

New Lothrop Elementary School

Preschool Handbook

2021 - 2022



****Due to the COVID-19 pandemic, many of these procedures may be altered/changed/revised based on recommendations from the Shiawassee County Health Director, the Michigan Department of Education or any Executive Orders.**

The Mission of New Lothrop Elementary School:

The New Lothrop Elementary School community will establish the foundation for continued growth by meeting the educational, emotional, social, and physical needs of all students so each may realize his or her individual potential.

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New Lothrop Elementary Preschool Program Information

New Lothrop Elementary School

9387 Genesee St. P.O Box 279
New Lothrop, MI 48460

Phone: 810.638.5026
Fax: 810.638.7289

Preschool Hours of Operation:

Part-Day:

- 8:00-11:00 a.m. (Mon/Wed/Fri)
- 8:00-11:00 a.m (Tue/Thur)
- 12:00-3:00 p.m. (Tue/Thur)

Full-Day:

- 8:00 a.m. - 3:00 p.m.

Preschool Daily Programs

	Monday	Tuesday	Wednesday	Thursday	Friday
AM 8-11:00 am	3-Day AM	2-Day AM 2-Day PM	3-Day AM	2-Day AM 2-Day PM	3-Day AM
Full Day 8:00 a.m.- 3:00 p.m.	4-day Tuition or Scholarship	4-day Tuition or Scholarship	4-day Tuition or Scholarship	4-day Tuition or Scholarship	No Class

The **RECOMMENDED** age is for preschool students is to turn 4 years old by September 1st. Students **MUST** be 4 by December 1st to be considered for a 3 or 4-day class.

GSRP Scholarship Note: Applicants for GSRP scholarships should be 4 by September 1st. They **MUST** be 4 by December 1st. The State of Michigan will not allow applicants who turn 4 after September 1st to receive confirmation that they have been issued the scholarship until after September 1st. Per the State, older students take precedence.



Our Preschool partners with Great Start to Quality and the Great Start to Readiness Program

Preschool Program Overview:

Philosophy

The goal of the New Lothrop Preschool Program is to provide every preschooler with the best educational opportunities through a child-centered, hands-on and play-based curriculum. We strive to prepare students for the academic setting, while encouraging a positive self-image and fostering the joy of learning in every child.

We believe that children learn to the best of their ability when the following is present:

- A safe, healthy, and nurturing environment.
- Activities that interest students while enhancing and developing creativity, physical and social growth, language development, and fine and gross motor growth.
- Families are involved and we work together to help children be successful.

Enrollment Information

Our Preschool Program is primarily open to children who will be 4 years old before December 1st of the current school year and who will begin Kindergarten the following Fall. If there is space, we can accept children who will be 3 years old before September 1st of the current school year. Cost for each session is determined by the amount of days/hours that your child is enrolled.

Tuition is due the week prior to the beginning of each nine-week session. Parents may be asked to withdraw from the program if fees are not paid promptly.

Each session has limited capacity and placements are filled on a first-come first-serve basis.

The 3-day classes run from 8-11:00 a.m. on M, W, F. The 2-day A.M. session runs 8-11:00 a.m. on T & Th and the PM program runs 12:00-3:00 pm. Our full day session runs from 8:00 a.m. - 3:00 p.m. M-Th.

A complete health appraisal report conducted and signed by a licensed physician, a completed child information card as well as a copy of your child's official birth certificate and social security card are required **prior to the first day of class**. All of this information is available in the registration packet.

Curriculum and Instruction

Our classrooms are implementing Connect4Learning this year. We are very excited about the addition of this new adopted curriculum.

Connect4Learning is a research-based, interdisciplinary curriculum. The curriculum weaves together connected science experiments, engaging math, authentic literacy and opportunities for social-emotional development to ensure that each subject is addressed meaningfully and comprehensively with each child. Using a project-based approach, children work toward a larger goal, such as playing a coral reef scavenger hunt or converting their classroom into a museum throughout a curriculum unit. Over the course of a school year six curriculum units will be presented: Connecting with School and Friends, Our Environment, How Structures Are Built, Exploring Museums, Growing Our Garden, and How We've Grown. Each of these units contain high-interest learning centers that will support and extend children's growing understandings.

Daily Schedule

Our goal is for your child to feel secure and independent, to move from one activity to another as easily and confidently as possible. We develop the daily schedule with these goals in mind and follow the schedule each day. Below are the descriptions of what we do throughout the day. Teachers will share a more specific daily schedule at the August Preschool Parent meeting.

