



# GLOBAL EDUCATIONAL EXCELLENCE ACADEMIES

Where No Student is Left Behind

## Great Start Readiness Program Preschool Handbook

"Promoting lifelong learning by nurturing academic excellence, positive character and an appreciation of cultures."



2017-18



# Global Educational Excellence

## Great Start Readiness Program (GSRP)

### Preschool Handbook

Hours of operation are M-Th 7:45am-3:15pm for all Preschool Academies

#### Bridge Academy Preschool

9600 Buffalo Street  
Hamtramck, MI 48212  
Telephone: (313) 462-6100 Fax: (313) 462-6101

#### Central Academy Preschool

2459 South Industrial Highway  
Ann Arbor, MI 48104  
Telephone: (734) 822-1100 Fax: (734) 822-1101

#### Global Heights Academy Preschool

23713 Joy Road  
Dearborn Heights, MI 48127  
Telephone: (313) 624-3400 Fax: (313) 624-3401

#### Global Tech Academy

1715E. Forest Avenue  
Ypsilanti, MI 48198  
Telephone: (734) 390-9625 Fax: (734) 217-1007

#### Riverside Academy Early Childhood Center

7050 Pinehurst  
Dearborn, MI 48126  
Telephone: (313) 624-3500 Fax: (313) 624-3599



# *WELCOME TO*

## GLOBAL EDUCATIONAL EXCELLENCE PRESCHOOL

We are happy to have the opportunity to work with you and your child.  
It is our hope to have a fun and exciting year of learning.

### TABLE OF CONTENTS

PRESCHOOL MISSION STATEMENT .....	3
PHILOSOPHY .....	3
ADMITTANCE .....	3
SLIDING SCALE TUITION .....	3
GETTING READY .....	4
ATTENDANCE POLICY .....	5
ARRIVAL AND DISMISSAL PROCEDURES .....	5
CHILD RELEASE POLICY .....	6
PARENT INVOLVEMENT .....	6
CURRICULUM.....	7
DAILY ROUTINE .....	8
ASSESSMENT .....	9
CONFIDENTIALITY POLICY .....	9
HEALTH POLICY .....	10
MEDICATIONS .....	10
ALLERGIES .....	10
INJURIES .....	10
DISCIPLINE POLICY .....	11
GRIEVANCE POLICY .....	12
STAFF .....	12
MEALS AND SNACKS .....	12
REST TIME .....	12
SCHOOL CALENDAR.....	13
EMERGENCY SCHOOL CLOSINGS .....	13
FAMILY HANDBOOK CONTRACT.....	14

## PRESCHOOL MISSION STATEMENT

“It is our goal to make sure that your child has a great beginning in school, and is ready for the challenges ahead, laying a foundation for lifelong learning and academic success.”



### PHILOSOPHY

We believe that children learn best when they are involved in meaningful, purposeful activities that allow them to safely interact with their environment in authentic ways, constructing knowledge through planning, exploration, experimentation, and reflection.

### ADMITTANCE

The Academy will admit children who qualify for Michigan’s Great Start Readiness Program Grant.

Qualifying children must meet at least two risk factors as outlined by the Michigan State Department of Education School Readiness Guidelines and be four years old on or before September 1st of the school year in which they are to be enrolled. The academies follow the guidelines for enrollment and referrals from Michigan Department of Education and the local county education agency. During the child recruitment process families in the lowest quintiles will be selected first for classroom enrollment.

If our program is full, we will help you with referrals to other programs that have openings and / or we will place your child on our waiting list at your request.

### Sliding Scale Tuition for GSRP

Because of revisions made to Public Act 60 in June 2013, any enrolled GSRP family with an income in excess of 250% of the federal poverty level (FPL) must pay tuition based either on a Washtenaw Intermediate School District (WISD) district-wide common sliding fee scale (SFS) or Wayne RESA district-wide common sliding fee scale (SFS).

Income and tuition fees are calculated at the time of enrollment. If the family’s situation changes during the school year, a family may request a re-calculation of income to determine a lower tuition.

If families who pay all tuition costs at the beginning of the year withdraw from the program, they will receive a prorated refund of their paid tuition. Ten percent of the amount to be remitted will be

retained to cover accounting costs for the program. There will be no tuition refunds or adjustments for absences.

The tuition fees will be used to support the activities of the program.

Families who pay tuition may choose to pay by month or for the entire year. Payment is due at the beginning of each month or at the beginning of the school year if paying for the year.

