

WEST BLOOMFIELD
PRESCHOOL
Academy



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



West Bloomfield School District
Dr. Gerald D. Hill, Superintendent:

Ms. Joey Spano, Director
Community Education



West Bloomfield Preschool Academy
Laura Poxon, Coordinator

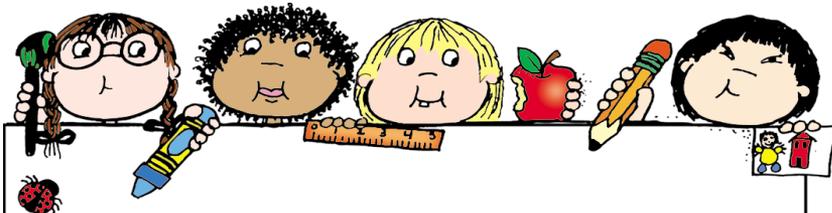


Important Phone Numbers

Laura Poxon, Coordinator248-865-6457

Kathi Luthe, Assistant Coordinator.....248-865-6360

Collette Goestenkers, Secretary..... 248-865-6466
Stepping Stones, Junior Kindergarten, Traditional Preschool, &
Great Start Readiness Program (GSRP)



West Bloomfield Preschool Academy Mission Statement

Our mission is to provide each child with a strong foundation for life-long learning and inspiration to excel through a challenging curriculum focused on academics as well as social-emotional development in a safe, nurturing environment.



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.

Table of Contents

Philosophy and Curriculum	5
All About Us	9
Program Descriptions	10
Cultural Competence	10
Program Guidelines	
♥ Confidentiality Policy	11
♥ Registration	11
♥ Admission	11
♥ Withdrawal	11
♥ Billing/Tuition	12
♥ Fee & Early Drop-off Fee	13
♥ Activity and Field Trip Fee	13
♥ Parent Orientation	13
♥ Parent Questionnaire	13
♥ Potty Training	13
♥ Grievance Procedure	14
♥ Snacks	14
♥ Lunch	14
♥ Parent Teacher Conferences	14
♥ Referral Policy	15
♥ Classroom Volunteers	15
♥ Parent Communication	15
♥ Parent Involvement	15
♥ Visitation	16
♥ Birthday Celebrations	16
♥ Appropriate Clothing	16
♥ Outside Time	16
♥ Rest Time	16
♥ Field Trips	17
♥ School Closing	17
♥ Sign-In/ Sign-Out	17
♥ Safety	18
♥ Medication	18
♥ Health	19
♥ Minor Accident	20
♥ Accident/Incident Report	20
♥ Accidents & Emergencies	20
♥ Discipline	21
Supporting Children in Resolving Conflicts	22
Mandated Reporters	24
Program Schedule	24



PHILOSOPHY FOR EARLY CHILDHOOD CURRICULUM

The West Bloomfield Preschool Academy (WBPA) utilizes the HighScope approach. This model is used worldwide and encompasses the Early Childhood Standards of Quality and the Key Developmental Indicators (KDIs). HighScope uses a daily routine which consists of large and small group activities, work-time (Plan-Do-Review), outside play, snack or meals, clean up, transitions to other activities and a rest period. The goal of our early childhood program is to develop competent, sensitive, enthusiastic learners who have the ability to adapt to a changing world.



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 a 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.



Approaches to Learning

- **Initiative:** Children demonstrate initiative as they explore their world.
- **Planning:** Children make plans and follow through on their intentions.
- **Engagement:** Children focus on activities that interest them.
- **Problem solving:** Children solve problems encountered in play.
- **Use of resources:** Children gather information and formulate ideas about their world.
- **Reflection:** Children reflect on their experiences.



Social and Emotional Development

- **Self-identity:** Children have a positive self-identity.
- **Sense of competence:** Children feel they are competent.
- **Emotions:** Children recognize, label, and regulate their feelings.
- **Empathy:** Children demonstrate empathy toward others.
- **Community:** Children participate in the community of the classroom.
- **Building relationships:** Children build relationships with other children and adults.
- **Cooperative play:** Children engage in cooperative play.
- **Moral development:** Children develop an internal sense of right and wrong.
- **Conflict resolution:** Children resolve social conflicts.

SOCIAL EMOTIONAL



Physical Development and Health

- **Gross-motor skills:** Children demonstrate strength, flexibility, balance, and timing in using their large muscles.
- **Fine-motor skills:** Children demonstrate dexterity and hand-eye coordination in using their small muscles.
- **Body awareness:** Children know about their bodies and how to navigate them in space.
- **Personal care:** Children carry out personal care routines on their own.
- **Healthy behavior:** Children engage in healthy practices.

