



1175 W Territorial Rd. Battle Creek, MI 49015
admin@wlpreschool.org

Phone: (269) 963-7334
www.woodlawnpreschool.org

Fax: (269) 753-1132

Family Handbook
Woodlawn Preschool
2023-2024

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 the State of Michigan's Great Start Readiness Program at two locations.

GSRP Mission....

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

Table of Contents

Woodlawn Preschool Mission.....	1
GSRP Mission.....	1
Our Background:	4
History:.....	4
Organization:	4
GSRP Program Overview:	4
Philosophy:	4
Program administration:	5
Why Preschool?	5
Principles:	5
Referral Plan:	5
Special Needs Plan:.....	5
Cultural Competency Plan:.....	6
Hours of Operation:	6
Classroom Placement:.....	6
Waddler:	6
Toddler:.....	6
GSRP Program:.....	6
Before and After School Care:.....	7
Building Offerings:	7
Licensing Notebook:.....	7
Program Evaluation:	7
Non-Discrimination Policy:.....	7
Parent Notice of Program Measurement:	7
Policies:.....	8
Enrollment Policy:.....	8
Required Forms:	8
Tuition Policy:	9
GSRP Tuition Policy.....	10
Withdrawal Policy:	10
Attendance Policy:.....	10
School Closing:.....	12
Tornado Closing Policy:	12
Accident & Emergency Policy	12
Child Custody:.....	12
Confidentiality Policy:	13
Social Media Policy:.....	13

Baby Sitting Policy:	13
Physical and Immunizations:	13
Illness and Health Policy:	13
Medication Policy:	14
Hearing and Vision & Assessment Screening:	15
Safety:	15
Diaper Changing:	15
Potty Training:	16
Procedure for managing bodily fluids:	16
Outside Plan Policy:	16
Injury Policy:	17
Rest Time Policy:	17
Biting Policy:	18
Discipline Policy:	18
Food Service and Nutrition Policy:	19
Conflict Policy:	19
Pesticide Control Policy:	20
Children and Staff Washing Hands Policy	21
Woodlawn Preschool Screening of Staff	21
Parent Volunteering:	22
Communication:	22
GSRP Communication:	22
Abuse and Neglect:	23
Inappropriate contact:	24
Missing Child	24
What to bring and Not to Bring from Home:	25
Permission Page (To be returned to the office for your child’s file)	27
Field Trip Policy	27
Our Guidance Approach	27
To Correct Misbehavior, Staff Discipline Strategies Include:	27
Policies:	28
Photo Release:	28
Non- Prescription Topical:	28
Class Schedule Example	29

Welcome Families!

Our Background:

History:

70 years plus and continuing to thrive! In 1951 Roberta Beaver opened Woodlawn Preschool. She was hired by the American Association of University Women (AAUW) to launch a program for children ages 3-5 to further their development before they enter the regular school aged system. She believed in quality education for all and wanted to extend the training of life to all ages outside of the home. After Ms. Beaver retired in 1967, the Director role was handed over to the next best fit and has continued to be passed down and supported by those we have been fortunate enough to bring aboard. The school was and is governed by a volunteer board and continues its ongoing relationship with the AAUW. In 1981, on the 30th anniversary of the school, classes were held in a private home at the end of 300 Fremont Street, but eventually had to be torn down to make way for the KCC college expansion. It was then that the school was moved to its main present location of 1175 W. Territorial Rd. In 1964, two offices were made into classroom space as the school's enrollment grew. At the time it was the largest preschool in the state of Michigan with 210 students and a waiting list for enrollment. In 1991, on the 40th anniversary of the school, there were two pine trees dedicated to one of its directors, Vi Beg, and its founder, Roberta Beaver. The trees are still here.

Woodlawn prides itself on being a non-profit school for any child to attend no matter the child's background. Students learn social skills, love of learning, how to have a good relationship with others, and develop fine and gross motor skills.

Organization:

Woodlawn Preschool is operated by a volunteer working Board. The school is a non-profit private preschool providing meaningful learning experience for children aged 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. It is our philosophy that each child can learn and will be supported by our inclusive settings that recognize children's individual interests, needs and abilities. 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. It is the Woodlawn Preschool's philosophy that children learn best through using a whole child approach. This is the foundation through which future educational success is supported. This is accomplished through creation of positive relationships between teachers and children to explore and expand their skills in the areas of social emotional, cognitive, physical, language and literacy. It is our philosophy that parents are a child's first teacher, and will we seek to understand the child from the family's perspective.

