

 **Kiddy Korner Great Start Preschool**

 **Parent Handbook**

38536 Gratiot

Clinton Township, MI 48036

586-493-5988

kiddykornerpreschool@yahoo.com

Welcome to Kiddy Korner Great Start Readiness Preschool Program. The Great Start Readiness Program is Michigan’s state-funded preschool program for four-year children with factors that may place them at risk of educational failure. The program is administered by the Michigan Department of Education. Parents incur no cost for the program. The following pages explain our program policies and procedures. Please read this manual thoroughly to ensure that you are familiar with the protocol of the Kiddy Korner Great Start Readiness Program.

We strive to provide a nurturing environment that engages students in discovery and critical thinking.

**Mission**

Kiddy Korner Preschool strives to help each child reach their potential academically, socially, and developmentally. We want each child to believe in themselves and to know that they can follow their dreams as long as they try. To instill in each child that ‘can do’ attitude.

**Curriculum**

Our Creative Curriculum focuses on eleven interest areas in the program environment: blocks, dramatic play, toys and games, art, sand and water, library, discovery, music and movement, cooking, computers, and the outdoors. It helps teachers understand how to work with children at different developmental levels to promote learning and guides them in adapting the environment to make it more challenging.

**Assessment**

The Gold assessment tool allows teachers and parents to carefully monitor each child’s progress. You will have the opportunity to meet with your child’s teachers throughout the school year to discuss your child’s growth and development more thoroughly. Our teachers are regularly making observations of your child’s progress which are documented in the Gold and added to his or her portfolio.

**Schedule of Operation**

Our program is an eight-month program, operating during the school year, only from October to June.

We are open from 8:30a.m.-3:30p.m, Monday-Thursday. Latchkey is available before/after school. This service isn’t part of the Great Start Program, it is offered by Kiddy Korner Preschool. There is a one-time registration fee of $20 and $5 per each session, due at time of service.

**Inclement Weather**

Inclement weather and power outages may require that the program be closed. Kiddy Korner Preschool will follow the guidelines for any emergency delayed opening and/or closings.

**Holidays**

See attached school closing calendar.

**Enrollment**

Once a child has qualified, the parent/guardian will receive the GSRP Parent Handbook and 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 changes

\*Personal Information Form

\*Parent/Agency Agreement

\*Birth Certification

\*Verification of Qualifying Factors

\*Program Measurement Notice- Upon enrollment parents will be provided with the “Parent Notice of Measurement” form, and they will complete, sign and return the form. Parents should feel free to ask any questions if any regarding the program measurement notice.

**Recruitment**

Children are admitted on the basis of age and educational risk factors. Children who are eligible for the program must be four years old by December 1st of the school year. A Round-up will be held in the spring of each school year. This is an opportunity for parents and children to meet with a teacher and complete the registration process. All applications and information will be reviewed after the Round-up. The information obtained from the parent at Round-up and the application process will be used to determine need and placement. All information received will be kept confidential. Parents will be contacted by letter within a reasonable time after the Round-up is completed. Those children not excepted in the first round of enrollment will be placed on a waiting list for consideration should program openings occur. Placement is based on need (determined by qualifying factors that you indicated on application) not on first come- first served basis.

**Referral**

Kiddy Korner Preschool will provide information to assist child & family’s needs by providing resources and information for local resources. We will also follow-up with the families to ensure help is being obtained or if additional information is needed.

**Arrival & Pick-up**

Each child must be signed-in and a time put in upon arrival. Sign-in sheets are located by the door of the classroom. Parents should walk a child into the classroom and alert the teacher to an arrival/departure. This is also a good time to talk to the teachers about how your child is feeling.

All children must be signed-out and a time put in when they are picked up. Children will be released only to parents or persons authorized by parents and listed on the Child Information Card. If you intend for someone not listed on the information card to pick-up your child, notify the staff in writing. In emergencies, you may call the site. ID will be required at pick-up.

**Late Pick-up Policy**

Parents are expected to promptly pick-up their child after the GSRP preschool session, unless they will be staying over for latchkey. End of latchkey time is 4:30p.m.

**Withdrawal**

Two weeks’ notice to the owner is required if the parent withdraws a child from the program.

**Confidentiality**

To be confidential is to be entrusted with someone’s personal information and to not share it with others. GSRP staff must respect families’, children’s, and colleague’s privacy. All information and documentation necessary for GSRP enrollment will be shared only with the lead teacher and GSRP administrator for verification of eligibility only. Documentation will be stored outside the classroom in a locked location. Confidentiality also includes sharing any other information regarding a GSRP child including but not limited to, all child/family information and records, private conversations with parent, or developmental information.

