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Family Handbook  
Woodlawn Preschool  
2022-2023

### **Woodlawn Preschool Mission....**

Woodlawn Preschool develops creative thinking skills and a lasting love of learning by fulfilling the unique and individual needs of each student at his or her stage of development. We provide a caring atmosphere of learning in which capable, compassionate staff members positively facilitate social, emotional, intellectual, and physical growth, enhance self-esteem and prepare our students for future learning.

Woodlawn Preschool also provides GSRP for CISD'S GSRP 'S Program at two locations.

### **GSRP Mission....**

All children will be safe, healthy, prepared and eager to succeed in school and life.

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## Welcome Families!

### Our Background:

**History:** Woodlawn Preschool (WLP) was opened in 1950 and was sponsored by The American Association University of Women (AAUW).

### Organization:

Woodlawn Preschool is operated by a volunteer working Board. The school is a non-profit private preschool providing meaningful learning experience for children ages 12 months of age through 5 years of age, with before and after school care for ages up to 12. Woodlawn Preschool is licensed by the State of Michigan. The program is administered by woodlawn Executive Director. Our teachers have teaching certificates in Early Childhood Education and are supported by an assistant with Early Childhood training and Education. In Addition to our tuition program we offer GSRP. An interpreter is on staff for our Burmese Families.

### GSRP Program Overview:

The Great Start Readiness Program (GSRP) is operated by a grant received from the State of Michigan. This is a program for four year old children with factors which may place them at risk of educational failure. The children are in attendance Monday through Thursday. The adult-child ratio is 1 teacher for every 8 students, with a third teacher when numbers reach 17 with a cap set at 18.

### Philosophy:

Every Child is a unique and special individual. The High-Scope Curriculum is an educational approach based largely on the interactional theory of child development. This curriculum aims to promote active learning by providing many opportunities for children to initiate their own activities and take responsibility for completing them. Capable, nurturing staff provides a caring environment facilitating each child's social, emotional, and intellectual health and development. Success in these areas directly affects each child's self-esteem and future educational success.

"The GSRP" written philosophy statement is developed and reviewed by administrators, staff, and GSRP advisory groups. It establishes a framework for program decisions, goal-setting; and is aligned with the ECSQ-PK. The philosophy statement also addresses local, social, economic, cultural, and family needs; and is promoted widely via websites, recruitment materials, classroom newsletters, parent-board, etc. Consider the following as the philosophy statement is crafted or reviewed:

Why Preschool is important: What is the purpose or preschool? What is the preschool grantee's role?

Those we serve: how do we support diversity among enrolled children? How do we define our community of learners? What is our relationship with the community, parents, teaching colleagues, and administration?

Approach and content: What are our beliefs about how children learn? How do our beliefs affect our work?

**Program administration:** Curriculum selection; instructional strategies AND teacher- child relationship; child assessment; program evaluation; and program improvement efforts for individuals, the classroom, and program.

## Why Preschool?

### Principles:

1. Children are provided a safe, supportive atmosphere
2. The daily schedule offers quality time in a variety of beneficial activities including, music, gym, story, art, free play, outdoor play and learning areas (block, art, writing, house, and toy and book area).
3. The curriculum used for all the classrooms is High Scope and the assessment tool is Child Observation Record (COR Advantage 1.5) which is a research based, age appropriate curriculum. The program uses Ages and Stages as its screening tool. Parents offer input for the screener. The assessment is completed through observation and conversation with parent input throughout the year.
4. The COR looks at early childhood development from infancy through Kindergarten in the following eight content areas:
  - a. Approaches to Learning
  - b. Social and Emotional Development
  - c. Physical Development and Health
  - d. Language, Literacy, and Communication
  - e. Mathematics
  - f. Creative Arts
  - g. Science and Technology
  - h. Social Studies
  - i. English Language Learners (when children's first language is not English)

Each child is assessed on their individual strengths through teacher observation, pictures, portfolio pieces and their own reflective processes. Daily anecdotal notes based on child observations will be recorded and scored in the online COR assessment tool. Teachers will create a child development report at least twice a year to share with parents at conferences.

### Referral Plan:

Referrals for children that may have special needs will always be discussed with the family first. Whether the program staff or the family is bringing the concern, the process of referring will be explained: document concerns, request an observation from Early Childhood Specialist, Early Childhood Staff and program staff will develop and try various strategies, Birth to 6 staff may do additional screenings and evaluations, have a meeting with families to report results and make plans for future actions.

### Non Discrimination Policy:

Woodlawn Preschool and Calhoun Intermediate School District's Great Start Readiness Program shall not discriminate in its policies and practices because of age, race, color, national origin, marital status, disability, physical characteristics, gender, religious beliefs, cultural identity, socioeconomic status, familial status and genetic information.

### Cultural Competency Plan:

Woodlawn Preschool's Great Start Readiness Program recognizes and respects all children's home cultures. This includes but is not limited to the religion, language, race, celebrations, socio-economic status, and education level of family members, child-rearing practices and family structure in each home. We strive to reflect this through the policies and procedures including having translators and forms in various other language, our verbal and non- verbal language, events that include all members of the family, materials in our classrooms, Parent Meetings and Advisory Committee, conferences and home visits. We encourage families to share information, skills, materials and knowledge from their home culture throughout the year. We have a strong commitment to handle any information about or interaction with a family with respect and



confidentiality. Our staff will have opportunities annually for professional development, discussions, and exchanging of ideas to further their understanding of this topic.

### **Licensing Notebook:**

This program is licensed under Licensing and Regulatory Affairs (LARA) and follows all licensing guidelines and rules. A copy of these rules and guidelines is available on the information board in or near the classrooms as well as online at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). Each site shall maintain a licensing notebook that contains information about renewal inspections, addendums, corrective action plans, any special investigation reports and product recalls. All families will be given notification on the contents and location of this notebook. Families are welcome to review this notebook any time during the program's operational hours.

### **Program Evaluation:**

Each classroom will be rated on the Program Quality Assessment tool in order to provide feedback on areas of strengths and areas for improvement twice a year. Results will be used to plan staff trainings, revise management practices and seek additional resources. Each classroom's instructional staff will be observed and given feedback at least twice per year by an evaluator that is familiar with the chosen curriculum.

This feedback will be used to discuss strengths and improve the quality of the program. Each classroom will have on-going observation and dialogue with the Woodlawn Preschool Executive Director. Woodlawn Preschool completed assessment and received a score from the Michigan Great Start to Quality program A four star rating from the Quality Ratings System of Michigan is awarded to both buildings and is available for viewing at the Michigan.gov website.

