



West Bloomfield **PRESCHOOL ACADEMY**



Family Handbook

West Bloomfield Community Education
5810 Commerce Road
West Bloomfield, MI 48324
(248)865-6466

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West Bloomfield **PRESCHOOL ACADEMY**

Program Introduction

Mission Statement

West Bloomfield Preschool Academy (WBPA) strives to provide an inclusive, hands-on environment where our Little Lakers are able to make decisions, solve problems, and engage in active participatory learning. Our educators contribute to elevating the essential areas of development to focus on the “whole child.” WBPA recognizes the importance of aiding social and emotional growth in an effort to help children become a valued contributor to the Laker community. The HighScope curriculum sets our students up for success through a consistent routine, a healthy mindset, and a ‘plan-do-review’ process. The skills that our teachers help to build on will provide the support our students need for school readiness!

NOTICE OF NONDISCRIMINATION

It is the policy of the West Bloomfield School District that no person shall, on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, disability or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

Our Philosophy

Children construct their own knowledge of the world with the support of intentional teachers who shape and encourage their individual learning experiences. Teachers build on children's learning by planning activities based on what they observe in the classroom, providing materials and opportunities that both support and challenge young children. Children make their own discoveries and build their own initiatives by creating plans, following through on their intentions, and reflecting on their learning. This ***Plan-Do-Review*** process is a trademark of the HighScope approach and the strategic backbone for children and adults moving successfully through life. This unique dynamic of shared control between the child and adult lays the groundwork to actively engage young children in learning and helps children build essential school readiness skills.

We believe

- That this learning best occurs in a comprehensive program, which includes an integrated curriculum and strong parent/community involvement.
- Each child is a unique individual with physical, social, emotional, and intellectual needs. Recognizing that our children enter school with many different backgrounds, we provide individually rewarding and stimulating experiences in a diverse, bias-free environment.

We believe

- Each child learns best in a warm, secure environment that provides opportunities for:
- Interaction with materials which encourage creativity, exploration, questioning and independent discovery. This interaction includes a variety of active, concrete, "hands on" learning experiences matched to individual abilities and learning styles.
- Interaction with ideas through open-ended and higher-order questions, problem solving, and discussions. This interaction emphasizes the **process** the child goes through to accomplish a task.
- Interaction with each other and all adults through quality and uninterrupted play situations. This interaction promotes cooperation, self-responsibility and respect for self and others.

The HighScope Curriculum

In a HighScope preschool program, teachers ignite children's interest in learning by creating an environment that encourages them to explore learning materials and interact with adults and peers. The HighScope curriculum focuses on supporting early learners as they make decisions, build academic skills, develop socially and emotionally, and become part of a classroom community.

Active learning is at the center of the HighScope Curriculum. It's the foundation of young children gaining knowledge through their natural play and interactions with the environment, events, and other people.



Assessments (COR)

COR Advantage is built on 36 items that best prepare children for school success. With the fewest items of any early childhood assessment, COR saves teachers time and keeps them focused on what matters most. Teachers capture and record child development in the COR Advantage online tool and then use that valuable insight to create individualized lesson plans and detailed reports on child and classroom progress. The online tool's built-in support increases scoring accuracy, delivering consistent data administrators can rely on to meaningfully guide their program to the next level.



Ages and Stages Questionnaire (ASQ)

Ages & Stages Questionnaires, is a developmental screening tool designed for use by early educators and health care professionals. It creates the snapshot needed to catch delays and celebrate milestones.



HighScope Preschool Curriculum Content

Key Developmental Indicators

<p><u>Approaches to Learning</u></p> <p>Initiative Engagement Problem solving: play Use of resources Reflection</p>	<p><u>Social and Emotional Development</u></p> <p>Self-identity Sense of competence Emotions Empathy Community Building relationships Cooperative play Moral development Conflict resolution</p>	<p><u>Physical Development and Health</u></p> <p>Gross-Motor skills Fine-motor skills Body awareness Personal care Healthy behavior</p>
<p><u>Language, Literacy, and Communication</u></p> <p>Comprehension Speaking Vocabulary Phonological awareness Alphabetic knowledge Reading: Children Concepts about print Book knowledge Writing</p>	<p><u>Mathematics</u></p> <p>Number words and symbols Counting Part-whole relationships. Shapes Spatial awareness Measuring Unit Patterns Data analysis</p>	<p><u>Creative Arts</u></p> <p>Art Music Movement Pretend play Appreciating the arts</p>
<p><u>Science and Technology</u></p> <p>Observing Classifying Experimenting Predicting Drawing conclusions Communicating ideas Natural and physical world Tools and technology</p>	<p><u>Social Studies</u></p> <p>Diversity Community roles Decision making Geography History Ecology</p>	<p><u>English Language Learners</u></p> <p>Children use English and their home language(s) (including sign language)</p>

Program Guidelines

Cultural Competence

Young children and their families reflect a great and rapidly increasing diversity of language and culture. The National Association for the Education of Young Children's (NAEYC) recommendations emphasize that early childhood programs are responsible for creating a welcoming environment that respects diversity, supports children's ties to their families and community, and promotes both second language acquisition and a deficit, for young children.