**Licensing Regulations**

Kiddy Korner Preschool is licensed by the Michigan Department of Human Services: Office of Children and Adult Licensing.

**Lesson Plans**

Teaching teams will develop a written lesson plan developed around Creative Curriculum Objectives including the following 8 areas: Social-Emotional Development, Physical Development, Language, Cognitive, Literacy, Mathematics, Arts, Science and Technology, Social Studies, and English Language Acquisition.

**Screening Tool**

Kiddy Korner Preschool uses the Ages & Stages Questionnaire (ASQ-3) for its developmental and social-emotional screening tool for children from one month until they enter Kindergarten. Highly reliable and valid, ASQ-3 indicates differing levels of development, educates parents about developmental milestones and incorporates parents’ expert knowledge about their child. Parents will complete the ASQ-3 form and teachers will evaluate results and use the information to guide lesson plans.

**Observation Records**

Teaching teams will use note-taking and checklists to accurately record behaviors and developmental milestones reached by each child as they occur within the classroom setting. These records will be used to guide behavior plans and recall skills when completing an individual child’s progress report. Teachers will also use these observations to guide curriculum and lesson planning to increase skills in the classroom as a whole.

**Program Quality Assessment**

The preschool Program Quality Assessment (PQA) is a rating instrument designed to evaluate the quality of early childhood programs. It evaluates program quality in areas of: learning environment, daily routine, adult-child interaction, curriculum planning and assessment, parent involvement and family services, staff qualifications and development, and program management. An Early Childhood Specialist (ECS) works with the program on a monthly basis and completes the full assessment three times a year. Results from this assessment are then used by the teaching team to complete classroom Quality Improvement Plans.

**Early Childhood Follow-up Form**

GSRP programs are required to record children attending GSRP programming into the Michigan Student Data System (MSDS). In addition to this, a GSRP K-2 Follow-up form is sent to children’s teachers in Kindergarten, First, and Second grade in order to evaluate the effectiveness of the GSRP program based on their performance in early elementary grade levels.

**Classroom Ratio**

The GSRP classroom will maintain a teacher to child ratio of 1:9 and the classroom size shall not exceed 18 children.

**Daily Schedule**

**8:30-9:00 Arrival/Breakfast/Greeting Time-** Children enter the classroom at their own pace. Parents/guardians are encouraged to stay until children are ready for them to leave. Children have choices about whether to eat, spend time with books, or interact with adults and one another. Once all children have arrived, adults share the daily announcements.

**9:00-9:15 Large Group Time/Music and Movement-** All adults and children participate in activities planned around children’s interests, development levels, music and movement, cooperative play and projects; and events meaningful to children.

**9:15-9:25 Planning Time-** Children indicate their plans to adults in a place where intimate conversations can occur and where people and materials are visible. Adults use a range of strategies to support children’s planning (e.g., props, area signs, tape recorders, singing, planning individually, in pairs, in small groups).

**9:25-10:25 Work Time** (children’s hour of uninterrupted Choice Time)- Children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Work Time, adults participate as partners in child-initiated play and encourage children’s problem solving both with materials and during times of social conflict.

**10:25-10:35 Cleanup Time-** Children and adults cleanup together keeping the spirit of play and problem solving alive. Children make choices during cleanup. Adults accept children’s level of involvement and skills while supporting their learning.

**10:35-10:45 Recall Time-** Gathered in a small group setting, children choose Work Time experiences to reflect on, talk about, and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow children’s lead and encourage children to share (e.g., individual props such as puppets, telephones or periscopes, group games using hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting). Adults are unhurried in their approach and may complete Recall Time with four or five children each day.

**10:45-11:00 Small Group Time-** An adult-initiated learning experience based on children’s interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

**11:00-11:30 Outside Time-** Children have many choices about how they play in the outdoor learning environment, much as they do during Work Time indoors. Adult supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving.

**11:30-11:40 Read Aloud**

**11:40-11:55 Bathroom/Wash Hands/Prepare for Lunch-** Children assist in preparation and set-up. Children choose where they would like to sit and are encouraged to serve themselves.