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

Woodlawn Preschool 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:

1. Ask Parents questions about their child and family
2. Observe children in the classroom
3. Measure what children know about letters, words, and numbers etc.
4. 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

### **Special Needs Plan:**

Woodlawn Preschool's Great Start Readiness Program is committed to the concept of inclusion. Staff will make accommodations to include all children in the learning environment and daily routine. Families and staff work together to meet the individual needs of each child. Communication is two-way and ongoing while respecting confidentiality. Staff will receive annual training on various strategies and information on working with families and children with special needs.

### **Hour of Operation:**

GSRP full day is 8:00 a.m. to 3:00 p.m. Monday through Thursday offered at WLP1 and WLP2  
Non- GSRP services are 8:00 a.m. to 3:00 p.m. Monday through Friday offered at WLP1 and WLP2  
Before Care services are from 7:00 a.m. to 8:00 a.m. offered at WLP1  
After Care services are from 3:00 p.m. to 6:00 p.m. offered at WLP1

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Woodlawn services are provided from 7:00 a.m. to 6:00 p.m. Monday through Friday which include before and after school care for children up to age 12.

### **Classroom Placement:**

Children are admitted into a toddler, waddler (two's), three/four, or preschool (GSRP) classroom. Several things are taken into consideration when determining which classroom is appropriate for each child. Items of consideration are:

1. Chronological age of child
2. Potty trained vs. un-potty trained (From twos to Preschool)
3. Availability of spaces in the classroom
4. Classroom assignments are predetermined in advance and per state regulations.

Although your wishes are heard and respected, transitions cannot be prompted via request because a child's friend has moved up, or other personal preferences.

**Toddler:** All infants 12 months or older will start our program in this classroom until the age of 23 months or determined differently by the Director. Transition to the next classroom will take place over a week's period determined by the Director.

**Waddler (two's):** Children 23 months until the age of 34 months or determined differently by the Director. Children 34 months of age may transition to the next classroom based on the discretion of the Director and **MUST** be potty- trained. Transitioning to the next classroom will take place over a week's period determined by the Director.

**Three/ Fours:** Children 34 months of age and potty trained or working on it, through the age of four will be assigned to this classroom. Children will then be transitioned to Kindergarten or into the GSRP Program.

**GSRP Program:** Children that are at least 4 by the starting date of September 1<sup>st</sup> will be assigned to these classrooms. There are guidelines set forth by the state that are needed to be met in order to be enrolled in this program. Please stop by the office and ask about this program.

**Before and After School Care:** Children are offered before care at Woodlawn 1 on Territorial as well as after school care up to the age of 12. At Woodlawn Preschool 2 only before care is offered. If after school care is needed for those who attend at Woodlawn Preschool 2, those children will be bussed to the main location on Territorial.

### **Building Offerings:**

#### **Woodlawn 1- Main location on 1175 W. Territorial**

In this building we offer before and after school care for children up to the age of 12, GSRP program for those who qualify, toddlers and waddlers and summer program. This building is opened all year around.

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## **Woodlawn 2- 765 Upton Ave**

In this building we offer before care to those who need it up to the age of 12, GSRP program for those who qualify and the 3/4 classroom and our summer program. If after school care is needed, these children will be bussed over to the main location on Territorial all year around. This building is opened all year around.

### **Policies:**

#### **Enrollment:**

Woodlawn Preschool is open to all families regardless of race, creed, ethnic, or cultural background. It is expected that each student will complete the school year and have regular attendance as scheduled. In the event a family moves, the office must be notified at least TWO weeks in advance of their child's withdrawal. Parents are responsible for payment of the TWO weeks leading up the final day. Parents who have not given proper notice are required to pay a **minimum of two weeks** tuition from the date of withdrawal. Once the session is approved, this is the choice for the remainder of the school year. Woodlawn Preschool reserves the right to withdraw a child with an immunization waiver who is ill a significant amount of time, on-going challenging behaviors, and for non-payment.

Upon joining Woodlawn Preschool, all families will receive their family handbook along with any other paperwork that is necessary to complete the child's file. With the paperwork there will be a registration form that is necessary as it is an agreement between both Woodlawn Preschool and the families. This is a contract outlying the terms of service between Woodlawn Preschool and the family. In that agreement there is a non-refundable/non-transferable enrollment fee for each child. This fee is waived for the GSRP program, as it is covered for the program.

Forms and Policy forms are kept securely on file and are essential for effective management of the program. Parents **MUST IMMEDIATELY** inform the office and the teacher of any changes in phone numbers, addresses, or emergency contacts as they occur throughout the school year. This will ensure you may be contacted quickly if there was ever an emergency.

#### **Child Custody:**

If one parent has sole custody of a child in our program, a copy of the legal court documents stating this must be provided for our files. The non- custodial parent will not be permitted to pick up the child from school. It is helpful if a photo of the non-custodial parent is on file with us. Communication with the Executive Director is important to insure the child's safety.

#### **Baby Sitting Policy:**

Woodlawn Preschool takes its recruitment procedures very seriously. These procedures include interviews, background checks, fingerprints, reference checks and qualifications. Therefore, it is in line with current protective recommendations that **Woodlawn Preschool staff who are currently employed, or have been within the last year, are prohibited from babysitting for current or past Woodlawn Preschool families.**

Woodlawn Preschool has a duty to protect all children, staff, and families. By enforcing this policy it safeguards Woodlawn Preschool against all Woodlawn Preschool Employees being subject to complaints and/or allegations against their child and/or their family.

1. This ensures that:

- a. Relationships between Staff and Parents/Guardians remain professional at all times.
- b. All family and/or personal matters regarding confidentiality continue to be met.
- c. Staff and families' personal and parenting beliefs and /or cultural preferences are not challenged or disputed.

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2. Should any Staff member be found in breach of this policy, Woodlawn Preschool will initiate proper disciplinary action.

### **Social Media Policy:**

Woodlawn Preschool employees are prohibited from discussing program and participant issues on social media. Violating this policy may be grounds for termination. Woodlawn Preschool also asks employees to avoid becoming “friends” with, contacting or socializing with families over social media. By avoiding this it can prevent future complaints or allegations. When the family is no longer a participant of Woodlawn Preschool, Woodlawn Preschool employees may then become “friends”.

### **Woodlawn Preschool Screening of Staff**

Before becoming a staff member or a substitute teacher at Woodlawn Preschool, a criminal history check is required on all potential staff members. Woodlawn Preschool will complete a comprehensive background check for the following individuals:

- a. Applicants/licensees
- b. Licensee designees
- c. Program Directors
- d. All child care staff

A comprehensive background check will be completed **by licensing** and will include check of the following:

Licensing database for previous disciplinary action

FBI fingerprint check (checks all states and federal crimes)

Michigan child abuse and neglect registry

National Sex Offender Registry

Criminal history registry and child abuse/neglect registry for any states of residence in the past 5 years. These written documents will be kept on file for each staff member. **All volunteers will be supervised at all times** and they will have an I-chat and a criminal history background check completed.

