



Grand Haven  
Area Public Schools

# PRESCHOOL DEVELOPMENT PROGRAM



## A HANDBOOK FOR PARENTS & FRIENDS

Child Services  
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(616) 850-6825 • Fax (616) 850-6840  
[www.ghaps.org](http://www.ghaps.org)

## **Table of Contents**

### **Program Information**

History & Philosophy .....	3
Program Philosophy .....	4
Preschool Development Program.....	5

### **Policies & Procedures**

Enrollment.....	6
Fee Policy .....	7
Withdrawal Policy .....	8
Immunization Requirements .....	9
Immunization Schedule .....	10
Health Matters/Exclusion Policy/Health Resources .....	11,12
Medication .....	13,14
Inclusion Policy/Cultural Competence .....	15,16
Confidentiality Policy .....	17
Complaints Procedure.....	26
Healthcare Procedures .....	27,28
Diapering Procedures .....	29
Discipline Procedures .....	30,31
Weather Procedures .....	32
Emergency Procedures .....	33
Other Information: Abuse/Neglect Policy, Background Check.....	34
Licensing Notebook, Vision/Hearing	

### **Curriculum**

Curriculum.....	17,18
Typical Daily Schedule .....	19,20
Activities .....	21
Snacks .....	22
Parent Involvement.....	23,24
Notes to Parents .....	25

# History

The Preschool Development program has been available for children 3 – 5 years of age since 1975. Our program offers best practices in early childhood education and thus, provides developmentally appropriate activities for 2 ½–5 year olds in a user-friendly setting. This is a happy atmosphere where each child learns to explore his or her world creatively to make good choices, and is gently guided by warm, caring adults. A self-confident child who feels loved and who trusts adults will be well prepared for daily school when that time comes.



# Program Philosophy

The Grand Haven Area Public Schools Preschool

Development Program is designed to meet each child's individual needs and help them reach their full potential as learners. Our centers are designed to address the developmental needs of young children by recognizing each child as a whole person: physical, social, emotional, and intellectual needs are all part of our curriculum.

We believe:

1. Children have different needs, interests, talents, and develop at different rates.
2. Social, emotional, physical, and aesthetic development are just as important to the development and well being of the whole child as intellectual development.
3. Children learn best when there is a planned, multi-cultural, non-sexist, and developmentally age appropriate curriculum.
4. Children learn and develop by discovering, through direct experience, how the world works.
5. The program environment should be affective, warm, and filled with variety.

# Preschool Development Program

Central, Griffin, Lake Hills,  
Robinson & Rosy Mound Preschools

Dear Parents & Friends:

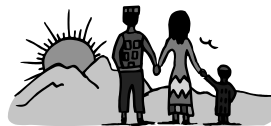
Welcome to our Preschool Learning Centers. We believe that you and your child/ren are VIP's, and we intend to treat you that way. Your child's first school experience is important, and we will strive to make it a positive and rewarding experience for your whole family.

Because of our varied activities and classroom environments, children feel most comfortable dressed in very washable play clothes.

Please observe the individual parking regulations at each school.

If at anytime there is a situation or problem that cannot be worked out with the teacher, please feel free to contact the Child Services Coordinator at (616) 850-6825.

We are looking forward to a great year of learning, growing, and sharing.



Sincerely,  
The Preschool Development Program Staff

# Enrollment



The classes are filled on a first-come, first-serve basis and are open to all area preschool children.

## **At the time of registration:**

- Parents may enroll their children who will be 3 years old by the 1<sup>st</sup> day of school. Your child must be completely toilet trained in our Preschool Development Program. However we offer classes at Central where the children do not need to be toilet trained. Children entering our 2 1/2- 3 Year program must be 2 years 6 months by the 1<sup>st</sup> day of school.
- A non-refundable registration fee is paid to enroll your child (paid one time for the school year).
- At the time of registration, parents will be given a Registration Packet including: The *Health Exam Form* must be filled out by the physician or health care provider and returned with all other paperwork. Parents are responsible for updating the *Health Form* when applicable.
- **All paperwork must be turned in before your child may attend class. Paperwork includes:**
  1. Registration Form
  2. Completed Health Form, Immunization Record
  3. Completed Child Information Card (all spaces filled in, both sides).
  4. Parent/Child Survey
  5. Student Goal

# Fee Policy

**Payment** is to be paid by the stated due date (you will receive a statement each session). If paid after, there will be a \$10 Late Payment Fee charge for each week your payment is late, up to 2 weeks. Your child will not be able to attend unless this is paid in full by the 1<sup>st</sup> day of the session.