- **Arrival/Greeting Time:** Children enter the classroom and have choices of how to begin their first few moments and interact with teachers and other children.
- **Morning Message:** When all children have arrived, the teacher shares morning messages about the day.
- **Large-Group Time/Music and Movement:** All adults and children participate in activities planned around children's interests.
- **Small Group Time:** Adult-initiated time is based upon children's interests and development where children explore, play, and work with a variety of materials.
- **Planning:** Children indicate their plans to adults in a place where conversations can occur and where people and materials are visible.
- **Work Time:** Children make many choices about where and how to use materials. Adults participate as partners in child-initiated play and encourage children's problem solving both with materials and during times of social conflict.
- **Clean Up:** Children and adults clean up together.
- **Recall:** Gathered in small group settings, children choose Work Time experiences to talk about and reflect upon.
- **Snack:** Children will have the opportunity to participate in snacks during the day.
- **Lunch:** Students in the full day program will eat lunch in the classroom each day.
- **Quiet/Resting Time:** Resting is a time for sleeping or quiet, solitary, on-your-own-cot play.
- **Outside Time:** Children have choices on outdoor activities supervised by adults.
- **Dismissal:** Children and adults make preparations for them to go home for the day.

Withdrawal Policy

We ask that parents/guardians who wish to withdraw their child from our Preschool Program notify the classroom teacher and the office at least two weeks prior to the child's last day of preschool.

New Lothrop Elementary School may request withdrawal of a child from the program for the following reasons:

- Failure to provide appropriate registration documentation
- Excessive late pick-ups (more than two per session)

- If a child endangers the health or safety of staff or other children
- If the director, in consultation with the staff, determines that New Lothrop Elementary is unable to meet the needs of the child and/or parent
- If tuition is not paid on time
- If a parent behaves inappropriately in front of other parents, staff, or children
- If conferences between the director, parents, and teacher do not satisfactorily resolve inappropriate behavior
- If a child is not toilet trained

Family Involvement:

Volunteers

We welcome volunteers in the classroom. Research shows children whose families are involved in school activities do better in school. Responsibilities for parent volunteers will include but are not limited to: helping to get supplies ready, assisting children during class, helping children wash their hands for snacks, etc.

Parents will be asked to help with parties by sending in treats and prizes or by helping with games and activities.

Anyone who wishes to volunteer will need to make arrangements with the preschool teacher ahead of time, and you will need to have an I-Chat on file prior to volunteering. The I-Chat forms are turned into the Superintendent's Office where a background check will be conducted. If an issue should arise, the interested volunteer and teacher will be contacted.

Volunteers attending field trips will be required to have a completed ICHAT form on file and a DHS Central Registry Clearance on file prior to volunteering, if they are supervising children other than their own, as there may be times that the volunteer is not going to be directly supervised by the center staff. This applies to grandparents and other important people that may wish to participate in a child's educational experiences.

Visitors

To keep children safe, all visitors will need to buzz the doorbell outside of the main building doors. Visitors will need to identify themselves, sign in, and wear a visitor's badge during their visit. If you are planning to volunteer see notes from the previous section.

Conferences

Conferences are scheduled in the fall and in the spring. Conferences may be set up on an individual basis if either the teacher or the parent feel that it is necessary to meet. Please feel free to inquire about your child's progress at any time.

Parties

We encourage and invite all parents/guardians to participate in our holiday parties at Halloween, Christmas, Valentine's Day, and at our End of the Year Celebration. You do not have to have an I-CHAT form in place to come and enjoy the parties with your child.

Birthdays

Birthdays will be celebrated on the school day closest to the child's actual birth date. Summer birthdays may celebrate half birthdays or a special celebration day in May will be set-up for all summer birthdays.

Kindergarten Transition Support

Our staff is dedicated to making the transition from Preschool to your child's next classroom as smooth and as positive as possible. You and your family will be guided through the process with information and support from our staff. Your child will have the opportunity to see and discuss the many thrilling things about their next steps. Please do not hesitate to contact us with any questions.

Referral Policy

If staff or family have any concerns about how a child is developing and/or progressing, a meeting will be held. This meeting (known as a staffing or consultation) will include the family, teacher, program coordinator and/or support services staff. Families will decide what, if any, next steps should be taken to address the area of concern. Next steps may include any of the following: different learning strategies, further assessments, modified daily schedule, etc. Please do not hesitate to discuss any concerns you may have about your child's development with your child's teacher.