### EXEMPTION

In order to comply with the Individuals with Disabilities Act (IDEA), if a Special Education eligible child's Individual Education Plan (IEP) calls for inclusive pre-school services, then the family is exempt from SFS payment policy.

**GSRP INCOME ELIGIBILITY GUIDELINES  
For Fiscal Year 2017-2018**

Household Size	Head Start Eligible						GSRP Eligible								
	Starting July 1			Starting July 10			Starting July 24			Starting August 7			Starting August 21		
	Quintile 1			Quintile 2			Quintile 3			Quintile 4			Quintile 5		
	0-50% FPL*			51-100% FPL*			101-150% FPL			151-200% FPL			201-250% FPL		
	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK
1	6,030	503	116	12,060	1,005	232	18,090	1,508	348	24,120	2,010	464	30,150	2,513	580
2	8,120	677	157	16,240	1,354	313	24,360	2,030	469	32,480	2,707	625	40,600	3,384	781
3	10,210	851	197	20,420	1,702	393	30,630	2,553	590	40,840	3,404	786	51,050	4,255	982
4	12,300	1,025	237	24,600	2,050	474	36,900	3,075	710	49,200	4,100	947	61,500	5,125	1,183
5	14,390	1,200	277	28,780	2,399	554	43,170	3,598	831	57,560	4,797	1,107	71,950	5,996	1,384
6	16,480	1,374	317	32,960	2,747	634	49,440	4,120	951	65,920	5,494	1,268	82,400	6,867	1,585
7	18,570	1,548	358	37,140	3,095	715	55,710	4,643	1,072	74,280	6,190	1,429	92,850	7,738	1,786
8	20,660	1,722	398	41,320	3,444	795	61,980	5,165	1,192	82,640	6,887	1,592	103,300	8,609	1,987
For each additional family member add	2,090	174	40	4,180	348	80	6,270	523	121	8,360	697	161	10,450	871	201

\*Families at or below 100% of poverty must be referred to Head Start. Enrollment in GSRP is deferred until the referral process is complete. Head Start guarantees that demonstrate all children at 100% FPL are being served may receive approval to serve up to 35% of their enrolled children from families with incomes up to 130% of the FPL.

**Families:** all persons related by blood, marriage, or adoption, living within a household who are supported by the income of the parent or guardian of the child enrolling or participating in the program.

**Income:** total cash receipts before taxes from all sources.

*\*Additional guidance can be found in the GSRP Implementation Manual/Eligibility*

## MSDS Early Childhood Collections New Characteristics 2017-18

There are two new characteristics collected in the MSDS Early Childhood (EC) collections for the 2017-18 school year: "Federal Poverty Level Quintile" (FPLQ) and "Provider License Number" (PLN). These are in the EC Programs component. This guidance was written in collaboration with CEPI's partners at the [Michigan Department of Education](#) (MDE), the [Michigan Department of Licensing and Regulatory Affairs](#) (LARA), and the [Early Childhood Investment Corporation](#) (ECIC).

Characteristic	How is it defined?	How do I report this?	Why is this collected?	Legal Citation
FPLQ	<ul style="list-style-type: none"> <li>* The FPLQ that a child's family belongs to</li> <li>*Federal term is "poverty guidelines"</li> </ul>	<ul style="list-style-type: none"> <li>*Choose from list of values (01-07)</li> <li>*Must be reported for children in a GSRP or GSRP/HS Blend program, but can be reported for other EC programs</li> <li>*Report FPLQ of child at time of enrollment</li> <li>*MDE has advised that children with a risk factor of homelessness or foster care at time of enrollment be reported with FPLQ code 01</li> <li>*<a href="#">GSRP Income Chart</a> on MDE website</li> <li>*<a href="#">GSRP Income Eligibility Guidelines</a> on MDE website</li> </ul>	<ul style="list-style-type: none"> <li>*SAA states that federal poverty level be used to establish enrollment priority for GSRP programs</li> <li>*SAA states that at least 90% of the children for whom an intermediate district is receiving GSRP funds and providing GSRP services must live with families from a household income equal to or less than 250% of the federal poverty level</li> <li>*A recent audit by the Office of the Auditor General determined that MDE needs to monitor federal poverty level</li> <li>*MDE Office of Great Start asked that CEPI collect this information to monitor GSRP program compliance</li> <li>*CEPI will NOT be collecting any specific income data</li> </ul>	School Aid Act (SAA) Section 32D (5)(b) and (11)

