

# SUMMER PRESCHOOL EARLY LEARNING CENTER



## Great Start Readiness Program Parent Handbook

3121 W. McNichols  
Detroit, Michigan 48221



(313) 345 - 5111

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

## TABLE OF CONTENTS

Welcome	4
Great Start Readiness Program	4
Our Mission	4
Equality and Diversity	4
Cultural Competence	4
Recruitment	5
Selection	5
Enrollment	5
Admission	5
Withdrawal	6
Our Philosophy	6
Curriculum	6
Program Requirement	8
Schedule	8
Attendance	8
Exclusion Policy	8
Family Style Meals	9
Teacher Requirements	9
Staff Development	9
Staff Screening	9
Daily Routine	9
Outside Policy	9
Screening and Assessment	10
Referral Policy	11
Parent Evaluation	11
Program Evaluation	11
Follow-Up	11
Parent Notice of Program Measurement	12
Parent Engagement and Partnership	12

Volunteering in the Classroom	12
Home Visits	12
Parent Teacher Conferences	13
Parent Advisory Committee	13
Confidentiality	13
Licensing Notebook	13
Grievances	14
Schedule of Operation	14
Emergency and Severe Weather Closing	14
Arrival and Pick Up	15
Late Pick Up	15
Custodial Rights	15
Health and Safety	15
Daily Health Screening	16
Hand Washing	16
Allergies and Medical Conditions	16
Medication Policy	17
Illness or Injury	17
Emergency Procedures	17
Guidance Policy	18
Mandated Reporting Child Abuse	19
Standards of Conduct	19
Nutrition and Meals	19
Non-Discrimination Policy	20
Rest Policy	20
Visitations and Volunteering	20
Special Occasions and Holidays	21
Clothing	21
Toys from Home	21
Field Trips	21

## **Welcome**

It is our pleasure to welcome you to Summer Preschool Early Learning Center. Our vision is to provide a program for children and families that provide a community working together to provide a loving environment for the care and education of young children. We encourage you to communicate with us. We like to know how you and your child feel about the program.

## **Great Start Readiness Program**

GSRP is a preschool program funded by the Michigan Department of Education and managed by Wayne RESA to provide a high-quality prekindergarten program for Wayne county children who may be at risk of school failure. The program has income, age and risk factors requirements that we will use to determine your child's eligibility for enrollment.

## **Our Mission**

It is our mission to provide each child with a strong foundation for lifelong learning by providing a high-quality early learning program in a safe, clean, loving, developmentally appropriate learning environment.

## **Equality and Diversity**

Our center is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practices for all children and families.

It is our policy that no person shall be excluded from participation in our program or subject to discrimination in employment on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, disability or sexual orientation.

## **Cultural Competence**

Summer Preschool strives to provide a culturally sensitive environment where all families and children feel welcomed and accepted. Showing respect for the cultural, home language, and family composition of each child is of utmost importance to us. Staff will make every effort to understand and respond in a positive manner to families and children from all cultures. Materials and activities reflect a multicultural learning environment.

## **Recruitment**

Recruiting begins in the spring of each year preceding the start of the program in September. Recruitment is on- going and children we qualify are placed on a waiting list or referred to another program in the area.

## **Selection**

Selection for the Great Start Readiness Program (GSRP) is based on a ranking system. Families are recruited and interviewed throughout the year. Beginning in February each year families participate in individual interviews with center staff to establish eligibility in GSRP. At the time of the family interview income and other risk criteria are identified, verified and assigned a score. Potential students are ranked by income using the Federal Poverty Guidelines. Families are grouped by income level in accordance with legislation and guidance from the Michigan Department of Education. In addition to income, families are ranked within income groups based on the risk criteria score.

## **Enrollment**

Age requirements and qualifying factors must be met to be eligible for admittance to the GSRP program. Children must be four years old on or before September 1<sup>st</sup> of the school year and meet certain factors identified by the Michigan Department of Education. All required forms must be completed and signed before a child may attend the program. Parents must agree to keep all information updated as necessary.