Language, Literacy, and Communication

- **Comprehension:** Children understand language.
- **Speaking:** Children express themselves using language.
- **Vocabulary:** Children understand and use a variety of words and phrases.
- **Phonological awareness:** Children identify distinct sounds in spoken language.
- **Alphabetic knowledge:** Children identify letter names and their sounds.
- **Reading:** Children read for pleasure and information.
- **Concepts about print:** Children demonstrate knowledge about environmental print.
- **Book knowledge:** Children demonstrate knowledge about books.
- **Writing:** Children write for many different purposes.



Mathematics

- **Number words and symbols:** Children recognize and use number words and symbols.
- **Counting:** Children count things.
- **Part-whole relationships:** Children combine and separate quantities of objects.
- **Shapes:** Children identify, name, and describe shapes.
- **Spatial awareness:** Children recognize spatial relationships among people and objects.
- **Measuring:** Children measure to describe, compare, and order things.
- **Unit:** Children understand and use the concept of unit.
- **Patterns:** Children identify, describe, copy, complete, and create patterns.
- **Data analysis:** Children use information about quantity to draw conclusions, make decisions, and solve problems.



Creative Arts

- **Art:** Children express and represent what they observe, think, imagine, and feel through two- and three-dimensional art.
- **Music:** Children express and represent what they observe, think, imagine, and feel through music.
- **Movement:** Children express and represent what they observe, think, imagine, and feel through movement.
- **Pretend play:** Children express and represent what they observe, think, imagine, and feel through pretend play.
- **Appreciating the arts:** Children appreciate the creative arts.

Science and Technology

- **Observing:** Children observe the materials and processes in their environment.
- **Classifying:** Children classify materials, actions, people, and events.
- **Experimenting:** Children experiment to test their ideas.
- **Predicting:** Children predict what they expect will happen.
- **Drawing conclusions:** Children draw conclusions based on their experiences and observations.
- **Communicating ideas:** Children communicate their ideas about the characteristics of things and how they work.
- **Natural and physical world:** Children gather knowledge about the natural and physical world.
- **Tools and technology:** Children explore and use tools and technology.



Social Studies

- **Diversity:** Children understand that people have diverse characteristics, interests, and abilities.
- **Community roles:** Children recognize that people have different roles and functions in the community.
- **Decision making:** Children participate in making classroom decisions.
- **Geography:** Children recognize and interpret features and locations in their environment.
- **History:** Children understand past, present, and future.
- **Ecology:** Children understand the importance of taking care of their environment.



©Karen's Kids

All About Us

- ❖ West Bloomfield Preschool Academy is a tuition-based preschool program for 3 & 4 year olds.
- ❖ All our facilities are licensed by the State of Michigan and meet all state guidelines.
- ❖ Traditional Preschool classes start after the Labor Day holiday in September and end the last of week of May.
- ❖ Stepping Stones and Junior Kindergarten programs begin prior to Labor Day and end mid-June.
- ❖ We offer Extended Day Child Care during West Bloomfield School District's Mid-Winter and Spring Break (a minimum of twelve children must sign up for each day).
- ❖ We are closed for major holidays.

Non-Residents enrolled in a West Bloomfield School District preschool program does not guarantee future placement in the WBSD through the Schools of Choice program. If the district participates in a School of Choice program, the applicant must reside within the Oakland Intermediate School District area (per section 105, State School Aid Act).

Locations

ACS (*Administrative & Community Services*)
5810 Commerce Road
West Bloomfield, MI 48324

Sheiko Elementary
4500 Walnut Lake Road
West Bloomfield, MI 48322

Gretchko Elementary
5300 Greer Road
West Bloomfield, MI 48324



Program Descriptions

Stepping Stones

- ♥ Stepping Stones is a preschool program offered five days a week for 6.5 hours a day with the option of before and after school child care.
- ♥ Child must be three years old by December 1st of the enrollment year and attend the program at least three days per week.
- ♥ The Stepping Stones Program is offered at ACS and Sheiko schools.



Junior Kindergarten

- ♥ Junior Kindergarten is a preschool program offered five days a week for 6.5 hours a day with the option of before and after school child care.
- ♥ Child must be four years old by December 1st of the enrollment year and attend the program at least three days per week.
- ♥ The Junior Kindergarten Program is offered at ACS and Sheiko schools.

