

Coopersville Area Public Schools GSRP Family Handbook



Table of Contents

Welcome	2
Mission Statement	3
Great Start Readiness Program Preschool	3
Staff Qualifications	4
Important Policies	5
Curriculum and Assessment	6
Enrollment Policy	7
Withdrawal Policy/Fee Policy	8
Attendance Policy	8
School Closings and Weather Policy	9
Physical Activity	10
Appropriate Clothing	10
Toys from Home	11
Who Should Stay Home	11
Medication Policy	12
Allergies & Asthma	12
Head Lice	12
Immunization Policy	13
Injuries & Safety Issues	13
Licensing Reports	13
Program Measurement	14
Emergency Procedure	14
Food Policy	15
Discipline Policy	15
Napping/Quiet Time	16
Family Involvement	17
Field Trips	17
Transportation	17
Child Release Policy	18
Community Resources	19
Sample Daily Schedule	20
GSRP Required Documentation	22
Permission to Photograph/Videograph	23
Family Handbook Received	24
Concussion Form	25

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

Welcome!

We are dedicated to offering early childhood programs of the very highest quality possible for young children. These are important years in your child's life, and research proves that investing in a quality program now is critical to your child's future emotional, intellectual, social, and creative growth. Through a carefully planned program, we provide a positive environment where children are respected, challenged, and encouraged. Our programs are based on the philosophy that children are individuals each with his/her own potentials, rate of development, and needs. Our programs exist for children. We have designed our programs so children can work and play and thus develop and grow in all the ways that will enhance their future school experiences. Because we believe each child is in charge of his/her own learning, the environment is organized so each child may make choices of activities and develop independent discovery. Our programs emphasize development of positive self-concept and independence. Young children learn best in a creative, pleasantly relaxed atmosphere where there is a lot to do and a minimum of don'ts. We have developed a balanced program of quiet and active work and play, as well as, individual and group activities. With the support and direction of our staff, children have an opportunity to make decisions, solve problems, share, take turns, follow directions, listen, create, get along with others and, above all, to like themselves. We welcome you to our center, and invite you to call or set up an appointment with us at any time. If you ever have a question or concern, please do not hesitate to call me at 997-3602.

Sincerely,
Nancy Dodge
Early Childhood Director

Mission Statement:

It is the mission of Coopersville Area Public Schools to inspire all students to embrace a life-long love of learning, to achieve their goals and to be compassionate citizens who contribute to the global community.

Great Start Readiness Program Philosophy:

Our goal is to provide every preschooler with the best educational opportunities through our child-centered, hands-on curriculum set in a rich learning environment which is created through our families, community and professional staff.

We believe that young children learn to the best of their ability when given:

- A safe, healthy, nurturing environment
- Development of strong teacher-child relationships in combination with strong family-teacher relationships in which all are valued
- Many opportunities for play and learning through play experiences
- Families are involved and we work together to help your child
- The activities are geared toward your child's current skills and interests

Our decisions are made from a child-centered focus which includes looking at the Early Childhood Standards of Quality- Prekindergarten, the curriculum, assessment information, feedback from parents and the diverse social, economic, cultural and family needs that exist within the classroom.

The Great Start Readiness Program is a state funded preschool program for four-year-olds and is free for those who qualify. Your GSRP is a cooperative effort of the Ottawa Area Intermediate Service District, local school districts, and other local child care/preschool providers. The programs receive funds from the Michigan Department of Education and every classroom is licensed by the Michigan Department of Human Services.

Coopersville Area Public Schools

Great Start Readiness Preschool

GSRP is a State funded center-based preschool program serving income-eligible four year old children. Classes are offered with a variety of family needs in mind. Many programs operate full-day, Monday through Thursday while others offer a half day program (either AM or PM) running Monday through Thursday.

GSRP regulations require staff to make two home visits and two parent/guardian/staff conferences a year. Staff will review other program requirements during the registration process or at the first home visit. This visit

typically takes place before your child's first day of school. Parents are encouraged to volunteer in the classroom, participate in our Parent Advisory Committee and attend other program events.