Characteristic	How is it defined?	How do I report this?	Why is this collected?	Legal Citation
PLN	<p>*The license number assigned to the location a child receives EC services</p> <p>*Licensed providers are assigned an 11-digit code (2 letters, 9 numbers) by the Michigan Department of Licensing and Regulatory Affairs (LARA)</p> <p>*Tribal programs not licensed by the State are assigned a 14-digit code (7 letters, 7 numbers) by the Early Childhood Investment Corporation (ECIC)</p>	<p>*Report assigned code in characteristic</p> <p>*Must be reported for children in a GSRP, GSRP/HS Blend, or HS program, but can be reported for other EC programs</p> <p>*<a href="#">Statewide Search tool</a> available on LARA website</p> <p>*Tribal programs not licensed by the State, contact ECIC</p>	<p>*SAA states that one requirement for GSRP program eligibility is a rating of at least 3 stars in Michigan's QRIS, Great Start to Quality, hosted by ECIC</p> <p>*The PLN is a key piece of data used to connect multiple systems of early childhood data across multiple state agencies in Michigan (including the QRIS to MSDS), which could provide a clearer picture of services received by children in Michigan</p> <p>*The PLN is a necessary mechanism to connect child-level data with program-level quality data</p> <p>*PLN is an essential element in the building of an ECIDS in the State of Michigan</p>	School Aid Act (SAA) Section 32D (4)(j)

For more information, reference [CEPI's MSDS Collection Details Manual](#) and [Early Childhood Programs component business rules document](#). NOTE: the manual is currently being updated to reflect PLN information for Tribal programs not licensed by the State.

**State of Michigan Contacts:**

- CEPI  
Customer Support  
517-335-0505 x3
- ECIC  
517-371-9000
  - Sheila Allen (517-816-4341; [sallen@ecic4kids.org](mailto:sallen@ecic4kids.org))
- LARA, Child Care Division

## GETTING READY

### HOME VISIT

A home visit will be scheduled by your child's classroom teacher before school begins or at the beginning of the school year. This is a friendly visit that will give you and your child the opportunity to meet your child's teacher and talk about goals and expectations. Required paperwork/assessment may be collected at that time including a completed and up-to-date emergency card.

## DOCUMENTS

You will be required to provide the following documents when you enroll your child in the program:

- Proof of income
- Eligibility Factor Documentation
- Birth Certificate
- Health Requirements:
  - ✓ Immunizations up-to-date
  - ✓ Medical Exam/Physical
  - ✓ Allergy Report required for children with allergies
  - ✓ Dental Exam recommended

## ORIENTATION

There will be a Family Orientation for parents and children scheduled before the start of school.

## ATTENDANCE POLICY

- Children enrolled in Preschool will attend a school-day session four times per week, Monday through Thursday. There is **NOPRESCHOOL** on Fridays.
- If you know your child will be absent for any reason, it is important to call the school and notify your child's teacher before school starts. It is best if you can call at least a half hour before the school start time.
- If your child is absent due to an infectious illness, it is important to let the teacher know so that we can let all families know that their children may have been exposed.
- Children who are absent from school for 12 consecutive school days or have excessive absences will be removed from the program. Every attempt will be made to work with families and provide assistance to parents before such an action is taken.

## ARRIVAL AND DISMISSAL PROCEDURES

- When dropping your child off at school, please accompany him/her into the classroom, sign-in, and make contact with the teacher so she is aware that your child is at school. A parent or guardian must sign your child in *and* out every day.

- Please respect the hours of the program. The time before school starts and after school ends is allotted for staff to prepare for your child's school day. Do not leave your child unattended before the scheduled drop-off time. If you need before or after school child care, please request information from the office.
- It is very important for you to arrive on time so that your child can get the most out of the school day!
- Excessive lateness dropping off and picking up students may result in dismissal from the program.

### CHILD RELEASE POLICY

- Individuals other than a parent or guardian who are picking up children, must be at least 18 years of age, be listed on the emergency card and be prepared to show identification.
- Any change from the usual pick up person or other individuals on the white emergency card must be submitted in writing and signed by a parent, if possible. We cannot allow anyone to pick up your child from school unless it is authorized by a parent. For safety reasons, this rule will be strictly enforced.
- In all cases, it is important to let the teacher know who will be picking up your child on a day when that person is not the usual pick up person.
- It is important that all information on your child's emergency card be kept up-to-date. Please let us know immediately if there are any changes to your contact information.

#### Central Academy and Global Heights Academy Great Start Readiness Preschool

The busing services provided by Central Academy and Global Heights Academy do not apply to Preschool. You must provide your own transportation.