There are state laws that prohibit individuals with certain convictions on their records from working in a child care. Please read the rules on what constitutes ineligibility for child care employees in Michigan on pages 49 - 53. If you know that you would be ineligible based on these rules, please do let us know.

[https://www.michigan.gov/documents/lara/New\\_Law\\_In\\_Town\\_for\\_web\\_LARA\\_template-edit-5-14-18\\_623101\\_7.pdf](https://www.michigan.gov/documents/lara/New_Law_In_Town_for_web_LARA_template-edit-5-14-18_623101_7.pdf)

### **Screening for Volunteers:**

I-Chat will be ran as well as a criminal background check

### **Required Forms:**

- Registration form (signed and dated by parent)

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- Child Information Record (completed both sides leaving no blank spaces)
- Signed Discipline Policy
- Signed photo release Policy
- Medical health appraisal form (should be completed by the first day of school, but no later than 30 days after starting and it must be signed by a doctor). School age children must present a physical or a statement that the child is healthy and has all immunizations to date. School age is our returning summer program children or our before and after school age children and summer school age children.
- Record of all immunizations
- Medication permission and instruction form if any medication is to be administered to child while at school. Woodlawn requests that parents administer medication prior to attending preschool if possible. If a medication is provided by a physician to have on the premise for when symptoms occur the bottle must state what those symptoms are.
- Required waiver signed if you choose not to immunize your child along with the documentation stating you have attended the courses that are required by the state.
- Signed form acknowledging the Notification of Licensing Book available in the office.
- A parent or guardian's Social Security number is required to be on file.
- Birth Certificate

### **Attendance Policy**

Please notify the program when your child will not be in attendance.

Consistent attendance is one of the most important things you can do to help your child. Research shows that regular attendance might be the biggest influencing factor on school success. Family attitude toward school is very powerful. These early experiences will lay the groundwork for future habits.

#### ***Children that attend school on a regular basis:***

- Have higher reading and math scores
- Demonstrate larger vocabulary and better social skills
- Feel part of a school community and learn how to be a better citizen
- Learn that school is a priority.

#### ***You can help by:***

- Planning ahead to reduce absences
- Preparing for school the night before and getting a good night sleep
- Maintain your child's health with annual visits to a doctor.
- Ask for help! Transportation is often an issue that prohibits attendance. The program staff can brainstorm some ideas that could work for your family.
- Show your child you are interested in their school experience
- Visit [www.attendanceworks.org](http://www.attendanceworks.org)

Staff is committed to having all children in school daily. Teachers will try many strategies to encourage attendance and to follow up with families where attendance becomes infrequent. After multiple strategies over an extended period of time with no result, the family will be notified of the child's withdrawal of the program if the slot is needed for families on the waiting list.

#### **Illness and Health Policy:**

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It is in the best interest of all students and staff that you keep your child home when they are ill. Upon the onset of an illness, please contact the school to report their absence. This way we can stay on top of any communicable diseases occurring at school and inform parents when necessary.

Health policies and emergency procedures are posted in the office. Please keep your child at home with any of the following symptoms: fever, vomiting or diarrhea. Staff and volunteers will follow the same policy if they are feeling any of the same symptoms. In addition, a child will be removed from contact with other children and a parent or caregiver will be contacted to pick up the child immediately if any of the following symptoms occur:

- Fever- ***Children must be fever free (without the aid of fever reducing medication) for 24 hours before returning to school.***
- Unexplained skin rash, unusual spots, or infected skin patches
- Diarrhea or vomiting
- Difficulty breathing
- Severe or continuous coughing
- Redness of eye with obvious discharge, matted eyelashes, burning or itching eye
- Evidence of head lice, scabies, or other parasites
- Sore throat or difficulty swallowing
- Stiff neck with elevated temperature
- Excessive fatigue

If your child's classmate comes down with a contagious disease, all parents in the building will be notified. You will be given the name of the illness and possible symptoms of the disease to be watchful for.

Should your child develop any of the above symptoms while in care, the parent will be contacted to pick up the child immediately. If the parent is not reachable, the emergency contact person will be called. Students will be readmitted to school when your child has been on antibiotics for 24- hours or until a Doctor's note has been given allowing your child to return to school.

**All children attending must be well enough to participate outdoors on the playground.**

If your child is on any medication you must notify the office as well as the child's teacher.

### **Health Policy:**

#### **Physical and Immunizations:**

Each child is required by law to have a current physical form on file within 30 days of a child beginning the program. If a physical is not signed by the 30<sup>th</sup> day, services will be on hold as required by law. A current immunization record or waiver must be in place before the child starts.

#### **When to keep your child home:**

**\*Vomiting and/or diarrhea** within the past 24 hours

**\*Fever of 100 degrees** within the past 24 hours

**If temperature is less than 100 degrees, parents will be notified of the child's condition via phone. If the temperature is 100 degrees or higher; parents will be notified of the child's condition and will need to be picked up. If**

**we are not able to get in contact with the parent, emergency contacts will be called. The child must be picked up within the hour.**

**\*Head lice:** We have a “no-nit” policy. Children are checked upon returning to school and are allowed back in only when there are no nits present.

**\*Strep Throat, Scabies, Scarlet Fever, Conjunctivitis (“pink eye”), Meningitis and/or other communicable diseases:** Ask your physician for his/her recommendation. Children must have 24 hours of medicinal treatment prior to returning.

**\*Chicken Pox:** after the sores have dried up (scabs are no longer oozing).

**\*Colds, influenza and/or other viral infections:** Ask your physician and/or use your best judgment. Consider the following: Is your child feeling up to attending? Will his/her being there present any danger of spreading infection to others? Will being there cause his/her illness to get worse?

### **Procedure for handling bodily fluids:**

We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing.

**\*\*Bodily fluids are vomit, diarrhea, and blood.** Michigan law requires that a child that has bodily fluids on his/her clothing **cannot be exposed to other children.**

#### **Our procedure for handling blood and bodily fluids is as follows:**

**Gloves** are put on before making contact with bodily fluids during care and all cleaning procedures. Additionally, masks may be worn.

- Disposable gloves will be discarded after a single use in accordance with disposal procedures.
- Hands will be washed in soap and water after handling fluids and contaminated articles even though gloves are worn.
- Discarded items, including disposable gloves, paper towels, sanitary napkins/tampons, used bandages and dressings will be placed in a plastic trash container which is kept closed and is discarded daily.
- Disposable items will be used to handle body fluids whenever possible or practical.
- Paper towels will be used to pick up and discard any solid waste materials, e.g., vomit, feces.

