



EASTPOINTE
COMMUNITY SCHOOLS

Early Learning Center

“Learners Today; Leaders Tomorrow”



Parent Handbook

23750 David Ave.
Eastpointe, MI 48021
(586) 533-3900

www.eastpointeschools.org



Program Overview

Early Learning Center

The Eastpointe Early Learning Center (EELC) is committed to providing a high quality and nurturing learning environment that is supportive to the development and growth of young children. We believe cooperative partnerships between families, the community, and staff promote early success and create lifelong learners.

Our Vision...

Eastpointe's Early Learning Center will grow a community of young learners and prepare them with necessary life experiences for kindergarten and beyond.

Our Mission...

Eastpointe's Early Learning Center is committed to creating an academically rich community which builds literacy and math competencies, promotes social and emotional development, improves language and cognitive skills, and develops motor skills.

Our Belief...

Eastpointe Early Learning Center learners are prepared to positively impact the global community.

Cultural Competence Statement

The Eastpointe Early Learning Center (EELC) staff are committed to providing high quality and developmentally appropriate learning experiences that support the diverse needs of our learning community. It is our belief that everyone is respected and valued regardless of their socio-economic status, race, community, beliefs, or experiences. We recognize that culture influences a child's development, and we intend to reflect those characteristics through active and stimulating learning environments that reflect the home and community cultures of our families. We intend to develop and maintain partnerships in the community that promote positive cultural influences while encouraging parental involvement and providing professional development opportunities for our learning community.



Hours of Operation

Monday – Friday 8:00 a.m. – 4:00 p.m.

The office is closed when the Eastpointe Community School District is closed

Program Hours

GSRP and 3 Year Old Pre-K	Monday - Thursday	Friday		ECSE	Monday - Thursday	Friday
Full Day	8:15 a.m. - 3:00 p.m.	No School		Morning Class	8:15 a.m. to 11:15 a.m.	No School
				Afternoon Class	12:00 p.m. to 3:00 p.m.	No School

Contact Information

Building Secretary: Connie Roemer
 Building Supervisor: Mrs. Jens

Connie.Roemer@eastpointeschools.org
Valerie.Jens@eastpointeschool.org

ECSE Room 120

- Lead Teacher: Mrs. Ladouceur
- Associate Teacher: Ms. Brittany

Karen.Ladouceur@eastpointeschools.org

ECSE Room 122

- Lead Teacher: Mrs. Sigler
- Associate Teacher: Ms. Ina

baila.sigler@eastpointeschools.org

GSRP Room 101

- Lead Teacher: Mrs. Roell
- Associate Teacher: Mrs. Childs

Michelle.Roell@eastpointeschools.org

GSRP Room 102

- Lead Teacher: Mrs. Tabacchini
- Associate Teacher: Mrs. Suzanne

Donna.Tabacchini@eastpointeschools.org

GSRP Room 103

- Lead Teacher: Mrs. Stark
- Associate Teacher:

kaitlyn.stark@eastpointeschools.org

GSRP Room 104

- Lead Teacher: Mrs. Willemain
- Associate Teacher: Ms. Danielle

Jennifer.Willemain@eastpointeschools.org

GSRP Room 105

- Lead Teacher: Ms. March
- Associate Teacher: Ms. Mallory

Summer.march@eastpointeschools.org

GSRP Room 116

- Lead Teacher: TBD
- Associate Teacher: TBD

GSRP Room 107

- Lead Teacher: Mrs. Dawkins
- Associate Teacher: Ms. Tina

Melissa.dawkins@eastpointeschools.org

3 Year Old Preschool Room 106

- Lead Teacher: Ms. Laura
- Associate Teacher:

Laura.Sneden@eastpointeschools.org

3 Year Old Preschool Room 117

- Lead Teacher: TBD
- Associate Teacher: TBD



School Calendar

All programs will follow the District school calendar with days designated specifically to the early childhood programs.

Program Descriptions

All Eastpointe Early Learning Center programs are governed by the same policies, procedures, and expectations unless otherwise noted.

Early Childhood Special Education (ECSE)

Michigan Early Childhood Special Education (ECSE) services include special instruction and related services provided to young children, ages three through five, who qualify under the Individuals with Disabilities Act (IDEA, Part B, Section 619). Through its 56 intermediate school districts (ISDs) Michigan's ECSE program ensures the provision of a Free and Appropriate Public Education (FAPE) to all eligible children at no cost to their families, and in the Least Restrictive Environment (LRE). LRE means that young children with disabilities should receive services in typical community-based early childhood settings and programs whenever possible, and only go to more restrictive or specialized settings when their individual needs require it.

Great Start Readiness Program (GSRP)

The GSRP is Michigan's state-funded preschool program for four-year-old children who fall below 250% of the Federal Poverty Level (FPL). The program is administered by the Michigan Department of Education, Office of Great Start. The full-day program meets Monday thru Thursday. An enriching and engaging curriculum provides for learning experiences in the areas of social-emotional development, math and literacy, fine and gross motor skill development, science and art experiences. There is a rest time each day and a nutritious breakfast, lunch and a snack are provided daily. Class size maximum is 16 students with a Lead and Associate Teacher for a ratio of 1:8. This program is offered at no-cost to qualifying families.



EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)

Early Childhood Special Education (ECSE):

Early Childhood Special Education (ECSE) is an individually based program designed to support youngsters who have developmental delays. These delays encompass the areas of cognition, speech, motor development and adaptive skills. An evaluation team that consists of classroom teacher, school psychologist, speech and language therapist, teacher consultant, social worker and ancillary service (physical therapist and occupational therapist) evaluate the child for possible delays. If a child qualifies under the state and federal guidelines for special education by the evaluation team, an IEP (Individualized Education Plan) is held. The child is then placed into the ECSE program. Individual goals are written and supported within the ECSE classroom through differentiated instruction and early childhood practices. The ages of the students are 2.5 to 5 years of age. The maximum number is 12 students per section. The classroom teacher/para to child ratio is 1:6

Please contact the Special Support Services Department to speak with an enrollment specialist.
(586) 533-3738

Special Education/Pre-referral Process:

When a family demonstrates challenges, or a child is experiencing learning or behavioral difficulties at home or in the classroom; the teacher will work closely with the family regarding their needs and start the pre-referral process. The pre-referral can include non-academic needs, i.e. food, clothing, shelter, attendance, etc. If the concern is learning and behavioral difficulties, the teaching team will observe and document the child's learning challenge/behavior and classroom interventions as well as activities that the teaching team carried out to support the needs of the child. During this time, the teacher will also enlist the help of the child's parents as they are the primary source of information concerning the child. After careful review and documentation Student Support Services will be contacted. The Executive Director of Student Support Services will contact the family regarding the documented needs to determine a plan for support; the teaching team and social worker will follow up with the family to determine if further assistance is needed and/or if the families' needs have been met.