Staff

The staff of the *GSRP* is committed to providing a high-quality program for young children and their families. Classroom teachers hold a bachelor's degree in early childhood education or child development with a specialization in preschool teaching or a valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement. Most classrooms will have one teacher and at least one associate teacher to ensure a staff ratio of one adult to eight children. The classroom associate teacher holds a Child Development Credential (CDA) or an associate's degree in Child Development. In classrooms that have three adults, the third adult meets the Bureau of Children and Adult Licensing, Department of Human Services licensing requirements as a "caregiver."

GSRP Support Staff

The *GSRP* has the advantage of working with expert staffing from Ottawa Area Intermediate School District as well as local district personnel. The *GSRP* Early Childhood Specialist provides classroom support as well as professional development for *GSRP* staff. The Early Childhood Specialist visits the classroom throughout the school year.

Referrals

We believe that home and school together form a positive support system for the growing child. Parents are always kept informed of their child's progress. If a referral is needed for additional support, the family will be involved in contacting their local school district and creating a plan and setting specific goals for the child. Families will be informed at any point that the child is receiving one-on-one support services, and classroom teachers will partner with support staff to create an inclusive and supportive environment.

Inclusion

Coopersville Area Public Schools *GSRP* welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe

that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach his/her full potential.

Family Grievances

Our program strives to provide a positive environment for all. However, at times a concern may arise. If you have any questions or concerns you cannot resolve with the teacher directly, please bring the concerns to the attention of the Director who will work through your concerns with you.

Child Protection Policy

All staff are mandated by law to report any suspected case of child abuse, neglect, child sexual abuse or sexual exploitation to the Department of Human Services. Any reasonable suspicion will be reported including a child telling a staff member about abuse, witnessing the abuse, a parent's statement of abuse, or any physical or behavioral signs of abuse. A copy of this law may be obtained from the program director.

Non-Discrimination Policy

Coopersville Area Public Schools GSRP does not discriminate on the basis of age, sex, race, disability, color, religion, or national origin. No one will be excluded from participation in, or denied the benefit of, or be subject to discrimination during any program or activity or in employment.

Confidentiality Policy

Coopersville Area Public Schools GSRP insures that child and family records will not be disclosed without written consent of the parent or legal guardian, except as needed when child abuse and neglect is a concern. Confidential information is shared only with staff members who need the information to perform their jobs. Families have the right to examine their own records.

Drug Free and Smoke Free Zone

The entire school campus is a drug free and smoke free zone. Please extinguish cigarettes and properly discard smoking products prior to entering the parking lot and building. This includes chewing tobacco. Help us stay a drug free and smoke free zone by informing anyone that will be escorting your child to and from school of our policy. If your child is using our transportation to and from school, please help us set a good example to all children on the bus by also keeping the bus stop a drug free and smoke free zone.

Cell Phone Use

If you find it necessary to use your cell phone while in our building, please remember that we have many children and staff in our classrooms that are focused on learning activities. You may not want others to hear your conversation or it may not be appropriate conversation for public. And, depending on the time of day, we may have children napping. Please limit cell phone use to emergency use only in our lobby area or outside the building.

Curriculum and Assessment

GSRP classrooms provide a safe, secure and happy place for children to grow and learn. The curriculum provides intentional instruction to meet each child's needs through a play-based and developmentally appropriate philosophy; meaning attention is given to social, cognitive and physical development. All of the learning areas are created to support the "Early Childhood Standards of Quality for Pre-Kindergarten" updated in 2013 by the Michigan State Board of Education. Children interact in both large and small groups and the environment and activities are designed to assist in the development of pre-reading, pre-math, science, social studies and the arts. Through the use of the Creative Curriculum®, the State approved curriculum used in our classrooms, the Standards of Quality are met. Teachers monitor children's progress regularly and parents/guardians will meet with their child's teachers twice a year for conferences. The conference is a time for families and teachers to come together to discuss the child's accomplishments and to answer any developmental questions a family may have. The conference includes information about where your child is functioning as well as ideas for you to assist in your child's development in the home. Families also participate in two home visits during the year; allowing teachers, children and families to develop a warm and trusting relationship.

Children are screened within the first thirty days using the Ages and Stages Questionnaire. This provides information about a child's physical development, language, and other skills and is used as a baseline to determine each individual child's needs. Families are informed of any concerns the screening tool may show and parents/guardians will need to provide consent if the child requires further evaluation.