## **Admissions**

Parent will be notified by telephone or letter if their child has qualified for preadmission to our GSRP and referrals will be made to Head Start and another program if they do not qualify. A commitment for final admission will be given once we are notified that funding will be available. This notification will be given by early Augusts. Procedures for selection for admission are based on program eligibility and prioritization chart. Children with the greatest need based on the risk factors will be admitted first.

## **The Following Forms are Due at Admission:**

Health Form/Immunization record signed by physician, Child Information Card, Birth Certificate, Child Adult Food Program, Verification of risk factors, and a completed enrollment package.

## **Withdrawal**

Children may be withdrawn from the program if:

- Parent requests withdrawal
- Parent refuses to meet basic health requirements, immunizations or waiver, and complete an up to date medical form.

## **Our Philosophy**

We believe that learning occurs best when children feel secure. At Summer Preschool ELC our focus on to provide a warm, caring, comfortable and safe learning environment for our children with routines that are predictable and consistent. We believe children increase their knowledge through manipulating materials and interacting with their environment and others. Children must be allowed to actively explore their environment. We believe that children must be provided with meaningful experiences to become enthusiastic learners and parent involvement play an important role in providing these meaningful experiences. Our program views social, emotional, physical and cognitive needs and interest as equally important. We focus on providing children with skills needed to achieve school readiness by providing a high-quality preschool program with developmentally appropriate practices, research-based curriculum and a learning environment that align with the Michigan early Childhood Standards of Quality for Pre-Kindergarten.

## **Curriculum**

High Scope is an educational approach in which children and adults share responsibility for learning. High Scope promotes curiosity, creativity, persistence, decision making and problem solving in young children.

Active learning is the cornerstone of the High Scope approach. Play is the way children learn. In an active learning setting children choose activities and materials that interest them, manipulate materials in their own

ways, use language to describe their intentions and actions, and receive adult support during their play. Children make observations, reflect on their actions and solve problems encountered in play. The learning environment promotes active learning. The classroom space is safe and inviting to children. It is divided into well-defined interest areas with places for group and individual activities. The classroom is filled with materials that support a wide range of play experiences and reflect the children's family lives. There are many real and natural materials in the classroom. The classroom is labelled so that children can find, use, and return

materials and relate the printed word to materials that interest them. Open-ended materials expand cognitive skills as children

The classroom is filled with materials that support a wide range of play experiences and reflect the children's family lives. There are many real and natural materials in the classroom. The classroom is labeled so that children can find, use, and return materials and relate the printed word to materials that interest them. Open-ended materials expand cognitive skills as children develop their imagination. There is a consistent daily routine which supports active learning and provides children with a sense of security and control. The HighScope daily routine includes time for the children to plan what they will do, carry out their plans in purposeful play and reflect on what they have done. This is referred to as the "Plan Do Review" process. There is a balance between "child-initiated" and "adult-initiated" activities. Children engage in large group experiences, which have a focus on movement and music: they also engage in adult initiated small group experiences, which have a focus on language and literacy, math, and science.

All parts of the daily routine stimulate brain development by offering children choices and by allowing them to pursue their interests. Through a consistent daily routine, focused around opportunities for active learning, children and adults build a sense of community. The HighScope Key Developmental Indicators are statements related to children's development that provide a framework for understanding active learning. Key Developmental Indicators cover social, emotional, cognitive and physical domains. Each Key Developmental Indicator is essential for the development of the abilities that emerge during early childhood. Key Developmental Indicators occur naturally during play and they are planned for during adult initiated times.

Research shows that nurturing adult child interactions help children achieve higher levels of academic achievement. Children who experience positive adult child interactions also develop enhanced pro-social skills and increased self esteem. In the High/Scope curriculum the role of the teacher is to support and extend the children's learning by observing and listening, asking appropriate question and by scaffolding learning experiences.

Children are encouraged to make "child sized" decisions. Adults use a number of strategies such as partnering in children's play, encouraging initiative and independence, supporting the exploration of materials and assisting with problem solving to support children's social, emotional and cognitive growth. Teachers work together as a team to support children.

The High Scope Key Developmental Indicators are statements related to children's development that provide a framework for understanding active learning. Key Developmental Indicators cover social, emotional, cognitive and physical domains. Each Key Developmental Indicator is essential for the development of the abilities that emerge during early childhood. Key Developmental Indicators can occur naturally during play or they can be planned for during adult initiated times. They plan their learning experiences Based on the children's interests using the Key Developmental Indicators focus. For more information on HighScope please go to [www.highscope.org](http://www.highscope.org).