Program Requirements and Eligibility

The following information is required PRIOR to enrollment:

Child's Age Verification

- Child's original birth certificate or passport or state documentation (foster care or Michigan Department of Human Services, etc.)

Verification of Residency

- Current address -utility bills, bank statements, pay stubs with name and address of employee and employer, MI Driver's License, or parent affidavit of living circumstances

Proof of Immunization

- Or certified non-medical waiver by local health department

Current IEP (If Applicable)

Confidentiality

All information given on forms and in discussions will be treated as confidential. Information in children's files is locked in a cabinet and will only be made available to staff and the child's parents. All volunteers are required to sign an agreement of confidentiality when volunteering in the classroom and/or center.

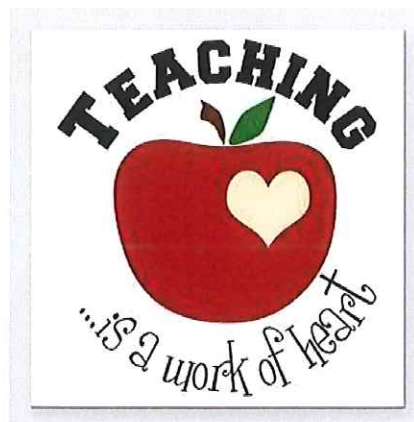
Withdrawal Policy

Children must meet all program requirements to be eligible for the preschool programs. Parents may withdraw their child from the ECSE program at any time without penalty. If you wish to withdraw your child, please speak to the office.

Our Staff

A highly qualified teacher is defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction. Additionally, all paraprofessionals working with students in the instructional setting, must meet certain requirements. Eastpointe Community Schools is in full compliance with the requirements of Section 1119 of the No Child Left Behind (NCLB) Act of 2001 for highly qualified teachers and paraprofessionals.

All staff members are required to complete comprehensive criminal clearances and fingerprinting as mandated by the licensing rules developed by the Department of Human Services and Eastpointe Community Schools. Staff have met the educational and experience requirements mandated by their program and recommended for their role in the program. All staff members are certified in CPR/First Aid. The training areas include but are not limited to curriculum, child development, bloodborne pathogen training, food safety, and best practices in supporting a high-quality preschool program.



DAILY ROUTINE

Routines are an important part of any child's life because they help children develop a sense of stability and order throughout their day. When things are predictable—when the same things happen in a certain order at a certain time of day—children are reassured that the world is a safe place in which they can learn to develop trust and independence. All of the classrooms follow a daily schedule that is posted in pictures for the children to help them understand their daily schedule and when transitions will occur throughout the day. The main parts of the day include Arrival and Breakfast, Large Group Time, Small Group Time, Work Time (play based activity), Outside Time, Lunch, and Dismissal.

Meals/Snacks

Parents incur no cost for meals in the ECSE program preschool classroom. ***The classrooms must adhere to the Child and Adult Care Food Program (CACFP)/National School Nutrition Programs nutritional guidelines.*** As a result, menus are prepared in advance and program funds are used to purchase food for snacks/meals. All children eat the same foods unless there is a special need for individualization, such as a **documented allergy by your family physician.** Meal service is family style, e.g., children help to set and clear the tables, pass bowls, plates, or baskets of food, choose what to eat and how much to eat. Teachers eat with children, participating in child-led conversation and (based on the menu) teachers can also make intentional plans to support child development in a variety of ways, such as supporting mathematics understandings while children self-serve portions (1/2 of an apple); supporting fine motor development as children use tongs to select fresh vegetables from a plate; or supporting literacy development by drawing attention to the text on breakfast-cereal containers, etc. This is such an exciting learning-time in the classroom! A *monthly menu* will be sent home and posted in each classroom for your review. The classroom staff will note all menu changes.



Clothing for School

Play is hard work! Please dress your child in comfortable clothing that allows them to move freely throughout the day as they paint, climb, draw, and engage in many classroom activities that can become pretty messy; it's less stressful for them if they don't have to worry about ruining their clothes as they have fun! We ask that children wear closed toe shoes to school at all times to protect their feet in the classroom and on the playground. Also, please send a complete change of clothes (bottoms, underwear, shirt, socks) to school in case of accidents or a spill during the day.



Outside Time

Outside play enhances all areas of development. When outdoors, children breathe fresh air, develop their muscles, share, and cooperate with other children and get hands-on experience with basic science and math principles. Outdoor play allows for learning in a different environment and provides children a chance to develop a unique skill set, which cannot be duplicated by the indoor classroom environment. The building administrator has the responsibility of determining if weather conditions permit outdoor play.

The following guidelines will be used:

- The length of outdoor time may vary depending on the temperature.
- Wind chill and heat index factors will be taken into consideration.



Please watch the weather and dress your child appropriately. As the weather gets cooler, be sure you have a warm jacket, hat, gloves, scarf, etc. Please remember, if your child is too sick to go outside and play, he/she is too sick to come to school.

Field Trips

Field trips may be scheduled by teachers of some programs as a means of enriching the classroom learning experience. Each parent/guardian will be required to sign a field trip permission slip for each trip taken by his/her child. Field trips are considered part of the school day. All school rules apply both on and off school property. All school rules will be observed on all field trips from the time of departure to the time of return, even if beyond the normal school day. Student behavior during the field trip is a reflection upon the school, the sponsor and the students themselves.

Field trips are planned throughout the school year; some trips are brought to us here at the EELC or we may travel to fun places in the area! We welcome parents to have the opportunity to experience trips with their child. All trips planned are developmentally appropriate and based on the interests of the children as indicated by activities in the classroom.

Birthdays/Classroom Celebrations

We understand the importance of recognizing birthdays, holidays, etc. because they are important to children and families. It is the EELC's policy to allow **ONLY** store-bought food, **in the original packaging** to be brought into the classroom. Staff must be able to read the ingredients of all food items shared with the children. Classroom teachers will provide individual information on how they choose to celebrate specific holidays and events in their own classrooms while being sensitive to religious and cultural differences.