Inclusion Policy

Our staff believe ALL children benefit by interacting and socializing with their peers in a high-quality learning environment. We are committed to promoting learning, fostering growth, and ensuring the health and safety of ALL students. We offer an inclusive early childhood program, which strives to promote acceptance, understanding, and development of ALL children. All children develop at different rates and attain skills at different times. We strive to develop appropriate activities to meet each child's unique needs. Children are not excluded or expelled because of the need for additional developmental, medical or behavioral support.

Our program has access through the Shiawassee Regional Education Service District (SRES D) to speech and language therapy, occupational therapy, physical therapy, and social work services for all identified and eligible children per their written Individual Education Plan (IEP).

What to Expect:

Things to Bring

Please send a backpack with a change of clothes to school every day with your child. They will also need a two-pocket folder that stays in their backpack to send notes back and forth.

Please **label everything** that your child brings to school: bags, notes, coats, boots, etc...

Snacks

Parents will be asked to provide a snack for the class a few times during each nine-week term. Snack days are assigned and a calendar will be sent home at the beginning of each month. Snacks should be nutritious, simple, and fully prepared before class. Crackers, fruits, and vegetables are suggested. We prefer to have sweets only on special holidays or birthdays.

Communication

We have a communication board posted outside of our classroom- please check this board often for any updates. A weekly newsletter will be sent home at the end of each week.

Report Cards

Report cards will be issued twice during the school year. Once during the fall Parent-Teacher Conferences and again at the end of the school year.

Behavior

Classroom rules are set up on the first day of school and role played with the children during the first week of school. These rules include but are not limited to:

- o Use safe hands and feet
- o Be kind to one another
- o Take care of materials
- o Use listening ears

By allowing the students to be a part of creating the rules, they will have a sense of ownership and responsibility for their actions. Students use orange cones-“Problem Cones,” to alert a teacher when there is a problem. The teacher and student work together to solve problems, following a multi-step process outlined in the High Scope Curriculum.

Unsafe or disruptive behavior will be referred to the Elementary Office. Students are expected to follow the Elementary School of Conduct rules. A copy will be provided upon request, or it can be accessed on the website: <https://www.newlothrop.k12.mi.us/domain/59>

Recess

Children are encouraged to dress appropriately for the weather, as we make an effort to go outside every day. If the weather brings light rain or snow, we will go outside for recess. If there is extreme weather or the temperature/wind chill is below 10°F we will hold recess inside.

We will provide outdoor activities that are age-appropriate for students to play with during recess, such as balls, chalk, jump ropes, hula-hoops, etc. Unfortunately, the large playscapes and swings are not licensed for preschool age students so we are not be able to use them.

Health:

Hand Washing

Students and staff will wash their hands before handling food, after sneezing, coughing or blowing their nose or using the restroom. Hand washing is a must in order to prevent the spread of disease and/or germs.

Allergies/Health Concerns

It is important that the teacher be informed of any allergies or health concerns that your child may have. Please do not allow your child to attend class when he/she is not feeling well or if he/she could be contagious to others. Students, staff, and volunteers are ill, or become ill, during the school day will not be able to attend preschool until they are well.

Illness/Health Policy

The immunization law and health requirements will be strictly applied. We encourage safeguarding the health of all our children by requesting families to follow these guidelines when deciding if a child is well enough to attend. In addition, families will be contacted by phone to pick up the child, if he/she becomes ill at school, which may include exhibiting any of the following symptoms:

Symptom	The child may return to school when
Fever	Fever registers 98.6° F without the use of medication and the child is acting normally well

Running Nose	Thick, yellow or green discharge clears up
Earache	A physician examines the ears and recommends the child return to school
Rash	A physician determines the cause and recommends the child return to school
Sore Throat	A physician determines the cause and that no strep or communicable infection exists and the child may return to school
Pale or Flushed Skin	Color returns to normal
Red or Watery Eyes	Eyes return to normal and no infection exists
Vomiting or Diarrhea	No further symptoms exists and the child is eating normally without causing upset stomach, vomiting or diarrhea
Draining Sore	Until draining stops
Communicable Disease/Condition (e.g. chicken pox, mumps, ringworm, influenza)	Physician approves returning to school. Please call the lead teacher to report this problem even if the condition first appears during a vacation break.

Medication Policy

Written permission by the parent or guardian AND your child's doctor is the only way we can administer medication to your child. According to Michigan Law (MCL 380.1178), it will only be under the following conditions:

- All medications must be in the original/prescription container
- The dosage must be clearly stated on the front
- The prescription name must be listed on the container and form
- The child's name must also appear on the prescription container.