### **Hearing and Vision Screening:**

Woodlawn Preschool will host annual vision and hearing screenings free of charge administered by the Health Department. Advance notice will be provided to the parents. Woodlawn Preschool sends the screening home with the parent. Woodlawn Preschool will make a copy and place it in the child’s file. (\*Screenings are for children 3 and above)

### **Diaper Changing:**

Children in diapers will be checked upon arrival into the school. Children wearing diapers shall be changed every two hours and in-between as necessary. Children will be changed promptly should they have had a bowel movement. Diapering will be recorded on the child’s individual daily sheet. All staff is required to change diapers and is trained in proper diaper changing techniques. Posted signs are located at each changing station. Parents are responsible for providing diapers and wipes as needed. Please specify if your child is allergic or hyper sensitive and requires special diapers and / or wipes. You may provide diaper creams, labeled with child’s first and last names and please date it. Please be sure the appropriate permission to apply form has been completed. Teachers are required to wash each infant’s hands after changing him/her. Teachers must ensure older infants and toddlers wash their hands after a diaper change, if they are able to do so themselves. Update and approved by board of directors on 10/11/2022

If not, they will provide gentle encouragement for the child to practice. Teachers must wash their hands between each diaper change, as well as clean and sanitize the diapering surface.

### **Potty Training:**

Woodlawn Preschool believes that consistency is vital in a young person's life. One of the first consistencies will be in the process of potty training. Therefore, we work closely with each family on methods that we can use both in the home and at school. We will supplement the family philosophy for potty training so that each child receives consistent guidance both at home and at school. Daily communication will be provided from the school and we ask that parents keep us updated of progress at home. Proper hand washing shall be taught and required for each child. Using gloved hands, teacher shall assist children with wiping after a bowel movement, until they have demonstrated proficiency. Both teacher and child shall wash their hands. Children will never be disciplined for potty accidents.

### **Children and Staff Washing Hands**

The hands of children and staff shall be thoroughly washed prior **to handling food and before eating, after toileting, after coughing into hands or blowing nose and after returning inside from outside playtime.** Procedures for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R 400.5902c.

**All staff and volunteers will follow the same procedures for illness and health.**

### **Injury Policy:**

If your child should happen to have an accident or become ill while at the center the following procedures will be followed:

- Minor cuts and scrapes will be treated with Band-Aids, ice packs and staff monitoring. **Family notification will be made by face-to-face or written notification at end of day.**
- More critical injuries will be attended to with first aid care. **Family notification will be made immediately by phone or email following the occurrence of an injury that occurs to the head. Serious accidents requiring removal to an emergency room or for paramedics to be called require immediate notification of family and/or emergency contacts by phone.** Notification must also be made to Bureau of Children and Adult Licensing.
- If necessary, emergency treatment will be secured at the hospital.

A Child Information Record giving permission for emergency treatment for each child must be kept on file at the preschool. Parents are responsible for keeping the information current.

### **Rest Time Policy:**

Programs that operate 5 or more hours must have quiet/rest time. This rest time will be a period of at least 45 minutes and no longer than one hour, while accommodating for the individual needs of children. Other quiet activities will be provided for children who do not sleep. Children 12 months to 2 years of age, rest time is on demand and as needed. Children will assist with setting up and cleaning up as their abilities allow. Soft music will be played, the lights will be turned off and staff will provide a comforting, supervising presence while children rest. Children will need to bring their own blanket and a bag to contain the blanket. The blanket is to be washed weekly and will be sent home on the child's last day.

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Each child will be provided one mat to rest on. Mats will be sanitized at the end of the day in accordance with procedures. (Soap, water and bleach spray).

### **Communication:**

The staff and parents work together as a team in setting goals for your child. A newsletter will be sent home monthly in your child's backpack in the communication pouch. Communication should be shared both ways in the communication pouch provided and attached to your child's back pack. It is important you read this bi-weekly and that you check the pouch daily.

### **GSRP Communication:**

Parents will receive a home visit from the classroom teachers at the beginning and at the end of the program school year with two parent/teacher conferences held mid-year.

### **Transition Plan:**

Woodlawn Preschool will offer activities that will help build skills to prepare them for Kindergarten. Activities offered to assist in building each child's skills will be provided to parents in the newsletter, at parent teacher conferences, and at parent meetings. Parents will be provided with area schools kindergarten registration dates and locations. Teachers will discuss with their students what kindergarten is and what it will look like. Parents will have an opportunity at the end of the preschool year to meet with their child's teacher to discuss options for their child for the next program year. Parents will be provided with a portfolio of their child's work that have been completed throughout the school year.

### **Staff Views:**

\*Parents are the most important people in your child's world.

**\*Parents are always welcome at Woodlawn!** All volunteers must go through a screening process. Be patient, your child may need to adjust to sharing you with so many other children. The first few days can be hard for your child because you are not here.

\*Parents should feel free to call or drop in at any time with questions concerning your child.

\*Parent representation is encouraged on the Governing Board of Woodlawn Preschool and the Calhoun County Parent Coalition. Woodlawn Preschool will be offering a 15% discount to two families that would like to sit on the board. Families must attend at least 8 board meetings in order to keep this discount.

### **Discipline:**

We approach discipline in a positive manner with support and encouragement through a planned environment that provides a variety of activities for the children. Understanding the developmental needs of the preschool child is of utmost importance. Staff discipline strategies include:

- Communicating the behavioral expectations to the child.

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- Supporting EACH child in gaining self-control.
- Demonstrate appropriate behavior.
- Reinforce appropriate behavior through verbal and non-verbal communication.
- We encourage children to make appropriate choices for their behavior
- We help children to see the natural consequences for their behavior
- Preparing children ahead of time for schedule changes and limiting transitions
- Model respect and appreciation for individual differences in people

### **Physical Discipline:**

When inappropriate behavior occurs, it is dealt with immediately. Teachers individualize responses to the children's behavior in relation to the particular child and the situation. They try to identify the cause of the inappropriate behavior and recognize that the repeated problem behavior may be the child's way of signaling that he needs help dealing with a certain task or situation. Teachers will go through the steps of **Conflict Resolution**. If the inappropriate behavior continues, the teacher reminds the child the rule and the consequences of the behavior if it continues. For example, "Throwing blocks can hurt our friends; we do not throw blocks at school. If you throw blocks at school, you will have to make another activity choice." In specific instances when the child is unable to change his behavior, the teacher may move the child to a quiet space for a brief moment. The teacher takes this time to explain to the child why he is being removed from the activity and what he needs to do to resolve the situation. If a child displays repeated inappropriate behavior and shows little progress toward changing that behavior, the teacher(s) or Director may call upon the child's parent(s) to work cooperatively in developing strategies that will meet the child's needs. Physical punishment of any kind is never used at Woodlawn Preschool, this includes and not limited to:

- Humiliation and/or cruel punishment
- Verbal abuse, language that would threaten or frighten a child, or profanity
- Imposing restrictions on children because they fail to eat or sleep, or have toileting accidents
- Using food, activities, or bath rooming as rewards
- Corporal punishment such as punching, shaking, biting, hitting, rough handling, pinching, spanking or slapping.