Bus Transportation

It is very important that someone is home to receive your child each day. If no one is home, your child will be brought back to the school and we will contact someone designated to pick your child up from school. We realize that unforeseen circumstances can happen; however, please make every attempt to avoid this disruption to your child's schedule because it can be a scary experience for them. Please call the school office to make arrangements if you have an emergency.



Children enrolled in ECSE are eligible to receive bus transportation during the school year Monday-Thursday. The Special Services Department will provide information regarding routes and times.

Bus Behavior Expectations

Students must conduct themselves at all times in a manner consistent with the goals and values of Eastpointe Community Schools as well as the community at large. Students should recognize that going to and from school, on the bus, or at the bus stop they are representatives of our school and must conduct themselves in a manner that reflects well on the institution. Students who engage in misbehavior while travelling to and from school, on the bus, or at the bus stop will expect that the school will take the appropriate disciplinary action. Students will refrain from any behavior that represents a lack of respect for others in the community. Students are expected to go directly home at the end of the school day or school sponsored event. Riding the school bus is considered a privilege, and school authorities have the right to suspend the bus privilege for the remainder of the school year.

We recognize parents as children's first and most important teacher! We support this role by providing opportunities for parents to participate in the education of their children throughout the school year. When parents and teachers work together, the partnership between home and school is strengthened:

- For children, parent involvement demonstrates that education and school experiences are valued.
- For teachers, the varied talents and support of our parents enrich our classroom environment. Parents are encouraged to bring in authentic items representing their culture, such as menus, clothes for dramatic play, or family magazines in their native language. Sharing hobbies, interests and occupations is encouraged.
- For parents, classroom participation provides an opportunity to gain insight and understanding of child development and supports the development of parenting skills useful in everyday interactions with children.

Parent participation means a greater investment and a greater return. The cooperative efforts of parents and teachers working together provide the best learning environment for young children.

Volunteer Policy

Keeping our students as safe and secure as possible during school related activities has always been a top priority of the Eastpointe Community Schools.

As an extra security precaution, we require all parents, guardians and other adults that work with our children in the buildings or on field trips to complete Volunteer Release Forms annually.

Copies of the form, which allow for background screenings, are available in every school's main office. We thank everyone for their cooperation and support in making this procedure work for the benefit of everyone.

Parent/Adult volunteers are expected to model the same behavior that all staff members exhibit while on school property, at extracurricular activities and on field trips. All volunteers should arrive at school sober. The use of tobacco, alcohol or illegal drugs are not permitted for the duration of the field trip or other school activity.

Communication

Parents and teachers engage in ongoing communication through face-to-face interactions at arrival and departure, informal/formal visits, classroom newsletters, Classroom DoJo, and parent-teacher conferences.

Parent and Teacher Conferences

The parent/teacher conferences are conducted at least twice a year. During conferences, the teaching team will share your child's individual progress in the classroom.





Great Start Readiness Program (GSRP)

Recruitment

Information about any program is available anytime by contacting the EELC directly. Additionally, information is available on the district website: www.eastpointeschools.org. Periodically throughout the year, the EELC will host open houses and distribute mailings or fliers to the community.

Fee Policy

GSRP – The program is provided to families at **NO COST** based on eligibility criteria determined by the Michigan Department of Education. Parents **may not** incur expenses for portions or specific items in the program such as field trips, meals, materials, bedding, or transportation.

As determined by the Federal Income Poverty Guidelines, ***all families who earn over 250% of the Federal Poverty Level per year must pay tuition to GSRP.*** Please see the sliding fee schedule:

Weekly Tuition Rates	Below 250% of the Federal Poverty Level	251%-300% of the Federal Poverty Level	Above 300% of the Federal Poverty Level
<i>School Day Programming (Full Day)</i>	GSRP Eligible No tuition	\$10/week	\$20/week



Withdrawal Policy

Children must meet all program requirements to be eligible for the preschool programs. Parents may withdraw their child from the program(s) at any time without penalty. If you wish to withdraw your child, please speak to the office.

Enrollment Process

Families who are interested in GSRP are encouraged to call the main office and complete an application. In June, all applications will be reviewed and it will be determined which programs would best meet their needs and schedule an appointment. Applicants will be asked to bring in all required documentation (listed below), complete an application and fill out other forms.

- If a family is eligible for Head Start a referral will be made.
- For GSRP eligible families, please understand that eligibility is determined by GSRP risk factors and completing the application does not guarantee a space in the program or in a specific classroom. Prior to the beginning of the school, you will be notified regarding the status of your child's application. Your child's teacher will contact you to schedule your first family home visit. If a child is not selected during the initial enrollment process, the family is placed on a waiting list and as space becomes available we will contact you regarding enrollment

Confidentiality

All information given on forms and in discussions will be treated as confidential. Information in children's files is locked in a cabinet and will only be made available to staff and the child's parents. All volunteers are required to sign an agreement of confidentiality when volunteering in the classroom and/or center.

Program Requirements and Eligibility

Great Start Readiness Program (GSRP)

Children who will be four years old before September 1st of the current school year, and who reside in Macomb County may be eligible based on the GSRP Income Eligibility Guidelines and GSRP risk factors. Residents of the City of Eastpointe will receive first priority.

The following information is required PRIOR to enrollment:

Child's Age Verification

- Child's original birth certificate or passport or state documentation (foster care or Michigan Department of Human Services, etc.)

Verification of Residency

- Current address -utility bills, bank statements, pay stubs with name and address of employee and employer, MI Driver's License, or parent affidavit of living circumstances

Verification of Family Income (all adults financially responsible for your child)

- 1040 Tax Form, W-2, pay stubs, unemployment benefits, foster care subsidy, supplemental security income (SSI) for parent or child, documentation of government cash assistance, written parent income statement regarding circumstances of income, child support documentation

Health Appraisal (Within the past year and signed by your child's doctor)

Proof of Immunization

- Or certified non-medical waiver by local health department

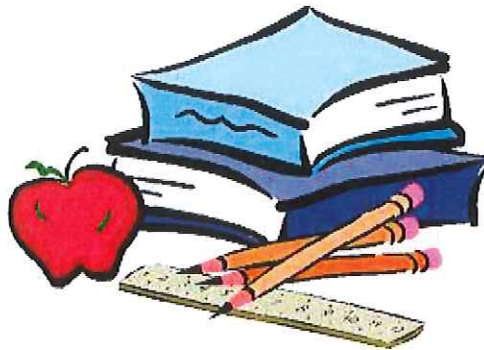
Current IEP (If Applicable)