Enrollment Policy

ENROLLMENT OF STUDENTS WILL BE BASED ON: Children are enrolled based on the greatest need which includes family income as well as meeting the eligibility factors defined by the Michigan Department of Education which may put a child at Children are placed based on availability of an opening in the appropriate class. A wait list of eligible students will be maintained and openings will be filled based on eligibility factors and the order in which they were received.

THE PARENT/GUARDIAN MUST:

1) Meet the enrollment guidelines;

2) Return ALL completed forms which include the following:

- All families must complete an enrollment packet prior to the first day of attendance in GSRP. The packet includes an application, health requirements and emergency contact.
- Families will need to provide a copy of the child's birth certificate and immunization card along with other important enrollment requirements.
- GSRP requires proof of family income for eligibility.

FAMILIES ENROLLING IN THE PROGRAM:

- Are responsible for keeping the Child Emergency Information up to date, i.e. Telephone numbers, workplace, address, emergency contact, etc.
- Participate in scheduled parent/guardian/teacher home visits and conferences.
- See that students are in school unless absence is absolutely necessary. Families are responsible for informing the teachers when a child is ill or absent for some important reason.
- Support staff in maintaining a safe and enjoyable environment through a positive, preventive discipline approach.
- Respond to requests for information or assistance needed to promote student success.

****The child must turn four years old by September 1 for the 2015-2016 school year****

Withdrawal Policy

WITHDRAWAL: Parents/guardians should notify the classroom staff of the intent to withdraw their child from the Program at least two weeks prior to the withdrawal date. Parents/guardians should leave a forwarding address or school contact if the child will be enrolled in another school program.

DISMISSAL: Students should be in school unless absence is absolutely necessary. Families are responsible for informing the teachers when a child is ill or absent for some important reason. **Preschoolers who are absent from class for 10 consecutive school days without parent notification to the program will be dropped from the program to make space available for a child on the waiting list.** Every attempt will be made to contact and work with families when this occurs.

Fee Policy

The Great Start Readiness is a tuition free program for those who qualify. A sliding scale fee will apply for a limited number of over income families whose child meets additional eligibility requirements as set by the Michigan Department of Education.

Program Attendance Policy

School is important no matter what age of the student. Regular attendance at school, even in preschool, not only helps your child to grow and mature in all areas of development, but it also teaches them the value of education and the importance it has in their lives. Please make every attempt to be sure that your child comes to preschool and is on time for the start of the class. However, when a child is sick (see sickness policy), it is best for everyone, including the child, to stay home and rest. A child not feeling well cannot be expected to participate in the busy daily activities in the classrooms. If your child is going to be absent, please contact the staff to report the reason and length of absence before the start of school. Late Pick-up or Early Drop-off: When a parent/guardian or other designated adult is picking up or dropping off a child from school, it is important that they be on time. Teachers and other school personnel have other responsibilities before and after programming and cannot be available to insure your child's safety. We will make every effort to work with you regarding pick-up and drop-off issues, but it is program policy to contact the Police Department to determine the next course of action in the event the parent/guardian is unavailable.

CONTACT INFORMATION: *If families move from one residence to another, change telephone numbers, or wish to add or delete an individual "Emergency Contact" person, it is the family's responsibility to notify classroom staff IMMEDIATELY so a parent/guardian may be reached in case of emergency or other communication need.*



School Closings and Delays

In the event of a district cancellation due to inclement weather (snow days/fog delays): All day care programs will be open but preschool may be cancelled so listen to your local radio or TV station. You will be notified by Blackboard Connect system so please keep your phone #'s up to date. When Coopersville Area Public Schools is closed, the preschool is also closed. If school is delayed 1 or more hours, the morning preschool session will not meet. Any scheduled field trips will be cancelled.

Weather Policy

GSRP classrooms will follow the building weather policy. Please send your child to school with the appropriate outdoor clothing (coats, hat, mittens, snow pants, boots, etc.) Your child will be going outside in light rain, snow, sleet, and wind so please plan accordingly.