**11:55-12:35 Lunch-** Family-Style meals support children doing things for themselves (e.g., serve themselves, pour beverages, distribute napkins, wipe up spills). Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

**12:35-1:35 Quiet/Resting Time-** Resting is a time for sleep or quiet, solitary, on your cot play. Rest Time plans should be individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine-motor manipulatives.

**1:35-2:05 Wake/Bathroom/Snack** (refer to AM descriptions).

**2:05-2:45 Outside Time** (refer to AM descriptions).

**2:45-3:30 Plan/Work/Cleanup/Recall/Dismissal** (refer to AM descriptions).

**Toys from Home**

We encourage you to leave toys at home. A small stuffed toy can be brought in for your child to use during naptime.

**Clothing**

Children should wear clothes which are comfortable and easy to fasten. Rubber-soled shoes are recommended. No open-toed footwear. An extra set of clothing should be put in a Ziploc bag labeled with your child’s name, to be kept in their cubby. For those just incase moments, such as spills or accidents that may occur. Please label all clothing, including coats with your child’s name. Proper attire for the weather should be worn, example if it is cold and/or snowing the child should have a coat, boots, hat, snow pants, and mittens; as we do go outside twice a day. We are required by law to take the children outside.

**Food**

Kiddy Korner Preschool provides breakfast, lunch, and p.m. snack for children in GSRP according to the USDA guidelines. If your child requires special foods, then foods for all three meals will need to be brought in from home daily (Healthy Foods). The food needs to be labeled with your child’s name. Make sure food allergies are communicated clearly on enrollment forms and to classroom teachers, so that special accommodations can be made. Meal-time can be social learning time where children are encouraged to try new foods. Good table manners and eating habits are encouraged. We serve meals family-style, what this means is everyone sits at the table, the children serve themselves.

**Use of Photos**

Kiddy Korner Preschool uses photos of children for many purposes. They may be used for special projects/crafts, identification of personal belongings, classroom decorations, or Kiddy Korner Preschool publicity. Parents may request in writing that their child not be photographed for one or all of the mentioned purposes.

**Use of Media in the Classroom**

Teachers are asked to use movies or media to support academic instruction and should not use media for entertainment purposes, unless used as a focused reward for the students with approval of the owner. Movies, books, and computer games need to be age appropriate with a “G” rating.

**You are required to keep your child home if he/she has:**

\*Fever of or over 100 degrees

\*Diarrhea- two or more loose/watery stools without known cause (by teachers) **Exceptions:** Medication or new food reaction (parent needs to inform teachers)

\*Vomiting- any vomiting

\*Unknown skin rash as these are often symptoms of communicable diseases. Rashes due to allergies or known medical conditions should be treated as instructed by parent and a notification call must be made with each episode

\*Irritability, lethargy, persistent crying that is not typical for the child.

\*Difficulty breathing

**Well at school-** If your child becomes to ill to participate comfortably in activities or they need more care than the teachers can provide, the child will be temporarily separated from the other children and a parent/guardian will be notified and the child will have to go home. Parent/Guardian is expected to pick-up ill child within an hour of notification.

**Return of child after illness**

If a child is too ill to participate in regular activities of the classroom, they should not return to school. Antibiotics must be administered for a 24-hour period and the child must be fever free for 24 hours prior to the child returning to school. An **exception** to this is if a doctor’s note is provided stating that they can return to school. If a child has a communicable illness, the guidelines set in place by the Macomb County Health Department will be followed regarding how long a child should be excluded from school. Kiddy Korner Preschool reserves the right to request a doctor’s note before allowing a child to return.

**Medication**

Your child’s teacher will administer prescribed medication that is in its original container with the updated prescription label. The container must include the physician’s name, the child’s name, instructions, and the name and strength of the medication. You must complete a medication permission form for any medication that is administered at school. The teacher will keep a record of the time and amount of medication administered to your child. All medications will be kept out of reach of children and will be returned to you after it is no longer needed or has expired. Over the counter medications and vitamins must also be accompanied by a doctor’s note and should **never** be packed in your child’s backpack. Over the counter medications should also be in their original container with a label that clearly states the dosage. We will not administer a dosage larger than what is stated on the label. Please inform the teacher if he/she was given medication prior to coming to school. Please provide a liquid measuring syringe or measuring spoon for administering medication.

**Immunization**

\*All children must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending child care/preschool.

\*Kiddy Korner allows a 4-day grace period. Children may receive immunizations up to four days before the due date.

\*Immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule (http://www.cdc.gov/vaccines/schedules/index.html).

