



## **GSRP CBO Handbook Information:**

**15121 W 8 Mile Rd**

**Detroit, MI 48235**

**313.919.8839**

GSRP operates Monday- Thursday from 8am to 3:30 pm. Latchkey is available.

Below is a link to a detailed example of a program's daily routine:

<https://www.nj.gov/education/ece/curriculum/schedules/CC5-Daily-%20Schedule-NJ.pdf>

### **A Typical GSRP Schedule:**

6:00-9:00 Arrival

9:00-9:30 Breakfast, Clean Up, Bathroom, toothbrushing

9:30-12:00 Large Group, Work time, Outdoor Play

11:30-1:00 Lunch, Clean Up, Bathroom

1:00-2:00 Rest Time

2:00-3:30 Small group, afternoon Snack, Book Time

3:00-4:00p.m. outdoor time and dismissal

Please observe detailed class schedules posted in each classroom.

At Someplace Else Learning Factory we have a policy that children will go outdoors twice per day during their scheduled time when the real feel temperature is above 25°F. Please dress children accordingly. We will work to provide hats, gloves and other cold weather items as needed. We will do the same for water play and drinking water outdoors during warm weather days. See MI childcare LARA licensing rules below for further reference.

*Licensing Rules for Child Care Centers*, R 400.8170: “A center operating with children in attendance for 3 or more continuous hours per day shall provide daily outdoor play.”

Child Care Centers Technical Assistance and Consultation Manual, R 400.8170: “Rationale: Open spaces in outdoor areas encourage children to develop gross and fine motor skills in ways that may be difficult to duplicate indoors. Unstructured physical play is a developmentally appropriate outlet for reducing stress in children’s lives. Cold weather does not make children ill. Studies have indicated that children who are taken outdoors, even during cold weather for short periods of time, have fewer incidences of respiratory illnesses. Infectious disease organisms are less concentrated in outdoor air than indoor air. Exposing the skin to sunlight promotes the production of the vitamin D that growing children require. Being outdoors in the fresh air helps children to stay healthy....Every child benefits from outdoor play—every day. ***For children in care for a full-day, it is recommended that they go out twice a day.***”

## **Holidays**

We will post a schedule of dates that we are closed for the holidays as each year. The following are yearly days of observation our site is closed:

- New Year’s Day
- Christmas Day
- Thanksgiving
- Fourth of July
- Memorial Day

## **Program Philosophy**

The goal of Someplace Else Learning Factory LLC is to engage and encourage children to learn through activities that stimulate their creativity, give them energy and develop their minds. They are learning on the move. Our partnership with

GSRP has offered a unique opportunity for qualifying families to experience preschool, those students will benefit from a quality preschool experience, family support, health and educational assessments.

### **Curriculum Statement**

Creative Curriculum uses exploration and discovery as a way of learning. The Creative Curriculum for Preschool enables children to develop confidence, creativity, and lifelong critical thinking skills. This is our curriculum for infants through toddler age children.

The Creative Curriculum for Preschool:

- is based on 38 objectives for development and learning, which are fully aligned with the Head Start Child Development and Early Learning Framework as well as early learning standards for every state.
- presents knowledge-building volumes and daily practice resources in tandem, giving every educator the “what,” “why” and “how” of early childhood education.
- offers daily opportunities to individualize instruction, helping teachers meet the needs of every type of learner.
- addresses all the important areas of learning, from social-emotional and math to technology and the arts and incorporates them throughout every part of every day.
- offers daily, built-in opportunities for observation, helping teachers and administrators clearly see the strong relationship between curriculum and assessment.
- offers complete support for working with English- and dual-language learners, including detailed guidance that helps to build teachers’ knowledge about best practices.

### **Developmental Screening**

The Ages and Stages Questionnaire (ASQ) is used as our developmental and social-emotional screening tool. ASQ is a highly reliable and valid tool used to screen children and identify their developmental ranges based on widely held expectations of children the same age. Parents will complete the ASQ within 30 days of enrollment. Teachers will complete the ASQ and ASQ-Social Emotional as deemed necessary. Referrals will be made when children score in a referral range. Please complete the asq here: <http://www.helpmegrow-mi.org/wayne> and

include our program's email address so we may access the results. Someone from Help Me Grow will then contact you with the results and any referral suggestions if needed.

