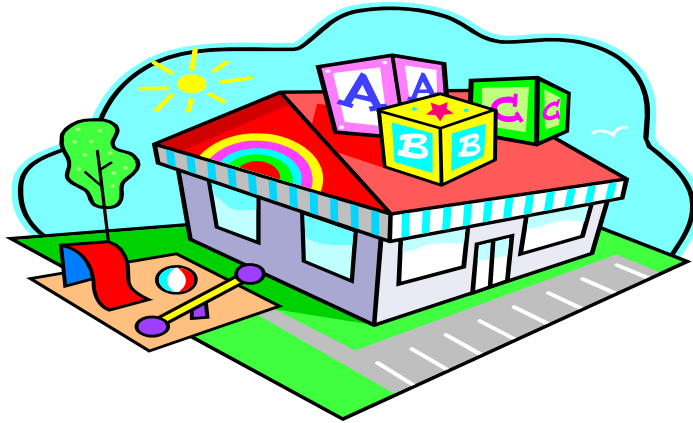


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Contacting L'Anse Creuse Preschool

School _____

Preschool Teacher _____

School Phone _____

Extension # _____

Early Childhood Programs Office

L'Anse Creuse Public Schools
Anna Mae Burdi Early Childhood Center
29851 24 Mile Road
Chesterfield Township, Michigan 48051

Sara O'Hara, Director
Early Childhood Programs
(586) 493-5220, Ext. 1310

Welcome to the L'Anse Creuse Preschool Program

The educational philosophy of the L'Anse Creuse Early Childhood Programs is based on a constructivist theory of growth and development. Children construct their own knowledge as they participate in a broad range of activities.

The role of the teaching team is to support each individual child's growth and development. This is accomplished by planning and implementing developmentally appropriate activities which meet individual and group needs through quality literacy experiences, early math and science experiences, creative expression, hands-on experiences, large and small muscle activities, a balance of child-initiated and staff-initiated activities, quiet and active times, indoor and outdoor activities and a balance of individual, small, and large group activities.

The role of the parent is to reinforce learning activities by taking an interest in and talking with one's child about the preschool day and activities. Family involvement may include reading books together, displaying artwork created by the child, singing songs, telling stories, and practicing finger plays learned in the classroom.

The role of the child is to explore, create, practice, question, and grow.

Program Goals

- To provide each child with a rich and rewarding school experience
- To help each child succeed independently at pre-school, learn to trust adults who are not members of their families, and increase independence from their parents
- To help children learn to interact constructively with other children their age
- To provide materials and opportunities for each child which encourage creativity and imaginative play
- To informally assess each child's skills and development
- To provide skill building activities which help children learn and grow
- To communicate effectively with families and to build a strong home - school connection



Staff Qualifications and Training

Our preschool teachers have 4 years of college, some with teaching certificates and ZA or Early Childhood endorsements. Our assistant teachers have either a CDA (Child Development Associates) Credential or Associates Degree in Early Childhood or are high school graduates with much experience working with children.

Staff Training Plan

All staff will receive 12 or more clock hours of training annually. Topics may include, but are not limited to, the following areas:

1. Child Development
2. Curriculum/Programming
3. Child Discipline
4. Health Care Service Plan
5. Nutrition/Sanitation
6. Working with parents
7. Licensing rules for Child Care Centers
8. Child Abuse and Neglect Reporting Requirements
9. Emergency Evacuation Policies (reviewed twice a year)
10. Crisis Management
11. Medication administration procedures
12. Volunteer Supervision
13. Safety/Supervision of Children

Required training, not included in the 12 clock hours, includes:

1. Infant/Child/Adult CPR (annually)
2. First Aid (every 3 years)
3. Blood Borne Pathogen training within 6 months of hire and annually

Staff will receive training by:

1. Staff meetings, workshops, courses, and on-line training
2. Child care conferences
3. Child care training sessions through 4'C and other community agencies
4. Book readings and discussions

Typical Daily Schedule

The following is a sample of your child's daily schedule. This is not the exact schedule every class follows. Each teacher individualizes his/her schedule to meet the needs of the class.

Arrival / Table toys / Sign In

Group Time

Choice Time

Snack

Outside / Gross Motor

Departure

Clothing

Please dress your child in comfortable, washable clothes for preschool. Some of our activities can be messy! Clothes should be sturdy and free of complicated fasteners like belts and buttons. Outdoor play is an important part of our program. We believe children should play outdoors every day, weather permitting. Please dress your child to be ready to play outside every day. Sweaters, jackets, hats, mittens and boots should be worn as necessary. It is much easier to remove an unwanted item than to need to put on something you don't have with you.