**Returned Checks:** If the bank for any reason returns your check to us, a \$25 returned check fee would be added to your account. This fee, along with the payment, which was returned, should be paid as soon as possible. Additional late fees will incur if payment is not received within two weeks of your notification.

***No refund will be given if parent discontinues child/ren from class after the 2<sup>nd</sup> week of each session.***

**Scholarships & Payment Plans are available for those who qualify. Please call our office for information regarding assistance for Preschool at (616) 850-6825.**

**Late Pick Up Fee:** There is a \$10.00 charge for picking your child up after the scheduled class time. You will be charged an additional \$10.00 for every 15 minutes you are late. This can be paid by cash, check or charge to Preschool Development at the site or in our Child Services office. This is to be paid immediately. Late pick up payments not made within 24 business hours will incur additional late fees.

# Withdrawal Policy

**You may be asked to withdraw your child from our program for the following reasons:**

- Failure to complete and return: the ***Emergency Card*** or ***Health Form*** signed by a health professional by the first day of attendance. If your beliefs prohibit immunizations, a “waiver” must be filled out through the Ottawa County Health Department.
- Failure to pay tuition owed when due.
- If a discipline problem becomes so severe that the class is disrupted and the teacher, Coordinator and the child’s parents cannot agree on an acceptable solution.
- Behavior that presents danger or is detrimental to other children
- Evidence of not being completely toilet trained, at our required sites.
- Failure to comply with any of the admission policies.

**If you wish to withdraw your child, please follow the steps below:**

When your child is enrolled in our early childhood program, it is anticipated that he/she will remain with us for the entire school year. However, if it should become necessary for you to withdraw your child, we ask that you notify us in writing at least one week prior to withdrawal.



# **MICHIGAN DEPARTMENT OF PUBLIC HEALTH**

## **IMMUNIZATION REQUIREMENTS ATTENTION**

### **PARENT(S)/GUARDIANS OF CHILDREN ATTENDING PRESCHOOL PROGRAM OR LICENSED DAYCARE CENTERS**

To enter Grand Haven Area Public School Preschool Development Program: State Law \*Prohibits a director from admitting a child to the program without a record of having received at least one dose of each: Measles, Mumps, Rubella, Polio, Diphtheria, Tetanus, Pertussis, Hemophilia Influenza Type B (HIB), and Varicella (chicken pox).

To stay in the Licensed Preschool Center you must provide the program with a record showing that your child has received all of their immunizations. Children who have not received the required immunizations will not be permitted to attend the program until parents provide proof that all required immunizations have been given or a waiver has been signed through the Ottawa County Health Department.

\*Part 92, Act 368 of the Public Acts of 1978, as amended.

\*\*Children ages 4-6 must have received 4 doses of pertussis. DT is only acceptable if a signed waiver is on file for that particular dose of pertussis vaccine.

## Recommended Immunization Schedule of Ottawa County Health Department

<b>AGES 15 MONTHS – 4 YEARS</b>		
DIPHTHERIA, TETANUS & PERTUSSIS**	4 DOSES	The third & forth dose should be spaced at least six months apart
POLIO	3 DOSES	
MEASLES, MUMPS, RUBELLA	1 DOSE	Dose must be given at or after 12 months of age
HIB Hemophilia Influenza Type B	1 DOSE or....	Complete series of any HIB vaccine. One dose of any HIB vaccine given at or after 15 months of age. HIB is required through 4 years of age.
HEP B	3 DOSES	
VARICELLA (Chicken Pox)	1 DOSE	



**DPT** – Diptheria, Pertussis, Tetanus

**OPV** – Oral Polio Vaccine

**MMR** – Measles, Mumps, Rubella

**HIB** – Hemophilus Influenza (HbCv)

**TD** – Tetanus, Diptheria

**HEP. B** – Hepatitis B

**2 Months** – DPT, OPV\*

**4 months** – DPT, OPV\*

**6 months** – DPT\*

**15 months** – DPT, OPV, MMR

**15 months – 4 years** - VARICELLA

**18 – 24 months** – HIB (HbCv)

**4 – 6 years** – DPT, OPV\*

\*These recommended ages should not be construed as absolute, i.e., two months can be six weeks.