When the family brings in medication, it must be hand-delivered to the office and must be accompanied by the "Medication Permission and Instructions for Child Care Homes/Child Care Center Form," as developed by the State of Michigan Department of Human Services—OCAL-1243. All medications must be logged on this form as well.

Medications are stored in an area that is out of reach of children and accessible only to trained, designated staff.

Communication on Illnesses

If a confirmed case of a communicable disease or a parasite (ex: strep throat, chicken pox, lice, scabies) is reported, a note will be posted on the doorway of each classroom where the illness is present. The note will be present for 24-hours which will include being visible for one pick-up time and one-drop off time.

Lice

We do not conduct entire school lice checks, because the Michigan Department of Health and Human Services advises against this practice. Mass screenings are NOT recommended. In general, students should be assessed on a private and confidential basis. However, if a classroom has several cases of lice within the same time frame, a classroom check may be conducted to help control the spread of lice.

If there is a reason to suspect a student has lice, the child is sent to the office to get checked. Parents will be notified if anything is found, and given resources on how to treat symptoms at home.

Upon re-entry: A parent will need to accompany the student for a head check, and the student should be deemed lice free before returning to class.

Safety:

Child Supervision

Each preschool session has one certified teacher and one certified aide in the classroom.

Per the provisions of our Preschool License, the children will be under the direct supervision of the Preschool Teacher and/or Aide during school hours. At no time will the children be left unattended – either the teacher and/or aide will be present with the children at all times.

Accidents, Injuries and Incidents

In the event of an injury, accident or medical emergency our immediate concern is to aid the child/children. For minor accidents/ injuries, the staff will use the first aid kit and training they received during their First Aid Class. The staff will fill out an incident report for the parent and it will be sent home at the end of the school day with the child. In the event of a serious medical emergency, the staff will be trained in the following procedures:

One staff member will be sent to get the child information record and first aid kit, the other teacher will stay with the child as they were trained during the staff's mandatory safety training. Parents or emergency contacts will be notified by the office and the appropriate emergency personnel are called (if applicable). First aid will be performed on the child until emergency personnel arrive.

If we are unable to make contact and emergency treatment is required, the child will still be taken to the hospital specified on your emergency card. Your authorization for the program to take emergency medical measures deemed necessary is part of this agreement. An incident report will be completed and filed per child care licensing guidelines using the BCAL-4605 (4-19) form and will be kept in the child's file.

In case of a serious incident the staff will follow the steps listed in the LARA Child Care Centers Book. This book is posted in every classroom and can be found on our parent board. This information can be referenced in section R400.8158 (Incident, Accident, Injury, Illness, Death, Fire Reporting).

All staff will be notified where the first aid kit, EpiPen , AED and BCAL-4605 (4-19) forms are located within the building each year.

Emergency Drills

As mandated by the State of Michigan, emergency drills will be performed periodically during the school year. New Lothrop Elementary School has written procedures for emergency situations, including fire, tornado, and lock-down drills. Emergency drill procedures are posted in the classroom. Children are prepared for these drills by practicing them so they will be familiar with the procedures in case of an actual emergency.

Transportation

Parents are responsible for delivering and picking up their child. A child will not be released to another parent/adult without the verbal or written notification from the parent. Children must be picked up promptly when class ends. It is usually best to be a few minutes early.

Building Entry for Preschool

In order to maintain safety and security for all of the students in the building we have protocol for entering the building for pick-up and drop off. Please note that students must be signed in and out every day.

The drop off and pick up location for preschoolers will be the front library entrance.

The door will open at 8:00 a.m. for families to drop off their children that attend the full day preschool class as well as the part day a.m. preschool class.

The doors will open for pick up at 11:00 a.m. for the part day class and 3:00 p.m. for the full day class..

Children attending the p.m. preschool class will also use the front library entrance for drop off and pick up. The doors will open at 12:00 p.m. for drop off and 3:00 p.m. for pick up.

Children will need to be signed in and out each day in the sign in/out book.

Parking

Please remember not to park in the circle drive when you drop off or pick up your child from Preschool. You may park in the east or west parking lots. If you have a permit, handicapped parking is located near the circle drive.