Parent Involvement

Strengthening the bond between home and school is basic to our programs. Parents are welcome to visit the preschool classrooms at any time. Please contact the preschool staff if you have a special interest that you would like to share with the children. Keep staff informed about anything affecting your child and know we will communicate any unusual incidents at school with you. Finally, be certain to check the parent information board for daily news.

Staff Screening Policy

Early Childhood staff screening policy includes the following requirements:

1. Initial interviews will be conducted by the Early Childhood Director.
2. All staff will have a criminal history check using the Michigan State Police internet criminal history access tool (ICHAT) prior to an offer of employment. If the ICHAT reveals a conviction for crimes against children, or a felony involving harm or threatened harm to an individual within the 10 years preceding the date of hire, the prospective employee will not be hired.
3. All staff will submit a Department of Human Service Central Registry Clearance which verifies the prospective staff member has no history of child abuse/neglect.
4. All staff will submit proof of a physical exam signed by a licensed physician within 6 months before or 30 days after the start of employment.
5. All staff will submit evidence he/she is free from communicable tuberculosis prior to employment. The evidence must be less than a year old from the date of hire.
6. All staff must sign a statement at the time of hire indicating all of the following:
 - A. The individual is aware that abuse and neglect of children is against the law.
 - B. The individual has been informed of the center's policies on child abuse and neglect.
 - C. The individual knows caregivers are required by law to immediately report suspected abuse and neglect to Children's Protective Services.

7. The program director will be required to have a criminal record check conducted through the Federal Bureau of Investigation (FBI).

Volunteers or Substitutes

1. All volunteers or substitutes who have contact with children at least 4 hours a week for more than 2 consecutive weeks will be required to submit proof of having a physical exam signed by a licensed physician within 6 months before or 30 days after the start of working at the center.
2. All volunteers or substitutes who have contact with children at least 4 hours a week for more than 2 consecutive weeks will submit evidence he/she is free from communicable tuberculosis prior to working at the center. This evidence must be less than a year old.
3. All substitutes who have unsupervised contact with children will obtain a Department of Human Service Central Registry Clearance to verify the substitute has no history of abuse/neglect.
4. All volunteers shall work only under direct supervision of the designated staff or principal. All volunteers will obtain a Department of Human Service Central Registry Clearance to verify the volunteer has no history of abuse/neglect.
5. All volunteers or substitutes require a criminal history (ICHAT) prior to working at the center. Any volunteer or substitute with a conviction for crimes against children or a felony involving harm or threatened harm to an individual within the 10 years preceding the date of offering to volunteer or substitute at the child care center will be prohibited the opportunity work in our centers.

Admission Policy

All children enrolled in the 4 year old program must be 4 by December 1. All children enrolled in the 3 year old program must be 3 by December 1 and independently toilet trained. A copy of the child's birth certificate is required at registration.

All enrolled children must have a current health evaluation completed by a health professional and a current, up to date, immunization record on file. The back of the green health form provided must be signed and dated by a medical doctor.

The child information card must be completed and signed by the parent or guardian. For the protection of the child, all names, phone numbers, addresses, and medical insurance information must be accurate and current. No spaces on the information card can be left blank. Notify your child's teacher immediately if information should change.

Child Custody Conflicts

With the high incidence of divorce and child custody conflicts in our society, the following policy has been developed and will be enforced:

1. Until custody has been established by a court action, one parent may not limit the other from picking up his/her child from the center. It is not within our legal right to withhold a child from a parent unless there has been a court action which limits one parent's right to the child.
2. A complete copy of the Judge's court order that establishes custody must be kept on file at the center.
3. Once the court order has been established and the document is in your child's file, we will abide by the court order specifics relative to visitation and/or involvement in your child's education.

Fee Policy

The preschool program is a self-supporting program of the L'Anse Creuse Public Schools.

Parents pay a deposit and registration fee at the time of registration. Six additional payments are due. Payments made more than 7 days after the due date will be subject to a 5% late fee. If payments are not received within 30 days of the due date, your child will be withdrawn from the program. Payments are due on:

October 15th
November 15th
January 15th
February 15th
March 15th
April 15th

Please make checks payable to L'Anse Creuse Public Schools.



Child Care and Before & After Care

Child care and before & after care programs may be available at each facility based upon sufficient interest being demonstrated.

Withdrawal Policy

Parents may withdraw a child at any time. Fees may be refunded at the discretion of the Director of Early Childhood Programs.

Children who are not developmentally ready for preschool may be asked to withdraw from the program. In this case, tuition would be prorated. Children will also be withdrawn from the program if tuition payments are not kept up to date or a parent is habitually late at pick up time.