Child Selection in GSRP

Children are selected based on need and the enrollment process outlined by the Michigan Department of Education. Children are enrolled in the following order:

1. Children from families with the lowest income are accepted first, followed by families earning up to 250% of the Federal Poverty Level (FPL).
2. In certain circumstances, up to 10% of the total slots can be filled with children from families above the 250% FPL with extreme risk for educational failure as determined by the number or severity of existing GSRP risk factors



Our Curriculum

The Great Start Readiness Program uses the developmentally appropriate, research-based curriculum ***The Creative Curriculum for Preschool***. The curriculum is widely recognized and aligned with the Michigan Early Childhood Standards of Quality. It focuses on meeting the needs of individual children, while honoring and respecting the role that teachers play in making learning engaging and meaningful for every child. The learning experiences provided in our program are designed to promote the cognitive, creative, emotional growth, language, physical, and social skills of each child. Thoughtfully planned lessons and activities help the child acquire the basic skills needed for success in school and beyond:

- ✓ Cognitive skills: knowledge of the physical world, problem solving, and decision making
- ✓ Creative skills: development of imagination, appreciation and enjoyment of art, music, drama, and poetry
- ✓ Emotional skills: the development of basic attitudes of trust, autonomy, and initiative as well as a positive self-concept
- ✓ Language skills: auditory discrimination, listening, and speaking skills
- ✓ Physical skills: opportunities for sensory, gross, and fine motor development
- ✓ Social skills: acquisition of interpersonal skills, self-discipline, empathy, and respect for others

The Creative Curriculum for Preschool provides regular opportunities for family involvement built into daily plans; and regular opportunities to invite and include family participation in children's learning at school and encouraging families to support learning at home.

Developmental Screening and Ongoing Assessment

We support children's abilities and promote the individual and unique needs and strengths of each child by assessing their development throughout the school year.

The Ages and Stages Questionnaire (ASQ), is completed during the first month of enrollment. The instrument screens children for areas of strength, areas needing further development, and any possible developmental delay that may require early intervention. We ask families to complete the questionnaire, and teaching staff will share results with the families and use the information to support the child's development following these steps:



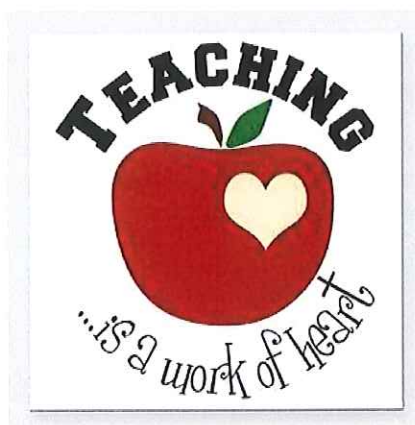
1. If the child scores in the 'typically developing range' across domains on the ASQ and neither the parents nor the teacher have concerns about the child's development, teachers will use the results to plan opportunities for the child to strengthen skills.
2. If the child scores in the 'slightly below typically developing range' across any domain on the ASQ and neither the parents nor the teacher have concerns about the child's development, teachers will use the results to plan opportunities for the child to strengthen skills.
3. If the child scores below the 'typically developing range' in any domain on the ASQ or the parent or teacher have concerns about the child's development, the teacher will conference with the parent, sharing the child's strengths and the options for support. The options for support may include providing further learning experiences in the domain of concern, then re-screening after additional instruction, referral to the Eastpointe Community Schools Department of Student Support Services for a formal evaluation at (586) 533-3738. The results of the formal evaluation are communicated to families and depending on the outcome, the family and District support team will work together to develop a plan for the child.

In addition to developmental screening, all early childhood programs assess children's developmental levels in more depth and follow ongoing progress using **Teaching Strategies GOLD**. Teaching Strategies GOLD is a widely recognized and validated research-based instrument used in many early childhood programs. Teachers complete the assessment at least twice per year and share results with families. The assessment provides information on how students are developing over time and supports the goals of kindergarten preparedness.

OUR STAFF

A highly qualified teacher is defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction. Additionally, all paraprofessionals working with students in the instructional setting, must meet certain requirements. Eastpointe Community Schools are in full compliance with the requirements of Section 1119 of the No Child Left Behind (NCLB) Act of 2001 for highly qualified teachers and paraprofessionals.

All staff members are required to complete comprehensive criminal clearances and fingerprinting as mandated by the licensing rules developed by the Department of Human Services and Eastpointe Community Schools. Staff have met the educational and experience requirements mandated by their program and recommended for their role in the program. Also, GSRP staff participate in professional development opportunities to gain 24 hours per year. All staff members are certified in CPR/First Aid. The training areas include but are not limited to curriculum, child development, bloodborne pathogen training, food safety, and best practices in supporting a high-quality preschool program.

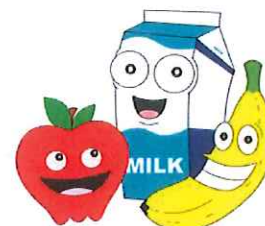


DAILY ROUTINE

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Meals/Snacks

Parents incur no cost for meals. ***The classrooms must adhere to the Child and Adult Care Food Program (CACFP)/National School Nutrition Programs nutritional guidelines.*** As a result, menus are prepared in advance and program funds are used to purchase food for snacks/meals. All children eat the same foods unless there is a special need for individualization, such as a **documented allergy by your family physician.** Meal service is family style, e.g., children help to set and clear the tables, pass bowls, plates, or baskets of food, choose what to eat and how much to eat. Teachers eat with children, participating in child-led conversation and (based on the menu) teachers can also make intentional plans to support child development in a variety of ways, such as supporting mathematics understandings while children self-serve portions (1/2 of an apple); supporting fine motor development as children use tongs to select fresh vegetables from a plate; or supporting literacy development by drawing attention to the text on breakfast-cereal containers, etc. This is such an exciting learning-time in the classroom! A *monthly menu* will be sent home and posted in each classroom for your review. The classroom staff will note all menu changes.



Outside Time

Outside play enhances all areas of development. When outdoors, children breathe fresh air, develop their muscles, share, and cooperate with other children and get hands-on experience with basic science and math principles. Outdoor play allows for learning in a different environment and provides children a chance to develop a unique skill set, which cannot be duplicated by the indoor classroom environment. The building administrator has the responsibility of determining if weather conditions permit outdoor play. The following guidelines will be used:

- The length of outdoor time may vary depending on the temperature.
- Wind chill and heat index factors will be taken into consideration.