Additional Information:

Attendance

Our program strongly believes in the importance of regular attendance. Many studies have shown that preschool student who attend regularly are significantly more likely, than chronically absent preschoolers to be ready for kindergarten and to attend school regularly in later grades. We would like to help you in supporting good attendance habits in your child. We fully understand that circumstances arise where your child may not be at school. If your child is going to be absent, it is very important that you call and inform the teacher or office.

Age Limitations of Preschool Students

We try our best to include our Preschoolers in our Elementary School sponsored events. There are times when we are not able to include your youngest students due to licensing requirements. For example, Preschool students are not able to participate in our Latchkey

Program or sign up for Lock-ins. In addition, there are some pieces of playground equipment that do not meet the age requirements for Preschool.

Our Preschoolers will have these exciting opportunities to look forward in the future!

Calendar

The preschool program follows the New Lothrop Elementary school calendar. If school is closed due to a holiday, break, or professional development day, then preschool is closed as well. These days will not be made up during the school year. A separate preschool calendar is posted monthly.

Cancellations/Severe Weather

If New Lothrop Elementary is closed due to severe weather, the preschool program will be automatically cancelled. While it is unlikely, up to two days can be added to the end of the school year to make up missed severe weather days. The preschool teacher will communicate the schedule on these make-up days.

Grievance Policy

Our goal is to have a comfortable and productive relationship with all of our students, parents and teachers. If a situation arises that you are not happy with, please follow these steps to resolve your problem:

- 1) Discuss the situation with your child's teacher
- 2) Discuss the situation with the Elementary Principal
- 3) If your problem is not handled to your satisfaction, request a formal meeting with all involved parties by contacting the Principal

Licensing Notes:

Confidentiality Policy: Every child and parent in the program deserves privacy and respect. Parents can be assured that all information regarding children and families is kept in strict confidence by staff. Student information is gathered in accordance with the Michigan Department of Education requirements for GSRP. Licensing has access to all licensing-required child records. Parents/legal guardians have the right to look at or ask for a copy of his/her child's school record (unless a court order denies such access.) Anyone else requesting information must get written consent from the parent/legal guardian.

The New Lothrop Elementary School Preschool is approved (licensed) by the State of Michigan Department of Consumer and Industry Services, Bureau of Regulatory Services. We meet or exceed all standards of quality established by Public Act 116 of 1973.

The New Lothrop Elementary Preschool maintains a LARA licensing notebook of all inspection reports, special investigations, and all related corrective action plans. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Michigan Childcare website at www.michigan.gov/michildcare.

In accordance with Federal Law and USDA 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 Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

All staff members of New Lothrop Elementary School are in compliance with and have completed a criminal history check on file with LARA and the school district.

New Lothrop Preschool Health Care Plan

1. Procedures for obtaining/maintaining physicals and immunization records for students:
 - ALL students must have a copy of their official birth certificate and social security card plus a current physical and immunization record on file before they begin Preschool. The completed packet must be returned the night of the Parent Meeting.
 - These forms must be renewed annually.
2. Hand washing procedures for staff and students:
 - Wet hands under warm water and apply soap.
 - Rub hands together getting between fingers, fingernails, and backs of hands while counting to 10.
 - Rinse hands under warm water. Leave water running.
 - Dry hands using single use paper towel. Use towel to turn faucet off.
 - Throw paper towel away.
 - Hand washing is done before handling any food, after sneezing, coughing, or blowing nose, and if fingers were in the child's mouth.
3. Food Labeling and Storage:
 - Any open box shall be labeled with the date opened.
 - Food storage must be at least 6 inches above the floor.
 - Food, already served, may not be served again, unless it is in an unopened wrapper.
 - Milk shall meet the grade "A" quality standards and be served within 7 days of opening.
 - ALL tableware, utensils, food contact services, and service equipment shall be thoroughly washed, rinsed, and sanitized after each use.
4. Distributing Medications At Preschool:
 - ALL medications (oral and topical) will be given to the child by the Preschool teacher only. Prescription medication shall not be given unless there is an Authorization to Administer Prescription Medication form completed and signed by a licensed physician.
5. Handling Bodily Fluids:
 - Use Universal precautions whenever handling bodily fluids. Call a custodian to clean and sanitize the area.
6. Cleaning/Sanitizing Materials:
 - Wash vigorously with warm water and detergent then rinse with clean water.
 - Submerge, wipe, and spray with sanitizing solution and let air dry.
 - Tables are cleaned/sanitized with an antibacterial heavy duty counteractant before and after snack (or other food use) daily. They are also cleaned at the end of each day to remove any markings, materials or germs that may still be on them.
 - Toys and other equipment are sanitized twice a month using water/bleach mix – sprayed and air dried.
7. Illness:
 - Send the child to the office if they need to lie down until the parent arrives to pick them up.
 - Preschool aide or teacher shall make the contact with the parent to let them know that the child is ill and needs to be picked up early.
8. Minor Injuries:
 - Treat injury as needed, using universal precautions (ice pack, cleaned and band aid, etc.)
 - Fill out accident report and distribute copies as noted on form.
9. Major Injuries:
 - Apply first aid using universal precautions and notify the building administrator/supervisor.
 - Call parent/guardian immediately. Also, call police/fire/ambulance, if necessary.
 - DO NOT MOVE the injured person if injuries are of serious nature.
 - Submit a written accident report immediately with a FULL description of what you witnessed.
10. Reporting Child Abuse/Neglect:

When a member of the staff has a reason to believe child abuse/neglect has occurred or is occurring, they are to make an immediate verbal report to their supervisor as well as Child Protective Services (989) 725-3200. They should also submit a written DHS-3200 within 72 hours.

New Lothrop Area Public Schools 2021-2022 School Calendar

Approved 3-15-21



If any changes occur in this calendar we will be sure to communicate it via school messenger, our district website, and our district Facebook page.

2021

Monday, August 23	Professional Development Day
Tuesday, August 24.....	Professional Development Day Open House – Elementary School 5:00 – 6:00 p.m. Open House – Jr. High/High School 6:00 – 7:00 p.m.
Wednesday, August 25.....	No School for students & staff
Thursday, August 26.....	First Day of School
Friday, September 3	No School for students & staff
Monday, September 6.....	No School – Labor Day
Thursday, October 21	Half Day for Students Students will be released at 11:15 a.m. DK-12 Parent/Teacher Conferences (Conference Schedule: 1:30-7:30 p.m., Dinner 4:30-5:00 p.m.)
Friday, October 22	No School for students & staff
Wednesday, November 24.....	No School – Thanksgiving Vacation
Thursday, November 25.....	No School – Thanksgiving Vacation
Friday, November 26	No School – Thanksgiving Vacation
Monday, November 29	School reconvenes
Friday, December 17	Christmas Vacation begins at the end of the day

2022

Monday, January 3	School reconvenes
Monday, January 17	No Students – Professional Development Day
Thursday, February 17	DK-12 Parent/Teacher Conferences (Conference Schedule: 4:00-7:00 p.m.)
Friday, February 18	No Students – Professional Development Day
Monday, February 21.....	No School – President's Day
Friday, March 11	No Students – Professional Development Day
Friday, March 25.....	Spring Break begins at the end of the day
Monday, April 4.....	School reconvenes
Friday, April 15.....	No School – Good Friday
Monday, May 30.....	No School – Memorial Day
Friday, June 10	Last Day of School (½ day) Students will be released at 11:15 a.m. Teacher records day until 1:00 p.m.
Monday, June 13.....	½ Professional Development Day

The Board and Association recognize that if the New Lothrop Area Public Schools negotiated calendar cannot provide the required minimum number of hours (or days if mandated by the state) of student instruction for purposes of receiving State Aid (1098 hours), then the Board may add the hours at the end of the school year to receive its complete share of state aid.
Section 101 of School Aid Act - Beginning in 2016-2017, the required minimum number of days of pupil instruction is 180



Readiness Program

Preschool Family Handbook



Shiawassee
Regional Education Service District



New Lothrop Area Public Schools

These materials were developed in part by a grant from the Michigan Department of Education

GSRP Program Overview

The Great Start Readiness Program (GSRP) is a statewide, state-funded preschool program. It is designed for four-year-old children or those who will be four by September 1 of the program year, and who meet certain income eligibility requirements. The Shiawassee Regional Education Service District (SRES D) administers the GSRP program. This program is available in our community through our partnership with the SRES D.

Eligibility and Enrollment

The Michigan Department of Education provides enrollment guidelines and prioritization mandates for which we follow. To be considered for enrollment and tuition assistance, families must apply by submitting a confidential application and documents to verify income. Children that meet the income eligibility will be the first to be enrolled. Children that are over-income but have risk factors will be held until closer to the beginning of the school year to assure that all income eligible children are found and secured a place in the program.

Per Child Care Licensing and the Michigan Department of Education, all children will also need an immunization record on file by the first day of school (or a waiver), a physical health appraisal form signed by a doctor, documentation of the child's data of birth (preferably the child's birth certificate) and emergency information.