### PARENT INVOLVEMENT

We strongly encourage you to be involved in as many ways as possible so we offer a variety of opportunities.

**HOME VISITS:** Children enrolled in Preschool will receive a personal visit at least two times during the school year. (Program requirement)

**PARENT/TEACHER CONFERENCES:** Your child's teacher will schedule two parent/teacher conferences with each family during the school year. (Program requirement)

**PRESCHOOL PARENT ADVISORY COUNCIL:** This council is for parents and preschool staff to gather together and discuss relevant issues and make recommendations for program improvements. Program quality is evaluated during the school year and will be reported to the Advisory Council for use in decision making. Advisory members are invited to attend County-wide meetings throughout the school year.

**PARENT-CHILD ACTIVITIES:** There will be frequent parent-child activities scheduled at each academy which will focus on all areas of your child's development. A calendar of activities is available.

**HOMEWORK:** Weekly activities will be sent home by your child's teacher.

**PARENT EDUCATION:** Parent Education sessions on various topics will be held throughout the school year at each of the academies. Sessions will focus on parenting, academics, and other issues that may be important to families.

**PARENT COMMUNICATION:** Communication between home and school is an important part of our preschool program. We believe education is a partnership between parents, teachers, and the community and open communication is an important component of that partnership. Your child's teacher will provide a communication folder for daily notes and the center will send home newsletters and event calendars. In addition, you may use email and other forms of electronic communication to keep in touch with your child's teacher. It is important for you to direct all questions or concerns about your child or the program to the lead teacher in the classroom first.

**VOLUNTEERING:**

- Parents may volunteer to do a number of things such as translating newsletters, preparing for activities, or sharing skills and expertise with children and staff.
- Parents are welcome to come into the classroom at any time during the school year. There will be many opportunities to observe or assist with the classroom activities or special school functions. Please communicate with the lead teacher prior to your visit.
- All visitors to the classroom are required to sign in at the main office and wear a visitor badge. Please be advised that siblings are not permitted in the classroom for extended periods of time during the school day even when accompanied by a parent.
- If you wish to volunteer in the classroom on a regular basis, we ask that you provide us with a Child Abuse/Neglect clearance from the Michigan Department of Human Services.
- Parent chaperones are welcome to join us on field trips. Please be advised that chaperones are not permitted to bring siblings on the field trips, although parents with siblings are welcome to join us.

“We believe that when home and school work together, children have the positive support system that they need to be successful.”

## CURRICULUM

Preschool is a unique and special time for your child. Our program is based on the High Scope Approach in which teachers and children are active partners in the learning process. The curriculum is built around learning activities in five main curriculum content areas; Language, Literacy, & Communication, Mathematics, Social Studies, Physical Development & Health, and Science & Technology. The heart of the classroom daily routine is the Plan-Do-Review process when children make a plan for their work time, carry out their plan, and reflect on their activities. In addition, there are activities that encourage development in each individual child's approach to learning, social and emotional development, and creative arts.

The Preschool Curriculum for GEE Academies is mapped out in units in the Academic areas of Literacy, Mathematics, and Science. The curriculum follows the Early Childhood Standards of Quality, Key Developmental Indicators, and aligns with the Common Core Standards. The curriculum maps are used by the teaching staff to guide daily planning and the development of lessons and activities. The daily plan for each class is posted on the parent information board.

## DAILY ROUTINE

Each classroom follows a daily routine which includes the following elements:

### Greeting Time

Each day at preschool begins with Greeting Time when children, parents, and staff are given time to greet each other, settle in, sign in, read books, and review the Message Board together where important events or changes in the daily routine will be noted.

### Breakfast

The academy provides breakfast every day. School menus including breakfast, lunch and snack will be posted and sent home monthly.

### Small Group Time

Each class is divided into small groups where children participate in a planned learning experience based on children's interests and development with a focus on academic learning objectives.

### Large Group Time

The whole class comes together at least once during the day for a variety of activities that promote language and literacy development including music and movement, stories, plays, games, finger plays, and songs.

### Lunch

Lunch is served family-style. Children and teachers share the meal together, have conversations, and children have the opportunity to develop self-help skills.

### Rest Time

Young children need 10-12 hours of sleep every day so most require a nap, or at least a time to rest during the preschool day which will be one full hour. This is a state licensing requirement.

### Outside Time

In addition to being a state requirement, young children need time and space for exercise to develop strong and healthy bodies so children play outside every day, weather permitting. Playing outside also promotes curiosity and exploration of the natural world along with promoting the development of social skills. Every three hours the children are in attendance of school 30 minutes of outdoor time is required (30 minutes in the morning and 30 minutes in the afternoon).