## **Program Basics**

### **Schedule**

7 hours daily

8:00 a.m. – 3:30 pm Monday through Thursday. Friday is reserved for program planning Attendance

### **Arrival and Dismissal**

An adult must sign child in and out daily. Non parent/guardian must show ID.

### **Attendance**

Daily attendance is mandatory. In order to participate in the GSRP program your child must attend on a regular basis. It is expected that your child will attend at least 80% of the time monthly. Being tardy 5 times is equal to one absence. If attendance becomes a concern, you will be notified in written form to make adjustments to your child's attendance and/or tardiness. Extended or unexplained absences not related to sickness or family emergency can result in dismissal from the program. It is our policy to work with our parents to find solutions so children are able to remain in the program.

### **Exclusion Policy**

Children are excluded only in cases of short term injury or contagious illness that may impact the health and safety of children and others. No child will be excluded or expelled because of the need for additional developmental, medical or behavioral support, assistance with toileting and personal attitudes regarding the need for support and assistance.



## **Family Style Meals**

We provide meals that support children doing for themselves and making choices about eating, what and how much to eat. Children assist with the set-up, passing of food and clean-up. Children and staff eat together.

## **Teacher Requirements**

Maximum Class size 18

Ratio 1 adult for every 8 children.

Lead teacher – bachelor's degree in child development or early childhood education with a focus on preschool teaching

Assistant Teacher – Child Development Associates credential or an associate degree in child development or early childhood

## **Staff Development**

Staff are required to participate in ongoing training. All staff must comply with training requirements mandated by Michigan Department of Education, Day Care Licensing and Wayne RESA.

## **Staff Screening**

A comprehensive background check is done on all staff including finger printing.

## **Outside Policy**

Please dress your child for outside time daily. Children will go outside daily weather permitting. If it is chilly, we will spend a shorter period of time outside.

## Understand the Weather

### Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

### Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

# Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)													
Air Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100
	90	91	93	95	97	100	103	105	109	113	117	122	127
	94	97	100	103	106	110	114	119	124	129	135		
	100	109	114	118	124	129	130						
	104	119	124	131	137								

## Screening and Assessment

Summer Preschool uses Ages and Stages Questionnaire (ASQ3). Parents will complete the Ages and Stages with assistance from the teacher if need. The classroom teacher will evaluate results and the GSRP team will use the results to provide individualization and guidance for lesson plans. If a delay is expected a conference will be schedule with you to discuss a plan to address the delay and possible referrals for available resources. HighScope Cor Advantage is the assessment tool we use to document and assess children's skill levels in the classroom. Individual anecdotal notes are recorded over time and used to guide curriculum and lesson plans that are individualized to increase skill levels of the children. Progress reports are created and shared with parents.

## **Referral Policy**

If there is a non-educational need that your family has, the GSRP staff is available to assist you. After a referral is made, the GSRP staff will follow up with you to determine if further assistance is needed.

In the event of the need for further screening of a child to determine eligibility for special education services, parental consent will be attained and a referral to the special education department will be made. Parents may request a screening for special education eligibility in writing at any time. The parent request will begin the process of further evaluation for special education services. After a referral to special education is made, the child's resident school district will follow up within the state required timelines. Families may also need services unrelated to special education. Our program maintains a list of resources to assist in meeting child and family needs.

## **Program Evaluation**

Summer Preschool uses the Program Quality Assessment (PQA) to evaluate the quality of our early learning program. The PQA evaluates program quality by looking at the learning environment, daily routine, adult-child interaction, curriculum planning and assessment, parent involvement, family services, staff qualifications, staff development and program management. The assessment is completed 2 times a year, by an Early Childhood Specialist who works with our program weekly. The results are used to develop goals for our program.

## **Parent Evaluation**

To help us provide a high-quality program that meets the needs of the community we need your input and evaluation of our program. Parents will be asked to evaluate our program 2 times a year.

## **Follow-Up**

We are required by the Michigan Department of Education to follow the progress of all children who have participated in the program through grade 2.