The State of Michigan "Family Independence Agency" states that:

- Playing outdoors in cold weather does not cause illness in children. Colds, flu and illness are caused by viruses and bacteria. Children confined in warm, stuffy rooms with several other children have greater exposure to germs causing sickness.
- Frequent exposure to fresh air, exercise, and sunshine increases a child's general fitness and resistance to infections.

- During active play outdoors, the viruses and bacteria are dispersed into a larger, more mobile air space **decreasing** the risk of spreading to others.
- Physical activity actually increases the air exchange in children's lungs and improves blood flow through the body giving germs shorter contact with respiratory surfaces.

Physical Activity

GSRP guidelines require children to be engaged in a minimum of thirty minutes of outdoor play where they can be active and physical. This includes but is not limited to running, jumping, climbing, etc. The outdoor environment is an extension of the classroom and provides students with many opportunities to explore and continue to build social skills. Research states, "Good physical health and well-being, and a safe environment contribute to improved learning. Gross motor development enhances body awareness, understanding of spatial relationships, and cognitive growth." [Michigan Department of Education]

Appropriate Clothing for Preschool

Preschool clothing should be comfortable and washable so that it does not interfere with any activities. Tennis shoes are suggested for all children to wear indoors. Please remember your child's clothing will be exposed to paint, sand, and markers. ***It is important that you put your child's name on all of his or her belongings.*** Many children have similar clothing and it is sometimes impossible to identify ownership without a name. We cannot be responsible for lost items that are without a name label. Children participate in outdoor time every day except in heavy rain or extremely cold weather. Please dress your child accordingly. Warm mittens, coats, hats, boots, and snow pants are necessary every day once cold weather begins!

It is suggested that each child bring a large bag or backpack to class every day to carry home their artwork, papers, and notes from the teacher. ***Accidents can happen; it is a good idea that an extra change of clothes be sent and kept in your child's backpack.*** We have a limited supply of clothing for emergency use. If your child should come home wearing an item provided by his/her teacher, please wash and return it to school promptly.

Lost and Found

Lost and found boxes are maintained in the hallway by the office back door. All items not claimed at the end of the year will be donated to Coopersville Cares.



Toys from Home

Please leave all toys at home. Toys brought from home can easily get misplaced or even broken. We prefer that your child enjoy them at home or bring them only on special sharing days.

Who Should Stay Home Today?

For the good of your child, fellow students, and staff members, please keep your child at home if he/she is sick. We know you would appreciate every precaution taken to prevent the spreading of illness within the buildings. If we notice that your

child is uncomfortable or contagious, we will require you to take him/her home. We will not send a child home with a clear runny nose unless other symptoms occur. If a child becomes ill while in our care, we will contact the parent/person listed on the student enrolment form. We will keep the child isolated in the office, with the office staff until someone arrives. For the benefit of our staff and other children in our care, a sick child will not be permitted to return to preschool for 24 hours after onset of illness. Children will not be permitted in the Early Childhood programs with any of the following:

- 1.Fever of 101 degrees (auxiliary) or higher
- 2.Vomiting on two or more occasions within the past 24 hours
- 3.Diarrhea-three or more watery stools in a 24 hour period
- 4.Draining rash
- 5.Eye discharge or pink eye
- 6.Fatigue that prevents participation in regular activities
- 7.Lice or nits

Please let us know if your child has contracted a contagious disease. We need to provide this information to the other families. We try very hard to stop the spreading of germs by washing our hands and the children's hands frequently with soap and water. We also disinfect everything frequently. Handling children's bodily fluids: We use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Gloves are available and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents or laundered.

Medication Policy

Any necessary medication that is to be given to a child while in the care of WECC programs staff shall be accompanied by completed medication form. Parents are responsible for completing the required information including the name of medication, dosage to be given, time(s) to be given, and method of administration. A licensed physician must also sign this form. The medication must be in its original container with the child's name and dosage instructions clearly labeled. Medication will not be given on an as needed basis. (Exception: Epi-Pen, DiaState, Inhaler). Whenever a medication is given or applied, two staff members shall be present. Once a year, children who are in the full day program shall have a general parental release signed allowing the staff to apply sunscreen and/or insect repellent.