Parents will be informed of any circumstances involving undesirable behavior in an effort to work together towards a successful relationship. A parent meeting will be held when persistent inappropriate behavior requires a specific behavior guidance plan.

1st Behavioral note sent home along with a student/teacher conversation.

2nd Behavioral management plans may be designed through parent and staff, director/ early childhood specialist to help the child learn to resolve inappropriate behavior. Parents meet with staff for updates and to review the success of the behavior plan. The plan will be followed for the child in the classroom.

3rd Behavior that repeatedly threatens the safety of other children, staff or school equipment can result in a phone call to parents/guardians requesting for their child to be picked up. The Director will meet with parent to discuss the next steps to be determined. This action is rarely needed. Parents and staff will meet to discuss the next steps.

### **Biting Policy:**

Update and approved by board of directors on 10/11/2022

Biting is a normal part of development and common behavior among young children. It is typical for young children to communicate with their bodies quickly and spontaneously. Reasons for biting include exploration, frustration, excitement, teething, health problems and limited language skills. Biting is not necessarily an indication of aggression toward another person. When biting occurs, teachers encourage children to use their words, not their bodies. The teacher will show concern for the bitten child and provide immediate comfort and care. Both children are treated with dignity and respect. After a biting incident, it is Woodlawn Preschool's policy to contact both sets of parents to inform them that the incident has occurred. To respect the confidentiality of all parties we will not share the identity of the other child involved. If a child develops a pattern of biting, our staff will work closely to identify triggers and will meet with the family to address the behavior. Oftentimes this requires implementing accommodations and teaching the child more effective strategies to deal with emotions they are experiencing.

### **Confidentiality Policy:**

Woodlawn Preschool has the obligation to keep all children's personal records private and confidential. We will maintain confidentiality at all times. Woodlawn Preschool will not provide phone numbers of children enrolled in our program. All documents completed by parents will be kept in the child's file. Files are kept in a locked cabinet in the main office at Territorial and in a locked cabinet at our second location on Upton Ave., and are only accessible by staff, legal guardians, or authorities. All electronic information is safely stored on a secure database. Endeavor's files will be located in a locked cabinet only accessible by Woodlawn Preschool Staff.

### **Abuse and Neglect Policy:**

If abuse or neglect of a child is suspected, staff is mandated to:

- make an oral report to Children's Protective Services
- File a written report within 72 hours of the oral report

*Excerpt from Child Protection Law (Act 238 of 1975):*

(Section 3- 1a): A teacher or regulated child care provider who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the department.

Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff of a hospital, agency or school, the reporting person shall notify the person in charge of that organization of his or her finding and that the report has been made, and shall make a copy of the written report available to the person in charge.

(Section 722.622) Definitions:

**Child abuse** means harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitations, or maltreatment by a parent, a legal guardian, or any other person responsible for the child's health or welfare or by a teacher, aide or a member of the clergy.

**Child neglect** mean harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

\*negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care





\*placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

If a teacher, volunteer, child or caregiver is suspected of abuse or neglect there will be a report made to Child Protective Services, and a written report filed, the individual(s) will also be removed from the facility. If a child is suspected the above will also happen and parents will be notified. For a volunteer, teacher, or caregiver the person will not be allowed to return until the case has been closed. The board will be notified and an immediate action will take place i.e. - suspension, termination, etc.

### **Tuition:**

Tuition for the preschool program is paid bi-weekly. Woodlawn Preschool accepts credit card, money order, cash or checks made out to

WOODLAWN PRESCHOOL  
1175 W. Territorial Rd.  
Battle Creek, MI 49015

**Tuition payments are handled in the main office located at 1175 W. Territorial, Battle Creek, MI 49015.** (*GSRP children and 3's scholarship children have tuition scholarships and the tuition information does not apply to your family for preschool costs.*)

To ensure proper processing of your payments, please use the zipper communication pouch attached to your child's back pack, mail, drop at the office. Cash needs to be brought into the office and a receipt issued for proof of payment. Woodlawn Preschool is not responsible for lost payments.

**Late fee: payments are due on Fridays. If you haven't paid by the following Monday at close, you are late and a late fee of \$20.00 will be charged. This \$20.00 late fee is charged on the Tuesday following the Friday that it was due and will be applied to your bill.**

A non-refundable fee of \$40.00 is charged when registering into the program. This fee will reserve a place into a class at Woodlawn Preschool.

\*Starting August 31<sup>st</sup>, you will be billed for two weeks

\* Regular bi-weekly payments begin September 4<sup>th</sup>.

\*A 15% reduction off the 2<sup>nd</sup> child's tuition occurs for families with two children in the same household that are attending the same year.

\*The bi-weekly tuition directly correlates with the school budget. Tuition will remain the same no matter how many school days there is each month. Sick days and vacations are not reimbursable for students.

\*Please communicate with the Office if problems with tuition payments develop.

\*Any type of insufficient funds (Check, Credit Card, ACH) that has to be returned to the bank due to insufficient funds or other reasons will be charged \$30.00.

\*All payments made to Woodlawn Preschool are non-refundable.

\*All late tuition must be brought to date before March 30<sup>th</sup> or services will be stopped. May tuition is due on or before May 15<sup>th</sup>. The May tuition must be paid by May 15<sup>th</sup> or services will be stopped.

\*Woodlawn Preschool accepts Department of Human Services Childcare Assistance toward your tuition balance. No services will begin until proof of DHHS payment is issued to the office. It is required that we have you sign the paperwork as you sign in and out, as this is what DHHS requires.



## **Grievance policy:**

Woodlawn Preschool/GSRP strives to provide a positive environment for all. However, at times, concerns may arise. Families that have grievances with some part of the program should follow these steps:

- Bring concerns to the attention of lead teacher
- Follow up with the director/administrator that oversees the program. They can be reached by phone at 269-963-7334 or email at [adiminwoodlawnpreschool@gmail.com](mailto:adiminwoodlawnpreschool@gmail.com).
- If the concern is not resolved through these channels, the next person in line to contact for GSRP concerns is the Assistant Superintendent of Early Childhood Services and can be contacted at (269) 660-1606. Other concerns may be brought to the Executive Committee of the Governing Board of Woodlawn Preschool. The contact information for the committee is posted in the office.