## **Parent Notice of Program Measurement**

Summer Preschool ELC is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Contact: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov) or 517-373-8483

Or MDE, Office of Great Start, 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909

## **Parent Engagement and Partnership**

Summer Preschool ELC invite you to become an active partner with us as we work with your child this year. You are your child's first teacher and we respect and value your opinions and ideals. We want your involvement you can participate in the education of your child here at Summer Preschool ELC by:

Day to day communication with a member of the teaching team

## **Volunteering in the Classroom**

Reviewing the weekly lesson plans and participate in the hands on activities sent home to reinforce your child's learning experiences here at Summer Preschool ELC

Reading newsletter and parent information posted and sent home.

## **Home Visits**

Two home visits are required. During the home visits we focus on establish and maintain a positive partnership between our teaching team and your family and the individual needs of your child and family such as your child's strengths and challenges and a transitioning to kindergarten plan.

## **Parent Teacher Conferences**

2 parent teacher conferences are required. The conferences are held in the fall and spring. Screening and assessment results and individualized goals are shared with parents three times a year. Additional conferences are held as needed.

## **Parent Advisory Committee**

Parents are asked to participate and be a part of the Parent Advisory Board and to attend quarterly meetings at Wayne RESA with the teaching team. At least two parents are needed to work closely with the teaching team and the Early Childhood Specialist as active decision makers for our program. Our focus is on enrollment, recruitment, program assessment and child outcome data and transitioning in and out of the program. The Parent Advisory Committee hold at three meetings yearly one in the fall, winter, and in the spring all parents are invited to attend. During these meetings we will discuss policies, program concerns, plan special events for our children and families and share information about parent education and training, community resources and events. In addition to the advisory committee meetings parents are asked to participate in our program data analysis meeting and our parent workshops. Parent will help review current data, determine goals, action steps, and resources and determine topics for parent workshops.

## **Confidentiality**

All information regarding children or families of Summer Preschool ELC is regarded as confidential and the property of the center and family involved. Request for release of information to other agencies will be honored only if made in writing and with the permission of the parents with the following exceptions:

Court order, Department of Human Services, Child Day care Licensing, Michigan Department of Education and Wayne RESA.

## **Licensing Notebook**

The Licensing Notebook contains all of the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **Grievances**

Open communication is the foundation of a strong partnership. Please make use of our willingness to listen by communicating your needs and concerns as they arise. We view our program as a community of children, parents and staff all interacting and sharing. In a community people work closely together and hopefully interactions are positive, helpful, kind and understanding. Yet it is expected from time to time people will experience some conflict, concerns and difficulties. Any concerns a parent may have throughout the school year must first be brought to the attention of the teacher. The teacher may consult with the Coordinator of Early Childhood if necessary. If the concern or problem is unable to be resolved after involving the teacher or supervisor of the program, the problem should be brought to the attention of the Coordinator. We are always looking for ways to improve our program and welcome any concerns from the parent to help us improve our services.

## **Schedule of Operations**

GSRP operates September through June Monday-Thursday from 8:30 -3:30. Extend day options (before and after care, Friday attendance) are available. Attendance is not included in our GSRP grant. Participation is an additional cost to parents.

A school Calendar will be provided in September. We are closed the following holidays.

Labor Day- Thanksgiving/Friday after- Christmas Eve Christmas Day, New Year's Eve – New Year's Day- Martin Luther King Jr. Birthday – Good Friday Memorial Day- Independence Day

Annual in-service for staff (see yearly calendar for dates)

Winter Break (see yearly calendar for dates)

## **Emergency and Severe Weather Closing**

We will do everything in our power to make sure that the center is open. Closing are posted on local television and radio stations. If the children are at school and an emergency occur you will be notified by phone to pick your child up early.

## **Arrival and Pick Up**

Each child must be signed in upon arrival and departure by a parent or another adult listed on the child's Information card. Identification is required at pickup by anyone who is not listed on the Child Information Card. If someone not listed on the Information Card is picking your child up please notify us in writing. In case of an emergency we will accept a call from you letting us know who will be picking your child up.

## **Late Pickup**

We expect parents to promptly pick up their child at the scheduled time.