Mutual Respect Agreement

West Bloomfield Preschool Academy students thrive when their families make a positive home-school connection with one another. Therefore, staff, families, and members of the community model the following expectations in the presence of children or on school grounds.

- Appropriate use and wear of clothing
- Speak kindly and respectfully to all children and adults
- Address resolutions to conflicts and disagreements in private
- Respect the privacy of all families. Please do not discuss other children whom are not your own with another adult
- Refrain from using threats, raising your voice or using intimidation when correcting your own child's behavior or when experiencing conflict with other adults
- Refrain from confronting another parent regarding their child's behavior or conflicts between families. If you have concerns regarding conflicts between your child and other children in the program, please direct your concerns to the teachers or coordinator

Confidentiality Policy

The West Bloomfield Preschool is sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. The West Bloomfield Preschool will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

Licensing Information

The West Bloomfield Preschool Academy (Doherty and ACS) are licensed child care centers per the State of Michigan. Licensing guidelines and requirements can be accessed at: [Michigan Licensing Rules for Child Care Centers](#)

All our facilities are licensed by the State of Michigan and meet all state guidelines. Families may view the Licensing Binder onsite during regular hours. Information, such as reports or action plans, can be found for the past 3 years at: [Child Care Hub Information Records Portal \(CCHIRP\)](#)

Mandated Reporting

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

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

General Building Information

Office Contact Information

Dania Bazzi Superintendent-West Bloomfield School District	
Sarah McDowell, <i>Coordinator</i>	248-865-6457
Chanley Potrykus, <i>Assistant Coordinator</i>	248-865-6360
Collette Goestenkers, <i>Administrative Assistant</i>	248-865-6466

Locations and Programs

Location	Programs/Hours of Operation
ACS 5810 Commerce Road West Bloomfield, MI 48324	Little Laker Full Day Preschool & GSRP (3 and 4 years of age) Monday thru Friday 8:00AM-4:00PM
Doherty 3575 Walnut Lake Road West Bloomfield, MI 48323	Little Laker Full Day Preschool & GSRP (3 and 4 years of age) Monday thru Friday 8:00AM-4:00PM
Gretchko 5300 Greer Road West Bloomfield, MI 48324	Little Laker Half Day Preschool (3 and 4 years of age) Monday thru Friday 8:45AM-12:45PM
Doherty and ACS	Before and Aftercare \$10.00 per session Morning session start time: 6:45AM Afternoon session end time: 6:00PM

The West Bloomfield Preschool Academy is a part of the West Bloomfield School District. Out of district families are not guaranteed a kindergarten slot for the following school year.

Preschool Daily Schedule

Components of the HighScope Daily Routine

Little Laker Half Day Preschool	Little Laker Full Day Preschool
Arrival (carline) and Greeting Time	Arrival (carline) and Greeting Time
Morning Message (5 minutes)	Morning Message (5 minutes)
Large Group Time (10-15 minutes)	Breakfast Time (15 minutes)
Planning Time (5-10 minutes)	Large Group (10-15 minutes)
Work Time (1 hour)	Outside Time (30 minutes)
Recall Time (5-10 minutes)	Planning Time (5-10 minutes)
Small Group Time (15 minutes)	Work Time (1 hour)
Snack Time (15 minutes)	Recall Time (5-10 minutes)
Outside Time (30 minutes)	Small Group Time (15 minutes)
Dismissal (carline)	Lunch Time (25-30 minutes)
	Rest Time (1 hour)
	Snack Time (15 minutes)
	Outside Time (30 minutes)
	Dismissal (carline)
Bathroom and hand washing happens periodically throughout the preschool day.	