Allergy or Asthma

An individual medical plan must be completed for each child who has an allergy, asthma, is diabetic, or has a seizure disorder. This plan must be signed and on file at the preschool office prior to the child starting school. Parents may be requested to complete a special allergy form and a district Medical Care plan for their child. This form must be signed by the child's physician. Staff will read the ingredients labels of all snacks that are provided by the school. A list of classroom allergies will be sent home with the parents of the classroom with the students of allergies to make them aware of the restrictions. Parents will be asked to only provide store bought snacks that have an ingredient list.

Head Lice

If you discover head lice in your child's hair, please report it to the office. Though it may be embarrassing to you there really is no stigma attached to it. It happens! Head lice are not a sign of a dirty child or home and it is a very common early childhood problem. If left untreated head lice can spread very rapidly and cause a lot of discomfort to your child. Anyone found to have head lice or nits, even if the hair has been treated, will be sent immediately home. We have a "No Nit" (egg or egg casings) policy at Coopersville Area Public Schools, which means all nits must be out of the hair. If a child is sent home with head lice, a parent/guardian must accompany the child to school after the child has been treated. The office staff will check the child's hair to insure there are no nits present in the hair before the child is allowed back into the classroom.

Immunization Policy

All children must have their immunizations up-to date prior to admission. We are required to submit all student immunizations to the Ottawa Health Departments for review. The Coopersville Area Public Schools WECC is required to follow this policy:

R400.5113 Rule 113 (2) A center shall obtain and keep on file not later than the first day of initial attendance a certificate of immunizations showing a minimum of a least one (1) dose of each immunizing agent, (3) when a child has been in attendance for four (4) months, the center shall have on file an update certificate showing the completion of all additional immunizations requirements. According to Michigan Health Department and state licensing regulations, children in a licensed center must have their shots updated by their 5th birthday. Any child who does not meet these requirements will not be eligible to attend classes.

Parents are encouraged to participate in their child's classroom; however, any parent working with the children for a minimum of four (4) hours per week for two (2) consecutive weeks must have a T.B. skin test.

Injuries or Safety Issues

Parents **MUST** inform the program staff of any health or safety needs of the child that the program may be required to address. If your child has had an injury or illness that may prevent activity, please call the school.

If your child is injured while in our care, parents/guardians will be notified by either a note home or a phone call. If the injury is more than a minor issue, parents/guardians will be contacted immediately. If parents/guardians are not available, another adult listed on the child's emergency information form will be contacted.

Program staff are trained in First Aid and CPR and will secure medical and/or emergency surgical treatment for your child in possible emergency situations.

Licensing Reports

All child care centers must maintain a licensing notebook which includes all licensing reports, special investigation reports and all related Corrective Action Plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.

- The notebook will be available to parents for review during regular business hours.
- Licensing inspections and special investigation reports from the past two years are available on the Bureau of Child and Adult Licensing website at: www.michigan.gov/michildcare

Program Measurement

Ottawa Area Intermediate School District and Coopersville Area Public Schools GSRP are required to work with the Michigan Department of Education (MDE) to measure the effects of the state-wide preschool program Great Start Readiness Program. Information is sometimes collected about 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 or 517-373-8483 or MDE, Office of Early Childhood Education and Family Services, 608 W. Allegan, PO Box 30008, Lansing, MI 48909.

Emergency Procedures

Emergency phone numbers for police, fire, poison control and animal control are posted in each classroom. There are also building maps showing routes for emergency evacuation and shelter during tornado warnings. Drills will be conducted throughout the year with each class. These are done in a very non-threatening and reassuring manner and include fire, tornado and lock down. If a child is injured while attending the child care program, a staff member will stay with the child-giving any necessary first aid. You will be notified; but, if necessary, 911 will be used to provide any necessary treatment and/or transporting. It is very important to list emergency phone numbers on the enrollment form (please keep them up to date). Ice and band-aids are always readily available, and a first-aid kit is in each daycare/preschool room and with staff when outside and on field trips.

Breakfast, Lunch, and Snack

Mealtimes are learning experiences where children are encouraged to try new foods and engage in conversations about different foods, where they grow, or how they are made. Children are encouraged to participate in mealtime activities that may include setting the table, preparing food, serving themselves, and cleaning-up. Meals are served in a pleasant atmosphere with adult supervision at all times. All children are expected to feed themselves. Staff will not demand that any child eat, but children will be encouraged to taste new foods.

