

Udly Community Schools Early Childhood Program

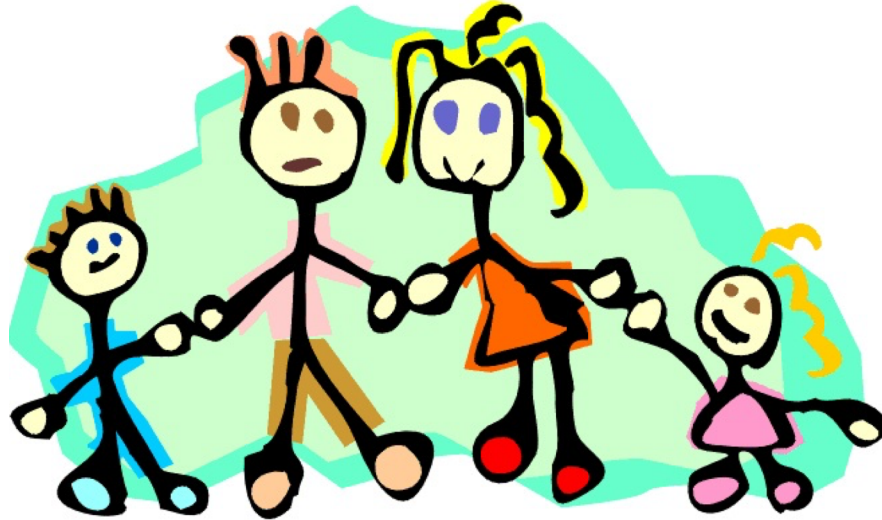
Parent Policy Handbook



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Revised 8/2022

Welcome!



Dear Parents,

Welcome to our preschool programs. We believe that parents and teachers need to work as a team and we're looking forward to a happy and productive year with you and your child. More than likely, you'll have questions and concerns. If you don't find the information you need in this booklet, please contact one of our staff persons and we will do our best to help. It is required by licensing policies that you sign a contract stating that you understand and agree to the contents of this policy handbook.

Sincerely,
Preschool Staff

Ubly Community Schools

Joe Candela, Superintendent
Jill Ogryski, Elementary Principal
Yvonne O'Connor, High School Principal
Joe Candela, Early Childhood Contact
Krysta Lindquist, Administrative Assistant
Jeanne, Elementary Secretary
Jessica Heilig, Preschool Director

The Ubly Community Schools offer programs for children regardless of gender, race, or handicapping condition. Classroom programs run Monday-Thursday and are full day (7 hour) long programs. The Great Start Readiness Program (GSRP) serves children who are 4, but not 5, by September 1. The tuition-based program serves both 3 and 4-year-old children. The Head Start program serves 3 and 4-year-old children as well. All children are included together whenever possible.

GSRP/Tuition Staff

Teachers: Jessica Heilig and Claudia Kosinski

Assistant Teachers: Heather Szymanski and Kimberly Peplinski

This is a highly qualified licensed program; you can expect to see:

- Planned learning activities and materials appropriate to children's age and sensitive to their individual characteristics
- Frequent, positive, and warm interactions among adults and children
- A healthy and safe environment for children and staff
- Enough adults to respond to individual children
- Regular communication with parents
- Nutritious meals and snacks
- A nurturing environment that supports each child's growth
- Program provides staffing rations that meet or exceed licensing and GSRP requirements. Additional support is available when circumstances call for it.
- The preschool program is licensed by the Michigan Department of Human Services. Our licensing book is available during regular business hours for parents to review and contains all licensing inspection reports, special investigation reports and all related corrective action plans

Philosophy

Our staff believes that children are unique individuals and by building upon each child's strengths and abilities, all children can be successful learners. We believe that children learn in an engaging, safe, and consistent environment supported by a trained, caring, and responsive staff. Children need a variety of experiences that include daily opportunities to participate in small and large group activities which encourage math, language, problem solving, thinking skills, social, and muscle development. We believe that children learn best when they have opportunities to explore their worlds with adults encouraging and guiding growth and development. Implementation of Tools of the Mind Curriculum supports students' development in a variety of learning domains. My Teaching Strategies allows us to track their progress and provides on-going feedback to parents regarding their child's path toward kindergarten readiness. Our goal is to create a home/school partnership where parents and teachers work together to support children's learning.