Please watch the weather and dress your child appropriately. As the weather gets cooler, be sure you have a warm jacket, hat, gloves, scarf, etc. Please remember, if your child is too sick to go outside and play, he/she is too sick to come to school.

Rest Time Policy



The Michigan Department of Human Services (DHS) Licensing Rules, require a rest time be provided for children who are in care for 5 or more continuous hours. We realize that resting with a group of children may be a new experience for children and could take time for them to get comfortable. Here are a few helpful suggestions for parents:

- Talk to your children about rest time at school. Tell them that everyone needs to lie down and take a rest. Reassure them that they do not have to sleep, but they do have to rest on their cot and be quiet, so they don't disturb others that may want to sleep.

Bedding for Rest Time

The EELC provides a cot and sheet for each child's exclusive use; bedding is sent home on Thursdays for laundering. Please make sure that ALL bedding is returned to school on Monday with your child.

Clothing for School

Play is hard work! Please dress your child in comfortable clothing that allows them to move freely throughout the day as they paint, climb, draw, and engage in many classroom activities that can become pretty messy; it's less stressful for them if they don't have to worry about ruining their clothes as they have fun! We ask that children wear closed toe shoes to school at all times to protect their feet in the classroom and on the playground. Also, please send a complete change of clothes (bottoms, underwear, shirt, socks) to school in case of accidents or a spill during the day.



Birthdays/Classroom Celebrations

We understand the importance of recognizing birthdays, holidays, etc. because they are important to children and families. It is the EELC's policy to allow **ONLY** store-bought food, **in the original packaging**, to be brought into the classroom. Staff must be able to read the ingredients of all food items shared with the children. Classroom teachers will provide individual information on how they choose to celebrate specific holidays and events in their own classrooms while being sensitive to religious and cultural differences.



Field Trips

Field trips may be scheduled by teachers of some programs as a means of enriching the classroom learning experience. Each parent/guardian will be required to sign a field trip permission slip for each trip taken by his/her child. Field trips are considered part of the school day. All school rules apply both on and off school property. All school rules will be observed on all field trips from the time of departure to the time of return, even if beyond the normal school day. Student behavior during the field trip is a reflection upon the school, the sponsor and the students themselves.

Field trips are planned throughout the school year; some trips are brought to us here at the EELC or we may travel to fun places in the area! We welcome parents to have the opportunity to experience trips with their child. All trips planned are developmentally appropriate and based on the interests of the children as indicated by activities in the classroom.

Bus Transportation

It is very important that someone is home to receive your child each day. If no one is home, your child will be brought back to the school and we will contact someone designated to pick your child up from school. We realize that unforeseen circumstances can happen; however, please make every attempt to avoid this disruption to your child's schedule because it can be a scary experience for them. Please call the school office to make arrangements if you have an emergency.



Children enrolled in GSRP and located in the Eastpointe School District are eligible to receive bus transportation during the school year Monday-Thursday. Please see the main office for additional information regarding route schedules and times.

Bus Behavior Expectations

Students must conduct themselves at all times in a manner consistent with the goals and values of Eastpointe Community Schools as well as the community at large. Students should recognize that going to and from school, on the bus, or at the bus stop they are representatives of our school and must conduct themselves in a manner that reflects well on the institution. Students who engage in misbehavior while travelling to and from school, on the bus, or at the bus stop will expect that the school will take the appropriate disciplinary action. Students will refrain from any behavior that represents a lack of respect for others in the community. Students are expected to go directly home at the end of the school day or school sponsored event. Riding the school bus is considered a privilege, and school authorities have the right to suspend the bus privilege for the remainder of the school year.

Volunteering/Family Involvement

We recognize parents as children's first and most important teacher! We support this role by providing opportunities for parents to participate in the education of their children throughout the school year. When parents and teachers work together, the partnership between home and school is strengthened:

- For children, parent involvement demonstrates that education and school experiences are valued.
- For teachers, the varied talents and support of our parents enrich our classroom environment. Parents are encouraged to bring in authentic items representing their culture, such as menus, clothes for dramatic play, or family magazines in their native language. Sharing hobbies, interests and occupations is encouraged.
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Volunteer Policy

Keeping our students as safe and secure as possible during school related activities has always been a top priority of the Eastpointe Community Schools.

As an extra security precaution, we require all parents, guardians and other adults that work with our children in the buildings or on field trips to complete Volunteer Release Forms annually.

Copies of the form, which allow for background screenings, are available in every school's main office. We thank everyone for their cooperation and support in making this procedure work for the benefit of everyone.

Parent/Adult volunteers are expected to model the same behavior that all staff members exhibit while on school property, at extracurricular activities and on field trips. All volunteers should arrive at school sober. The use of tobacco, alcohol or illegal drugs are not permitted for the duration of the field trip or other school activity.

Communication

Parents and teachers engage in ongoing communication through face-to-face interactions at arrival and departure, informal/formal visits, classroom newsletters, Classroom DoJo, home visits, parent-teacher conferences, and parent advisory committee (PAC) meetings.

Parent and Teacher Conferences

The parent/teacher conferences are conducted at least twice a year. During conferences, the teaching team will share your child's individual progress in the classroom.

Parent Survey

A Parent Survey is distributed to families to gain insight into the family's needs and aid in program planning.

Parent Advisory Committee

The Parent Advisory Committee (PAC) meetings are held 2 times per school year. During these meetings, parents will collaborate with program staff about topics/training that support the success of their children in the GSRP. PAC members are also invited to attend and be a part of local and regional meetings such as the Great Start Collaborative Parent Coalition, the School Readiness Advisory Committee, and the Data Analysis Team.

Home Visits

The home visits are designed to provide us the opportunity to meet our future preschoolers and families in their home environment. By doing so, we have a great start to establishing a home/school family partnership. The first visit before school at your convenience, in your child's home environment helps to support your family as you prepare your preschooler to spend time away from home. The teacher and associate teacher spend 45 minutes getting to know your child and helping everyone to feel comfortable. The second visit is conducted at the end of the school year.

Parent Notice of Program Measurement

The Eastpointe Great Start Readiness Program is required to work with the Michigan Department of Education (MDE) to measure the effect of the statewide 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
- Asked teachers how children are learning and growing

Information from you about your child will not be shared with others in any way that you or your child could be identified. It is protected by law. Questions? Contact MDE-GSRP@Michigan.gov or 517-373-8483 or MDE, Office of Early Childhood Education and Family Services 608



General Center Procedures and Policies

Emergency Procedures

In case of emergency...Please do not call the school or the police/fire department to obtain information!