Notice of Program Measurement

GSRP sites are required to work with the MDE to measure the effect of the state-wide GSRP. Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law. If you have questions about this, contact:

Address:

MDE Office of Great Start
 608 W. Allegan, P.O. Box 30008
 Lansing, MI 48909
 E-mail: mde-gsrp@michigan.gov
 Phone: 517-373-8483

Attendance Policy

Please make every effort to arrive at school on time. When children arrive after the day has started, they miss out on important parts of the routine. Children who consistently arrive on time and are in school every day quickly master the routine, learn more, are happier to be in school and receive the maximum benefit from our preschool program. If your child will not be in attendance, please contact the classroom teacher via phone or email, before the program day begins about the reason for not attending. If a child is absent and the program is not contacted by the parent, the program will attempt to make contact with the parent. If the program cannot make contact with the parent for 3 consecutive days, then a letter will be sent to the parent. If the program does not receive a response within 10 days of the date of the letter the child may be moved to the program's waitlist.

If a child is consistently absent, resulting in the child missing 15% or more of the program, the program will partner with the family to resolve the situation. If the situation cannot be resolved, then the child may be moved to the waitlist.

If a child is planning to miss a consistent month or more of the program, the child may be moved to the waitlist and another child enrolled. When the child who planned an absence returns the child may be re-enrolled if the program has an opening.

Attendance will be reviewed on a monthly basis.

Outside

Your child will go outside every day. Outdoor play time is structured to be a healthy, educational and enjoyable time for children. Students and staff will go outside if the temperature is 15 degrees or higher and other weather factors are favorable. Staff discretion is used.

Please make sure your child is dressed in clothing that is appropriate for the weather conditions. If it has recently rained, your child will need to have a pair of boots to wear outside. If there is snow on the ground and/or the temperature outside is very cold, your child will need a snowsuit, hat, gloves or mittens, and snow boots. Each child must have a complete change of clothes (underwear, socks, shirt, and pants) that will be kept in the classroom. Each piece of clothing must be clearly labeled with your child's first and last name. If you are in need of any of these items please let your classroom teacher or program administrator know.

Kindly remember if your child is too sick to go outside and play, he/she is too sick to come to school.

Rest Time

All day preschool children must have a rest period as required by the State. Please send a small pillow, two small blankets and your child's favorite cuddly to be kept at school for the week. All nap items must go home to be washed weekly/bi-weekly. We provide disinfected cots and Large Ziploc bags to store each child's nap items.

Appropriate Clothing

- Children should wear play clothes to school.
- There will be no reimbursement for clothes damaged at school.
- Please label all items with your child's name.
- Children should come dressed to play outside each day.
- Extended day requires a set of seasonal extra clothing.
- If your child has had an accident at school and comes home with school's clothes, please wash and return them the next day.

Personal Property

Children are to leave personal belongings (i.e., toys, electronics, jewelry, etc) at home. WBPA will not be responsible for the possible loss/damage of personal items.

What to Bring to School

Back pack (Daily)

- Take home folder (Please check/empty daily)
- Sweater (weather permitted)
- Flushable wipes if needed
- Extra clothes bag
 - Shirt
 - Pants
 - Underwear x 3
 - Socks x 2
 - Please pack everything in a large ziplock bag labeled with your child's name)
- Water bottle daily (label with your child first and last name, along with the date)

Please keep any toys from home at home to avoid them from being broken or lost.

Breakfast and Lunch (Daily-Tuition)

- Please label any lunch belongings with your child's first and last name
- Healthy food choices (include fruits and/or vegetables)
 - (Please use thermos or ice packs-**we cannot warm up lunches**)
- Easy packaging/containers that your child can open independently
- Utensils

Please avoid candy.

Rest Time bag (Gets sent home once a week to be washed)

- Please use the bag provided for rest time items
- SMALL pillow
- SMALL Blanket
- SMALL stuffed animal (rest time stuffy). **This will need to stay at school for the week and only used for rest time**

TIP: Check out nap mats on amazon-these fit nicely in the rest time bags and your child can roll them up and put them away easily and independently.

Food and Nutrition

Half Day Preschool	Full Day Preschool	GSRP
BREAKFAST	BREAKFAST	BREAKFAST
Families are asked to provide a light breakfast for their child before school	Families will be asked to provide a small/light breakfast for their child to bring to school	WBPA provides breakfast
LUNCH	LUNCH	LUNCH
Half day preschool students do not need to provide a lunch	Families are asked to provide a nutritious lunch for their child to bring to school	WBPA provides lunch
SNACK	SNACK	SNACK
Families are asked to provide a nutritious snack for the class. Teachers will notify you when it is your child's turn to provide a snack for the class.	WBPA provides a snack	WBPA provides a snack

- Staff will ensure sufficient quantity and the nutritional quality of the snacks.
- Posted food allergy list will be consulted before serving snacks to the children with special dietary needs.
- Label your child's lunch box with their name and the date. Please clean it every day.
- We do not have facilities to warm up lunches, but we can refrigerate lunches.
- Send milk or juice and plastic ware with your child's lunch.
- Families may participate in the school hot lunch program when available. Families who participate in the hot lunch program will be expected to set-up an on-line account with the nutrition department for payment.