\*\*Supplemental (booster – TD) every ten years after last dose.

TB Skin Test is recommended to be given once between 12 – 15 months, may be given with MMR.

# Health Matters

**ABSENCES:** Please notify us if your child will be absent during the class period for whatever reason. You may call and leave a message at the following numbers. Thank you!

<u>SITE</u>	<u>PHONE #</u>	<u>SITE</u>	<u>PHONE #</u>
Central(Rm 11)	850-6876	Central (Rm 10)	850-6886
Griffin	850-5576	Robinson	850-5976
Lake Hills	850-5675	Rosy Mound	850-6775

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices.

## Exclusion/Illness Policy

Control of communicable illness among the children is a prime concern. Policies and guidelines related to outbreaks of communicable illness in our centers have been developed with the help of the Health Department and local pediatricians. In order to protect the entire group of children, as well as your own child, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- A fever over 100 degrees orally or 99 degrees (under the arm).
- Signs of a newly developing cold or uncontrollable coughing.
- Diarrhea, vomiting, or an upset stomach.
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache.
- Any discharge or drainage from eyes, nose, ears, or open sores.
- Itching, skin rash or lesion on the chest, back, shoulders, scalp, or other areas.

Children who become ill with any of these symptoms will need to be picked up. We appreciate your cooperation with this policy. If you have any questions about whether or not your child is well enough to attend school or our program that day, please call the program *before* bringing your child. Remember that your child must be fever and symptom free (non-medicated) for 24 hours before returning to the Preschool Development Program.

## HEALTH RESOURCES

The following resources are available to parents and staff for information regarding health issues.

- ❖ Ottawa County Health Department 616-846-8360
- ❖ WIC – 616-844-0097
- ❖ Love Inc. – 616-846-9160
- ❖ Michigan Poison Control Center – 800-22-1222
- ❖ Community Mental Health – 616-842-4357
- ❖ American Red Cross Literature
- ❖ Parent resource display
- ❖ North Ottawa Community Hospital 616-842-3600
- ❖ Michigan Department of Community Health  
[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)



# PROCEDURES FOR ADMINISTRATION OF MEDICATION IN SCHOOLS:

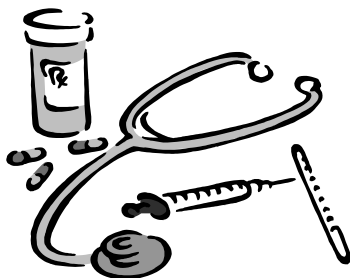
If a child requires medication while at Preschool Development Program, the parent or guardian must fill out a medication form and give it to the teacher. The teacher will administer the medication as directed and log the date, time, and dosage given on the form. The medication will be kept in a locked cabinet. We need all medication in the prescription bottle with the child's name on it and dosage directions. The medication and form will be sent home at the end of the session or kept at school as agreed upon by the parents and teacher. Children are not allowed to bring medication on their person. Medication of any kind should not be with the children at any time. The following is Grand Haven Area Public Schools medication policy. Please read it so that we are able to work together to benefit your child.

**Definition:** Medication includes both prescription and non-prescription medication and includes those taken by mouth, inhaler, or those which are injectable (epi-pen), applied as drops to eye or nose, or applied to the skin.

## **Procedures:**

1. The student's parent/guardian must provide the school with written permission and request to administer medication.
2. Written instructions that include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication. (*See the teacher for form*).