Our preschools do not discriminate on the basis of race, color, national or ethnic origin in any way, including admissions and educational policies, assistance and other school-related activities or programs. Diversity is valued and encouraged.

The Ugly Community Schools preschool programs believe in including children with special needs. These children are provided access to the same curriculum and activities but with modifications, if appropriate. Staff have access to multi-disciplinary personnel that offer guidance and support in their area of expertise. If interventions fail to address the children's needs, staff refer children for on-site assessment to determine if additional services are needed. Children with diagnosed medical issues receive support services by the school nurse. Care plans are collaboratively developed and implemented in accordance with their medical diagnosis. Whenever appropriate, children with differing abilities are integrated with typically developing children of their own age.

GSRP and Head Start is free for children who meet income guidelines.

The tuition-based program is \$25 per day or \$3,500 for the year.

Cultural Competence

Young children and their families reflect a great and rapidly increasing diversity of language and culture. In our GSRP classroom we follow the National Association for the Education of Young Children (NAEYC) recommendations which emphasize that early childhood programs are responsible for creating a welcoming environment that reflects diversity, supports children's ties to their families and community, and promotes both second language acquisition and preservation of children's home languages and cultural identities. Linguistic and cultural diversity is an asset, not a deficit, for young children. GSRP staff receive Cultural Competency and Special Needs training during in service times and materials such as books, puppets, dolls, play figures, posters/photos, musical instruments, dress up clothes, etc. available in the classroom, to help represent and teach to the diversity of the families we serve as well as community cultures.

Eligibility-Great Start Readiness Program

The Great Start Readiness Program (GSRP) was designed to provide high-quality preschool to children at-risk for low educational attainment in the school year before they are eligible for kindergarten. Children enrolled in GSRP must be 4, not 5, on or before December 1 for GSRP and meet family income guidelines as set by the State of Michigan *. We are allowed to enroll 10% of students who do not meet income guidelines. The following risk factors must be considered when enrolling students:

- Diagnosed disability or identified developmental delay (developmentally immature, long-term or chronic illness, diagnosed handicapping condition, language deficiency or immaturity)
- Severe or challenging behavior (destructive or violent temperament)
- Primary home language other than English
- Parent/Guardian with low educational attainment (family history of low school achievement or drop-out, low parental/sibling educational attainment, or illiteracy)
- Abuse/neglect of child or parent (physical or sexual abuse or neglect, substance abuse or addiction)
- Environmental risk (lack of a stable support system of residence, family history of diagnosed family problems, single parent, parent/sibling loss by death or parental loss by divorce, chronically ill parent/sibling, incarcerated parent, teenage parent, family history of delinquency, living in a rural segregated area)

*Over income families will pay tuition according to sliding scale fee below:

Monthly Tuition Rates	Below 250% of the Federal Poverty Level	251%-350% of the Federal Poverty Level	Above 350% of the Federal Poverty Level
School Day Programming	GSRP Eligible- No tuition	\$20/month	\$30/month

Great Start Readiness Program (GSRP)

Parents may withdraw their child(ren) from the preschool program at any time but are encouraged to notify staff one week in advance of when their child will be leaving. Parents are asked to leave a forwarding address or school contact if the child will be entering another preschool program.

Children who are absent from class for 30 consecutive days will be dropped from the program. Every attempt will be made to contact parents before such action is taken.

Children who have left the preschool program and later wish to return will be placed on the waiting list until openings are available.