“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.

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 with a safe and 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 completed as follows: document concerns, request an observation from Early Childhood Specialist, Early Childhood Staff and program staff to assist with develop and various strategies to be tried , Birth to 6 staff may do additional screenings and evaluations, have a meeting with families to report results and make plans for future actions.

We recognize that families may sometimes have a need for community resources related to housing, food, and other needs. We are connected to many resources throughout the community, if your family is in need, please let us know so we can refer you to a community resource. Please be assured that all referrals are kept confidential.

Special Needs Plan:

Woodlawn Preschool’s Great Start Readiness Program is committed to the concept of inclusion. Staff will make accommodation 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
These materials were developed under a grant awarded by the Michigan Department of Education

will receive annual training on various strategies and information on working with families and children with special needs.

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 exchange of ideas to further their understanding of this topic.

Hours 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.
- 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

Woodlawn Preschool 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. (NO Friday school for GSRP placement)

Classroom Placement:

Children are assigned into a waddler (12 month- 2), toddler (2-3), or preschool (GSRP) classroom. Several factors 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 2's to Preschool)
3. Availability of space in the classroom

Classroom assignments are pre-determined 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.

Waddler: Children 12 months until the age of 34 months or determined differently by the Director are included in this classroom. 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.

Toddler: Children 34 months of age and potty trained through the age of 4 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 1st will be assigned to these classrooms. There are guidelines set forth by the state that must 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 school 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 students assigned to Woodlawn 2 please discuss this option with the Director.

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, waddlers, and a summer program. This building will remain open all year round.

- **Woodlawn 2- 765 Upton Ave**

In this building we offer a GSRP program to those who qualify. If after-school care is needed arrangements need to be discussed with the Director.

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

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 an assessment and received a score from the Michigan Great Start to Quality program and received A 4-star rating from the Quality Ratings System of Michigan is awarded to both buildings and is available for viewing at the Michigan.gov website.

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.

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 or 517-373-8483 or MDE, Office of Great Start, 608 W Allegan P.O. box 30008, Lansing MI 48909

Policies:

Enrollment Policy:

Woodlawn Preschool is open to all families regardless of race, creed, ethnicity, 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 to 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 any child for on-going challenging behaviors, and for non-payment as well for a child with an immunization waiver who has a significant amount of ill time absences.

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.

Woodlawn Preschool must receive the registration form. This is the agreement between Woodlawn Preschool and the Family, and it is used to secure your child spot in a classroom. With the registration form there is a non-refundable/non-transferable enrollment fee per child. Enrollment fee is waived for qualified GSRP families. It is a contract outlining the terms of service between Woodlawn Preschool and the family. Upon securing your child's spot all families will receive this family handbook along with any other paperwork that is necessary to complete the child's file for their enrollment.

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.

Children must not be denied enrollment or excluded from the GSRP programming based on challenging behavior, developmental delays or identified disabilities (e.g., toilet training needs, speech, motor function, aggressive behaviors, and cognitive delays).

Required Forms:

- Registration form (signed and dated by parent)
- Child Information Record (completed both sides leaving no blank spaces)
- Signed Discipline Policy
- Signed photo release Policy.
- Medical health appraisal form (must 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 for all students excepts those enrolled by GSRP
- Birth Certificate

Tuition Policy:

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 make certain your child's teacher knows payment is in their bags if you do not bring the payment to the office directly. 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 \$60.00 is charged when registering into the program. This fee will reserve a place into a class at Woodlawn Preschool.

- At the start of the beginning of the school year regular bi-weekly payments will be due.
- A 15% reduction off the 2nd 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 are in 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 been returned to the bank due to insufficient funds or other reasons will be charged \$35.00.
- All payments made to Woodlawn Preschool are non-refundable.
- All late tuition must be brought to date or services will be stopped immediately unless a payment plan has been approved prior.
- If tuition is not up to date the Director reserves the right to remove the child from the program.
- Tuition statements are completed on Monday's following a completed two- week period. Payments are due no later than the following Friday. A late fee is charged if payment is not received by the following Monday at the end of day.
- Woodlawn Preschool accepts Department of Human Services Childcare Assistance to be used for Tuition. No services will begin until proof of DHHS payment is issued to the office.

If days selected to attend need to be changed (whether to add or remove days) please notify the office and Woodlawn Preschool will work to accommodate those changes based on availability.