### Snack

Classrooms offer a healthy snack in the morning and in the afternoon.

### Planning Time

Teachers provide a variety of strategies for children to use when they make a plan for work time.

### Work Time

Children have free choice during this time to carry out their plans and go to the interest areas in the classroom which are available with a wide variety of materials that promote language development, intellectual development, social and emotional development, and creativity and curiosity.

### Recall Time

This is a time for children to reflect on what they discovered and learned during work time.

## ASSESSMENT

### Achievement

The preschool staff will use the High Scope Child Observation Record to determine your child's progress. This is an ongoing assessment of observable early childhood milestones and is used by teachers to develop the activities and lessons that will meet the needs of your child. Assessment results are shared three times during the school year at home visits and parent teacher conferences.

The areas of development assessed by the Child Observation Record are:

1. Initiative
2. Social Relations
3. Creative Representation
4. Music and Movement
5. Language and Literacy
6. Mathematics and Science
7. English Language Learning

### Development

The Ages and Stages Developmental questionnaire will be used to check your child's general development and can also be used to screen for developmental delays. Parents will be asked to answer a few questions about your child and family. The results help determine if your child's development is on schedule.

By using this screening tool, we can help you identify a delay or disability, and will be able to help connect you with services and supports that can make a real difference for your child.

## CONFIDENTIALITY POLICY

We do not share information about your family or child without parental consent. We are not able to discuss personal circumstances of other children with you and we ask that you respect this policy in your conversations with staff.

The staff will keep in confidence all information that is legally confidential and will keep in confidence all information regarding children. You may obtain confidential information about your own child through the Freedom of Information Act (FOIA) procedures. Information about the procedure is available on the Academy website or at the school office.

We do ask that you refrain from discussing issues or problems about your child when children are present. We are happy to arrange a time to discuss these issues with you privately. We appreciate your understanding in this matter.

## HEALTH POLICY

Our preschool program is for healthy children. Children who are ill will have difficulty learning and may not be able to participate in the regular school activities. Unfortunately, we do not have the facilities to care for sick children, so we have the following policy regarding illnesses.

Each child will be checked for symptoms of illness as they arrive. Parents will need to come to the center and take home any child arriving at school with signs/symptoms of being ill or who becomes ill while at school.

### YOUR CHILD SHOULD STAY HOME WHEN HE OR SHE HAS HAD ANY OF THESE SYMPTOMS WITHIN THE PAST 24 HOURS...

- |   |              |
|---|--------------|
| -Chills or fever; temperature above normal (98.6) | -Diarrhea    |
| -Nausea or vomiting                               | -Skin rash   |
| -Red or watery eyes                               | -Sore throat |

.... or any other symptoms that would cause your child to be uncomfortable at school

in addition, all children in attendance will be expected to participate in outdoor play.

## MEDICATIONS

If your child needs to be given medication during his time at school, you must do the following:

1. Fill out a Request for Medication Form which is available from the lead teacher. Note we will not administer any student over-the-counter medications (including Tylenol, Advil, aspirin, cold/cough medicines, etc.)
2. Label your child's medication with his or her name and give it to the lead teacher.
3. All medication MUST be in the original bottle.

## ALLERGIES

For the safety of your child, please notify the school and the lead teacher of any and all allergies including food allergies, bee stings, or allergies related to plants or animals. In addition, we ask that you provide documentation from the pediatrician and procedures to follow should the child have an allergic reaction while in school.

## INJURIES

Occasionally during the course of an active day, accidents may happen with your child. If your child is injured in any way, he or she will be comforted and first aid will be applied. The preschool staff is

certified in Infant/Child/Adult First Aid and CPR. If the injury requires further medical attention, you will be contacted and we will make sure your child receives whatever is needed. If we cannot reach you, we will follow the instructions on the signed emergency card.

### Physical Activity & Nutrition

Reference: Richard B. Russell National School Lunch Act, 42 USC §§ 1751, 1758, 1766; Child Nutrition Act, 42 USC § 1773  
7 CFR Parts 210 and 220

### MEALS AND SNACKS

For the full day preschool program, the Academy will provide breakfast, lunch and snacks at no cost. A monthly menu will be posted at the school and sent home with your child. The academy follows the Michigan Department of Education Child and Adult Care Food Program meal pattern requirements which insure your child will receive healthy, well balanced choices for all meals and snacks provided by the Academy food service program. All meals and snacks are served family style in the classrooms.