Traditional Preschool

- ♥ Traditional Preschool is offered in the AM for 3 hours. Three year olds attend Tuesday and Thursdays and four year olds attend Monday, Wednesday and Fridays.
- ♥ Child must meet the December 1st age requirement of the enrollment year.
- ♥ The Traditional Preschool Program is offered at – ACS and Gretchko schools.

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 preservation of children’s home languages and cultural identities. Linguistic and cultural diversity is an asset, not a deficit, for young children.





Program Guidelines

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.

Registration

- ♥ West Bloomfield Preschool Academy children must register each year. For registration information call 248-865-6466.
- ♥ A non-refundable or applicable registration fee is charged each year.

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

Stepping Stones and Junior Kindergarten - A parent may withdraw a child from the program at any time. Parent 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.

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.



Billing/Tuition

- ♥ Tuition for Traditional Preschool may be paid in full or in five installments due in June, August, October, January and March.
- ♥ Tuition for Stepping Stones and Junior Kindergarten are paid monthly and paid a month in advance. May and June tuition will be combined and due in April.
- ♥ There will be a \$3.00 Transaction fee for payment with a debit or credit card.
- ♥ You may pay with cash, check or credit card. We accept only Visa or MasterCard.
- ♥ Make checks payable to: West Bloomfield School District
- ♥ Payments can be paid in person at ACS or mailed to:
 - West Bloomfield Preschool Academy
 - 5810 Commerce Road
 - West Bloomfield, MI 48324
- ♥ There is a \$20 late fee if the payment is not postmarked by the due date.
- ♥ There is a \$30 service charge for each check returned from the bank.
- ♥ Receipts are e- mailed to you after each payment for record keeping. There will be a \$25 fee charged for reprinting lost receipts.
- ♥ 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 will be closed if the West Bloomfield School District closed.
- ♥ Stepping Stones 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.
- ♥ 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, parent/s is responsible for the full payment until we receive verification family is receiving childcare assistance. In the event, DHHS assistance is denied, parent/s is responsible for all unpaid balances. DHHS childcare assistance will only cover a portion of tuition; parent/s is responsible for remaining portion.
- ♥ Non-payment will result in child being removed from program.

Fee & Early Drop-Off Fee Billing/Tuition

- ♥ 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.



Activity Fee

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

Parent Orientation

Parent Orientation meeting 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 parent orientation meeting. This meeting is for adults only and at least one parent should attend. Remember, children should **not** attend the meeting.

Parent Questionnaire

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

Potty Training

- ♥ Potty training can be a challenge for some preschoolers. We understand that every child is an individual and what works for one child may not work for another. We will work together to assist parents with their child's potty training experience.
- ♥ Our goal is that in the early part of the three year-old programs, all children will be fully trained.
- ♥ All children in the four year-old programs classes should be fully potty trained unless there is a medical condition noted by a physician.
- ♥ We understand a child may have an occasional accident; however, after the child has more than two bowel movement accidents, we will contact parent/s to develop a plan of action.
- ♥ Children should be pull-up free.



Grievance Procedure

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

1. Talk with the classroom teacher about your concerns.
2. Contact the Early Childhood Specialist, Kathi Luthe at 248-865-6360 and/or the Coordinator of Early Childhood, Laura Poxon at 248-865-6457.

Snacks

- ♥ Traditional Preschool parents will be asked to provide nutritious snacks as recommended by the teachers for the classrooms.
- ♥ Stepping Stones and Junior Kindergarten children will be provided with a morning snack each day for children who are in attendance 4- 6.5 hours.
- ♥ Staff will ensure sufficient quantity and nutritional quality of the snacks. Posted food allergy list will be consulted before serving snacks to the children with special dietary needs.
- ♥ A snack schedule will be distributed monthly and posted outside of classrooms.
- ♥ Parents may be asked to provide snacks for a child with multiple allergies.



Lunch

- ♥ Stepping Stones and Junior Kindergarten parents must provide a well-balanced lunch every day. Please pack a nutritious lunch in small portions and limit the sugary snacks.
- ♥ Label your child's lunch box and clean it every day. We do not have facilities to warm up lunches, but we can refrigerate the 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.

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.



Referral Policy

If assessment or screening results indicate a developmental concern, you will be contacted by 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.
- ♥ 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.

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.