Depending on the length of your child's day in the program, breakfast, lunch and a snack are available. Most of our programs participate in the Child and Adult Care Food Program (CACFP) for assistance in funding meals. Menus are reviewed by a registered dietitian and parents to ensure healthy low fat, low sugar, low salt meals and snacks. If you choose to pack a cold lunch for your child, please choose healthy low fat, low sugar, low salt items.

Hand Washing

Hand washing is probably the most critical element in reducing the spread of germs. Children should learn about hand washing early in life to help them develop healthy habits. Children will be required to wash their hands before eating, after using the restroom, when returning from outdoors and other times as determined necessary by the staff. We ask that you encourage and reinforce this behavior to keep everyone as healthy as possible. Staff also follow this policy and wash their hands before any food preparation.

Discipline Policy

We have positive expectations for the children who are in our care. We concentrate on the behavior we want and model what is needed to build positive relationships between adults and children, as well as among children. Teachers provide ongoing support as children learn social and problem solving skills. Program staff is not allowed to use any form of punishment (i.e. spanking, threatening, humiliating, withholding of basic needs including food and outdoor play, or isolation from the group).

CHOICES: Throughout the school day, children are recognized and encouraged to make choices. Choices within limits allow a child to feel empowered and feel part of a decision-making process. The more choices a child has, the more likely he or she will cooperate with adults.

INTERVENTION: Conflict can occur when a child is trying to assert control over a situation. Teachers diffuse conflict by using statements such as, "You may play in the gym after you put the trucks away." When children are experiencing a conflict, the teacher will approach the children calmly and acknowledge feelings ("you are feeling really angry"). Next the teacher will gather information from the children and find out why there is a conflict ("what happened?"). The teacher will help each child use empowering words and problem solving strategies to resolve the conflict ("Ask your friend, 'Can I use this truck?' Tell your friend, 'I am using this truck right now. I'll give it to you when I am done.'") As children learn and practice using problem solving words and strategies, they often begin to use these without adult intervention as the year goes on.

REDIRECTION: When a conflict has been resolved, the child/children will be redirected with new choices (example: "Would you like to play in the sand or with play dough?")

NATURAL CONSEQUENCES: Sometimes children make choices that have consequences. Children who experience logical, natural consequences learn that they have control in situations. Consequences are met with calmness and empathy for the child. (Example: "This is sad. Remember I asked you not to throw sand? Throwing sand hurt his/her eyes. What can you do to help?")

Even Preschoolers Can Be Bullies

Even preschool aged children can display behaviors that bully. Saying things like, "You can't play with us" or pulling a learning toy away from another child is a form of bullying. Whispering secrets and excluding someone is a form of bullying. Making faces or sticking out your tongue at someone is a form of bullying.

GSRP staff will promote an environment in which all children will play and work together. We are all welcome at all times. We share and take turns. We will use kind words towards our classmates and staff.

Parents can help stop bullying by observing children while they play. If children are showing signs of bullying behaviors, parents can help to explain how friends feel sad or hurt when we are not sharing or using kind words toward each other.

Napping/Quiet Time

It is required that all children under the age of 5 and in care for more than 4 hours have a rest time. Four year olds are provided quiet time daily if they are in attendance for more than four hours. In a full day program, Child Care Licensing

requires programs, including GSRP, to offer children a maximum of one hour to rest or nap. A non-school age child can bring a small blanket or stuffed animal from home to have at naptime. We provide the mats. For those children who do not need this time to sleep, quiet, non-disruptive activities are provided.

Family Involvement

The family involvement component of the GSRP is based on the belief that the best environment for children exists where there is close family-school interaction. **We hope you plan to visit soon and would love to have you!** We encourage and value families to be involved in our programs. Parents are welcome in our classrooms at any time. We have an open door policy for all of our programs. All volunteers must complete a Volunteer Authorization form and be approved through Michigan State Police and Children's Protective Services prior to helping in the classroom or attending field trips.

(a) Screening will check to see if they have been convicted of child abuse or neglect, convicted of a felony involving harm or threatened harm.