Your child's dietary restrictions or any known allergies must be clearly communicated during the enrollment process. Health forms are available to families so that they can update this information throughout the year. The program will make the necessary accommodations.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Academy's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the Academy shall:

1. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.

B. With regard to physical activity, the Academy shall:

Physical Education

1. A sequential, comprehensive physical education program shall be provided for students in Pre-K-12 in accordance with the standards and

benchmarks established by the State.

#### Physical Activity

1. Physical activity should not be employed as a form of discipline or punishment.

C. With regard to other school-based activities the Academy shall:

1. The Academy shall provide attractive, clean environments in which the students eat.

D. With regard to nutrition promotion, the Academy shall:

1. encourage students to increase their consumption of healthful foods during the school day.

2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply

© National Charter Schools Institute with the USDA Dietary Guidelines for Americans and the USDA Smart

Snacks in School nutrition standards:

a. whole grain products - half of all grains need to be whole grain rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation;

b. requires students to select a fruit or vegetable as part of a complete reimbursable meal;

### STUDENT ABUSE AND NEGLECT

Reference: MCL 722.621 et seq. The Board is concerned with the physical and mental well-being of the students in the Academy and will cooperate in identifying and reporting cases of child abuse or neglect, in accordance with law.

Any staff with reasonable cause to suspect child abuse or neglect shall be responsible for immediately reporting every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member shall immediately call the local office of the Department of Human Services. S/he shall also notify the appropriate administrator, according to the Academy's Reporting Procedure for Student Abuse or Neglect. The identity of the reporting person shall be confidential, subject to disclosure only by consent or court order. A reporting Educational Service Provider employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the school is a violation of law and subjects the disseminator to civil liability for any resulting damages. The Educational Service Provider should be mindful of the possibility of physical or mental abuse inflicted on a student by a staff member. Any such instances, whether real or alleged, should be handled in accordance with the Administrative Procedures established by the Educational Service Provider.

## DISCIPLINE POLICY

We believe prevention is the key to an effective discipline policy. Preventing problems and misbehavior is one of our most important goals. Many things affect the behavior of children, so we use a variety of strategies to help children learn what to do and what not to do. The elements we use to prevent discipline problems are as follows:

- Creating a Safe Physical Environment
- Building Positive Relationships
- Establishing a Consistent Daily Routine
- Using Encouragement
- Expressing Appropriate Expectations
- Providing Authentic Experiences and Learning Activities

We strive to provide a safe emotional environment so children are able to learn and grow. Guiding each child's social development in a positive way is an important component of our program. We focus on teaching strategies that help children accept direction and resolve conflicts peacefully and with respect.

These are the Conflict Mediation Steps followed by adults:

- Approach the situation calmly and stop any hurtful behavior
- Acknowledge the feelings of the children involved
- Gather information about what happened from all parties and restate the problem
- Discuss possible solutions together getting input from the children
- Agree on a solution together
- Provide follow-up support

With the proper guidance, most children are very successful in school. All attempts will be made to meet the needs of every child.

Non-severe and developmentally appropriate restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property.

It does happen sometimes that a child experiences persistent or unusual problems. If this is the case, we will follow these steps:

- Parents and staff will work together to create a plan of action
- Progress will be monitored

- Appropriate referrals may be made

### EMERGENCY POLICY

Student Emergency Cards must be on file at the school office at all times, if an emergency occurs parents will be notified utilizing the information on the card.

- Parents are responsible for informing the school office staff of any medical condition a child may have.
- The parent or guardian is responsible for keeping the information on the card current, including phone numbers, addresses, and guardians.
- If your child requires emergency room care at a hospital, his/her Emergency Card will be consulted and a copy of the card will accompany the child to the emergency room to authorize necessary emergency treatment if a parent is not immediately available.

If a student becomes ill or has an accident/injury at school, a school staff member will contact the parent/guardian and recommend that the student be picked up. Please make sure that you sign out ill children from the school office before taking them home. If the school sees the need for urgent care and parents cannot be contacted, 911 will be called to assist. If the incident is an accident/injury, an Injury/Accident Report Form will be completed and forwarded to the parent. A copy of this form will be maintained in the school office and the student's file.

Any student reasonably suspected of having a communicable disease—defined as “an illness due to a specific infectious agent or its toxic products that results from transmission of that infectious agent or its products from a reservoir to a susceptible host directly, as from an infected individual or animal, or indirectly through the agency of an intermediate plant or animal host, vector, or the inanimate environment,” [*Section 5101 of the Public Health Code, MCL 333.5101(1)*—will be contacted and may be excluded from school until the individual's physician submits a written recommendation for continuation of attendance. The Academy Board may require students to submit to periodic health examinations.