1. The teacher will contact you in the event of an emergency during school hours
2. Do not endanger the lives of others by:
 - telephoning the school or the police station, which could interfere with important communication
 - driving your car to school and causing traffic congestion; walking toward the school to meet your child is a much safer measure
 - asking to remove your child at the time of an emergency (i.e. severe weather or lockdown)



Fire Drills/Severe Weather Drills/Lockdown and Evacuation Drills

All of the Eastpointe Community Schools have an Emergency Management Plan/Crisis Response Manual that has specific instructions for each type of emergency. Parents may review this manual at their convenience. Please contact the building administrator for information.

FIRE DRILLS (5 per year)

Fire drills are practiced throughout the year. Children will exit the building in a quiet, timely manner and will remain with their teachers in their designated location until the signal to enter the building has been given.

SEVERE WEATHER/TORNADO DRILLS (3 per year)

Severe weather/tornado drills are practiced during the school day. In the event of a warning, the children will be taken to the designated area of the school building, depending upon where they are at the time the warning is issued.

LOCKDOWN (3 per year)

Lockdown drills are practiced during the school day. A Lock Down may be put in place if a safety threat has been determined to the building or in the area. In the case of a Lock Down, the building will be locked, and no one will be allowed in or out until it is deemed safe to do so. **Parents will not be able to enter the building or remove children during a lockdown.** Children will remain in their classrooms, continuing with normal routines or hidden and quiet, depending on the circumstances. Updates will be given by the Administration Building (586)533-3000.

EVACUATION

Should it be necessary to exit the building and not return, students will be walked to the end of the field at the corner of David and Stephens. Any one picking up a child at that location will be required to show picture identification.

Attendance Policy

It is the goal of the Eastpointe Early Learning Center to promote regular school attendance to ensure academic success. There is a strong correlation between regular school attendance and academic performance. The continuity of instruction, classroom participation, learning experiences and student interaction contributes to achievement of this goal. Please make every attempt to ensure that your child is **on time** and comes to school every day. We strive for 100% attendance for all children.

Reporting Absences

If a child is going to be absent, please contact the main office on the day of absence at **(585) 533-3900** and/or provide a note about the reason for the absence.

1. When a student is absent for three (3) consecutive days without parent notification **or** has a sporadic attendance record, classroom staff will:
 - a. Contact the parent to inquire about the reason for the absences.
 - b. Contact a social worker if intervention is required to improve the child's attendance.
2. If repeated attempts to contact and assist the family have been unsuccessful, a letter will be sent to the parents/guardians by the building supervisor notifying them that their child will be unenrolled within a specified period of time. The letter will contain the signatures of the teacher and building supervisor.

Excused Absences

The following are considered excused absences:

1. Illness or injury verified by a note from the parent/guardian or a physician.
2. Medical or dental appointment.
3. Death in the family.
4. Family emergency (e.g., fire in the home, etc.).
5. Observance of a religious holiday

If a family experiences challenges that affect the child's attendance, the program staff will make every attempt to provide support to the family to help the child return to school.



Arrival and Departure Policies and Procedures

Arrival Policy

It is in your child's best educational interest to arrive ON TIME TO CLASS. Late arrival is disruptive to ALL STUDENTS and impacts quality instruction. If a child is more than 10 minutes late arriving to class on an on-going basis (more than 3 times), a conference between the parent, teacher, and building supervisor will be held in order to help find a solution to the problem.

Arrival/Departure Safety Procedures

While arriving and leaving the building, please make sure that your child is safe at ALL times. During this time, it can become very busy outside with passing cars and arriving busses. Please make sure that you are holding your child's hand especially when crossing the street. Also, please make sure that when exiting vehicles children are supervised at all times.

Sign-In/Sign-Out

Parents are required to sign their children in and out of the classroom each day. Children will only be released to individuals listed on the Child Information Record with valid picture identification.

Child Release Policy

Only parents/guardians or a designee whose name is listed on the Child Information Record may take a child from the classroom unless prior arrangements have been made with the classroom staff. Please inform your designee that a valid picture I.D. is required when signing children out of school. If an older sibling is to pick up a child, the older sibling must be 18 years old and listed on the Child Information Record and able to present a valid picture I.D. Please make sure that the Child Information Record is current at all times. It is very important that we are able to reach you or a designated contact in case of an emergency or school closing. ***Please notify the teacher/office immediately when telephone numbers and addresses change.***

Early Drop-Off/Late Pick-Up

We are unable to accommodate families that have needs before the start of the school day or after at this time; therefore, we ask that families make every attempt to ensure that children are arriving to school on time in an effort to not disrupt their daily routine. Also, while we recognize that mishaps do occur on occasion, we would like to stress that it is imperative that children are picked up on time every day from school. If you know that you are going to be late, please contact the school office or make alternate arrangements for your child to be picked up.

Late Fee

A late fee will be charged when a child is picked-up late and will be payable at the time of pick-up. The fee is a minimum of \$5.00 and an additional \$1.00 for every minute after that. After a child has been pick-up late 3 times, a conference between the parent, teacher, and building supervisor will be held in order to help find a solution to the problem.



General Center Policies

Licensing Notebook

All EELC programs are licensed by the Michigan Department of Human Services Bureau of Children and Adult Licensing. Licensing Notebooks are available for parents to review during hours of operation. The licensing notebook contains all licensing inspections and special investigation as well as corrective action plans since *October 2017*. Licensing review and special investigation reports are available in the child care licensing website at www.michigan.gov/michildcare. A copy of the site license is displayed in each program classroom, the licensing notebook, and the school's main office.

Media Release

The school district is occasionally asked if pictures or videos of students may be used in relation to a news media article about programs of the district.

If a parent chooses to *exclude* a student from participating in media interviews, the parent must complete an *objection to the release of media information form*. The objection to the release of media information should be submitted to the building supervisor and is due by October 1st of the current school year. A copy of the form will be kept in the child's file.

Mandated Reporting to Child Protective Services (CPS)

The Eastpointe Early Learning Center staff are deemed **mandated** reporters by the State of Michigan, Department of Human Services which governs all schools and child care programs per Michigan Law, 1975 PA 238, MCL 722.621 et. Seq. Requires the reporting of any suspected child abuse and neglect by mandated reporters.

The Child Protection Law includes the legal requirements for reporting, investigating, and responding to child abuse and neglect.

Visitor Policy

The Eastpointe Community Schools welcome visits to its elementary buildings by parents and other citizens. Please call ahead to make an appointment in order to assure that school personnel will be available to help meet your needs.