Getting Ready

Before entering school, your child must have:

- ◆ Health Appraisal (needed for all children under the age of 5)
- ◆ Immunizations (we will copy your card and return it to you) or waiver
- ◆ A change of clothes
- ◆ Proof of residence and income
- ◆ Copies of medical records pertinent to school
- ◆ Proof of birth date (birth certificate, court record, medical record)
- ◆ Emergency Information and Authorization Form
- ◆ Field Trip Permission (on back of emergency form)
- ◆ Photography Permission

Areas of Focus

- Social/Emotional
- Physical
- Cognitive
- Language

Each child will progress at his/her individual pace in these areas of development:



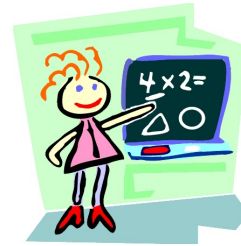
Social and emotional development



Language Development



Thinking skills



Academics (math, science, pre-reading, writing, and social studies)



Large and small muscle development



Health, nutrition, and safety



Individualized goals and adaptations for children with special needs

Goals



Engage in problem solving.

Understand relationships among objects and events.

Know about the community and social roles.

Gain early literacy skills for later reading and writing success.

Explore and enjoy art, music, and other sensory experiences.

Represent ideas and feelings through pretend play, sensory experiences, story telling, and construction.

Use language to communicate effectively and to promote thinking and learning.



Learn to be healthy, physically fit, and safe.

Care for personal property.

Develop curiosity, imagination, and confidence as a learner.

Develop a positive self-concept and attitude toward learning, self-control, and a sense of belonging.

Develop relationships of trust and respect with adults and peers.

Learn about the world around us and understand cause and effect relationships.

Acquire basic physical skills, using large and small muscles.

GSRP - Full Day-Daily Sample Routine

8:45 - 9:05 Arrival/Breakfast/Greeting Time - Children enter the classroom at their own pace. Parents/guardians are encouraged to stay until children are ready for them to leave. Children have choices about whether to eat, spend time with books, or interact with adults and one another. Once all children have arrived, adults share the daily announcements.

9:05 - 9:25 Planning Time - Children indicate their plans to adults in a place where one on one conversations can occur and where people and materials are visible. Adults use a range of strategies to support children's planning with props, area signs, tape recorders, singing, planning individually, in pairs, and in small groups.

9:25 - 10:10 Large-Group Time/Music and Movement - All adults and Children participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects, and events meaningful to children.

10:10 - 10:40 Outside Time - Children have many choices about how they play in the outdoor learning environment, much as they do during Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving.

10:40 - 11:40 Choice Time (children's hour of uninterrupted Choice Time)
- Children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Choice Time, adults participate as partners in child-initiated play and encourage children's problem solving both with materials and during times of social conflict.

11:40 - 11:50 Cleanup Time - Children and adults clean up together keeping the spirit of play and problem solving alive. Children make many choices during clean up. Adults accept children's level of involvement and skill while supporting their learning.

11:50 - 12:00 Recall Time - Gathered in small group settings, children choose Work Time experiences to reflect on, talk about, and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow children's lead and encourage children to share individual props. Puppets, telephones or periscopes, group games using a hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting are some examples. Adults are unhurried in their approach and may complete Recall Time with four or five children each day.

12:00 - 12:10 Bathroom/Wash Hands/Prepare for Lunch - Children assist in preparation and set up. Children choose where they would like to sit and are encouraged to serve themselves.

12:10 - 12:40 Lunch - Meal time supports children doing things for themselves such as serve themselves, pour beverages, distribute napkins, wipe up spills. Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own meal area including disposal of leftovers, wiping of tables, and pushing in their own chairs.

12:40 - 1:40 Quiet/Resting Time - Resting is a time for sleeping or quiet, solitary, on-your-own-mat play. Rest Time is individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine motor manipulatives.

1:40 - 2:10 Outside Time - Children have many choices about how they play in the outdoor learning environment, much as they do during Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving.