Your child may qualify for free or reduced lunch. Fill out the Free and Reduced Lunch form and return it to your child's teacher.

Food service

A planned food service program will be part of the school day for GSRP students. There is no cost for snacks or meals. The following meals/snacks will be served at the following times:

- Breakfast at approximately 9:00 am
- Lunch at approximately 12:00 pm
- Afternoon snack at approximately 3:00 pm

All meals will be fully compliant with the final rule for nutrition standards in the Child and Adult Care Food Program. Menus with noted food substitutions will be posted in a place visible to parents. If there is a need for a child to receive substitutions due to medical or religious reasons, a Request for Food Service Individualization and Adjustments Form must be submitted. The center will comply with rule 400.8330 (3) to ensure children with special dietary needs receive meals/snacks in accordance with the child's needs. Posted food allergy lists will be consulted before serving snacks to the children with special dietary needs. Students who have documented food allergies or special dietary needs may bring a nutritional cold lunch from home.

Families are not allowed to send in food for their children simply because the child does not like the food served or prefers something from home. A child may have to be exposed to a food that is new 12 or more times before becoming comfortable with it. Through our family style dining approach, children will build relationships with each other while learning healthy eating habits.

Tuition students may have the option to purchase a hot lunch through school food services. Please be advised that there will be a cost for this option.

Health and Safety

Sign-In / Sign-Out

- Your child will be released only to a parent, guardian or the people listed on the emergency card.
- We must receive written notification from a parent or guardian if someone other than the parent, guardian or the emergency person is picking up the child.
- Siblings or babysitters under 16 years of age are not permitted to pick up a child from school.
- Photo Identification is checked when necessary.
- Extended Care parents must sign-in/sign-out their child every day.
- Please make sure the staff acknowledges you when you are dropping off or picking up your child.

Medication

- Children are not allowed to have any medication on their possession. This includes pain relievers such as aspirin, vitamins, cough drops, sunscreen, lotion, and chapsticks.
- Children who require sunscreen or lotion during the school day will need to have a lotion waiver form filled out prior to application. This form can be obtained from your child's teacher.
- Medication and non-medication, including aspirin or vitamins, shall be given with written permission from a parent and a physician only.
- Medication must be in the original container.
- Prescription medication must have the pharmacy label, including doctor's name, patient's name, dispensing instructions, name and strength or medication given.
- The medication form is available in your child's classroom and must be filled out by a physician explaining the reasons for taking the medication, name of the medication, directions for administering, possible side effects and length of time the child is to receive the medication.
- The Action Care Plan and Medication Waiver/Release of Liability Form must be signed by both parent/guardian and doctor.

The Action Care Plan and Medication Waiver form is available from your child's teacher and on the WBSD Preschool website.

Illness

- Parents must be called if a child, while at school, vomits, has a fever, diarrhea, excessive drainage from the nose, pink eyes, a suspicious rash or if staff determines a child is lethargic and not able to participate in class. The sick child will be removed from the group while waiting for an emergency person and/or isolated from others to prevent spread of germs.
- If a staff person is sick, they will be sent home and removed from the program environment to prevent spread of germs.
- If a parent is called to pick up a sick child, the parent must arrive within an hour or will need to make arrangements for an emergency person to pick up the child. *If the child cannot be picked up within the hour, the preschool coordinators will be notified and appropriate action taken.*
- To help stop the spread of contagious disease, please notify us if your child has a contagious disease. We post notices of all contagious diseases by the classroom door and via Kaymbu app.
- A child needs to be fever free without fever reducing medication for 24 hours before returning to school. A child who vomits at school may not return for 24 hours.
- A child diagnosed with pink eye must be on medication for 24 hours before returning to school.
- A child with a rash must be diagnosed by a doctor and bring a note from the doctor when returning to school.
- A child with head lice will observe the following protocols regarding head lice.
 - parent/guardian is required to notify the school office if their child has head lice
 - school will notify parents/guardians if there is a case in their child's classroom
 - school will provide resources and instructions on how to care for infestation
 - Student is sent home from school and will be permitted to return only after a designated staff member clears child of all signs and symptoms of head lice
 - Be sure your emergency person listed on the child information card lives close to school and is available to pick up your child when needed.

