PROCEDURES

- Our center will use a sanitizing solution of 1 tablespoon chlorine bleach to 1-gallon water • Employees must follow the following steps for cleaning and sanitizing of equipment and toys:

1. Wash the surface or article vigorously with warm water and detergent
2. Rinse the surface with clean water
3. Submerge, wipe or spray the surface or the article with a sanitizing solution
4. Let the article or surface air dry

### ○ Controlling infection, including universal precautions

- Items and facilities, including sleep equipment, bedding, utensils, toys, toilets, and lavatories, used by ill children will not be use by any other person until cleaned and sanitized.
- Children's sleeping cots and cribs will be set up at least 2 feet away from each other to prevent the passage of germs during rest time.
- Frequent hand washing by staff and children will be required.
- Children who are ill, have an elevated temperature, or are contagious will be asked to stay home until health has improved.
- Toys, equipment, blankets, cots, dishes, and surfaces will be cleaned regularly.
- Floors will be cleaned, vacuumed, and shampooed on a regular basis
- The center's temperature will be kept no higher than 82 degrees in the summer months and no less than 65 degrees in the winter months.

## HAND WASHING PROCEDURES

- All staff MUST wash hands:
  - Prior to starting the workday
  - Prior to care of children
  - Before preparing and serving food and feeding children
  - Before giving medication
  - After each diapering
  - After using the toilet or helping a child use the toilet
  - After handling bodily fluids
  - After handling animals and pets and cleaning cages
  - After handling garbage
  - When soiled
- All children MUST wash hands:
  - Before meals, snacks, or food preparations experiences
  - After toileting or diapering
  - After handling animals and pets
  - When soiled

- Posted instructions on hand washing will be available throughout the center
- Staff and children will use the following procedures for hand washing:
  1. Have electric dryer or hand towel ready
  2. Turn on water
  3. Apply soap and water
  4. Rub hands for at least 20 until soap lathers
  5. Clean front and backs of hands, fingers, nails, nail beds, and jewelry
  6. Rinse hands of all soap and leave water running
  7. Dry hands
  8. Dispose any paper towel in a lined trash container
  9. Use lotion to prevent chapping

### **Handling children's bodily fluids**

- Staff will be trained in blood-borne pathogens

#### **Steps to effective handling of bodily fluids**

1. Rubber gloves will be worn while handling bodily fluids
2. Diaper area will be cleaned and sanitized after each use
3. Garbage will be stored in plastic-lined trash cans and removed daily to outdoor garbage bin
4. Hand washing is required after any contact with any bodily fluids

### **IV. Illness Policy- Symptoms, Exclusion, Isolation**

Phoenix requires that families keep children home when he or she is ill for several reasons. We want them to feel comfortable at home receiving one-on-one care and we want to protect other children from illnesses. Despite the inconvenience it places on families, please always consider other families and children before bringing an ill child to our Center. Phoenix requires that staff and children stay home when displaying any of the following symptoms:

- a temperature over 101 degrees
- diarrhea or vomiting
  - **excessive** coughing, crying in discomfort, excessive nose/ear discharge
  - an unidentified rash (may need doctor slip to return)
- nasal discharge (green or yellow)
- eye discharge

Your child may return to the center when the above symptoms have subsided over a 24-hour period OR physician determines that the condition is not contagious.

If a child, staff, or volunteer becomes sick with symptoms of any of the diseases listed above while in attendance, they will be isolated from the program as soon as possible. Staff should leave as soon as coverage is available. Parents of ill children will be notified via phone call or text. Ill children will be placed in an area away from other children for proper rest until a parent or authorized person is able to pick up the child.

If a child has been **diagnosed** with any of the communicable diseases listed below, he or she should be kept home and the disease must be reported to the center immediately. A written note from the child's physician may be required for the child to return to the center after contracting the

following diseases:

Strep Throat  
Viral Infection  
Mumps  
Scarlet Fever  
Infected ears & glands  
Scabies  
Whooping cough  
Measles  
Pin Worms  
Head Lice  
Ring Worm  
Pink Eye  
Chicken Pox  
Hand, Foot, Mouth Disease  
Unidentified Rashes, Sores

- We will inform all center families of all communicable diseases in our center by posting a Communicable Disease Form on the entry door. Serious diseases will be reported via Remind Message to all families. This notice will include an Internet link with a research based explanation and details of the sickness, including symptoms and treatments.
- Provider will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However, Phoenix cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children or staff members. Parents must recognize that while in care, it is possible that the children may be exposed to a contagious illness or disease. If a family decides to withdraw a child because of an outbreak of communicable disease within our Center, Phoenix will not require 2-weeks' notice. If the family decides to reenroll after the sickness has cleared, it will be considered a new registration and normal fees will be required. In addition, tuition rates will be based according to the center's current rates, regardless of previous contract amounts.