Tuition/Sliding Fee Scale

The Great Start Readiness Program is funded by the Michigan Department of Education. This program is free to children whose family meets the specific income and eligibility criteria. Children from families whose income exceeds 250% of the Federal Poverty Level (FPL) are required by Michigan law to pay tuition. Legislation allows for 10% of all children participating in the Great Start Readiness Preschool Program to be over the income requirements. For those families, a sliding fee will apply. The tuition rate for eligible children who are funded by MDE, and are above 250% FPL is set by the Shiawassee Regional Service District (SRES D) and is as follows:

School-Day GSRP Sliding Fee (yearly) tuition for Eligible (grant-funded) students:

\$362.50 for families between 251% - 350% FPL

\$725 for families above 351% FPL

Part-Day GSRP Sliding Fee (yearly) tuition for Eligible (grant-funded) students:

\$181.25 for families between 251% - 350% FPL

\$362.50 for families above 351% FPL

Early Education Philosophy

The philosophy of our program is to enrich each child's life socially, intellectually, physically and emotionally. Our classrooms promote an atmosphere of acceptance. We strive to provide safe and nurturing environments where the individual needs of children can be addressed and all children can flourish and grow under the guidance of a highly qualified teaching team.

Our program emphasizes teaching skills geared to each child's stage of readiness and development. Our approach to learning recognizes that children learn by doing. We recognize the tremendous capacity and desire of the young child to discover and explore their environment through hands-on activities using real-life experiences and materials. Our teachers take pride in helping children develop an overall feeling of competence, autonomy, and positive self-concept by challenging and supporting them as active learners. Children are encouraged to do as much for themselves as possible.

Our staff also believes that each family brings their values, language, diversity and traditions into the program. We, therefore, recognize the importance of forming a partnership with families. We strive to promote home/school relationships that are enhanced through open

communication and activities. We strive to offer families opportunities for involvement that promote their roles as partners in their child's education.

Developmental Screening

All children enrolled in our preschool classrooms will participate in a developmental screening within the first 30 days. Our program uses the Ages and Stages Questionnaire (ASQ) screening tool. The ASQ looks at each child's strengths and educates families about developmental milestones while incorporating families' expert knowledge about their child. Staff will discuss the results with each family and note any recommended follow up.

Ongoing Assessment

Our full-day preschool classroom utilizes the HighScope® COR Advantage to record observations and notes about children's actions, interactions and conversations throughout the year. This ongoing assessment information is used to help create lesson plans, while targeting specific skills in the classroom. Families will receive a written COR Advantage report at least twice during the school year.

Notice of Program Measurement

Our program is required to work with the Michigan Department of Education to measure the effect of the statewide Great Start Readiness Program. Data about your child is reported, and analyzed to support continuous program improvement. Data is confidential and will not be shared with others in any way that your child or family could be identified. For any questions, you may contact: Michigan Department of Education, Office of Great Start, 608 W. Allegan, PO Box 3008, Lansing MI 48909 or 517-241-7004.

GSRP Family Opportunities

Our program strives to create a strong home-school partnership by providing families a variety of ways to be involved. We value family input and feedback and fully understand that communication and positive relationships are keys to successful partnerships. As a parent, you have the opportunity to become involved in your child's education in a variety of ways.

- **Home Visits/Family Conferences:** Preschool families participate in two home visits and two family conferences during each school year (Fall/Spring). The teaching team uses these opportunities to provide program information and individualized activities, promote open communication, ease transitions, develop child/family goals, and review your child's growth, strengths and opportunities.
- **Local Advisory/Data Team Meetings:** Families are encouraged to participate as active members of our Local Advisory and/or Data Team Meetings that are held at least two times per year. These meetings seek input from families on program policies and local considerations including recruitment, food service, fieldtrips, child growth data, attendance, and program quality data.
- **Shiawassee Great Start Parent Coalition:** This group is interested in the early childhood planning and decision-making in our county. The group meets monthly at the SRES Early Childhood Learning Center in Owosso. It is a great way to learn more about community events, resources and network with other families. If you have an interest in being a part of this group, please follow the Great Start Shiawassee Facebook page or contact the Shiawassee Great Start Collaborative Director at 989-725-2581.
- **School Readiness Advisory Committee:** This is a county-wide advisory group that meets 3 times a year to review and advise decision-makers on GSRP policies and review recruitment, access, enrollment and child outcomes information at the county level. The committee is made up of a diverse group of school staff and parents. If you have an interest in serving on this committee, please contact the Shiawassee Great Start Collaborative Director at 989-725-2581

Daily Schedule

See page 4.