3. Medication must be administered by one adult in the presence of a second adult, with both individuals being designated by the Coordinator.
4. Medication must be administered in the presence of a second adult except in an emergency that threatens the life of the student.
5. The Child Services Coordinator will designate a person(s) responsible for assuring that a student receives medication as prescribed. Any persons involved in the administration of medication shall maintain student confidentiality.
6. Any staff person designated to administer medication receives in-service training on district policies and procedures related to this responsibility. Documentation of individual completion of this training should be maintained and be available upon request by parent/guardian, physician, or school official.



# Inclusion Policy

All children are welcome and bring value to our program. Children learn best when they participate with others who have different goals and abilities. Children with disabilities will be included in the full range of activities and services. Provisions for any modifications and accommodations necessary for children will be provided to the best of the program's ability. The safety and well-being of all children will be considered at all times.

Children are not discriminated against due to race, religion, family background, or culture. Teachers provide both sexes with equal opportunities to participate in all activities. Teachers speak positively about each child, their background, and their family.

# Cultural Competence Policy

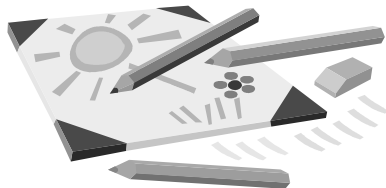
Our early childhood educators will work to make the most of children's potential while strengthening and building upon the skills they bring with them when entering our programs. All children are cognitively, linguistically, and emotionally connected to the culture and

language of their home. Children will be given the opportunity to acquire the use of English while respecting their home language. Staff will actively involve parents and family's in programs and honor their culture and home language learning. Teachers will provide all children with equal opportunities to participate in all activities.

## Confidentiality Policy

Working with children and families will sometimes bring us into contact with confidential information relating to children and their families.

- Parents will have ready access to the files and records of their own children.
- All staff and volunteers will maintain confidentiality at all times and not discuss their observations, conversations or viewing of any documentation of any family enrolled in our program with individuals outside of our program or with other enrolled families.
- Confidentiality also extends to staff and volunteers discussing personal/private information about co-workers to families enrolled in our program.





# Curriculum

**Our Curriculum** provides teachers with a structure for observing children and planning for each child. We will be using Creative Curriculum in our classrooms. Creative Curriculum is developmentally appropriate and aligned with the Michigan standards and benchmarks for teaching preschool children. Parents will be provided with a curriculum handout at our parent orientation. For more information about our curriculum please visit the following website: [www.TeachingStrategies.com](http://www.TeachingStrategies.com)

We will also be using Zoo Phonics to help teach children about letters and sounds.

**Assessment** gives our teachers the information they need to make decisions that drive their instruction.

The purposes of Early Childhood Assessments:

- Monitor children's development and learning.
- Guide planning and decision-making.
- Identify children who might benefit from additional support.

## Screening Process

Screening young children is an effective and efficient way for professionals to catch problems and start treatment

when it does the most good—during the crucial early years when the child’s brain and body are developing so rapidly.

Ages & Stages Questionnaire (ASQ) is a parent-completed tool that makes the most of families' in-depth knowledge and helps them become full partners in the screening process.

### **Progress Monitoring**

An initial assessment provides teachers with a starting point for educational programming. Ongoing assessment helps to evaluate the effectiveness of current instruction and suggests new directions for educational plans.

### **Report to Parents and Conferences**

“Progress Reports” will be issued 2 times during the year. You are encouraged to discuss information on these with your child’s teacher. Teachers will schedule a conference if requested. At the end of the year you will receive a folder with some of your child’s work created throughout the school year.

### **Field Trips**

Field trips will be announced in advance by your child’s teacher. If you are unable to attend or transport your child, you will need to make arrangements with another parent/adult to transport your child.



# Typical Daily Schedule

**Welcome, table activities** – This is a time to welcome the students to the classroom. Table activities are set out for your children with different tasks in mind. This is also a time for parents to communicate with their child's teacher.

**Circle Time** - The interaction in our group gathering allows students to share ideas, daily plans, and observations. Circle activities are designed to stimulate children's thinking, enrich their social skills, expand their attention spans, promoting oral communication, and learning new concepts and skills. It's a time for auditory memory, sensory experiences, and fun.