GSRP Tuition Policy

There is no tuition for GSRP students unless income is above a certain percentage of the poverty level. There are special situations where a sliding fee schedule is utilized for those enrolled in GSRP. Families in this category are required to pay a nominal fee based on your family's percent income level. The annual income is verified by the GSRP enrollment staff.

Withdrawal Policy:

If you no longer wish to continue services with Woodlawn Preschool, we require that you provide a TWO - WEEK written notice of your child's last day in the program. If you wish to decrease your attendance days, we also require a TWO-WEEK written notice informing the staff of the change. If you fail to give two -weeks written notice, you will be responsible for paying 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, we cannot hold or guarantee your spot upon your return.

If you feel, or it is determined by Woodlawn Preschool Staff, that the child is not adjusting to the program we will hold a conference with the parents and decide on what is in the best interest of the child. If a unanimous decision cannot be determined the Director holds the right to make the final decision.

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 immensely 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:

- Plan 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

The staff is committed to having all the 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 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.

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 service (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 released to anyone 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 every day.**

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 are allowed to 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 are Woodlawn's main concern.

Please be prompt when picking your child up from school as staff has 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 respected.

First and Second Offense within a Month:

Parents who arrive to pick up their child after 6:00 pm or the required time per registration will be required to pay a late fee. The late fee is \$1.00 per minute, for each minute after scheduled pick up time no later than 6:00pm.

*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 or their designated pick-up time per their registration, will be required to pay a late fee. The late fee is \$5.00 per minute, for each minute after scheduled pick-up time no later than 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 or their designated pick- up time per their registration will be required to pay a late fee. The late fee is \$5.00 per minute, for each minute after scheduled pick-up time no later than

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 environment for their family.

School Closing:

If there is a problem within the school (such as a power outage) we will attempt to contact parents by phone and an emergency email will be sent.

School cancellation for Woodlawn Preschool will apply to Woodlawn Preschool and Woodlawn Preschool 2 unless otherwise stated. In the event of a school closure, parents will be notified by our Facebook page, email, and on Channel 3 news. Woodlawn Preschool will determine if we are closed no later than 6:30 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** all clear has been issued. **Please consider the safety of children & staff**

Accident & Emergency Policy

In the event of an emergency, including but not limited to security events or lockdowns, guardians will be notified as soon as the children are safe. In a situation such as an accident that occurred on the premise the primary guardian will be contacted immediately via a phone call. If the primary guardian cannot be reached staff will use the child’s emergency contact form to contact the next assigned guardian. In an emergency that requires immediate shutdown to our facility guardians will be contacted via email, a class tag notification, and phone calls will be placed to all emergency contacts.

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 would be helpful if a photo of the non-custodial parent was on file with us as well but is not required with proper documentation. Communication with the Executive Director about any changes is important to ensure the child’s safety.

Confidentiality Policy:

Woodlawn Preschool has the obligation to keep all children's personal records private and confidential. We will always maintain confidentiality. Woodlawn Preschool will not provide phone numbers nor personal information of children enrolled in our program to anyone who is not legally listed to receive it. 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 to staff, legal guardians, or authorities. All electronic information is safely stored on a secure database. Endeavor's files will be in a locked cabinet accessible by Woodlawn Preschool Staff.

Social Media Policy:

Woodlawn Preschool employees are prohibited from discussing programs and participant issues on social media. Violating this policy may be grounds for immediate 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".

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

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 30th day, services will be on hold as required by law. A current immunization record or waiver must be in place before the child starts.

Illness and Health Policy:

It is in the best interests of all students and staff that you keep your child at home when they are ill. Upon the onset of an illness, please contact the school to report their absence. This is how 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
- **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?
- **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.
- **Head lice, scabies, or other parasites:**
 - Families will be informed if a child shows indication of head lice.
 - Information on how to treat and where to receive treatment from within the community can be provided.
- **Chicken Pox:**
 - after the sores have dried up (scabs are no longer oozing).
- 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 only be readmitted to school when your child has been on antibiotics for 24- hours, fever free for 24 hours without medicine 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.

Medication Policy:

Woodlawn Preschool follows all guidelines put forth by licensing rules. Staff may administer medicine to children provided there is a doctor’s note. A plan will be created between the staff and guardian to ensure a child is receiving required medication according to instructions provided by a licensed physician. A medications list form will be completed and kept in the child’s file so long as the child is in Woodlawn Preschool’s care. All staff will be trained in how to correctly administer medicine, and all medicine will be stored in a safe location at the center.