2:10 - 2:30 Small Group Time - An adult-initiated learning experience based on children's interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

2:30 - 3:00 Bathroom/Snack - Adults and children work together to set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

3:00 - 3:30 Daily Wrap-up/Dismissal - Adults and children recall daily events and prepare for dismissal

****Note that the above daily schedule may not be the same as the one in your child's classroom. You will be provided with a copy of your child's exact daily schedule.****

Ubly Preschool

2022-2023 School Calendar

July '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31						

August '22						
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September '22						
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October '22						
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November '22						
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December '22						
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January '23						
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February '23						
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March '23						
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April '23						
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May '23						
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28	29	30	31			
					16	133

June '23						
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Contact Days with Students



Staff Work Days/No Students



Holiday/School Closed

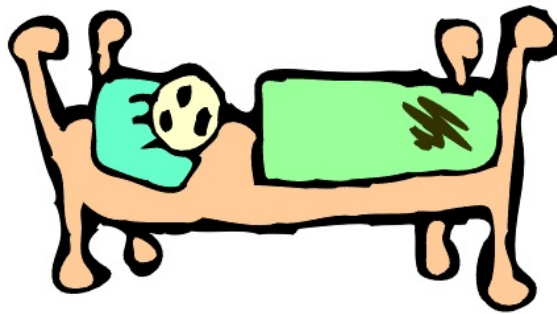
Ubly Preschool 2022-23 Calendar Dates/Events

<u>Month</u>	<u>Key Information</u>	
August	Monday, August 22	Staff come back to work
	Thursday, August 25	Parent/Child Orientation
September	Monday, September 12	Preschoolers First Day!
October	Thursday, October 13	Half Day
November	Tuesday, November 15	No School
	November 23 - 25	No School - Thanksgiving Break
December	Wednesday, December 21	Half Day
	December 26 - January 2	Winter Break
January	Monday, January 16	No School
	Wednesday, January 18	2pm Dismissal
	Thursday, January 19	Half Day
February	Monday, February 20	No School - President's Day
March	March 27 - 31	Spring Break
May	Thursday, May 25	Preschoolers last day!

Communication

In addition to seeing you during your visits to school, on home visits, and at conferences, we will be sending notes home to tell you about special events, your child's progress, possible exposure to contagious diseases, and newsletters about classroom activities.

In return, we need to hear from you! Please let us know if your child has been exposed to anything contagious. Let us know if something has happened to change your child's routine, like a death in the family, separation/divorce, or even a new pet. By knowing what is happening, we can be supportive of each other. We believe that by working together we will best meet your child's needs.



Keep in touch!

Feel free to call the Ubly Community Schools preschool programs directly! You may have to leave a message if we are not in the classroom, but we will try to return your call within 24 hours during the week. The main school number is (989) 658-8202. If you prefer to call the classroom, our number is:

Teacher

Jessica Heilig

Claudia Kosinski

Classroom

(989) 658-8202

Ext. 57504 or Option 6

(989) 658-8202

Ext. 57503

Communicating with Your School

All of our students are unique. Addressing their unique needs is best done through a collaborative effort involving teachers, ancillary service providers, parents and students, when applicable. When there are concerns regarding individual students, we encourage parents to address those concerns through that same collaborative approach. This can be done most effectively by using the following procedure:

STEP 1: Contact direct service provider to discuss concern (ex. teacher, speech therapist, occupational therapist, etc.)

STEP 2: Contact supervisor of program, Ugly School Superintendent, Mr. Candela to discuss concern

STEP 3: Contact the Huron county GSRP Early Childhood Contact, Rebecca Gettel in writing at rebeccal@huronisd.org to explain concern and steps taken to resolve the concern

Program Supervisors:

Ancillary Services (O.T., P.T., Teacher Consultants) - GERALYN KOLAR	269-3464
Director of Special Student Services - ERICA KARG	269-3474
Elementary Principal - JILL OGRYSKI	658-8202 ext. 57012
Superintendent/Director of Special Education - JOE CANDELA	658-8202 ext. 57002
Preschool Director - JESSICA HEILIG	658-8202 ext. 57504
GSRP Early Childhood Contact - ERINN MAUSOLF	269-3485

Notice of Program Evaluation and Use of Child Data

All GSRP classrooms in Huron County are required to work with the Huron Intermediate School District (HISD) and the Michigan Department of Education (MDE) to measure the effectiveness of the Great Start Readiness Program at the county and state level. Information is collected, reported, and analyzed 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, numbers, and other concepts
- Ask teachers how children are learning and growing.

Parent Involvement

The parent involvement component of the program is based on the belief that the best environment for children exists where there is a close family-school partnership.