Hand Washing

Staff and volunteers shall ensure that children wash their hands at all of the following times:
Before meals, snacks, or food preparation experiences

- After toileting or diapering

- After handling animals and pets
- When soiled

Toileting

Toilet Trained

- All children in the three year-old programs classes need to be fully potty trained unless there is a medical condition noted by a physician.
- All children in the four year-old programs classes need to be fully potty trained unless there is a medical condition noted by a physician.
- Children should be diaper and pull-up free.
- We understand a child may have an occasional accident. Teachers will assist children in changing clothes if needed.
- After the child has more than two bowel movement accidents, we will contact parent/s to develop a plan of action.
- Children and staff who support toileting will take the proper hand washing steps after utilizing the restroom

Minor Accident

All minor accidents will be reported to the guardian/parent via accident/incident report.

Minor accidents could include but not limited to the following:

- Bumps - apply ice
- Head injuries- parent/guardian will receive a phone call and an accident/incident report
- Minor burns - apply ice or run under cool water
- Minor cuts and scrapes - wash out carefully, apply Band-Aid and tape if necessary
- If a parent is called regarding a child's injury and the parent requests that 911 be called the assigned caregiver will call.

Accident/Incident Report

Staff member witnessing an accident/incident fills out a form.

Form must be signed by the lead caregiver and/or supervisor/s and presented to parents immediately or up to 24 hours after the accident/incident.

- Parent receives white copy
- Child's file receives yellow copy
- Supervisor receives pink copy

Accidents/Emergencies/Safety Drills

- The West Bloomfield Emergency Medical Service, as well as parents, will be called if a child needs emergency treatment.
- An evacuation plan, in case of fire, is posted in every room.
- Building Emergency Plans are in place in each building.
- The children are involved in periodic drills during the school year to prepare them to respond properly during an emergency.

Note: Your child can be released only to the people on the emergency card. If someone other than the parent, guardian or the emergency person will be picking up your child, you must notify us in writing. Staff will check photo identification.

Communication

Staff-Family Communication

West Bloomfield Preschool Academy holds importance on family communication. Staff use many forms of communication. Please see the list below:

- Remind App
- Phone Call
- Email
- Kaymbu
- Event Flyers
- Classroom newsletters
- Coordinator family newsletter
- Arrival/Dismissal times

It is the parent or guardians responsibility to ensure all communication. Families will receive information about the program, workshops, and family events. Teachers will email the newsletter and class activities on a regular basis. If you will require a hard copy of the email newsletter or other communication, please see your child's teacher for confirmation.

ESL and Bilingual Families: Staff can obtain resources with the West Bloomfield School District ELD department to provide support for children and their families whose first language is not English

Inclement Weather/School Closings

West Bloomfield Preschool Academy follows the West Bloomfield School District closings. For inclement weather closings, building related problems, vandalism, or loss of power, you may:

- Tune in to local radio: WWJ 950 AM, WJR 760 AM.
- Tune in to local television: CBS WWJ-TV 62, NBC (WDIV) Channel 4, ABC (WXYZ) Channel 7, FOX 2 Detroit, WDIV CW 50 (FOX) Detroit, and local school cable Channel 19 (WBTV).
- You may check the District website (www.wbsd.org) where information will be posted on the front page, as well as, the District Facebook web at <https://www.facebook.com/WestBloomfieldSchools> and Community Education at <https://www.facebook.com/WestBloomfieldCommunityEducation>
- **There are no refunds or credit for inclement weather or emergency closings.**

Grievance Procedure

West Bloomfield Preschool Academy continues to provide a safe, nurturing, and worthwhile experience for both staff, students, and families. Open communication is important to clarify concerns or disagreements. If a parent has a concern regarding their child's enrollment or learning experiences within the program, the parent should follow the procedure listed below:

1. Talk with the classroom teacher about your concerns. Most problems can be clarified and resolved during this step.
2. If your concern is not resolved as a result within a family and staff discussion, a meeting should be scheduled with the coordinator and potentially all related parties to discuss further. Contact Collette Goestenkers at collette.goestenkers@wbsd.org, administrative assistant to set up an appointment
3. Contact the Coordinator of Early Childhood, Sarah McDowell at sarah.mcdowell@wbsd.org and/or the Assistant Coordinator of Early Childhood, Chanley Potrykus at chanley.potrykus@wbsd.org

Family Involvement Opportunities

Classroom Volunteers

Volunteers who participate periodically in the programs must be supervised at all times and do not have DHS clearance or fingerprints on file. Volunteers who participate regularly in the class will be asked to complete the required fingerprints at cost to them. Families are encouraged to volunteer; initiate discussion with teachers how to be involved.