Staff may request a child's withdrawal for behavior reasons. The appropriate placement policy will be implemented before such a decision is made.

Discipline Policy

The long-range goal for each child is the development of self-control, self-direction, self-esteem, and cooperation. Our staff will use positive methods of discipline to encourage age-appropriate success for all children.

Early in the school year basic rules of the preschool classroom will be discussed with the children. Positive reinforcement will be given for appropriate behavior. Inappropriate behavior will be redirected. At no time will physical punishment be used or will a child be deprived of snack or other privileges.

Appropriate Placement Policy

Our goal for all children is to provide each child with a rich and rewarding school experience. Communication regarding a child's development and behavior is essential to a successful outcome. When a concern arises regarding a child's development or behavior, the following steps will be implemented:

1. Staff will meet to verbally define the problem from a developmental and holistic focus.
2. The people involved, the procedures, and the time frame will be defined in a written plan of action.
3. Staff will consult the child's parents regarding the existing situation and the written plan. Parental involvement and cooperation will be encouraged.
4. If the initial plan does not have a favorable outcome, further consultation with other early childhood professionals will result in additional or replacement recommendations. A second plan may result from this consultation.
5. If, after a reasonable period of time, progress monitoring, and much communication, the situation has not made satisfactory progress, the staff, in conjunction with the Director of Early Childhood, will make a decision regarding the most appropriate course of action, including but not limited to, withdrawal from the program.

The above policy may be implemented with any child at any time during the program. The child's behavior will be considered in light of its impact on the other children and staff members. The staff will keep the parent(s) abreast of all specifics and any changes that occur.

Nutrition Policy

Parents provide snacks (snack and juice or milk) for the preschool program. The program will provide plates, cups and napkins, however, donations are welcome. We highly recommend nutritious snacks. Each family is strongly encouraged to sign up for 2 or 3 days a semester. The teacher will provide a sign up sheet at parent orientation. The staff will make families aware of any children's food allergies. Snack in rooms that have children with allergies must be commercially prepared, not homemade.

We also encourage parents to stay in the classroom on the day they bring snack. This gives you a chance to help out, your child a chance to be proud of you, and our staff a chance to explain how children learn through play. Please join us!



Emergency Closing

If the L'Anse Creuse Public Schools are closed, preschool will also be closed. If a snow day is declared after the start of the school day, preschool will operate and the staff will remain with the children at the site until parents have been notified and children are picked up by a parent, guardian, or person authorized on the emergency card.

Arrival and Departure

Parents and guardians provide transportation in our preschool program. Parents and guardians must take the child into his/her classroom and sign him/her in for class. Dismissal can be a confusing and congested time for children and parents. Please follow staff directions when you pick up your child from the preschool program. It is essential you have your child by the hand when walking to and from the parking lot. Our buildings are busy places with a lot of traffic. We do not want to see anyone get hurt.

Children will only be released to persons designated, in writing, on the child information card. Staff will ask to see the identification of persons they do not recognize who are picking up children.

A late fee of \$20.00 per 1/4 hour will be charged after the end of class. Please be prompt when picking up your child from preschool.

Sick Children

If a child becomes sick while at preschool the staff will:

- Make the child as comfortable as possible
- Contact the parent and give him/her specific information about the child
- Care for the child until the parent or designee arrives to take the child home
- Expect parents will arrive to take their child home as soon as possible

If the center becomes aware that a child in care has contracted a communicable disease, then the center will notify parents of the following:

- The name of the communicable disease
- The child may have been exposed
- The symptoms of the disease

Health Policy

Please keep your child at home if he or she has:

- Temperature over 100 degrees
- Pink eye or conjunctivitis
- Bronchitis
- Undiagnosed rash
- Diarrhea
- Has been taking medication for less than 24 hours
- Severe cold with a fever

*Due to license requirements, smoking is prohibited in all child care centers and on property upon which the child care center is located.

Incidents and Injury

In the event of a serious accident or injury the staff will take the following steps:

- Administer basic first aid
- Call 911 for an ambulance, if necessary
- Call the parent or guardian
- Call the Director of Early Childhood Programs

In the event of a non-serious accident or injury the staff will take the following steps:

- Comfort the child
- Administer basic first aid
- Call the parent or guardian



Medication

If your child needs medication, prescription or nonprescription, during his/her stay at the center, please fill out a medication form. A medication form properly completed and signed by a parent allows staff, by law, permission to administer. The classroom teacher will provide you with one.