**Small Group Time** – The purpose of small-group time is to present activities briefly to a few children. The size of the group depends on the age and the individual needs of the children. Small-group time enables teachers to meet a variety of needs, introduce new concepts, teach particular skills, and focus observations.

**Choice Activities** – Centers are set up for children to choose an activity. Teachers vary the opportunities at each center. The following is a list of some centers that may be available:

Art	Books	Dramatic Play
Music	Trucks/Blocks	Writing/Listening Center
Science	Math	Puzzle/Toy Area
Computers	Sensory Table	

**Clean Up** – Everyone helps in cleaning up the day's activities. This promotes responsibility and ownership in the classroom.

**Story time** –Story time is designed to help children develop an appreciation and enjoyment of literature. Reading activities enhance children’s vocabulary and comprehension skills, and also expand their knowledge base.

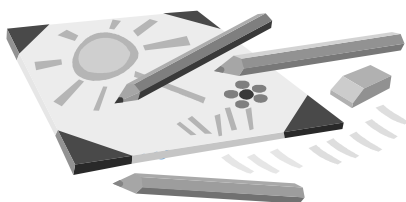
**Snack Time** - At this time, children are encouraged to socialize. Encouraging self-help skills help children build self-confidence and self-esteem. Pouring, serving, and helping to clean up are just a few of the examples to encourage children to build confidence in themselves.

**Music** - Music and movement experiences promote children’s listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.

**Outside / Large Motor** - Outdoor play is essential for children’s health and well-being. Children are given the opportunity to use their muscles as well as their imaginations as they engage in fun, healthy exercises such as running, jumping and climbing. If weather does not permit outside play, movement activities will be done indoors in the classroom.

**Inside** – Songs, finger plays, and time to review the day’s activities.

**Circle, Goodbyes** – this is a time to talk about the day’s activities and recall what we have learned and conclude our day.



# Activities

Our Preschool Development Program emphasizes socialization, sharing, and getting along with others in a group. Through the creative use of activity centers, each child is encouraged to explore many aspects of their world. Children are exposed to basic shapes, colors, numbers, and letters in a way appropriate to the developmental levels of preschoolers. Listening skills are fostered through music, games, finger plays and stories. Many art materials are introduced with creativity being more important than the looks of the finished project.

The program covers six concepts of learning for the preschool child including:

- Social / Emotional
- Large Motor
- Fine Motor
- Cognitive
- Language / Literacy
- Self Help



Each child will make decisions about what they will do each day guided by our experienced and caring teachers. Our goal is to make this early school experience a positive and happy one to store in their bank of memories.

# Snacks



Parents donate our snacks and juices. All snacks provided should be nutritious and pay due attention to children's particular dietary requirements.

When cooking with children as an activity, the adults provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

- You will be asked to bring in a nutritious, low sugar snack.
- You will be asked to bring in a beverage of 100% fruit juice with no added sugar or you may also choose to bring in low-fat or fat-free milk.
- You will also be asked to bring in 5 oz. Dixie cups.

We like to have the children try to pour their own drink. We do this with small pitchers and small cups.

During our snack time each day, we serve a variety of nutritious foods. In doing so, we also offer the children the opportunity to try new things. We try to avoid the sweeter treats.

## **FOOD ALLERGIES**

If your child has a food allergy or is following a specific diet (ie., Gluten Free), please submit written documentation from your doctor with the allergy and appropriate substitutions. Parents will have to provide the snack/lunch alternatives.

# **Birthdays**



Your child's teacher will explain birthday celebrations to you. Birthdays are special to young children. Parents may send a special snack to school for their child and classmates. Please ask your child's teacher about any allergies your child's classmates may have before bringing the snack to school.

## **Parent Involvement**

The aim of our Preschool is to support parents in their essential role. We will meet your children's needs by building good strong relationships with parents/guardians and making sure that the sharing of information is an ongoing two-way process. We:

- Involve parents in shared record keeping about their own child, both formally and informally, ensuring that parents have access to all written records on their own children.
- Ensure that parents are given information on a regular basis about their child's progress and have an opportunity to discuss it with staff.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge, and interests to the activities of Preschool. We actively encourage parental involvement with our curriculum.