To assure a safe and orderly environment in the school, all visitors MUST report to the Main office to obtain a Visitor Pass. This includes guests, vendors, parents and siblings.

Transition to Kindergarten

Eastpointe Community Schools works hard at making students feel comfortable as they move through the grades and provides transition services from preschool to kindergarten, from lower to upper elementary school, from upper elementary to middle school, and from middle school to high school. In addition, our Special Services department transitions students at each level including the transition from high school to the world of work. Transitions include but are not limited to visitations, student and parent meetings, open houses, orientations, buddy programs, transition IEPTs, welcome events, curriculum events, and more.

Health Appraisals and Immunization Record Policy

The health appraisal (well-visit/physical) and immunization record (or certified waivers) are required before children can attend the Eastpointe Early Learning Center and must be in compliance with the Early, Periodic Screening, Diagnosis and Treatment schedule. The Michigan Department of Human Services requires yearly physicals for children up to 29 months and children 30 months up through kindergarten age every two years. Health Appraisal forms are included in the enrollment packets for GSRP and the Tuition Preschool and must be on file within 30 days of the start of school.

A **current immunization record** is required for all students and are tracked through the Michigan Childhood Immunization Registry (MCIR). Due to an immunization rule change from the Michigan Department of Community Health, waivers exempting children from receiving immunizations can no longer be obtained from a school or child care. Non-medical waivers based on religious or philosophical beliefs must first be certified by Macomb County Health Division. This requires participation in an educational session provided by the Health Division. Parents/guardians of children who are unable to receive vaccinations due to medical reasons should consult their health care provider for a medical waiver form. Please contact your child's physician or the Macomb County Health Department for more information. Health Appraisals, observation sheets, notes and immunization records are held in children's confidential files in locked file cabinets at each site.

Medication Policy

Administration of medication will be considered on a case by-case basis. If the building supervisor along with the child's parent(s) determine together that administration of medication during the school day is necessary, all prescribed medications to be given (including topical ointments), must have a written order from a physician and the procedure outlined below **MUST** be followed.

When administering medication at school, a written order **MUST** be on file that includes:

1. Name, address, and phone number of the physician
2. Name of the medication
3. Dosage of medication
4. Time of administration
5. Method (route) of administration with any qualifiers, i.e., after food, with food, etc.
6. Possible reactions
7. Written parental consent must be on file
8. Medication must be in the original container with current date, expiration date and the child's name.

The medication log will be placed in a secure storage area and include the child's name, name of medication, date, dosage, and signature of the person dispensing the medication. After the administration of medication, the child will be observed for fifteen (15) minutes for any adverse reactions.



Hand Sanitizer

_____ We will be using hand sanitizer to prevent the spread of germs.

Non-Discrimination Policy

The Eastpointe Community Schools supports and adheres to the principles, rules, and regulations of Title IX of the Education Act, Section 504, of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and applicable Michigan Law. The School District of East Detroit hereby notifies all employees, residents, and students, that it does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, age, disability or against otherwise qualified, handicapped individuals with respect to the district educational programs, activities, and employment practices. Inquiries or complaints by students and/or their parents/guardians related to discrimination on the basis of disability/handicap; inquiries or complaints made by students (grades Pre K through 12) and/or their parent(s)/guardian(s) related to discrimination on the basis of sex, race, color, national origin, religion, height, weight, age, or marital status; and all other inquiries related to discrimination should be directed to:

**Superintendent of Schools
24685 Kelly Road
Eastpointe, Michigan 48021
(586) 533-3022**

The Civil Rights Coordinator, as specified herein, is designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy (See Board of Education Policy 2450).

Grievance Policy

If for any reason you have concerns about policies, procedures, routine, or staff at the Early Learning Center, the grievance procedure for parents is as follows:

1. Speak to your child's teacher about your concern.
2. If after talking to the teacher you still have concerns, make an appointment to speak with the Building Supervisor.
3. If after talking to the Building Supervisor you still have concerns, contact the Executive Director of Student Support Services, Lorena Rush, at (586) 533-3738.

If after speaking to the Executive Director you still have concerns, contact Christina Gibson, Assistant Superintendent of Schools at (586) 533-3009.

Sick Procedures/Policies

Children that don't feel well won't be able to fully participate and engage in the daily classroom routine. If your child is not feeling well, ***please do not send them to school.*** Please see the following information to determine if your child should stay home.

A Message to Parents

Look your children over carefully every morning, before sending them to school, to see if they show any signs or symptoms of illness.

Look for:

Running nose	Red or sore throat
Coughing or sneezing	Swelling about the neck
Red or watery eyes	Feverish appearance (take temperature)
Nausea or vomiting	Rash or spots on the skin
Earache or running ear	Pains in the chest, arms, legs or back of the neck
Difficulty breathing, wheezing and need for breathing treatment	

For the **PROTECTION** of **YOUR CHILDREN** and the other children at school, if your child shows any of the above symptoms, PLEASE

- Keep them **AT HOME**
- Call the doctor **EARLY**
- Notify the school on the **FIRST DAY** of the absence, giving the reason for the absence and stating whether the doctor has been contacted



If your child becomes sick/injured at school, you will receive a call from the teacher or main office to pick up your child from school within 30 minutes. If we are not able to reach you, we will use the Emergency Contacts on the Child Information Record to arrange for your child to be picked up from school. We will contact you based on but not limited to the following:

- 1. FEVER:** If a child has a temperature of 100 degrees Fahrenheit.
- 2. DIARRHEA:** If a child has two loose or watery stools, even if there are no signs of illness.
- 3. VOMITING:** Any vomiting.
- 4. RASH:** If the child develops any rash
- 5. CHILD DISPLAYS UNUSUAL DISCOMFORT:** Any time a child is not "herself" or "himself" and is complaining about discomfort or is just cranky and crying more than usual for that child.
- 6. INJURY:** Any accidents that involve the head or any serious accidents or injury that requires medical assistance.
- 7. Fatigue:** a child that cannot stay awake cannot be at school.
- 8. Lice or Nits**
- 9. Bed Bugs**

Returning to School after an illness

The Macomb County Health Department requires students to stay home until it has been at least 24 hours after any of the following:

- fever is gone WITHOUT the aid of medications
- last time child vomited
- last bout of diarrhea
- starting medication for an infection

If the child is sent home from school for fever or vomiting, they cannot return to school the next day. Depending on the reason, a doctor's note may also be required.