If the concern relates to a licensing regulation, reports may be made to the Department of Human Services, Office of Children and Adult Licensing, at (866) 685-0006 or [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

## **Safety:**

The safety of your child while they are in our care is of our utmost importance to us. Therefore, the following guidelines are established in order to insure the safety of each child at Woodlawn Preschool:

1. No child is ever unsupervised.
2. Staff is available who are current in CPR and first aid certification in both buildings as well as Endeavor Charter Academy.
3. Emergency numbers are readily available to the staff.
4. Fire and tornado drills are practiced with a plan of safety posted in each room.
5. Children will always be released to appropriate adult.
6. In the event of an accident or injury parents will be informed immediately.
7. Exterior doors are locked on the outside but can be opened in one move from the inside

## **Inappropriate contact:**

### **Child/Child:**

If there was in an in-appropriate conduct between child/child we would:

1. Separate the children and ensure both children are safe
2. Talk to the children about what is going on
3. Call each parent for a meeting with each parent
4. Complete a 3200 form and complete to send to CPS
5. Notify licensing
6. Inform the board of what has happened
7. Continue to make sure that there is appropriate supervision between all parties

If it were to continue there would be an additional meeting with the parent to discuss options outside of Woodlawn Preschool.

### **Child/Staff**

If there was in an in-appropriate conduct between child/staff we would:

1. Separate the child and the staff member, ensure that the child is safe
2. Talk to the child about what is going on
3. The staff member would be asked to leave the building and would not be able to return to their position until the investigation is completed.
4. Contact the proper authorities and complete a 3200 form, and also notify licensing
5. Inform the board of what has happened

Update and approved by board of directors on 10/11/2022



The staff member would be asked to leave until the investigation was completed and would not be paid until it is closed and as a board we would discuss the final outcome for the staff member. Additionally we would also request to the parents that the child talk to a therapist about all that has happened.

### **Missing Child**

In case of missing child or lost/unsupervised child, immediately upon discovery, alert the PROGRAM DIRECTOR or staff member in charge of the missing child. Begin searching the facility quickly. Search in bathrooms, closets, room corners, under tables, behind curtains, playground etc. anywhere a child might have hidden or gone. If a child has been lost or unsupervised, licensing will be notified immediately, as well as the parents. The proper authorities will also be notified regarding a lost child. The individual who lost the child or left the child(ren) unsupervised will be removed from the facility until the board has met to determine the best course of action. The board will be notified and will determine the best course of action to be taken.

**Program Director:** Call 911, if necessary and report the missing child. Contact parent or guardian. Assist teacher in searching the facility.

### **Admission and Withdrawal Policy:**

All required paperwork must be completed and returned to the office before your child starts services at Woodlawn Preschool. Woodlawn Preschool follows the rules set forth by the State of Michigan Child Care Licensing Department. Parents are to attend parent orientation.

Children two and a half years old or older, who are in the process of being potty trained, need to inform the office of this. Woodlawn Preschool is willing to work cooperatively with you on toilet training. Be sure to bring the following: Extra clothing as children do have accidents, all diapering materials need to be supplied- wipes and pull ups/diapers. We do recommend bringing underwear (several pairs) as the children do have accidents and they are more likely to respond to the wetness.

Choose clothing that she/he will wear that is easy to get on and off. Children need to be dressed for outdoor play daily. Children must wear socks and underwear every day. On winter days children need a winter coat, snow pants, hat, mittens, boots and scarf. Children will bring a backpack each day to school. We understand children of this age and realize that some children will have a harder time than others to adjust to other children, being away from parents, etc.

All preschool children at Woodlawn Preschool will have an Ages and Stages Screener and on-going assessment throughout the school year. The results will be shared with parents. Children in the GSRP State 4's program at Woodlawn Preschool will meet the criteria set forth by the State of Michigan and Calhoun ISD to attend in this program.

If we feel that a child is not adjusting to the program, we will conference with the parents and make a decision on what is best for the child. If tuition is not current, late fees will be added. Children will be dropped if tuition is not current and determined necessary by the Executive Director. See the tuition policy for more clarification or contact the Woodlawn Preschool office located at 1175 W. Territorial, Battle Creek, MI 49015.

### **Adding Days:**

If you need an additional day it is at the discretion of the Director as well as an opening in the classroom. If there is an additional day(s) that is needed, the family will be charged right away, depending on when this is being completed.

Update and approved by board of directors on 10/11/2022



## **Withdrawing of Days:**

If you no longer require the services of Woodlawn Preschool, we require that you provide a two week written notice of your child's last day in the program. We also require a two week written notice of any decrease in days that your child attends the program. If you would like to request an increase in days, please see the Office and you will be placed on the list and accommodated as soon as possible. If you fail to give two week written notice, you will be responsible to pay tuition for the next two weeks. Please note that Woodlawn Preschool is a 9 month program, with summer camp following afterwards. Should you choose to withdraw for a period of time, we cannot hold or guarantee your spot upon your return.

## **Food Service and Nutrition Policy:**

Children in attendance for six hours or more will have breakfast, lunch and a p.m. snack. The snack and meals will be documented on the menu and any substitutions will be listed on the day they occurred. Staff will provide the meals, snack, and any needed food substitutions meeting the CACFP requirements and allow 2 hours and thirty minutes between each. At Woodlawn Preschool 1 and 2, children will be provided breakfast, lunch, pm snack and an afternoon snack. At Woodlawn- children will be provided an afternoon snack. These will be provided from our facility for breakfast and snacks. For lunches, these will be provided from the CDC in Augusta.

Children in attendance during the lunch hour will have nutritious food served at the center.  
All snacks served are documented on the snack calendar.

A staff person will sit with the children during meal time and eat a snack or lunch. Water is available to staff and children anytime.

The program will provide lunch meeting the CACFP Food Service requirements. Children will be served a nutritious meal provided by an outside licensed food service program. Staff has had food safety and food service training. If your child requires a special meal due to allergies, documentation is required and can be provided to you. It will need to be filled out by a Doctor.

Food service areas will be clean and sanitized to ensure a healthy food area is available for all children. Foods and drink will be stored appropriately and disposed of according to food service rules of Michigan.

Woodlawn will ensure an adequate number of staff will be available to help serve snacks and meals

A menu will be provided to all families. No child will be deprived of a snack or meal.

## **Outside Plan Policy:**

All classrooms with children above twelve months old, at Woodlawn Preschool, go outside every morning, weather permitting. (Should weather prevent outside playtime, similar large motor activities will be provided for indoors.) All children in attendance are required to go outside with the class. No child can be kept at the school or in the office. Daily walks and outside play are an important part of our program. Please be sure that your child's shoes are suitable for walking and playing. Flip-flop sandals and clogs are not advised. In addition to daily outside play each morning, Woodlawn Preschool will take the children outside every afternoon, weather permitting.

## **Temperature:**



If the temperature, including wind chill, is higher than 20° F the children will go outside. If the morning temperature is too cold, we may still be able to go outside in the afternoon, if the temperature is permissible. A teacher will check the temperature at weather.com every morning by 9:30 a.m. and every afternoon by 2:00 p.m.