Prescription medication must be in the original pharmacy container. The label on the container must indicate the date, child's name, physician's name, name and strength of the medication, and instructions. Topical nonprescription medication including, but not limited to, sunscreen and insect repellent, requires parental authorization annually. Staff will record and witness the administration of all medications, with the exception of sunscreen and insect repellent.

Your child's safety is our first concern so we will only administer medicine that was used for at least 24 hours at home. Non-prescription medications will be administered only if the medication is in the original container and the label clearly states the dosage. We will not give a dosage larger than what is stated on the label.

All medication shall be kept out of the reach of children and shall be returned to the child's parent or destroyed when the parent determines it is no longer needed or it has expired.

Notification for Pest Management

It is the policy of the L'Anse Creuse Public School District to implement Integrated Pest Management procedures to control structural and landscape pests and minimize potential exposure of children, faculty, and staff to pesticides. L'Anse Creuse Public Schools will notify parents by the following procedures, prior to inspection and treatment for pest control:

A sign will be posted at the main entrance of the building giving the date the **inspection** will be performed. Chemicals are not used routinely but if necessary will be applied. A note will be posted on the entrance doors when an application has been applied and will remain there for forty-eight hours.

Parents or guardians may request individualized prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry provided by the district. The registrants will be notified at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners, disinfectants, baits, gels, and any EPA-exempt pesticides.

An Integrated Pest Management form must be filed annually. Information is available on our web page lc-ps.org under Parent/Guardian section, Legal Notices or call the district IPM Coordinator at 586-783-6550, Ext. 1101.

Health Care Plan

All child care centers, regardless of the ages they serve, are required to have a health care plan that is reviewed with staff and provided to parents. This plan includes the following:

Hand Washing

The following procedures will be used for hand washing:

- Have a clean, single service towel available as shared cloth towels can transmit infectious disease
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees
- 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 finger, around nail bends, under fingernails and jewelry, and back of hand
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel

Hands shall be washed with soap under running water. The following are **not** approved substitutes for soap and running water: hand sanitizers, water basins, pre-moistened cleansing wipes.

Handling Bodily Fluids

The center will use precautions when handling bodily fluids, including blood-containing body fluids, tissue discharges and when handling other potentially infectious fluids, as instructed in the blood borne pathogen training. Steps used will include:

- Staff will put on gloves
- Clean up bodily fluid/diaper
- Wash area with soap and water, rinse, and sanitize area
- Wash hands of child
- Take off gloves and wash hands

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent
- Rinse area/surface with clean water
- Submerge, wipe, or spray the article or surface with a sanitizing solution
- Let area/surface air dry

Sanitizing Solution

- Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions

Controlling Infections

- See universal precautions above
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed after each use if used by different children or at least once a week otherwise
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note
- Children who become ill will be moved away from other children until they are picked up

HEALTH SERVICES

American Red Cross	586-778-5600
Nights, Sundays, Holidays	800-552-5466
Children's Hospice International	800-242-4453
Detroit Institute for Children (physical, neurological, & developmental deficits)	313-832-1100
Epilepsy Foundation of Michigan	800-237-3422
Family Independence Agency—Mt. Clemens	586-469-7700
Family Independence Agency-Sterling Heights	586-254-1500
Family Independence Agency-Warren	586-573-2300
Immunization Clinic-Mt. Clemens	586-469-5372
Immunization Clinic-St. Clair Shores	586-466-6800
Immunization Clinic-Warren	586-573-2090
Karmanos Cancer Institute-Main Clinic	800-527-6266
Karmanos Clinic-Eastside (Warren)	586-294-4430
Macomb County Health Department	586-469-5520
Macomb County MSU Extension	586-469-5180
Macomb County MSU Extension-Expanded Food/ Nutrition Ed. Program	586-469-6432
Macomb County MSU Extension-Food Info Hotline	586-469-5060
Maternal & Infant Health Advocacy	586-469-5865
Maternal & Infant Support Service	586-749-5173
Maternal & Child Home Visits	586-469-5520
Michigan Cancer Foundation	586-294-4430
MiChild	888-988-6300
New Haven Medical Center	586-749-5917
Optometric Institute & Clinic of Detroit	313-832-2088
Planned Parenthood of SE MI	586-412-0450
Poison Control Center-Children's Hospital	800-POISON1
Recuperation Place at Mt. Clemens General Hospital (day care for sick children)	586-493-8548
Tri-County Dental Health Council	586-559-7767
WIC (Women, Infant, & Children)	586-469-5471

NOTES

*Program offerings, a schedule of operation, and calendar highlights are presented to each family at registration. This information can also be found in the parent information display at each center and on our web page, www.lc-ps.org.