**Due to COVID-19 restrictions, we cannot allow outside volunteers or observers into your child's classroom.*

Parent Communication

Teachers and staff of the West Bloomfield Preschool Academy will contact you in e-mail and/ or hard copy form. Families will receive information about the program, workshops, and family events. Teachers will e-blast newsletter and class activities on a regular basis. If you will require a hard copy of the e-blast newsletter or other communication, please see your child's teacher for confirmation.

Parent Involvement

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

**Due to COVID-19 restrictions, we cannot allow outside volunteers or observers into your child's classroom.*





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 visitations on one day may disrupt the class.

**Due to COVID-19 restrictions, we cannot allow outside volunteers or observers into your child's classroom.*

Birthday Celebrations

If you would like to celebrate your child's birthday at school, you must notify the teacher and may send a special treat for the day. You may also celebrate your child's ½ year birthday if the real birthday falls during summer months. Each classroom is individual with birthday activities.

**Due to COVID-19 restrictions, we cannot allow outside volunteers or observers into your child's classroom.*

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.

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.



Field Trips

**Due to COVID-19 restrictions, we cannot allow off-site field trips or on-site instructors during phase 4.*

- ♥ Staff will notify parents prior to each trip.
- ♥ Written permission will be obtained from parents prior to trips.
- ♥ Traditional Preschoolers will participate in at least one bussed field trip. Each parent will be responsible for their own child's transportation, when it is not a scheduled bussed field trip.
- ♥ West Bloomfield School District transportation will be used for Stepping Stones, 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

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 also check the District website (www.wbsd.org) where information will be posted on the front page.



There are no refunds or credit for inclement weather or emergency closings.

Sign-In / Sign-Out

When bringing a child to the AM Extended Care session, an adult must walk him/her to the classroom and sign the register. When picking up a child from the PM Extended Care session, an adult must come to the classroom and sign the register. Only a parent, guardian or person listed on the emergency card can pick up a child. Person picking up your child must be 16 years of age or older.

Safety

- ♥ 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 chap sticks.
- ♥ Children who require sunscreen or lotion during the school day will need to have a Sunscreen/ 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.



Health

**Due to COVID-19 restrictions, preschool children will need to wear masks in common areas (hallways, communal bathrooms, and shared areas). Parents may encourage their child to wear a mask in the classroom. We will follow West Bloomfield K-12 procedures when symptoms of COVID-19 are present.*

- ♥ 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 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.
- ♥ A child needs to be fever free without fever reducing medication for 72 hours before returning to school. A child must be vomit/ diarrhea free 72 hours before returning to school.
- ♥ 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.
- ♥ 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.



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.



Minor Accident

All minor accidents will be reported to 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 accident/incident fills out form.

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

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

Accidents & Emergencies

- ♥ 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.



Discipline

- ♥ 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 discipline 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.
- ♥ 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...).



Supporting Children in Resolving Conflicts:

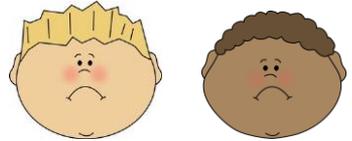
1. Approach calmly, stopping any hurtful actions or language



- ♥ Place yourself between the children, on their level.
- ♥ Use calm voice and gentle touch.
- ♥ Remain neutral rather than take sides.

2. Acknowledge feelings

- ♥ “You look really upset.”
- ♥ Let children know you need to hold any object in question.



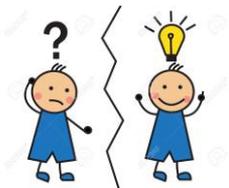
3. Gather Information – “What is the problem?”

4. Restate the problem – “So the problem is...”



5. Ask for ideas for solutions and choose one together.

“What can we do to solve this problem?”
Encourage children to think of a solution.



6. Give follow-up support as needed

- ♥ “You solved the problem!”
- ♥ Stay near the children.



Mandated Reporters

- ♥ Under the Child Protective Services Act, Mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of 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





Traditional Preschool Schedule

Morning Circle

Large Group (*stories, songs, finger plays, and etc...*)

Work-Time (*Plan, Do, Review*)

Small Group

Bathroom and hand washing

Snack Time

Large Group (*stories, songs, finger plays, and etc...*)

Outside or gym play

Junior Kindergarten & Stepping Stones with Extended Care Schedule

Before school care Supervised center-based activities

3 hours Traditional Preschool activities

30 minutes Lunch

45 minutes Rest

1 hour Afternoon enrichment

10 minutes Bathroom and hand washing

20 minutes Second small group

30 minutes Outside or Gym play

After school care supervised center-based activities