Hearing and Vision & Assessment 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 results from the screening home with the parents. Woodlawn Preschool will make a copy and place it in the child's file. (*Screenings are for children 3 and above)

Teachers will facilitate family access to ASQ Online. Families will complete the ASQ-3 and the ASQ-SE within two weeks of the program start date. Data will be compiled and used to provide specific support strategies for home and school. Families will be asked to provide information about their child's abilities and any area of concern they may have. All results of these screenings will be shared and discussed with individual families. Throughout the year, if further screenings are determined to be necessary, the family will be contacted for permission.

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

Staff are required to ensure the results of testing are kept confidential. Results can only be discussed between the individual providing the testing, Woodlawn Preschool staff, and assigned guardian. All results will be kept in the child's file and stored in a locked cabinet in the center.

Safety:

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

1. No child is ever left unsupervised.
2. Staff available 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 those with permissions.
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.

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 are required to change diapers and are 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 hypersensitive 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. 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 by the school, and we ask that parents keep us updated on progress at home. Proper hand washing shall be taught and required for each child. Using gloved hands, teachers 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.

If a child is in the process of being potty trained, we do ask that the office is informed so staff can plan accordingly. 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 needed 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 wetness.

Procedure for managing 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 coming into 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.

Outside Plan Policy:

All classrooms with children twelve months or older, at Woodlawn Preschool, go outside for a minimum of one hour per day weather permitting. Should weather prevent outside playtime, similar large motor activities will be provided for the children indoors. All children in attendance are required to go outside with the class. No child can be kept at school or in the office. Daily walks and outside play are an important part of our program.

Clothing:

Choose clothing that your child will wear that is easy to get on and off. Children need to be dressed for outdoor play daily. They must wear socks and underwear every day. On winter days children need a winter coat, snow pants, hat, mittens, boots, and scarf. Please be sure that your child's shoes are suitable for walking and playing. Flip-flop sandals and clogs are not advised.

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, with an email and on Channel 3 news. We closely follow Lakeview Schools when deciding to close. If Lakeview is closed, we will more than likely be closed as well. 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. unless unforeseen circumstances occur.

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 notifications will be made face-to-face or by written notification at the 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 the 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 for 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 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. Each child will be provided with one mat to rest on. Mats will be sanitized at the end of the day in accordance with procedures. (Soap, water, and bleach spray).

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.

Biting Policy:

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.

Discipline Policy:

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 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 and limiting transitions
- Model respect and appreciation for individual differences in people

When inappropriate behavior occurs, it is dealt with immediately. Teachers individualize responses to the children's behavior in relation to the 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 will remind the child of the rules and the consequences if the behavior 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 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 the parents to discuss the next steps to be determined.

Food Service and Nutrition Policy:

Children in attendance for six hours or more will have breakfast, lunch, and an afternoon snack. The snacks and meals will be documented on the menu and any substitutions will be listed on the day they occur. Menus will be posted in each classroom, and if any changes are made to the menu it will be recorded on the posted menu by Staff. Staff will provide the meals, snacks, and any needed food substitutions meeting the CACFP requirements and allow 2 hours and thirty minutes between each. All food given to the children will be provided by the CDC in Augusta.

Children will be supervised during all mealtimes by a staff member. Water is available to staff and children at all times throughout the day. The program meals will meet the CACFP Food Service requirements. All staff have 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. No child will be deprived of any meal.

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

Conflict Policy:

Woodlawn Preschool/GSRP strives to provide a positive environment for all. However, at times, concerns may arise. Families that have conflict 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 Janette@wlpreschool.org

- 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 can be provided by the administrative staff 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

Pesticide Control Policy:

Woodlawn Preschool is committed to providing children with a safe environment. We seek to prevent children from being exposed to pests and pesticides. The health and safety of all people within the school's facilities are of our primary concern. Griffins Pest Control inspects monthly at Woodlawn Preschool, and we also utilize Bowers Pest Control & Wildlife. If a chemical treatment is needed, we will inform parents prior to application.

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.