### **Warm Weather:**

During the summer months Woodlawn Preschool will monitor all warnings including Excessive Heat Warnings and Air Quality Alerts. During these times outdoor and physical activity will be limited as a precaution.

### **Inclement Weather:**

We are extremely sympathetic to the inconvenience a school closure has on working parents. Our policy remains to be as conservative as possible using all information available in making the decision to close. In the event of a school closure, parents will be notified by our Facebook page, the Remind App and on Channel 3 news. When searching for a potential school closure, be sure to use the school's full name, Woodlawn Preschool. Woodlawn Preschool will determine if we are closed no later than 6:30 a.m.

### **School Closing:**

If there is a problem within the school (such as a power outage) we will attempt to contact parents by phone, as well as make an announcement on the radio and television.

School cancellation for Woodlawn Preschool will apply to Woodlawn Preschool and Woodlawn Preschool 2, as well as After School Care at Endeavor Charter Academy unless otherwise stated. In the event of a school closure, parents will be notified by our Facebook page, the Remind App and on Channel 3 news. Woodlawn Preschool will determine if we are closed no later than 6:45 a.m.

### **Tornado Closing Policy:**

If the U.S. Weather Bureau issues a TORNADO WATCH for Calhoun County, parents should be prepared to pick up their child from school at the time a 'watch' occurs. **If this watch should occur during the lunch hour, afternoon sessions will be cancelled.**

In the event of a TORNADO WARNING, students and staff will take cover in designated areas. It is the responsibility of each parent to be aware of the weather conditions and be prepared to take action if it should become necessary.

Parents must be aware of 2 terms:

1. **TORNADO WATCH:** weather conditions are such that there is the possibility a tornado may occur. **Parents are to pick their child up from school immediately.**
2. **TORNADO WARNING:** a tornado has been sighted in the area (children & staff will take cover at school.) You may pick up your child **after** the all clear has been issued. **Please consider the safety of children & staff**

### **What Not To Bring From Home:**

Please check with your child's teacher to see if there is anything specific that might be needed. All items being brought from home need to be labeled with your child's name on it.

Please have your child bring the following with to school each time:

\*Backpack

\*Sweater or coat, snow pants, mittens, boots and a hat as appropriate for outdoor play.



\* Closed toed shoes for outdoor play. Provide an extra pair of shoes when you are providing boots for winter months. Shoes are needed for indoor play. Please, NO flip flops!

\* Wear Clothes that are bathroom friendly and easy for children to pull up and down with little assistance.

\* Wear clothes appropriate for active play. We will wear paint aprons to protect clothing, but accidents do happen.

\* Send a change of clothes in the backpack for possible bathroom accidents.

**Do NOT bring the following to school:**

\*Balloons

\*Candy or Chewing Gum

\*Toys or Trinkets

**\*If a child is identified with a peanut allergy, you will be notified and no food will be allowed with peanuts.**

**Dropping your child off at school:**

Parents will be expected to arrive and park in front of the school where the parents will walk their child into the building into their child's classroom. This is where you will sign your child in and out. Parents will sign in their children at drop off and sign out at pick up. There will be a computer where you will sign your child in and out. Parents who are picking up from Endeavor for after school care will be required to sign them out. The teacher that is working will sign your child in every day.

Children attending AM enrichment services (before school care) that is available at 7:00 am, must be brought into the building by an adult and signed in. Children staying for afternoon enrichment must be picked up by the parent or a permitted adult and sign out the child. Children will not be allowed out of the building that is not listed on the Child's Information Record, or with anyone that is under the age of 16. Drop off times for morning preschool classes are **15 minutes before class begins**. Preschool starts promptly at the scheduled time. **It is essential you are on time daily.**

**Picking your child up from school:**

Afternoon pick up time is specific for your child's classroom. Please adhere to that time. You will need to sign the child out before you may leave with your child.

**Under no circumstances will we allow your child to leave with someone you have not given permission to pick up. Your child's safety and whereabouts is of prime concern to us.**

Please be prompt when picking your child up from school. Staff needs to prepare for afternoon services.

If no one has picked up your child from school after fifteen minutes of waiting, a phone call will be made to parents or your emergency contact person. **Additional fees will also start at this time.**

**Late Pick Up:**



Woodlawn Preschool closes promptly at 6:00 p.m. We ask that end of the day conversations between teachers and parents conclude by 6:00 p.m. The Late Pick up Policy is designed to deter late pickups. The fines and consequences have been enacted to ensure that our teachers' time is respect.

### **First and Second Offense within a Month:**

Parents who arrive to pick up their child after 6:00 pm will be required to pay a late fee. The late fee is \$1.00 per minute, for each minute after 6:00 pm. \*Woodlawn Preschool will attempt to contact the parent 3 times. After 3 attempts WOODLAWN PRESHCOOL will use emergency contact numbers. (For this reason it is imperative that all contact numbers be kept current in your child's file.) Woodlawn Preschool will allow a child to remain on the premises for 1 hour before contacting local authorities. Woodlawn Preschool will remain responsible for your child until parent/caregiver or local authorities arrive.

### **Third Offense within a Month:**

Parents who arrive to pick up their child after 6:00 pm will be required to pay a late fee. The late fee is \$5.00 per minute, for each minute after 6:00 pm. In addition to the increased fine, parents will receive a written warning.

### **Fourth Offense within a Month:**

Parents who arrive to pick up their child after 6:00 pm will be required to pay a late fee. The late fee is \$5.00 per minute, for each minute after 6:00 pm. In addition to the increased fine, parents will be required to pick their child up from Woodlawn Preschool no later than 4:45 pm for a minimum of two weeks. There will be no exceptions to this pick up time.

### **Fifth Offense within a Month:**

Occasionally, Woodlawn Preschool is not able to meet the needs of a child and/or family. If a fifth offense occurs, a meeting will be held with parents to discuss if Woodlawn Preschool is the appropriate environments for their family.

### **Infant Safe Sleep Practices:**

To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a sleeping mat that meets the standards set forth by the state. Pillows, quilts, comforters, sheepskins, stuffed animals and other soft items are not allowed in with the infants. Infants that can easily turn from front to back may then be allowed to assume any comfortable sleep position, however infants who are not able to easily turn over will be rolled back to their back if/when they roll to their side or stomach while asleep. Children up to the age of 8 weeks will be allowed in a sleep sack per licensing rules, unless otherwise noted by a physician.

### **Pesticide Control Policy:**

Woodlawn Preschool is committed to providing children a safe environment. It seeks to prevent children from being exposed to pests and pesticides. The health and safety of all persons within the school's facilities are of our primary concern. Therefore, Woodlawn Preschool provides annual notification to their parents in September.