### **Child Assessment**

Teaching Strategies GOLD is our assessment of choice as it coincides with Creative Curriculum. GOLD is Grounded in 38 research-based objectives for development and learning. This assessment automatically links with our curriculum studies, making it easier to connect the dots across the most important aspects of high-quality early childhood education. With GOLD, teachers:

- Use a variety of online tools to gather and organize meaningful data quickly, including online portfolios where children's work is stored.
- Create a developmental profile of each child to answer the questions, "What does this child know? What is he or she able to do?" that can be used to scaffold each child's learning.
- Generate comprehensive reports that can be customized easily and shared with family members and other stakeholders.

### **Parent Involvement**

GSRP will only be successful if parents are involved.

Ways parents can be involved:

- Agree to keep the Child Information Record up to date; i.e., telephone numbers, workplace address, emergency contact, etc.
- Support teachers in keeping up a safe and enjoyable environment through a positive, preventative discipline approach.
- Attend and share in scheduled parent/teacher home visits and conferences. GSRP requires there be a minimum of four required contacts: two home visits and two conferences is preferred.
- See that students are in school unless absence is unavoidable (illness, emergency, etc.). Parents are responsible for letting the teachers know when a child is ill or absent for some important reason.
- Respond to teacher recommendations concerning physical conditions, i.e., scheduling appointments with appropriate professionals. Parents are requested to provide teachers with results.

- Respond to requests for information or help needed to support your child's success in school.

Our Volunteer Policy abides by LARA licensing rule R400.8125 Staff and volunteers. Volunteers will not have unsupervised contact with children.

Documentation shall be on file at the center that a volunteer has not been convicted of any of the following before having contact with children:

(a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.

(b) Child abuse or child neglect.

(c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the center.

### **Grievance Procedure**

If a parent has a concern regarding their child's enrollment or learning experiences within the program, the parent should follow the procedure listed below:

1. Talk with the classroom teacher about your concerns.
2. Discuss with director.
3. Contact the Early Childhood Specialist Carissa Orr at 313-575-6916 or [orrc@resa.net](mailto:orrc@resa.net)

### **Attendance/Dismissal policy**

If a child is absent for 30 school days in a row, they will be dismissed from the program, and their spot will be given to another child. If paperwork is not completed within 30 calendar days of enrollment a child can be dismissed from the program, and their spot will be given to another child. Children will not be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions.

Illnesses and Communicable Diseases Colds, flu, and other contagious diseases can occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of infecting others, please keep your child at home if you observe any of the following symptoms:

- Fever over 98.60
- Vomiting
- Diarrhea
- Nasal discharge that is yellow or green
- Complaints of ear pain
- Persistent Cough
- Severe Sore Throat
- Eyes that are pink, red, burning, itching or producing discharge
- Skin Rash

\* If these symptoms of possibly contagious conditions occur are observed in your child during the day, you will be called to pick up your child immediately. If your child is running a fever at or above 100O, you will be called to pick up your child immediately. \* When your child has a fever, has vomited or experienced diarrhea, please keep him or her at home for 24 hours after the symptoms return to normal. This will help ensure that the illness has actually passed, the illness is no longer contagious to others, and that your child will be well enough to resume school activities.

### **Child Discipline/Conflict Resolution Policy**

GSRP classrooms are set up to reduce most behavior issues; classroom set up, routine structure and quality relationships between child and teachers all help to create a positive classroom setting. Children are encouraged to do things for themselves and teachers focus on child-led learning activities. When conflicts do arise teachers are expected to use the following Conflict Resolution Process:

- Treat conflict situations with children matter-of-factly;
- Approach children calmly and stop any hurtful actions;
- Acknowledge children's feelings;
- Involve children in identifying the problem by gathering information from children and restating the problem;
- Ask children for solutions and encourage them to choose one together; and
- Give follow-up support when children act on their decisions

This Conflict Resolution Process puts the power in the children's hands to come up with and solve their own problems. This Conflict Resolution Process is required for GSRP programs.