(b) All volunteers are supervised. They are not to be left alone with children at any time.

No convicted person(s) will be allowed to be in classroom.

Field Trips

One to two field trips are generally taken during the school year. In the event a classroom does take a field trip, families will receive notice in writing prior to the event. Trips may include visiting local businesses or community parks and some are done within walking distance to your child's school. Parents/guardians may attend as long as they meet the classroom volunteer requirements. Please note these requirements may involve paperwork which may take time to process so **plan ahead!**

Transportation

Transportation when possible will be furnished to those who need it when available. No one is guaranteed transportation. Parent/Guardian Responsibility:

- TO MEET STATE LAW, parents/guardians (or adults over 18 years of age) must accompany their child to the bus and physically help the child up the steps. Parents/guardians must meet the bus when the child returns home and physically help the child off the bus.
- Supporting the school in the enforcement of the car and bus safety rules.

- Never leave your child or other children unattended in the car while coming into school to pick-up or drop-off your child.
- Preschool students are not permitted to walk to and from school alone. The parent/guardian or other designated adult, 18 years or older, must bring a child to and from school.
- For safety reasons, you (or designee) must bring your child into school, sign him/her in on the attendance form, and make the teacher aware of his/her arrival.

The same procedure must be followed when picking up your child from school.

PLEASE DISCUSS THESE TRANSPORTATION SAFETY RULES WITH YOUR CHILD AND TALK ABOUT WHY THEY ARE IMPORTANT:

- Stay in your seat
- Buckle your seatbelt (if applicable)
- Use a quiet voice
- Use helping hands
- Listen to and follow the directions given by the driver



Child Release Policy

Because of our concern for the safety of our students, these guidelines will be followed.

- No child will be released to a person other than a parent or guardian during school hours without the prior permission of parent or guardian as provided on Emergency Contact information.
- If a parent/guardian desires that his/her child be released to another person not indicated on the Emergency Contact information, the following must be received in **WRITING**: i) the name of the person to whom the child is to be released; ii) the time of the release and the length of time for which the child is to be released; iii) the purpose of the release.
- Exceptions will be made only in times of emergency. The Program Director or Designee will make the determination of whether an emergency exists.
- The person to whom the child is to be released will be required to sign a log indicating the time and purpose of the release. If the person is not

known/recognized by the staff person, photo identification will be required. If the principal or designee has any doubts about the documentation presented, a decision to not release will be made.

- No preschool child will be permitted to walk home alone. The parent/guardian, or authorized adult, must pick up the child at school.
- With regards to divorced or separated parents:
 - A birth parent without custody may have access to his/her child or have the child released to him/her.
 - Where applicable, parents with custody should inform the school of custody arrangements and, if necessary, provide a court order (restraining order), which will be kept on file in the School Office. Without this court order, the school cannot legally prevent the non-custodial birth parent from taking the child from school.

Community Resources

211 Service of Ottawa County

Dialing 211 can link you to counseling, clothing, shelter, food, prescription assistance, utility assistance, support groups, job assistance, child care transportation and more.

WholeFamilyConnectionOttawa.com

This online resource tool, offers families instant access to services throughout Ottawa County. WFC is a free tool that's available 24/7, anywhere there is internet.

1. Log on to: www.wholefamilyottawa.com
2. Create a username and password
3. Enter in what you are searching for, and instantly receive a list of area services that match your criteria. Connect Today!

Children's Resource Center 1-800-332-5049

Child care information and referral, child care provider trainings and children's services information.

Ottawa County Child Development Services 1-800-428-5264

Daycare and Head Start for children ages birth to six.

Children's Assessment Center 616-393-6123

Collaborative investigation of child sexual abuse, crisis counseling and long term therapy for victims and supportive family members. Parent support groups available.

SCAN (Stop Child Abuse & Neglect) 1-800-332-5049

Information, referral services to prevent physical, sexual or emotional abuse of children.

Michigan Works 1-800-285-WORKS

Food, clothing, advocacy, case management and life/job skills classes.

Coopersville Cares 616-837-8602

Referrals, food, and clothes.

Family Independence Agency 616-394-7200

Aid to dependent children, food stamps and Medicaid.