As required by section 8316 of 1994 PA 451, MCL 324.8316, the center shall develop and implement an integrated pest management program when pesticide applications occur on the premises.

(b) The annual notification to parents or guardians specifying 2 methods by which the advance notice of pesticide application will be given. This will be completed by providing you an advance notice containing information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture. This will be provided with a written notice to parents within 48 hours as well as postings posted on the entry doors.

(d) Liquid spray or aerosol insecticide applications may not be performed in a room of a center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.



Griffins Control inspects monthly at Woodlawn Preschool. If Bowers Wildlife needs to do a chemical treatment, parents will be notified 48 hours prior to treatment.

**Woodlawn Preschool Board of Directors**

MaryAnne Charron, June Sims, Scott Barnes, and Sean Kennedy

**Woodlawn Preschool is led by**

**Executive Director**

B.A Early Childhood Education

Thank you for choosing Woodlawn Preschool



## **Permission Page (*To be returned to the office for your child's file*)**

### **Field Trip Policy...**

It is Woodlawn Preschool's policy that a parent or another appointed adult provide transportation to and from field trips that require children to travel away from the facility in a vehicle. Furthermore, a parent or appointed adult must remain on the field trip to supervise their child. Staff cannot be responsible for the supervision of your child while on field trips.

### **Our Guidance Approach...**

We approach discipline in a positive manner. Understanding the developmental needs of the preschool child is of utmost importance. Staff discipline strategies include:

- Communicating the behavioral expectations to the child.
- Supporting EACH child in gaining self-control.
- Demonstrate appropriate behavior.
- Reinforce appropriate behavior through verbal and non-verbal communication.
- We encourage children to make appropriate choices for their behavior
- We help children to see the natural consequences for their behavior
- Preparing children ahead of time for schedule changes;
- Model respect and appreciation for individual differences in people.

### **To Correct Misbehavior, Staff Discipline Strategies Include:**

- Think first about the developmental needs of the child. Consider why this is this happening. Is the child feeling ill, tired, or hungry? Chances are great that there is a rational explanation for a child's misbehavior.
- Communicate a description of what you see; e.g., "I see that you are very angry. I'd be mad too if this happened to me. What can we do about it?" The teacher does not focus on why it happened, but instead helps the child feel confident in finding a solution.
- Not all children can develop their own solutions. The staff facilitates a child's growth by offering them a couple of solution choices. It is necessary for the adult to follow through and model calmness in handling both major and minor situations.
- Redirect the child to another activity until they are ready to go back to original activity.

*The staff at Woodlawn Preschool is committed to using positive solutions to address discipline issues. At no time will a member of Woodlawn Preschool use any form of severe punishment or ridicule as a means of disciplining a child.*

### **Admission & Withdraw Policy:**

I have read and understand the policy as written in this handbook. The Withdrawal Policy requires a two week notice.

### **Photo Release:**

Photos will be taken of your child during the school year doing various activities. Occasionally we publish these photos in our classroom, our website and on our Facebook page. By signing below, you are agreeing to allow your child's photo to be taken.



**Pesticide Control Policy:**

I have read and understand the policy as written in this Family Handbook

**Parent notification of the Licensing Notebook:**

I am aware there is a Parent Licensing Notebook in the office for my review during business hours.

**\*I understand that if a peanut allergy is identified, no peanut products will be allowed.**

**I verify that I have read and understand all of the above information:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

Updated on: 09/28/2022

Update and approved by board of directors on 10/11/2022

## Classroom Schedule

### Example

<b>7:00-8:00</b>	The children will arrive and play with manipulative until they enter into their classroom
<b>8:00</b>	Children in the waddlers, toddlers, and the ¾ room
<b>8:20-8:30</b>	The children are starting to arrive from home.
<b>8:35-8:45</b>	At this time a teacher is greeting them, helping put their things away and is helping them sign in. The other teacher is greeting them on the rug and doing activities with them. When all are there we then go over what is going to happen for the day.
<b>8:45-9:10</b>	The students are sitting down and having breakfast family style. Here they are serving themselves their own meal. The teachers are also eating with them and are taking role call to see who is here.
<b>9:10-9:15</b>	The students will use the bathroom before going outside.
<b>9:15-9:50</b>	The class is outside at this time. We are using our gross motor skills. If we are not able to go outside one day we will be in the gym.
<b>9:50-10:05</b>	The children are put into separate groups and are focusing on their individual goals with more of a one of one with one of the teachers. These are set for two months before they switch teachers/ different friends.
<b>10:05-10:15</b>	When the children are done eating, the children then are planning their play. They are thinking about where they would like to play at during work time, who they would like to play with, and what they might want to play with.
<b>10:15-11:15</b>	During this time, the students are playing in the areas where they would like to play at (house area, block area, writing area, art area, and the toy area). The teachers are also working with the students at this time.
<b>11:15—11:25</b>	The students and the teachers at this time are cleaning up the room and putting all the toys away where they go.
<b>11:25-11:35</b>	The children are recalling what they have learned and done throughout the day.
<b>11:35-12:20</b>	The class is sitting down and is eating lunch family style. Together we are talking about what is going on for the day, what we have learned, and any other topics that may arise at this time.
<b>12:20-12:30</b>	The students are using the bathroom and brushing their teeth.
<b>12:30- 1:30</b>	The children are getting ready to lay down on their mats and rest. During this time, we will also provide table top activities/ activity bags for those who may not rest during this time.
<b>1:30-1:45</b>	The students will use the bathroom and put away their nap mat and blanket.
<b>1:45-2:10</b>	The students are sitting down and having snack family style. Here they are serving themselves their own meal. The teachers are also eating with them and are taking role call to see who is eating.
<b>2:10-2:45</b>	The class is outside at this time. We are using our gross motor skills. If we are not able to go outside one day we will be in the gym.
<b>2:45-3:00</b>	The children are put into separate groups and are focusing on their individual goals with more of a one of one with one of the teachers. These are set for two months before they switch teachers/ different friends. Each group will switch activities from the previous small group time.
<b>3-3:20</b>	During this time, the children are singing songs and are learning phonological awareness. We are focusing on our letters, numbers, letter sounds, and new words etc.



**3:30** **Dismissal**

**3:00-3:45** **After School care begins at WLP1**  
Children who are in need of after school care will come into the gym to play. Students will be bussed from WLP2 to WLP1 for after school care.

**3:45-4:00** **After School Snack**  
Children will be provided an after school care snack

**4:00-4:30** **Outside**  
Children will be outside to play, weather permitted

**4:30-5:00** **Manipulatives**  
Children will play with manipulative or some activity at the table

**5:00-6:00** **Free Play**  
Children will be playing in the gym waiting for their parents to pick up

**6:00** **Closed**