### **DIVERSITY STATEMENT**

Someplace Else Learning Factory is a diverse community of children, families, and staff. Our mission is to provide excellent childcare for families and children of diverse backgrounds. We are absolutely committed to treating each individual in our community with respect, and we strive to include and acknowledge, in all that we do, each individual's unique character and culture. Additionally, we are dedicated to providing only meaningful and developmentally appropriate opportunities for children to experience diversity in the classroom. GMLC's policies and decisions are guided by this commitment.

### **Definition of "Diversity"**

Diversity is broadly defined in relation to specific aspects of an individual's identity. It includes race, sex, age, ethnicity, religion, socioeconomic status, family

makeup, sexual orientation, and level of ability. This list is neither exhaustive nor all-inclusive; instead, it is intended to provide us with a starting point for exploring the spectrum of diversity in our school family.

### **REST TIME/NAP TIME**

During a busy, stimulating day, rest time provides a child with an opportunity to calm his/her body down. Lights are dimmed and quiet music or story tapes will be played during rest time.

**NAP ITEMS:** A favorite stuffed toy or blanket may be brought in for naptime. All nap items must be marked clearly and taken home weekly for washing. We recommend that nap items be brought to the Center in a washable, marked laundry bag. This bag provides a clean method of storing each child's nap items daily, and makes it convenient for taking things home for washing. For safety reasons, please try to avoid bags with long strings.

*For more information or assistance contact your child's teachers.*

### **Mandated Reporters**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Someplace Else Learning Factory are considered mandated reporters under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Employees will contact MDHHS – Centralized Intake for Abuse and Neglect at 855-444-3911 to make the verbal report when necessary. Within 72 hours of making the verbal report, mandated reporters must file a written report as required in the Child Protection Law. MDHHS encourages the use of the DHS-3200, Report of Suspected or Actual Child Abuse or Neglect form, which includes all the information required under the law. Mandated reporters must also provide a copy of the written report to the head of their organization. One report from an organization will be considered adequate to meet the law's reporting requirement. More information can be found here:

[https://www.michigan.gov/documents/dhs/Pub-112\\_179456\\_7.pdf](https://www.michigan.gov/documents/dhs/Pub-112_179456_7.pdf)

### **Enrollment Guidelines**

Children who will be four years old on or before December 1<sup>st</sup> of the current school year are eligible for the Great Start Readiness Program. Public Act 60 of 2013 (PA 60) aligns GSRP age eligibility to Kindergarten age eligibility.

The seven eligibility factors outlined by MDE are:

- Low family income
- Diagnosed disability or identified developmental delay
- Severe or challenging behavior
- Primary home language other than English
- Parents with low educational attainment
- Abuse/neglect of child or parent
- Environmental risk

Child's age is verified by original birth certificate with raised seal, passport or other state verified document.

For more information please see the GSRP Implementation Manual section titled eligibility:

[https://www.michigan.gov/documents/mde/FY17\\_GSRP\\_Eligibility\\_SectionADA\\_535163\\_7.pdf](https://www.michigan.gov/documents/mde/FY17_GSRP_Eligibility_SectionADA_535163_7.pdf)

### **Parent Notice of Program Measurement**

Someplace Else Learning Factory is required to work with the Michigan Department of Education (MDE) to measure the effect of the statewide 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. 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 Early Childhood Education and Family Services, 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909

### **Confidentiality**

Within SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.), confidential and sensitive information will only be shared with employees of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) who have a "need to know" to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be

shared with parents, as SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.).

Outside of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.), confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.), persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on center property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing center property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) are strictly prohibited from discussing anything about another child with you.

### **Medication**

SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be obtained from your center director. Medication Forms, doctor's notes and medication are to be turned into the center director.

SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date

### **Emergency**

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by checking their emails, texts, calls, other form of communication the center is using or calling your center location and there will be a message on the answering machine.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10

school days, parents will have their tuition reduced. We will follow DPS closures for inclement weather.

### **Incidents/Accident**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. Should a person other than the parent or one designated to act and pick-up the child, a parent or person designated to act must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until the Report is returned signed.

### **FOODS**

Someplace Else Learning Factory LLC (S.E.L.F.) participates in the Federal Food Program and will provide all necessary meals and beverages throughout the day depending on the child's hours of enrollment. Parents will provide formula bottles or baby food for infants and toddlers. Outside food is prohibited without director permission due to the Food Program guidelines.

All age groups:

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets) Doctors note must be provided. SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.