\* Parent/Guardian (Imm.P.11) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from child care/preschool when outbreaks of vaccine-preventable diseases occur.

\* To remain in child care/preschool, children "in progress" must have an Immunization in Progress Form (Imm.P.14), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept, and an updated record provided to the facility. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)

**Child Incident/Accident**

In case of injuries, the incident is logged, and a Child Incident/Accident Report is completed. In case of serious injuries, teachers will follow guidelines for Accident or Injury as listed in the Health Care Service Plan. All teachers are trained in CPR/First Aid and AED. Until the arrival of the parent, a physician, an ambulance or paramedics, the teacher or owner will make the decisions regarding care of the child. Kiddy Korner Preschool is not responsible for medical bills incurred because of accident/injury while a child is in attendance. All serious injuries requiring medical attention are required to be reported to the Office of Children and Adult Licensing. Please report any phone number changes on your Child Information Card, so that you can be reached in an emergency.

**Emergency Procedures**

Kiddy Korner Preschool has written procedures for emergency situations including fire, tornado, serious accident/injury, and man-made disasters, as well as a crisis management plan. Emergency procedures and evacuation plans are posted in each classroom. For detailed instructions on specific emergency procedures, please see the Crisis Intervention Plan.

**Child Abuse/Neglect**

As mandated reporters, we are required by law to report suspected incidents of child abuse/neglect.

**Discipline Policy**

Teachers will use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. Discipline is most effective when it is consistent, reinforces desired behavior, offers natural and logical consequences. Discipline helps children gain control over their behavior. Children act best when they know the rules and know they are expected to follow them. Positive methods of discipline create a constructive and supportive social group and reduce incidents of aggression. Positive discipline methods will help guide a child toward self-discipline and independence. This is encouraged by the following methods:

\*Planning ahead to prevent problems

\*Setting consistent/clear rules

\*Encouraging appropriate behavior

\*Relating the discipline method to the behavior

\*Talking to the child about the feelings he/she is having

\*Redirection or distracting a child

\*Removing the child from the source of conflict

\*Tailoring the method of discipline to the individual child

\*Setting appropriate solutions

\*Involving the child in problem solving

**All of the following means of punishment shall be prohibited:**

\*Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment

\*Restricting a child’s movement by binding or tying him/her including harness, leash, or other restraint device. Strapping devices on confining equipment, such as high chairs used to stabilize the child in that type of chair, cannot be used for punishment or discipline. [**Note:** If a child needs to be restrained in an extreme situation to prevent harm to themselves or others, place the child’s arms across their chest in a criss-cross position, position yourself behind the child with your arms on top of theirs until they are calm, and the situation is safe.]

\*Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child

\*Depriving a child of meals, snacks, rest, or necessary toilet use

\*Confining a child in an enclosed area, such as closet, locked room, box, or similar cubicle

\*Excluding a child from any learning activity

**Biting Intervention**

Biting another child should never occur but sometimes children get frustrated and bite other children. We want to be supportive of parents as they teach their children not to bite, but at the same time we need to protect other children in our care. A bite that leaves red marks, bruising, or broken skin must be reported to both children’s parents and an Incident Report must be written. Kiddy Korner Preschool suggests that a parent seek medical attention for a child if the bite they receive breaks the skin.

If a child bites twice in 2 weeks (14 calendar days), teachers will follow the steps for Behavior Concern Management. Teachers will attempt to identify the reason for biting and apply the following preventions for biting:

\*If it is being used for means of communication: help the child find a simple word or hand gesture to substitute for biting

\*If it is being used for attention: spend more one-on-one time with the child to alleviate their need for additional attention-seeking behavior

\*If it is being used for an oral fixation: provide a teething ring loosely attached to their wrist

**Employee Screening Policy**

The following steps will be taken by the Director/Owner to ensure that all teachers are of responsible character and suitable to meet the needs of children as stated in R4000.5104 of the Licensing Rules for Childcare Centers. That they have received a copy of the Michigan Child Protection laws, excerpted by the Department of Human Services and understand its contents including mandating requirements, definitions, and indicators of abuse/neglect. A State Police Clearance Form must be completed by applicants and checked through the state website. All directors will be required to complete fingerprint registry. This clearance will be repeated for each employee on a yearly basis. Children’s Protective Service Clearance Form will be completed and kept on file. This clearance will be repeated for each employee every two years.