As required by section 324.8316 Notice of pesticide application at school or day care center:

- (1) Beginning 1 year after the effective date of the amendatory act that added this subsection, a person shall not apply a pesticide in a school or day care center unless the school or day care center has an integrated pest management program in place for the building.
- (2) The primary administrator of a school or day care center or his or her designee shall annually notify the parents or guardians of children attending that school or cared for at that day care center that the parents or guardians will receive advance notice of the application of a pesticide, other than a bait or gel formulation, at the school or day care center. The primary administrator of a school or his or her designee shall give the annual notification not more than 30 days after the beginning of the school year, and the primary administrator of a day care center or his or her designee shall give the annual notification in September.
- (3) An annual notification under subsection (2) shall satisfy all of the following requirements:
 - a) Be in writing.
 - b) Specify 2 methods by which advance notice of the application of a pesticide will be given at least 48 hours before the application. The first method shall be by posting at the entrances to the school or day care center. Subject to subdivision
 - c) (c), the second method shall be 1 of the following:
 - (i) Posting in a public, common area of the school or day care center, other than an entrance.
 - (ii) E-mail.
 - (iii) A telephone call by which direct contact is made with a parent or guardian of a student of the school or a child under the care of the day care center or a message is recorded on an answering machine.
 - (iv) Providing students of the school or children under the care of the day care center with a written notice to be delivered to their parents or guardians.
 - (v) Posting on the school's or day care center's website.
 - d) State that, in addition to notice under subdivision (b), parents or guardians are entitled to receive the notice by first-class United States mail postmarked at least 3 days before the application, if they so request, and the manner in which such a request shall be made.
- (4) An advance notice of application of a pesticide, other than a bait or gel formulation, shall contain all of the following information:
 - a) A statement that a pesticide is expected to be applied.
 - b) The target pest or pests.
 - c) The approximate location of the application.
 - d) The date of the application.

e) The name, telephone number, and, if available, e-mail address of a contact person at the school or day care center responsible for maintaining records with specific information on pest infestation and actual pesticide application as required by rules.

f) A toll-free telephone number for a national pesticide information center recognized by the department and a telephone number for pesticide information from the department.

(5) Before applying a pesticide, other than a bait or gel formulation, a school or day care center shall provide advance notice to parents and guardians consistent with subsections (3)(b) to (e) and (4). However, in an emergency, a school or day care center may apply a pesticide without providing advance notice to parents or guardians. Promptly after the emergency pesticide application, the school or day care center shall give parents or guardians notice of the emergency pesticide application that otherwise meets the requirements of subsection (3)(b) and (c). The notice shall contain a statement that a pesticide was applied and shall meet the requirements of subsection (4)(b) to (f).

(6) A pesticide application will be completed the first week of every month. A notice will be placed on the entrance doors reminding parents of the application the week of. Liquid spray or aerosol insecticide applications may not be performed in a room of the center unless the room is going to be unoccupied for 4 or more hours if required by the pesticide label use directions.

Children and Staff Washing Hands Policy

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.

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 childcare 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 childcare. Please read the rules on what constitutes ineligibility for childcare 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

Parent Volunteering:

Volunteers are always welcome at Woodlawn. I-Chat screen will be conducted as well as a background check before approval of volunteers. This includes parents and others who wish to volunteer.

Parents are encouraged to participate in local advisory groups in our county. The function of these groups is to provide parents an opportunity to understand and provide insight into early childhood system in Calhoun County. Parents who wish to participate can contact the ISD at 269-660-1606.

Communication:

The staff and parents work together as a team in setting goals for your child. Every child should come to school every day with a backpack and a folder. A newsletter will be sent home monthly in your child's folder. The newsletter will inform parents of the activities being done within their class, reminders of events, and inform the parents on what the children are working on that month (letter, numbers, shape ect.) Communication should be shared both ways and if necessary, information can be returned to the teacher in the children's folder. Teachers will check backpacks every morning to ensure information is not missed. It is important that you check your child's backpack daily as permission slips, material, and artwork may come home with your child.

Woodlawn Preschool has a monthly newsletter that is posted on our website, www.woodlawnpreschool.org on the home page under the newsletter link. This newsletter will include events happening during the month, reminders, and dates for events to look forward to.

If communication is needed between staff and parents, we do ask that you call the office and set up a time to meet and or leave a message with the office for the teacher. If immediate attention is needed, we do ask that you speak directly to the Director and if further communication is necessary the Director will make the accommodation. At any point it is not okay to disrupt a classroom.

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.

It is a requirement to participate in the GSRP program that parents attend both mid-year conferences and are involved in the home visits. Accommodations can be made to ensure all families have the opportunity to participate.

Transition Plan:

We understand children of this age and realize that some children will have a harder time than others adjusting to other children, being away from parents, etc. Woodlawn Preschool will do their best to ensure that the children feel just as safe with our staff as they do at home.

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 has been completed throughout the school year

Abuse and Neglect:

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 childcare 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.

Inappropriate contact:

Child/Child:

If there is 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.
4. Complete a 3200 form and send it 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. Depending on the circumstance, remove the children if necessary.