Early On 616-393-5753

Provides services to help infants and toddlers from birth to 36 months who may have developmental delays.

School-Day Sample Daily Schedule

8:00 - 8:45 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.

8:45 - 9:00 Large-Group Time/Music and Movement - All adults and children participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects; and events meaningful to children.

9:00 - 9:10 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).

9:10 - 10:10 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.

10:10 - 10:20 Cleanup Time - Children and adults clean up together keeping the spirit of play and problem solving alive. Children make many choices during clean up. Adults accept children's level of involvement and skill while supporting their learning.

10:20 - 10:30 Recall Time - Gathered in small group settings, 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 a 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.

10:30 - 10:45 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.

10:45 - 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. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving.

11:30 - 11:40 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.

11:40 - 12:25 Lunch/Brush Teeth - 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 own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

12:25 - 1:25 Quiet/Resting Time - Resting is a time for sleeping or quiet, solitary, on-your-own-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 manipulative.

1:25 - 1:55 Wake/Bathroom/Snack - As children wake up, adults and children work together to put away cots and set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

1:55 - 3:00 Plan/Work/Cleanup/Recall - (refer to AM descriptions).

3:00 - 3:30 Outside Time/Dismissal (refer to AM descriptions).

****Additional school days may be added in order to meet State requirements for programming if excessive closures occur.**

GSRP REQUIRED DOCUMENTS

THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND SUBMITTED BEFORE ENROLLMENT INTO THE GREAT START READINESS PROGRAM:

_____ **Completed Child Information Card:** completely filled out and signed, including permission to seek emergency medical care; and with information CURRENT and COMPLETE - including phone numbers - for ALL individuals authorized to pick up your child from the classroom. *[NOTE: This Information Card is due at the time of initial attendance in the classroom.]*

_____ **Immunization Record:** showing a minimum of 1 dose of each immunizing agent specified by the Department of Community Health; or a waiver if not having your child immunized for religious or other reasons. *[NOTE: This Immunization Record is due at the time of initial attendance in the classroom.]*

_____ **Completed Physical:** performed within the preceding year, SIGNED by a licensed physician or his or her designee; and with any restrictions noted. *[NOTE: This Physical was due within 30 days of initial attendance in the classroom.]*

_____ **Copy of Birth Certificate/Government Document:** stating your child's date of birth.

_____ **Income Verification**

_____ **Proof of Residency**

_____ **Individualized Education Plan- IEP** (if used as a GSRP qualifier)

_____ **Homeless documentation** (if used as a GSRP qualifier)



PERMISSION TO PHOTOGRAPH/VIDEOTAPE

I give permission for my child to be included in photographs and videos while participating in any program activities and field trips.

_____ YES _____ NO

I give permission for photographs of my child to be posted in the classroom, or within other program displays.

_____ YES _____ NO

I give permission for photographs of my child to be used with newspaper articles.

_____ YES _____ NO

I give permission for photographs & videos of my child to be used on the district and/or OAIISD web site.

_____ YES _____ NO

I give permission for videos of my child to be shown to other program staff/parents.

_____ YES _____ NO

Child's Name (printed)

Parent/Guardian Name (printed)

Date

Parent/Guardian Name (signature)

Teacher



FAMILY HANDBOOK RECEIVED

I have received a copy of the *Great Start Readiness Program Family Handbook*.

I understand that this Handbook provides me with information I will need while my child is enrolled in the Program.

I understand that I am to read the Handbook to be sure I have all necessary information.

I understand that I may, at any time throughout the school year, ask Program staff to explain any information that I feel needs more clarification.

I have read the above statements and acknowledge receipt of the Parent Handbook.

Child(ren)'s Name(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



PARENT & ATHLETE CONCUSSION INFORMATION SHEET



WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall



▶ **"IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON"**

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

STUDENT-ATHLETE NAME PRINTED

STUDENT-ATHLETE NAME SIGNED

DATE

PARENT OR GUARDIAN NAME PRINTED

PARENT OR GUARDIAN NAME SIGNED

DATE

JOIN THE CONVERSATION  www.facebook.com/CDCHeadsUp



TO LEARN MORE GO TO  WWW.CDC.GOV/CONCUSSION

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).