- Help parents to feel welcome and supported.
- Take into account parents who need to work, looking at ways to involve them in the setting, and keep them updated on all developments and activities.
- Work closely with families, respecting and understanding their culture, background, and family composition.

### **Parents Are Welcome...**

You may visit our Preschool classes at any time with or without notice. However, if your child is reluctant to leave you, it would be wise to wait awhile until he or she is more comfortable. We encourage parents who have the time, to help with special activities in the classroom.

Please be advised that a family's right to ***visit the program at any time extends only to the immediate family*** with whom the child regularly resides.

Please be aware that everyone who plans to participate inside the classroom must have a completed ***Volunteer Assessment*** form on file in the classroom.





# Notes to Parents

Teachers Need Your Help.....

## Drop Off Time

Classes begin at various times...please note each school's schedule of operations. It is very important that you do not bring your child to the classroom more than 10 minutes before class begins. Each teacher needs this time, undistracted, in order to prepare for your child's day. Some teachers also have to come from another location. We have a childcare program called Prime Time available to you, should the need arise for care before or after school. You must pre-register in order to use the childcare. For more information please contact our office at 616-850-6825.

## Pick Up Time

Please pick your child up on time after school so that your child will not worry. If frequent lateness occurs:

- **A \$10.00 late fee occurs 5 minutes after class has dismissed.** Each 15 minutes, an additional \$10.00 is added. This may be paid with cash, check, or charge to Preschool Development Program in our Child Services Office.

# Complaints Procedure

Our program aims to provide the highest quality education and care for all our children. We welcome each individual child and family, and we strive to provide a warm and caring environment, in which all children can learn and develop. We believe children and parents are entitled to expect courtesy and prompt careful attention to their needs and wishes. Our intention is to work in partnership with parents and welcome suggestions on how to improve our program at any time.

## **Making concerns known:**

A parent who is uneasy about any aspect of the program should first talk over any worries with their child's teacher. If this does not have a satisfactory outcome, or if the problem re-occurs, the parent should put the concerns or complaint in writing and request to speak with the Child Services Coordinator.

We believe that most complaints are made constructively and can be sorted out at an early stage. Complaints will be taken seriously and dealt with fairly and in a timely fashion. Confidentiality is assumed.

# HEALTH CARE PROCEDURES

**HAND WASHING** – hands must be washed with soap under running water.

## ***Hand Washing Procedure:***

- Have a clean, disposable paper or single-use cloth towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with clean, disposable paper, or single-use cloth towel.
- If the water faucet does not shut off automatically, turn it off with the disposable paper or single-use cloth towel.
- Dispose of the single-use paper towel in a lined trash container or place the cloth towel in a laundry hamper.

**CLEANING AND SANITIZING** – The following steps are followed for cleaning and sanitizing toys, equipment, and surface areas of the rooms.

1. Soapy water
2. Water, rinse
3. Bleach water
4. Let the article or surface air dry

**DISINFECTING** – For cleaning up vomit or feces, it is recommended that the surface or article be disinfected. A disinfecting solution can be made using water and non-scented chlorine bleach.

The bleach solution should be left on the surface for 10 – 20 minutes and then rinsed with clean water.

### **HANDLING BODILY FLUIDS/ UNIVERSAL PRECAUTIONS**

Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. If differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Work surfaces shall be cleaned and appropriately decontaminated with an appropriate disinfectant.

All regulated waste that is being disposed of shall be placed in closable, leak proof containers or bags that are color-coded or labeled as required. If outside contamination of the container or bag is likely to occur, then a second leak proof container or bag that is closable and labeled or color-coded shall be placed over the outside of the first and closed to prevent leakage during handling, storage, and transport.

# DIAPERING PROCEDURES:

## **At Central Preschool Development Center Only**

Diapers will be changed in designated diapering areas only, using the following procedures:

Have the child get on the changing table by using the step stool, DO NOT lift the child onto the changing table.

- Put on gloves.
- Wipe the child from front to back.
- Discard diaper in closed container with wipes and gloves.
- Teacher and child will thoroughly wash their hands after each diapering.