Parent Involvement and Volunteer

The teachers will be asking for help with special parties, projects or classroom activities during the school year. Parent workshops will be offered. Volunteers are always welcome and it is a great way to get involved.

All parents must fill out a Volunteer and Consent Form; the form includes an iChat background screening prior to volunteering.

- Driver's license must be provided.
- Please allow time for the background check clearance

Visitation

Parents of children enrolled in our school are welcome to observe classes at any time. However, if you plan on staying for any length of time, it is appropriate to notify the teacher beforehand. Many visits on one day may disrupt the class.

Parent Teacher Conferences

Your child's teacher will meet with you once in the fall and once in spring to discuss your child's progress. Additionally, teachers will communicate about your child's goals and progress throughout the year. If you have any concerns, you may set up a conference with your child's teacher any time during the school year. *REQUIRED FOR GSRP*

Open House

Open house is held every year before the start of school. Please look for your summer mailing package for important information and the date and time of the open house. This is an opportunity for the child and family to get more comfortable before the first day of school.

Family Survey

West Bloomfield Preschool Academy parents are asked to evaluate the program several times a year by filling out a google survey. If there are any questions or concerns at any time, we ask you to please contact us immediately.

Home Visits (GSRP ONLY)

REQUIRED FOR GSRP

Data Meetings (GSRP ONLY)

Feedback Meetings (GSRP ONLY)

Field Trips

- Staff will notify parents prior to each trip.
- Written permission will be obtained from parents prior to trips.
- West Bloomfield School District transportation will be used for Stepping Stones, Multi-Age, Junior Kindergarten, and Traditional field trips.
- Field trip costs are extra and not included in tuition.
- Your child must follow the field trip rules or a parent will be asked to accompany the child.
- Only a limited number of parents may volunteer to chaperone a bussed field trip.

Note: If you choose not to have your child participate in any of our field trips, you will need to make alternative arrangements for the duration of the trip. There are no make-up days or refunds for field trips

Parent Group

West Bloomfield Preschool Academy parents/guardians can sign up to be a part of the parent group and attend once a month meetings . These meetings are designed to benefit the student experiences in our program by helping to plan and implement the following, but not limited to preschool events, fundraisers, and teacher/staff appreciation. Contact Collette Goestenkers at collette.goestenkers@wbsd.org

Birthday Celebrations

We understand that birthdays are a special day for our students, but we want to ensure the health and safety for all preschoolers that attend our program. We ask that you speak with your child's teacher before sending anything into the classroom due to specific allergies. A list of ideas to bring other than food include but not limited to:

- Volunteering to read a book
- Plan a small group activity for the class
- Pick a part of the preschool day with your child (morning message, meal time etc.)
- Bring something for the classroom to utilize for the year: A book, game, a class plant to care for etc.
- Gift bags that include party favors: bouncy balls, matchbox cars, erasers, tops, magnifying glasses, notepads, balloons, whistles, bubbles, etc.).

If you plan to send invitations for your child's birthday party, please notify your child's teacher. We ask that you send invitations for the entire class. Teachers will assist the student in putting invitations in each child's take home folder. If you have invitations for individual students, please reach out to the student's parent/guardian.

Holidays

We understand the importance of specific holidays that families celebrate. In honoring our HighScope curriculum and NAEYC (National Association of the Education of Young Children) Standards of Research, we value keeping our students' daily routine the same in the classroom around these times of the year. We serve a wide range of cultures and we pride ourselves in creating classroom environments where everyone feels welcome. We have the responsibility to meet children at both their intellectual and social needs and we appreciate the families we serve respecting and honoring our policy. Your child's teacher will contact you with different volunteer opportunities including but not limited to the following:

- NOVEMBER: Fall Celebration-(The last day of the week before Thanksgiving break)
- DECEMBER: Winter Celebration-(The last day of the week before winter break)
- MARCH: Spring Celebration- The last day of the week before spring break)
- MAY: Summer Send off (Last day of preschool)
- Multicultural educational experiences

Positive Reinforcement

Children are entitled to a pleasant and harmonious atmosphere. It is their home away from home and they need to feel safe and secure.