## **Custodial Rights**

Until custody has been established by a court action, one parent may not limit the other from picking up the child from our care. It is not within our right to withhold a child from a parent unless there has been a court action, which limits one parent's right to the child. We must have documents on file before action can be taken.

## **Health and Safety**

We attempt to maintain a healthy environment. Special housekeeping and staff procedures are key parts to this effort, but parents play a crucial role in maintaining the health of the children. All parents are required to familiarize themselves with the following policies to help assure that children receive proper immunizations and that sick children do not attend the center.

All children are required to provide proof of age appropriate immunizations following the guidelines established by the Local Health Department and physical examination upon enrollment. We are not equipped to handle ill children, for their safety and the safety of others we require that all sick children be picked up within one hour of a parent or guardian being called. If your child becomes ill while attending the center, he/she will be isolated from the other children as best as possible.

**A child is to be kept at home if:**

- There is a temperature in the morning 100 degrees Fahrenheit
- Conjunctivitis
- Any rash that cannot be identified or has been diagnosed by a physician as contagious
- Vomiting two times or more
- Profuse nasal discharge
- On an antibiotic for less than 24 hours when diagnosed as having an ear or throat infection (except written note from the child's physician stating it's ok for the child to return on that date.
- Diarrhea Exclusion:
- When the bowel pattern suddenly changes to a loose watery stool that occurs more frequently than usual.

**Daily Health Screening**

The staff will provide daily informal health screenings. Any signs of illness, injury or usual behavior will be noted and communicated to the parent.

**Hand Washing**

It is important to teach children the importance of hand washing early in life to help them develop healthy habits. Children and staff will be required to wash their hands before eating, after using the restroom, when returning from outside 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.

**Allergies and Medical Conditions**

All allergies to food, medication insect bites, etc. as well as medical conditions such as asthma, must be listed on the Child Information Card. If your child requires medication for such conditions, the prescription should be kept at the center to administer when necessary. Parent and physician authorizations are required to be on file.



## **Medication Policy**

Medication or special medical procedures shall be given or applied only with prior written permission from the parent and/or physician. We reserve the right to refuse to administer medication.

We reserve the right to refuse to give over the counter medicine without written and dated instructions from the child's physician. These instructions must be written on the physician's letterhead and verified by telephone.

Over the counter medication will not be administered more than two days without a physician's written statement (with the exception of lotions and creams for a diaper rash (one week) and sun screen.

We cannot administer any medication that has expired. We can only administer dosages that are age recommended on the label of over the counter medication. Parents giving medication to their child at the center must sign the medication sheet. All medication should be in the original container. We recommend you ask your child's physician to prescribe a 12 hour dose of medication when appropriate. This allows you to control the administration of medication at all times. No medication should be placed in cubbies or on the counter. All medication must be in a child proof container. All medication should be given to a staff member to lock up.

## **Illness or Injury**

In the event of any injury appropriate first aid will be administered by staff trained in first aid. In an emergency service 911 will be contacted as soon as possible. If necessary, the emergency services will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Child Information Card will be contacted as soon as possible. An Accident Form will be completed and kept on file at the center and a copy will be provided for you.

## **Emergency Procedures**

Emergency procedures for fire, tornado, and serious illness or accident are posted in the classroom. Fire and tornado drills are practiced regularly to prepare the children to respond properly during an emergency.

Building Emergency Plans are in place and reviewed by staff to keep them prepared in case the need should arise.

## **Guidance Policy**

It is critical to the well-being and successful development of young children that they have clear, consistent and age appropriate limits for behavior. We are committed to developing positive self-esteem, caring, independent, responsible and self-controlling behavior on the part of children. We approach discipline by setting limits and offering guidance when the limits are exceeded. Setting limits is viewed as a learning process. The management technique to be used in any particular situation will be based upon consideration of the particular situation and the individual child. All staff, volunteers, and parents are expected to use the positive guidance methods listed below:

- Plan ahead to prevent behavior problems. Anticipate problems that may occur and provide intervention or directions in advance
- Establish clear and simple rules that are age-appropriate
- Rules stated in a positive way
- Use reminders to help reinforce limits
- Focus on the desired behavior
- Treat all children with respect and politeness. (Using please and thank you)
- Give children the language they need to communicate feelings and needs to other appropriately
- Work with children to problem solve and come up with solutions to conflicts using the HighScope Conflict Resolution Steps.
- Help children see behavior consequences- discuss their behavior in a non-judgmental way and encourage them to think about its impact on people, objects and events.
- Provide "Better Choice Time" when a child is too upset to talk or listen. The child is removed from the situation under direct adult supervision from the group or activity for five minutes or less to think about a better choice and to decide when he/she is ready to participate in an appropriate way. This is employed only after positive redirection and verbal reminders fail. The goal is to assist the child in calming down, reassess the situation and calm down.

### **Child Day Care Licensing Rule R400.5107 Discipline Rule 107.**

- (1) Staff shall use positive methods of discipline which encourages self-control, self-direction, self-esteem, and co-operation.
- (2) Staff shall be prohibited from using the following as a means of punishment:
  - (a) Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment;
  - (b) Restricting a child's movement by binding or tying him or her;
  - (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child;

- (d) Depriving a child of meals, snacks, rest, or necessary toilet use;
  - (e) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
- (3) Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule (2) of this rule.

### **Mandated Reporting Child Abuse**

The State of Michigan Department of Human Service and Child day Care Licensing require centers and staff to report any suspected incident of possible child abuse or neglect. Staff participate in training regarding types of abuse and neglect as well as characteristics of abused children.

### **Standards of Conduct**

We strive to provide a safe learning environment for your child, you and our staff. We have established guidelines of acceptable conduct that all staff, parents, volunteers and visitors must abide by while on the premises:

- Respect and promote the unique identity of each child and family.
- Refrain from stereotyping on the basis of gender, race, ethnicity, culture religion or disability.
- Follow program confidentiality policies concerning information about children, families, and staff members.
- Refrain from smoking on the premises and using illegal substances on the premises during all center or parent activities. We adhere to a Smoke Free and Drug Free environment.
- Refrain from illegal activities while on the premises. Summer Preschool ELC prohibits firearms, alcohol, explosives on the premises.
- Refrain from the use of any threatening physical or verbal abuse.

### **Nutrition and Meals**

We participate in the Child and Adult Care Food Program (CACFP) and follow their guidelines for nutritional meals and snacks. Children are provided breakfast, lunch and snack daily. The center will assure that a child with special dietary needs is provided with meals in accordance with the child's parent and licensed physician. The weekly menu is posted in the classroom and a copy is sent home weekly.

## **Non-Discrimination Statement**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal,

And where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

## **Rest Policy**

Children are required to rest for 1 hour daily. Going to sleep is not a requirement. If after 20 Minutes the children are not sleeping or resting quietly on their cots, they may participate in a quiet activity such as looking at books, playing with play dough and other quiet activities.

## **Visitations and Volunteering**

We have an open-door policy and parents are welcome to visit at any time. We encourage you to volunteer. Parents and other volunteers, who wish to volunteer in the classroom may not have unsupervised direct contact with any child other than their own without having a Department of Human Service Clearance and a criminal history check on file. All visitors are escorted at all time and under the direct supervision of designated staff.

## **Special Occasions and Holidays**

The daily routines that children need are often disrupted with events that make holidays busy and more hectic than our typical day-to-day routine.

We try to celebrate the essence of holiday without disrupting the daily routine. Our celebrations focus on the meaning of the holiday, giving and sharing to others, and the seasons as we maintain a safe learning environment as we acknowledge the special days throughout the year.

Children's birthdays are acknowledged, we sing "Happy Birthday" and prepare a special birthday crown.

## **Clothing**

The children will be physically active each day as well as enjoying time outside. We ask that you dress your child comfortably. Gym shoes or rubber sole shoes are best for both inside and outside time. During colder months Please make sure your child is dressed for outside time. Please provide a complete set of seasonal changing clothes for your child.

## **Toys from Home**

Please have your child leave personal toys at home. From time to time the children will have a "share day" you will be notified. Books and items your child share with the class should be labeled and given to the teacher.

## **Field Trips**

Parents are notified of all field trips in advance and asked to sign a field trip permission form. Our transportation is provided by a professional bus company. Parents are encouraged to participate.