### Referral Process & Follow up Procedure

Our staff feels school and home best work together to instill a successful and thriving education for your child. Parents are informed often of their child's progress. If a child is in need of additional support to further their development, a referral will be given to the parents to contact their local school district to build specific goals for the child. The family will be involved through the entire process if the child receives additional support services. The classroom teachers will partner with the families and any additional support to create an environment for the child to succeed.

Please note: A child will not be excluded or expelled because of the need for additional medical or

behavioral support, assistance with toileting, or staff attitudes and/or apprehensions.

### GRIEVANCE POLICY

Situations may occur where a parent believes that the fair and consistent application of a policy has not been followed. In most cases, the academy expects that the parent will be able to satisfactorily address such concerns with the staff member involved. However, when a problem cannot be resolved parents are encouraged to discuss the issue with the Preschool Director, Early Childhood Specialist, or School Principal.

### STAFF

All preschool teachers are highly qualified and meet the requirements for Great Start Readiness Programs, which means they are certified elementary teachers with an early childhood endorsement. All associate teachers have a Child Development Associate credential, Associate degree in Child Development, or the equivalent. All staff has been screened by the department of human services and fingerprinted and have no record that they have been named in a central registry case as the perpetrator of child abuse or child neglect.

### REST TIME

The state of Michigan requires that all preschool children who are in a full day program have a quiet rest time for one hour. A mat or cot will be provided by the center. Wayne GEE Programs will provide children enrolled in the program with bedding materials and will also launder them.

### WEATHER POLICY

When the academy is closed, the preschool program will also be closed. School closings due to severe weather and/or other reasons, will be announced on local television channels 2, 4, and 7. You may sign up to get notifications of school closings by going to: <http://www.clickondetroit.com/weather/closings>. Your teacher will call each family and you are encouraged to sign up for Remind 101. Remind 101 is a mass email that you can sign up for with your lead teacher.

Please ensure your child has appropriate clothing in the winter months, such as a coat, hat, gloves, snow boots, and snow pants. When temperatures and or wind chill reach below zero degrees Fahrenheit, students will not be permitted to have recess outside. If temperatures and or wind chill reach 20 degrees below zero, the preschool will be closed.

**GEE Preschool Important Dates & Information 2017-2018**

			18-22- GTA Winter Break
August:	7- GTA staff 1 <sup>st</sup> day		25-29- Winter Break
	8-10- GTA file/room prep	January:	1-5- W inter Break
	11- GTA Open House		15- MLK Day No School
	14-18- GTA Home Visits		26- QPP
	21- GTA 1 <sup>st</sup> students 1 <sup>st</sup> day	February:	14- GTA PTC prep
	23- Wayne & CA staff 1 <sup>st</sup> day		15-16- GTA PTC
	24-25- Wayne & CA file/room prep		16- Wayne & CA PAC
	28-29- Wayne & CA file/room prep		19- Mid-Winter Break
	30- CPR, 1 <sup>st</sup> Aid, BBP, & PQA Exploration PD		23- QPP
	31 - Wayne & CA Open House 8:30-10; GEE Kick-Off 11:30-3:30	March:	7- Wayne & CA PTC prep
			8-9- Wayne & CA PTC 26-
September:	1- Labor Day No School		29- GTA Spring Break 30-
	14- Labor Day No School		Spring Break
	5-8- Wayne & CA home e visits	April:	2-6- Spring Break
	11- Wayne & CA students 1 <sup>st</sup> day		20-PAC
	18-29 - File Audit weeks		27- QPP
	29- QPP (Quality Preschool Partnership) Meeting WISD	May:	3- Preschool wide field trip
October:	20- PAC (Parent Advisory Committee) Meeting		4- 18/19 family interviews
	27- QPP		11- 18/19 family interviews
	1- GTA PTC preparation		16-18 High Scope Conference
	2-3- GTA PTC		No Students
	7 - Election Day PD		25- 18/ 19 family interviews; QPP
	17- Wayne & CA PAC		28- Memorial Day No School
	22-24 Thanksgiving No School	June:	1- PD
	27-28- MCECC Conference		7- PAC; Student last day
December:	6- Wayne & CA PTC prep		8- File completion
	7-8- Wayne & CA PTC		11 -14 - h o m e v i s i t s
			15- room / file completion; staff last day



## Parent Notice of Program Measurement\*

Global Educational Excellence(GEE) Preschool Academies are 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:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.