Severe Illness or Injury

In the event that your child becomes severely ill or is injured, the following steps will be taken:

- ✓ Basic first aid will be performed.
- ✓ A parent will be notified by phone. If a parent is not available, the emergency contacts will be called.
- ✓ If necessary, 911 will be called.

Medications (exceptions include life saving medications such as seizure medication of an epi-pen*):

If your child requires medication (antibiotics, ointment, breathing treatments, etc.) consider keeping them at home. If you choose to send them to school, the parent (or another person listed on the emergency card) must come to the school to administer the medication.

*Forms must be completed if life saving medication might need to be administered at school.

Communicable and Infectious Diseases

In compliance with child care licensing laws, children cannot attend school when infected by a communicable or infectious disease. A child should stay home until the communicable stage has passed. Please call the school office to report your child's absence. **A doctor's note is required before your child returns to school.** Note: If a child has symptoms suggestive of a communicable disease, they will receive a note of suspected illness to be taken to the doctor.

Accidents

If a student is seriously injured during school hours, an accident report is filled out and parents are notified. If the injury requires professional medical attention, the parent will be asked to pick the child up at school or at a medical facility. In rare instances when a child must be transported by ambulance to a hospital, the building supervisor or the administrator's designee will accompany the child until a parent arrives at the hospital. The hospital must have prior parent approval before treating a minor.

Safety Procedures

We are required to establish procedures for emergencies that are practiced throughout the school year. The building is equipped with all mandated safety equipment and staff is trained to handle emergencies.

Universal Precautions

Staff is training annually on proper procedures regarding universal precautions

Behavior Policy

Positive Behavior Intervention Support

We believe that children learn best through experiences. All teachers lovingly guide and redirect the children to help them to learn to cooperate with other students and to have a positive, educational experience. Positive Intervention Behavior Support recognizes what is right behavior and uses a system of rewards and choices to support positive student behavior. PBIS supports positive behaviors that encourage a child to gain self-control, self-direction, and self-esteem. We use methods of helpful student management so that the children may develop their own problem-solving and choice-making skills.

Our aim is to convey basic human values such as respect, trust, honesty, and caring for others. This is accomplished in the following manner; anticipating trouble, giving reminders, offering alternatives and choices, providing for guided discussion time, offering encouragement, and providing renewal time.

Our staff understands consistency is of utmost importance not only in our classroom rules so that children will know what is expected of them, but also in the manner in which each situation is dealt with on a day to day basis. When children know what to expect, this leads to a feeling of safety and security, which then contributes to their overall success in our program.

In most cases, the staff will use **Conflict Resolution** techniques during the daily routine. There are six steps to helping children resolve social conflicts, as outlined below:

- *Approach the conflict calmly, in a matter of fact manner - stopping any hurtful behavior*
- *Acknowledge feelings*
- *Initiate and facilitate conversation between children and gather information*
- *Help children identify and state the problem*
- *Ask children for ideas on how a problem could be solved and develop a solution*
- *Provide follow-up support as needed (School Social Worker and or Psychologist may be called in to advise on how to help on an individual Basis)*



Center/District Services

ELL Support

Support for English Language Learners (ELL) is provided through the Macomb Intermediate School District tutors. A home language survey is included in the registration packet.

Child Find

Child Find is a continuous process of public awareness activities, screening, and evaluation. It is designed to locate, identify, and refer as early as possible all young children with disabilities and their families who are in need of early intervention or preschool special education services of the Individuals with Disabilities Education Act (IDEA). Under IDEA, the State of Michigan and Eastpointe Community Schools locates, identifies, and refers children who need early intervention or special education services. Contact your building principal, or the Director of Special Services at 533-3738 for more information or to refer a child.



Parent Organizations

All schools have parent volunteers and parent-teacher organizations. Posted on our school website at www.eastpointeschools.org, are the days and times that the parent meetings are held at each school. You are invited to lend your time and support to these worthwhile groups. If you are interested in joining a parent group, the administrator at our school will be happy to help you make your selection.

Dental Health

Once a year, a FREE dental exam and cleaning will be available for qualifying children attending the Eastpointe Early Learning Center. Permission slips and qualifying factors will be distributed prior to the on-site service. Please check the calendar for Dentist visits. This could change due to Covid restrictions.

Vision and Hearing

Vision and hearing testing will be a service offered at no cost to all qualifying children attending the Eastpointe Early Learning Center. This service will be performed in preparation to attend kindergarten the following year. This could change due to Covid restrictions.

District Communication to Families

Web Site

The Eastpointe Community Schools has a web site that provides the community with valuable information about the school district as well as individual school buildings and programs. The web site may be accessed at www.eastpointeschools.org. We are also on Facebook as Eastpointe Community Schools.

News from Us to You

Each school year is filled with many dates, subjects or topics which are important to your child's education. Most of these issues will be announced and discussed regularly in the school newsletter. Special events, calendar dates of significance, after-school Community Education offerings, parent-group changes or progress, and community neighborhood news are among the subjects published in school newsletters. You are urged to review the newsletter when it is brought home for articles of interest or importance to you.

Cable Station

The local cable channels (WOW Channel 15, or Comcast Channel 20) broadcast information about the school district, as well as information regarding individual school buildings and programs. The Board of Education meetings are also broadcast on these stations.





EASTPOINTE COMMUNITY SCHOOLS

August 30, 2021

Attention GSRP and ECSE Families,

Please be mindful of the health care protocols. While they are extreme and inconvenient, by sticking to them, we should be able to keep our staff and children healthy. If your child or anyone in your household has a fever of 100*, chills, a persistent cough (for whatever reason), shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diaherra, pink eye, or any other possible symptoms of Covid 19, we ask you inform us.

If any of these symptoms present while your child is in school, you will be contacted. If it is determined that your child is too unwell to stay in care, we will isolate your child to our “sick room” and (s)he will be excluded from care until symptom free for 72 hours without medication. If you have more than one child in our care, all the children in the family will be sent home if one presents with illness. As we enter into the cold and flu season, I anticipate seeing a lot of these symptoms. While your child won't be sent home with every sniffle, if they present with any fever or 2 or more of the symptoms without a fever, they will be sent home, even if they don't “seem sick”. Unfortunately, these are the guidelines we have been given and we need to adhere to, so your cooperation is necessary.

We look forward to a safe, healthy, and happy year. We are privileged to be the Center you chose for your child's care.

Thank you for your understanding and cooperation,

-The Eastpointe Early Learning Center Staff