#### **V. Food Preparation/Services Procedures (as applicable)**

- All children at the center will be provided with breakfast, snacks, and beverages that are appropriate for their individual nutritional requirements, developmental stages, and special dietary needs. These foods will meet the pattern guidelines set forth by the Child and Adult Care Food Program.
- The kitchen sink will be used exclusively for any preparation or clean up of food related items.
- Whole homogenized vitamin D milk will be served to all children 24 months and younger.
- All frozen foods will be thawed under cold running water or in the refrigerator to be used within 24 hours and will be discarded at the end of a feeding
- Adequate staff will be on hand so that food service activities do not distract them from direct care and supervision of children.
- Any commercial food product opened, yet unfinished, will be labeled with date of use and label.
- All kitchen garbage will be disposed of after meals and taken to an outside garbage container each night.

#### **VI. Emergency Procedures**

- All specific duties of staff during an emergency will be reviewed bi-annually.
- Fire drills will be implemented and recorded (date and time, time lapsed) monthly.
- Tornado drills will be implemented and recorded (date and time, time lapsed) at least 2 times during the months of March to November.
- All emergency procedures and evacuation plans will be posted in a place visible to

staff and parents.

**Transportation Policy** Child Name: \_\_\_\_\_ Site: \_\_\_\_\_

Transportation services are available for families in need based on *priority*. We make all attempts serve all families more than 1 mile but within a 5-mile radius of the school. Hub stops will be offered for outlying families if the bus route requests exceed a 1-hour route.

Read the policies below. Complete this form by \_\_\_\_\_ to be included in the route on the first day of school. **Delays in returning this paper will cause a 1-2 week delay in transporting your child!**

- Children must be escorted by an adult to and from vehicles by parent/guardian, NOT the bus driver or aide. A parent or approved adult must be available to pick up/drop off their child from the bus stops. • Parents must have children waiting at stop 5 minutes before your appointed bus time.
- Unforeseen circumstances may cause the bus to be early or late. It is the responsibility of the parent to be available to pick up and drop off your child from the bus within a 10 minute window of your appointed time. • Driver’s bus route and pick up points are designed to limit children crossing roads whenever possible. • Bus driver will not wait more than 1 minute at any stop for children to board bus before proceeding to the next address. If the parent is not ready to help child on the bus within 1 minute, it becomes the parent’s responsibility to transport their child to/from school.
- In the event that no one is available to meet their child at their appointed bus stop, students will be transported to 2511 Kibby Road and will be cared for at the parent’s expense.
- Students must follow rules while riding the bus. Any recurring behavior that creates potential danger or distraction to the driver or other children will be addressed with parent. A behavior plan will be put into place and must be followed to continue to receive transportation services provided by Phoenix.
- At times, road conditions, bus maintenance, or driver availability may cause our bus to be delayed or not run at all. Please always have a backup option available in the event we cannot transport.
  - Changes in bus stop schedule/addresses will only occur with a written notice. No last minute requests for changes in time or address can be considered because changes potentially affect ALL route times. • The bus route is subject to change. Changes ONLY occur on **Mondays** after a change has been approved.

Is this a ...  **New** Bus Stop Request  **Change** in Bus Stop Request

AM Pick Up Address	PM Drop Off Address	Names of Authorized Person/s to Release Child *Must show ID

I have read and understand Phoenix Early Learning Center bus policy.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BEST contact for bus-related info:  phone call \_\_\_\_\_  
 text \_\_\_\_\_  email \_\_\_\_\_

Questions? Please text or call Karl Hunt, **517-416-1524**

## **RESOURCES TO PARENTS**

The following are some useful contact information parents may find helpful;

### **Urgent care or emergency:**

Allegiance Health Hospital 517 788 4800 Jackson County  
Health Department 517 788 4420 American Red Cross 800  
552-5466

### **Child Care Payment Assistance:**

[www.childcarenetwork.org](http://www.childcarenetwork.org)



## PARENT NOTICE OF PROGRAM COLLABORATION AND INFORMATION SHARING

The Michigan Department of Education (MDE) distributes funds to Intermediate School Districts throughout the state for the purposes of implementation of the Great Start Readiness Program (GSRP). The Jackson County Intermediate School District (JCISD) collaborates with school districts and community based partners in to oversee the operation of the Great Start Readiness Program for the children and families of Jackson County.

INSERT PROGRAM HERE is required to work with the Jackson County Intermediate School district to fully implement the GSRP program in which your child is enrolled. As a result, select, authorized employees of the JCISD have access to children and family information for the purposes of:

- Meeting program meeting requirements with the MDE.
- Child and family support which may include (child program placement, assisting families with coordination of services, providing individual child classroom support.)

Questions? Please contact Jackson County Early Childhood Contact:

- Kelly Sheppard
- [Kelly.sheppard@jcisd.org](mailto:Kelly.sheppard@jcisd.org)
- 517-768-5281
- 6700 Browns Lake Road, Jackson, Mi., 29201

\*Provided to parents upon enrollment and/or included in the GSRP Parent Handbook.

Revised: September 2021

\*These materials were developed under a grant awarded by the Michigan Department of Education