**Staffing Requirements**

All teachers must complete 16 hours of annual training in child development, curriculum, child discipline, health/safety, nutrition, working with parents, and licensing rules for childcare centers. All staff must also complete training on child abuse/neglect and cultural competency/inclusions. All employees are required to have current First Aid, CPR, and Blood Borne Pathogen training.

Teacher Requirements: GSRP Lead Teachers are required to have a bachelor’s degree in child development or early childhood education. Associate Teachers must have an associate degree in early childhood education or child development (or the equivalent), or a valid classroom CDA credential.

**Volunteers**

Volunteers provide a wonderful service in the classroom as they lend their time, energy, and compassion toward the children. It is important to keep in mind that ultimately the children are the responsibility of the teachers. Staff members will **always** have a “line-of-sight” observation of the volunteer.

All volunteers must be approved by the Director. If the volunteer will be in contact with the children at least 4 hours per week for more than two consecutive weeks, they must have documentation confirming a negative TB test. All volunteers must complete a State Police Clearance Form and a Children’s Protective Service Clearance Form. Kiddy Korner volunteers

**Will Not:**

\*Be left alone in a classroom with children or accompany children in the bathroom

\*Have access to personnel or child records

\*Be counted in determining staffing to child ratios

**Classroom Visitors-** Any classroom visitor, volunteer, or guest speaker must be pre-approved by the Director and check-in with the teacher when they arrive.

**Grievance Policy**

Parents are encouraged to express their concerns and/or problems regarding the program to Director/Owner Ashia Reeder at 586-493-5988.

**Parent Involvement & Partnership**

Kiddy Korner Preschool strives to provide a positive environment for all, however at times concerns may arise. If you have any concerns, please bring them to the attention of the Director who will complete a concern resolution and follow-up form. If you have concerns regarding a policy or procedure you can contact the Director. If you feel that Kiddy Korner Preschool is in violation of a licensing regulation, reports may be made to the Department of Human Services: Office of Children and Adult Licensing.

Kiddy Korner Preschool welcomes your family into our community and invites you to become active partners with us as we teach and care for your child. When parents and teachers join in partnership an optimum learning environment can be created. Kiddy Korner Preschool has an open-door policy with all parents and we invite you to drop in anytime. We seek to encourage parents to participate in the education of their child inside and outside the classroom. Here are some ways you can get involved:

\*Having informal day-to-day conversations with teachers

\*Communicating with your child’s teachers through e-mail, phone and notes

\*Attending formal parent-teacher conferences

\*Participating in developmental discussions regarding your child by request or invitation

\*Volunteering in the classroom

\*Reading your child’s lesson plans, monthly newsletters and Parent Board information

\*Participating in special events for parents and families

\*Reinforcing lesson plan activities at home

\*Participating in advisory committee meetings

\*Participating in program evaluations and giving input on policy and procedure

\*Sharing ideas or items related to your culture that can be shared in the classroom

**Family Contact**

This program requires a minimum of four family contacts per year: two home visits and two parent-teacher conferences. The purpose of home visits and parent-teacher conferences are to engage families in the child’s education and to help them provide educational experiences for the children. This process requires staff and parents to interact frequently to update each other about a child’s experiences at home and at school.

**Home Visits-** 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 lead teacher will discuss any required enrollment paperwork, implementing the ASQ with parents and family, sharing curriculum and program information, and discussing the goals parents have for their child. The second home visit is designed around the individual child and parents needs. The child’s assessment will be reviewed, highlighting areas of achievement and areas that need improvement. Teachers and parents will discuss the process of transitioning into Kindergarten and summer activity packs will be given to the students.

**Conferences-** Parent/teacher conferences are held in the fall and spring. Conferences are designed to provide information concerning the progress of the child, goals for continuous progress and any additional support that may be necessary. Samples of child’s work may be given, and teachers will give ideas on how the parents can support learning at home.

**Advisory Committee**

Kiddy Korner Preschool and GSRP provides for active and continuous participation of parents of enrolled children. Parents will be asked to participate in an advisory committee meeting. This meeting is held with GSRP teachers and administrative staff and designed to get valuable information from parents on program function. Topics of discussion may include: Curriculum, nutrition, and other health related topics, program outcomes and goals, Kindergarten transitioning and program evaluation.



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**Acknowledgement of Parent Handbook**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on this \_\_\_\_\_\_\_\_\_\_\_ day

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I received, read and

abide by the Parent Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Child’s Name

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 Parent/Guardian Signature Date