### **3 Step Cleaning Process:**

1.) Soapy Water    2.) Water    3.) Bleach Solution

Only single use disposable wipes or other single use cleaning cloths shall be used to clean a child during the diapering or toileting process. Diapers shall be disposable or from a commercial service. If a child's health condition necessitates that disposable diapers or diapers from a commercial service cannot be used, then an alternative arrangement may be made according to the child's parent or licensed health care provider.

The following shall apply when cloth diapers or training pants are used:

- No rinsing of the contents shall occur at the center.
- There shall be a waterproof outer covering that shall not be reused until thoroughly washed and sanitized.

Toilet learning/training shall be planned cooperatively between the child's teacher and the parent so that the toilet routine established is consistent between the center and the child's home.

# Discipline

In our Preschool classes, we emphasize **Positive Behavior Intervention Support** which is an approach used to promote successful behavior and learning.

## What does PBIS look like?

- Teachers and students have warm supportive relationships.
- Environmental issues are considered to resolve behavior challenges.
- Classroom has visible, consistent rules and expectations.
- Rules and expectations are practiced and acknowledged.

## PBIS Philosophy:

We do not discipline young children for:

- Not knowing what to do
- Not knowing how to do it, or
- Lacking the personal skills to manage their own behavior.

## DISCIPLINE TIME LINE:

1. **1<sup>st</sup> time** – child will be asked if he or she knows the rule – he or she will be reminded and helped to find a better solution to the problem.
2. **2<sup>nd</sup> time** – he or she will sit in the “Better Choice Chair” (away from the group) for 2 to 5 minutes (dependent on the child’s age) and a better solution discussed.
3. **3<sup>rd</sup> time** – he or she will sit in the “Better Choice Chair” (away from the group) for 2 to 5 minutes (dependent on child’s age) and parent contacted.

4. **4<sup>th</sup> time** – (for still repeating the same or similar offense) the child will sit in the “Better Choice Chair” for 2 to 5 minutes (dependent on child’s age) and a conference with the parents is requested.
5. **5<sup>th</sup> Time** - One-day suspension, parent may be called to pick up child, and a conference with the parents is requested.
6. **6<sup>th</sup> Time** - Three-day suspension, and a conference with the parents is requested.
7. **7<sup>th</sup> Time** - Dropped from program.

Some steps may be skipped if behavior is severe or violent. Offensive and/or inappropriate language will not be tolerated.

When a child sits in the “Better Choice Chair” he/she will always be in sight of the teacher or assistant. Working together, teachers and parents can help most children to develop appropriate group behavior. Our staff respects the dignity of each child and will discipline a child accordingly.

Physical contact in disciplining is avoided unless it is necessary to restrain a child from harming him/herself or others. Our staff members try to tell and show the child what he/she should be saying or doing rather than focusing on the unwanted behavior. They also tell the child the reason for the rules to be followed. A child will never be hit or deprived of food as punishment.

The Preschool Development Program strives to set boundaries that are helpful in promoting good behavior. Families benefit from understanding the behaviors that can jeopardize their children’s participation. We create mechanisms to ensure that everyone is treated fairly and that other solutions are fully explored prior to terminating a child’s participation.

# Weather



## School Opening Delays/Closing Information

In the event of a school opening delay or of not being held due to stormy weather exists, parents are asked to tune to WGHN (1370 AM or 92.1 FM) for school delay/closing information. Bulletins are aired after 6:00 a.m. TV stations are WWMT, WOTV, WZZM, WGVU, and WZMI. Parents can also check the Grand Haven School District web site [www.ghaps.org](http://www.ghaps.org) or sign up for Nixle text alerts regarding delays/closings.

## Delays, Snow days, In-service Days...

Upon a Delay of Grand Haven Area Public Schools the AM Preschool classes will not be in session, PM classes will be in session.

**Snow days**, if the Grand Haven Area Public Schools close due to a snow day or other emergencies, there is no Preschool for that day. If necessary due to closings, Preschool Development Program will hold a maximum of 2 days at the end of a session or at the end of the school year.