Rest time

Children attending a program of 5 hours or more are required to participate in a quiet afternoon rest time. This time will be no longer than one hour. Resting is a time for sleeping or quiet, solitary, on-your-own cot play. The room will be darkened and each child will be encouraged to rest quietly on his/her own cot or mat for this period of time. You are welcome to send your own small pillow, small blanket and/or an item to cuddle with, if you choose. Children who do not fall asleep during rest time are provided quiet learning activities.

Food and Nutrition

Our school day program provides breakfast, lunch and an afternoon snack in accordance with the Child and Adult Care Food Program (CACFP). All meals and snacks are nutritious and prepared/served in proper amounts in accordance with the CACFP meal pattern requirements. GSRP Families will not be charged for any meals or snacks that are served as part of the regular school day. It is preferred that all children eat the meals that are provided. **If your child has any food allergies or other special dietary needs documented by the child's doctor, please discuss this with the program director and teacher.**

Withdrawal

It is the expectation that all children enrolled in our GSRP program will complete the full school year. However, if you need to withdraw your child from the program, for reasons such as a family move, chronic or severe illness limiting participation, please notify us as soon as possible. If a child has been absent from the program for more than 10 consecutive days without notice, a letter will be sent to you asking if you intend to continue in the program. If we do not hear from you within the time stated in the letter, your child will be dropped from the program and another child on the waiting list will be enrolled.

Weather Policy

If severe weather were to arise, your child's safety is the first consideration. The following is the policy for bad weather conditions:

If New Lothrop Area Public School is closed due to inclement weather, the program will be closed. In the event of a delayed start, school will begin at 9:00. End times remain the same. Please listen to radio and television stations serving the area for all school weather related announcements. We also offer School Reach to receive notifications by text or call.

Abuse/Neglect Policy

Act 238 of the Public Acts of 1975, known as the Child Protection Law, requires that any school administrator, teacher, counselor, nurse, school social worker, or childcare provider, report all cases of suspected physical or sexual abuse or neglect of children less than 18 years old. Therefore, if any staff has reasonable cause to believe that a child has been the victim of abuse or neglect they must proceed as follows:

- Make an immediate verbal report to the Protective Services Division of the Department of Health and Human Services.
- Notify the Program Coordinator of the suspected abuse/neglect.
- Within 72 hours, file a written report with Protective Services on the approved form, available from the administrator.

Discipline/Guidance Policy

Young children are just learning how to get along in a group. The role of the teacher is to help children learn acceptable ways to achieve the goals they seek. Teachers give children cues about which behaviors to maintain or avoid and which alternative behaviors may be more successful. The overall discipline policy in our program aims to help children learn to develop internal behavior controls and self-regulation. The staff uses specific strategies to help children move towards self-control.

Young children need a safe, positive and consistent environment. In order to provide this for all children, the staff in our program will use a variety of positive guidance techniques. These include:

- Staff keep student behavior expectations developmentally appropriate
- There are many choices available
- Staff members set clear limits for children's behavior
- A consistent daily routine is established
- Staff model respectful ways to interact with others and use materials
- Staff members plan for transitions

If a dispute or conflict arises, staff members will use the following conflict resolution steps

- Approach the situation calmly
- Acknowledge the feelings of all children
- Gather information about the conflict
- Restate the problem
- Ask for ideas for solutions, and choose one together
- Be prepared to give follow-up support

The use of physical punishment is not permitted in our program by anyone, including a family member, guardian or parent. Please understand that each situation is different as is each child. Although we have a discipline policy and trained staff who strive to support and protect all children at all times, there are times in which the classroom teacher may notify parents of problems that cannot be resolved or continue on a daily basis. It is our goal to work in partnership with families, to develop strategies and plans that work toward the best possible outcome for the child.

Dispute Resolution Policy

We strive to work in a positive partnership with all of our families and strive to practice good problem-solving skills. However, there are times when a concern or complaint about your child's program may arise. If you have a concern, the best place to start is with your child's classroom teacher. Talk about your concern with him/her to find a solution. If an agreeable solution cannot be found, please address your concern with the program administrator. Finally, if still unresolved the complaint can be brought to the Shiawassee RESD Early Childhood Contact. The SRES, as GSRP grantee, has the final authority in the resolution of all GSRP related disputes.

New Lothrop Elementary
Preschool Handbook