Staff will use a positive method of reinforcement and redirection to develop self-control, self-direction, self-esteem and a spirit of cooperation within the child. Staff will direct children with the correct behavior wanted, i.e. “use walking feet” instead of “don’t run”. The staff will use a variety of strategies in helping children deal with their behavior. Positive approaches to assist children in eliminating disruptive behavior will be our primary course of action.

Supporting Children in Resolving Conflicts

HighScope 6 Steps in Resolving Conflicts	
1.	Approach calmly, stopping any hurtful actions or language <ul style="list-style-type: none">● Place yourself between the children, on their level.● Use a calm voice and gentle touch.● Remain neutral rather than take sides.
2.	Acknowledge feelings <ul style="list-style-type: none">● “You look really upset.”● Let children know you need to hold any object in question.
3.	Gather Information <ul style="list-style-type: none">● “What is the problem?”
4.	Restate the problem <ul style="list-style-type: none">● “So the problem is...”
5.	Ask for ideas for solutions and choose one together. <ul style="list-style-type: none">● “What can we do to solve this problem?”● Encourage children to think of a solution.
6.	Give follow-up support as needed <ul style="list-style-type: none">● “You solved the problem!”● Stay near the children.

Discipline Policy

Staff may use non-severe discipline or restraint when reasonably necessary to prevent a child from harming himself/herself or other persons. All staff are trained in Nonviolent Crisis Intervention.

- If a child cannot adjust to the program setting and cannot behave appropriately, we will work with parent support and implement the West Bloomfield Preschool Academy Behavior Plan. Reasonable efforts will be made to assist children to adjust to the program setting. Expectations for behavior will be discussed with parents and they will be asked for input as to how they discipline their child. The staff will be prohibited from using any form of corporal punishment, restricting movement, inflicting mental or emotional punishment, depriving or confining of a child. **Final step of the Behavior Plan may be the removal of the child from the program.**
- Chronic disruptive behavior exhibited by a child on a continual basis after the Behavior Plan has been implemented will not be allowed. Chronically disruptive behavior is defined as verbal or physical activity that may include but not be limited to such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses staff, ignores or disobeys the rules which guide behavior during school (examples of chronic disruptive behavior include biting, hitting, kicking, and etc...).

West Bloomfield Preschool Academy Early Childhood System of Support

Step 1: Gather information	Staff will gather information from the students parent/guardian to note any changes in the child's demeanor and find the best ways to support the child in the classroom from home experience
Step 2-Documentation	Teachers will implement strategies and document results. Parent/guardian will be notified and home-school resources will be provided
Step 3-Teacher Self Assessment	Teachers will complete a self assessment and make changes to classroom management/environment.
Step 4-Social Emotional Committee Support	Teachers will work with the social emotional committee for individual support systems for the child
Step 5-Behavior Plan	A behavior plan will be completed and implemented. Parent will be notified and home-school resources will be provided
Step 6: Team meeting	Family, teachers, and administrators will discuss the behavior plan.

Referral Policy

If assessment or screening results indicate a developmental concern, you will be contacted by the teacher or administrator with discussion based on results. Result follow-up will be shared with family at either conference, home visits, or an informal meeting.

- In-district students may receive access or district service based on screening and observational results.
- Family may obtain observation and information from special service representative.
- Out-of-district students will need to seek home district for special service.
- Regardless of employment status through the West Bloomfield School district, if you have an out of district student, families will need to seek special services within their home district
- Supervisor or teacher will obtain home district personnel information for family needs.
- Staff may identify and obtain resources that families may need; such as: initial referrals, partnerships, and other resources.
- Oakland County offers several Children and Family Health Service Organizations; visit their website at www.oakgov.com/health/index/html.

Early Childhood Special Education Program

A classroom program is designed for children from three to five years of age who are identified by a multidisciplinary evaluation as eligible for special education services. The program, which follows the West Bloomfield School District calendar, addresses the developmental hierarchy of skills necessary for success in later formal education. Additionally, it provides modeling of successful techniques and added support for parents. Early Childhood Special Education is a separate program from West Bloomfield Preschool Academy.

Please contact the special services office at 248-865-6470 for more information.

Registration

West Bloomfield Preschool Academy children must register each year.

Registration is online at <https://wbsdec.ce.eleyo.com/>. You can also go to www.wbsd.org and under schools, select preschool. Click About Us and select Register for Preschool link. If you have questions or concerns, please call the administrative assistant Collette Goestenkers 248-865-6466. A non-refundable or non-applicable registration fee is charged each year for tuition students.