**Cold/Hot Weather Days:** Time spent outdoors is an integral part of the school day. Children need fresh air, exercise and time spent outside. However, there are times when due to extreme temperatures, it is not safe for children to be outdoors. In the winter months when the temperature, with wind chill, is 10° F or higher, children will be allowed to play outside with adult monitoring for an appropriate length of time if adequately dressed with warm



clothing, jackets, snow pants, hats, mittens/gloves, and boots. In the summer and early fall months if the temperature is 82°F or warmer, the children will be closely monitored for heat related issues. They will be provided with cooling opportunities such as drinking water, shaded areas, and cool towels. Teachers will check the temperatures each day to determine what type of recess is held. If the children are unable to go outside, due to wind chill or extreme heat index, then large motor indoor activities will take place inside.

## Emergency Procedures

**Parent Notification Plan:** At all times parents will be notified if their child(ren) are involved in an accident, injury, incident or illness utilizing the Child Emergency Card as follows:

1. Parent / Guardian
2. Emergency Contact if parents are unavailable

**INJURY/ILLNESS:** The following are procedures for caring of seriously injured or seriously ill children:

- Attend to injured or ill child.
- Notify other staff members of injured or ill child.
- Direct other staff members to call parent, doctor, or 911, as determined by the seriousness of the accident or illness.
- Alert the principal.
- Stay with injured child or ill child until relieved by parent or ambulance.
- Fill out accident report and contact Licensing when required.

**FIRE:** We will have regular fire drills and explain this procedure to the children in a non-threatening way. The drill will consist of at least 1 fire drill quarterly to assure prompt evacuation of the building in case of emergency.

**TORNADO:** We will have regular tornado drills and explain this procedure to the children in a non-threatening way. The drill will consist of at least 2 tornado drills to assure prompt emergency procedures in the case of a tornado.

**LOCK DOWN:** We will practice two lock down drills a year. During lock down, children will be asked to remain quiet and sit on the floor inside the teacher's workroom or coatroom. Children and staff will remain in position until the principal or principal's designee announces it is safe or until emergency personnel arrive at the classroom.

### **REUNITING FAMILIES AFTER AN EMERGENCY**

**OR DISASTER:** In the event of an Emergency or Disaster, employees will follow the Parent Notification Plan as stated above. In the event that children and staff are unable to return to the building, for any reason, all students and teachers will go to one or more of the Secondary Locations listed below:

- First Presbyterian Church, 508 Franklin St., Grand Haven, MI
- Ottawa County Building (58<sup>th</sup> District Court), 414 Washington Ave., Grand Haven, MI

Students with special needs or disabilities in our care will have their needs considered when proceeding with the emergency steps above.

# OTHER

## **REPORTING SUSPECTED CHILD ABUSE & NEGLECT:**

Abuse or neglect of children is against the law. All staff members are mandated by law to report suspicion of abuse and/or neglect to the Child Protective Services.

## **SUSPICION OF CHILD ABUSE/ NEGLECT POLICY:**

Abuse or Neglect of children is against the law. All caregivers are mandated by law to report suspicion of abuse and/or neglect to Child Protective Services (CPS). The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law.

Each professional staff member employed by this District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The staff member who suspects or witnesses the abuse shall call the local office of the Michigan Department of Human Services (855/444-3911) and shall secure prompt medical attention for any such injuries reported.

S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the principal or his/her supervisor who shall, in turn, immediately notify the Michigan Department of Human Services.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

## **BACKGROUND CHECKS FOR STAFF & VOLUNTEERS:**

All our staff members are carefully screened through the Child Protective Services stating that there is no child abuse or neglect on their records. All staff are finger printed and a criminal background check is done as well. We also require all staff to be CPR and First Aid Certified.

Any individual or parent wishing to volunteer must complete a Volunteer Assessment Form consenting to a background check.

## **LICENSING NOTEBOOK:**

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

## **HEARING & VISION:**

The Health Department conducts hearing and vision screenings for preschoolers. This usually takes place in the spring of each year. Those tests are also required for Kindergarten enrollment. Dates will be posted at your child's school when available.