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

Child/Staff

If there is in-appropriate conduct between child/staff, we would:

1. Separate the child and the staff members and ensure that the child is safe.
2. Talk to the child about what is going on.
3. The staff members will be asked to leave the building and will not be able to return to their position until the investigation is completed.
4. Contact Parents.
5. Contact the proper authorities and file a 3200 form.
6. Contact and report licensing.
7. Inform the board of what has happened.

The staff members would be asked to leave until the investigation is completed and would not be paid until the case is closed. As a board we would discuss the outcome for the staff member. Additionally, we would also request that the child talk to a therapist about all that has happened.

Missing Child

Immediately upon discovery, in case of missing child or lost/unsupervised child, alert the PROGRAM DIRECTOR & the staff member in charge of the missing child. Begin searching for 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.

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

What to bring and 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
- Folder
- 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 the winter months. Shoes are needed for indoor play. Please, NO flip flops!
- 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

Woodlawn Preschool Board of Directors

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

Woodlawn Preschool is led by:

Jeanette Davis

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 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 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 their 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.

Policies:

I have read and understand the policies as written in this handbook.

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.

Non- Prescription Topical:

I authorize the staff at Woodlawn Preschool to administer non-prescription topical medications to my child for one year of signature date. Topical non-prescription topical medications include but are not limited to: Diaper rash cream, sunscreen, triple antibiotic ointment, and bug spray. This does require a new signature every year. Woodlawn Preschool will not purchase any non-prescription topicals and must be supplied by the parent.

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 received a copy, read, and understand all of the above information provided in the parent handbook:

Signature: _____

Date: _____

Print: _____

Class Schedule Example

Time	Class	Activity	Description
7:00am-8:00 am	All students WLP1 & WLP2	Before school care	Children arrive and play with manipulative until they enter their classroom
8:00am	Tuition Students	Classes Begin	Children in the waddler and toddler program meet for greeting
8:30am-8:45am	GSRP Students	Greeting Time	GSRP Begin to arrive. Teachers are greeting, helping put students put personal belongings away, and assisting parents with sign in.
8:45am-9:10am	All Students	Breakfast	Students sit down for a family style breakfast. Students learn to serve themselves. Teachers will eat with their class.
9:10am-9:15am	All Students	Bathroom Break	Student will wash hands, use the restroom, and prepare to go outside.
9:15am-9:50am	All Students	Outside Play	Student will go outside where they are able to use their fine motor skills. If outdoor play is not an option, they will be in the gym.
9:50am-10:05am	All Students	Small Group	Students are separated into groups. Focus is on individual goals.
10:05am-11:15am	All Students	Planning/Work time	Students and teachers will work together to plan who will work together, what they would like to work on, what they want to work with.
11:15am-11:25am	All Students	Clean Up	Teachers and students will work together to pick up their classroom
11:25am-11:35am	All Students	Recall	Teachers and students will talk about what they have done so far in the day.
11:35am-12:20pm	All Students	Lunch	Class will sit down family style. Together everyone will talk about what they've learned and any other topics that arise.
12:20pm-12:30pm	All Students	Bathroom/Teeth brushing	Students will use the bathroom and brush their teeth
12:30pm-1:30pm	All students	Rest Time	Students are getting ready to lay down and rest. Tabletop activities are provided for those who may not rest during this time
1:30pm-1:45pm	All Students	Bathroom Break	Mat and napping materials are put away and students use the bathroom
1:45pm-2:10pm	All Students	Snack	Students are provided snack.

2:10pm-2:45pm	All Students	Outside Play	Student will go outside where they are able to use their fine motor skills. If outdoor play is not an option, they will be in the gym.
2:45pm-3:00pm	All Students	Small Group	Students are separated into groups. Focus is on individual goals.
3:00pm-3:20pm	All Students	Large Group	Students learn phonological awareness. Focus is numbers, letters, sounds, new words, ect.
3:30pm	All Students	Dismissal	Students are ready to leave and being dismissed
3:00pm-3:45pm	WLP1	After Care	Children who are enrolled in aftercare will be dismissed from their classroom to the gym for care.
3:45pm-4:00pm	All aftercare	Snack Time	Students are provided snack.
4:00pm-4:30pm	All aftercare	Outside Play	Weather permitter children are playing outside
4:30pm-5:00pm	All aftercare	Table Play	Children will have a table play activity
5:00pm-6:00pm	All aftercare	Free Play	Children will be allowed to play as they wish while waiting for pick up.