Admission

The child will need a copy of his/her immunization record, a physical signed and dated by a physician and a completed child information card on the first day of school.

Withdrawal

A parent may withdraw a child from the program at any time. Parents must notify two weeks in advance by phone or in writing to the Early Childhood secretary at ACS of the last day of attendance.

- Prior to April 1st, there will be a \$50.00 withdrawal fee.
- Through April 1-30th, a \$150.00 withdrawal fee will be applied.
- After May 1st, there are no refunds.

Billing/Tuition

Traditional Preschool -

There is a \$50 withdrawal fee prior to March 30th. There are no refunds after March 30th in Traditional Preschool, due to the fact that we cannot fill your spot.

- Tuition for Traditional Preschool may be paid in full or in five installments due August, October, December, February and April.
- Tuition for Stepping Stones, Multi-Age, and Junior Kindergarten are paid monthly and paid a month in advance. May and June tuition will be combined and due in April.
- All families are enrolled in Automatic payment.
- All major credit cards are accepted; personal banking information can be entered on the Eleyo Online System.

- Please contact the office at 248-865-6466 if you have questions or concerns.
- There is a \$20 late fee if the payment has not been processed by the given date.
 - Non-payment will result in the child being removed from the program.
- The Federal Tax ID number you will need for income tax purposes is: 38-6007700.
- There are no refunds or make up days for illness, field trips, and inclement weather closings, building related problems, vandalism, or loss of power. The West Bloomfield Preschool Academy is closed when the West Bloomfield School District closes.
- Tuition pays for your child's spot in class, not attendance.
- Stepping Stones, Multi-Age, and Junior Kindergarten programs do not allow drop-ins or switching days. You must abide by the schedule set for your child. If a change in a set schedule is required during the year, we do our best to accommodate you.
- There is a \$10 fee to change your schedule whether dropping or adding days.
- All contracts must be confirmed before the schedule is changed.
- Additions can be made only if we have the space available.
- Notification must be prior to the beginning of next month's schedule.
- The Great Start Readiness Program is offered to qualifying four-year old children.
- DHHS assistance is accepted; however, the parent/s is responsible for the full payment until we receive verification that the family is receiving child care assistance. In the event, MDHHS assistance is denied, parent/s is responsible for all unpaid balances. MDHHS child care assistance will only cover a portion of tuition; parent/s are responsible for the remaining portion

Fees

- Child must be dropped off or picked up at his/her scheduled time **only** or you will be charged an early drop off or late pick up fee.
- Early drop off or late pick up fee is **\$1.00 per minute**.
- If a child is not picked up by 7:00 PM without notification, the West Bloomfield Police Department will be contacted.

An annual activity fee is charged, per child, at the beginning of the school year. Your child's teacher will notify you when it is due. Activities fees cover the cost of:

- School events or rentals
- Special materials for the classroom

Family Resources

Nutrition

Food Bank Council of Michigan

<https://www.fbcmich.org/>

My Plate (USDA) www.choosemyplate.gov

Forgotten Harvest <https://www.forgottenharvest.org/find-food/>

Gleaners Food Bank

<https://www.gcfb.org/>

MI Bridges (Public Assistance

https://newmibridges.michigan.gov/s/isd-landing-page?language=en_US

National Capital Poison Center

www.poison.org

1-800-222-1222

Child Protective Services

855-444-3911

General Health and Wellness

American Academy of Pediatrics www.aap.org

Healthy Children www.healthychildren.org

Bright Futures

www.brightfutures.org

Honor Community Health <https://honorcommunityhealth.org/>

Suicide Prevention Hotline

<https://988lifeline.org/chat/>

EasterSeals

Provides support for children and adults with disabilities

www.easterseals.com

Michigan 2-1-1

<https://mi211.org/>

Oakland County Health Department

www.oakgov.com/health

248-858-1280

Housing

Community Housing Network <https://communityhousingnetwork.org/>

Michigan 2-1-1

<https://mi211.org/>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

Fax: (202) 690-7442

Email: program.intake@usda.gov. This institution is an equal opportunity provider.



West Bloomfield
**PRESCHOOL
ACADEMY**

**Family Handbook Signature Page
2024-2025**

I, _____ have read the West Bloomfield
Preschool Academy family handbook. I understand my rights and
responsibilities as stated in the handbook. I agree to abide by all within the
West Bloomfield Preschool Academy Family Handbook to remain in good
standing with my child's program.

Child's Name: _____

Today's Date: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____