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? Please contact:

- GEE at
- <mailto:info@gee-edu.com>
- 734-369-9500
- 2455 South Industrial HWY STE A, Ann Arbor, MI 48104
- The MDE Office of Great Start, Early Childhood Education and Family Services, at
  - [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov),
  - 517-373-8483, or
  - 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.

\* Provided to parents upon enrollment and/or included in the GSRP Parent Handbook.

Revised January 2015

# Just Playing

by Anita Wadley

When I'm building in the block room,  
please don't say I'm "Just playing."  
For, you see, I'm learning as I play,  
About balance, I may be an architect someday.

When I'm getting all dressed up,  
Setting the table, caring for the babies,  
don't get the idea I'm "Just Playing."  
I may be a mother or a father someday.

When you see me up to my elbows in paint,  
Or standing at an easel, or molding and shaping clay,  
please don't let me hear you say, "He is Just Playing."  
For, you see, I'm learning as I play.  
I just might be a teacher someday.

When you see me engrossed in a puzzle  
or some "playing" at my school,  
Please don't feel the time is wasted in "play."  
For you see, I'm learning as I play.  
I'm learning to solve problems and concentrate.  
I may be in business someday.

When you see me cooking or tasting foods,  
Please don't think that because I enjoy it, it is "Just Play."  
I'm learning to follow directions and see the differences.  
I may be a cook someday.

When you see me learning to skip, hop, run, and move my body,  
please don't say I'm "Just Playing."  
For, you see, I'm learning as I play.  
I'm learning how my body works.  
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,  
And I say, "I just played."  
Please don't misunderstand me.  
For, you see, I'm learning as I play.  
I'm learning to enjoy and be successful in my work.  
I'm preparing for tomorrow.  
Today, I am a child and my work is play.



## FAMILY HANDBOOK CONTRACT

*Communication between parents and teachers is essential to a quality early childhood experience*

- I have read the policies and procedures outlined in this handbook.
  
- I understand the preschool policies and procedures and I agree to abide by them.

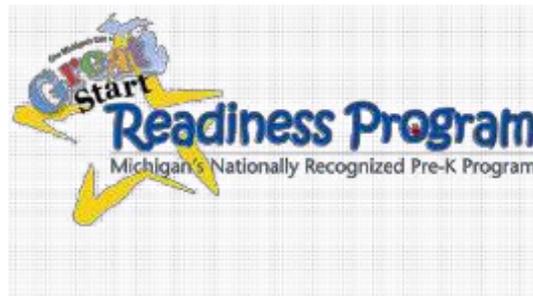
I understand that the preschool program is funded by the State of Michigan and that the program must follow the guidelines and rules as outlined for Michigan's Great Start Readiness Program Grant and Michigan Child Care Licensing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Child's Name \_\_\_\_\_





**Riverside Academy - East** | [Grades K-5](#)  
Dearborn, MI // (313)624-3200  
east.riverside-academy.net

**Riverside Academy - West** | [Grades 6-12](#)  
Dearborn, MI // (313) 624-3600  
west.riverside-academy.net

**Riverside Academy Early Childhood Center**  
[Pre-K](#) // Dearborn, MI // (313) 624-3500  
ecc.riverside-academy.net

**Global Heights Academy** | [Grades Pre-K-5](#)  
Dearborn Heights, MI // (313)624-3400  
globalheights.gee-edu.com

**Bridge Academy - West** | [Grades 6-8th](#)  
Detroit, MI // (313) 462-6200  
bridgewest.gee-edu.com

**Bridge Academy - East** | [Grades Pre-K-5](#)  
Hamtramck, MI // (313) 462-6100  
bridge-academy.org

**Frontier International Academy** | [Grades 9-12](#) Detroit,  
MI // (313) 462-6300  
frontier-academy.net

**Frontier International Elementary Academy** |  
[Grades K-5](#) Warren, MI // (586) 354-2044  
frontier-academy.net

**Central Academy** | [Grades Pre-K-12](#)  
Ann Arbor, MI // (734) 822-1100  
centralacademy.net

**GEE Edmonson Academy** | [Grades K-8](#)  
Detroit, MI // (313) 228-0910  
edmonson.gee-edu.com

**GEE White Academy** | [Grades K-8](#)  
Detroit, MI // (313) 228-0911  
white.gee-edu.com

**Central Academy of Ohio** | [Grades K-8](#)  
Toledo, OH // (418) 205-9800  
ohiocentralacademy.net



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