Classroom Involvement

Families of all children in the programs are invited to visit classrooms. It can be difficult to find the time, but it is very important that you become directly involved in your child's education. Sign up sheets will be sent home. Volunteering your time in the classroom is not a requirement for your child to attend GSRP or tuition-based programs but is more than welcomed!

On your day to visit, you may bring your child with you or send him or her on the bus and come a little later. Please make arrangements with a babysitter for your other children. You will be asked to participate in our activities. This takes no training and no preparation, just come and spend time listening to the children, playing with them, and helping them discover the wonderful world around them. Please see Briana Deacons, the preschool director, for more information.

Family Days/Nights

Based on family interests, we will schedule Family Days/Nights at the Ubly Community Schools Preschool Program. Topics vary from year to year, but could include: special speakers, learning carnivals, workshops, field trips, etc.

Parent Involvement, Cont.

Parent Meetings

We will hold at least two Parent Meetings throughout the school year in our preschool building. Last year's topics were Strengthening Families and Kindergarten Readiness. It is not a requirement for you to attend, but we do our best to work around everyone's schedules to encourage as much parent attendance as possible. Child care will be available for your other children if needed.

Home Visits

Students in the early childhood programs will receive at least two home visits. When we come out on a home visit, it is a time to discuss any concerns and talk about your child's progress. Please contact your child's teacher to schedule additional visits, if you have concerns.

Parent/Teacher Conferences

Students in the GSRP/Tuition programs will receive two parent-teacher conferences (Fall & Spring). These conferences will provide updated information about your child's progress and areas that need further development. Your participation in the conferences is critical, so please make every effort to attend. Your child's teacher will communicate with you regarding the scheduling of conferences.

Newsletter

Individual classrooms will send home newsletters periodically which include important dates, upcoming events, articles of interest, and suggested activities for you and your child.

Parent Involvement, Cont.

Confidentiality

To protect the privacy of children and their families, we follow strict confidentiality laws. We do not release the names, ages, disabilities, or other personal information without written permission. Parents are expected to adhere to the confidentiality laws as well. Please respect the privacy of other families by only discussing and sharing information about your own child. We also prefer that you do not use cell phones while in our classroom, especially to take picture/video of your child. This will help ensure confidentiality of other children is kept by not accidentally capturing a photo/video of other children. The classroom teacher will take photos throughout the year that will be shared with you during home visits and conferences.

Parent Advisory Committee

The Ugly Community Schools Preschool Program asks for parent participation on an advisory committee which meets several times each year for one to two hours per meeting. The role of the advisory committee is to support the program in maintaining high quality standards. This is a critical role and parent participation is very important.

The Committee reviews and recommends changes in philosophy and recruitment. It keeps the teaching staff aware of community resources and helps to promote the program. The committee is involved in reviewing parent evaluations of the program and making recommendations based on the evaluations.

If you are interested in joining the advisory committee, please contact Briana Deacons at (989) 658-8202 or send a note in your child's book bag.

Great Start Parent Coalition

Parents are invited to join the Huron County Parent Coalition! The Parent Coalition is a group of parents, grandparents, and caregivers who care about making our community a better place to raise a family. We empower parents with a voice to obtain the needed resources for their young children to live in a loving and safe environment. At meetings, parents will learn about topics of interest to them, become informed about services available/issues in our community, as well as plan and execute events/activities/learning opportunities that will make Huron County a better place for families.

Perks include free lunch and childcare, as well as gas cards for the first 10 RSVPs and a raffle prize at each meeting! Meetings are fun, laid-back and informative. Parents are able to meet other parents and form friendships. Meetings take place approximately every 6 weeks at the Bad Axe Area District Library, 200 S. Hanselman Street, unless otherwise noted. Meeting dates for 2019/2020 are: August 16, October 25, December 6, January 17, February 28, April 17, and May 15. Dates subject to change if needed; check our website for any date changes. Visit www.greatstarthuron.com and click on the "Parent Coalition" tab under Parents to learn more about the Parent Coalition! Email Abby Chapman, Parent Liaison, at achapman@huronisd.org, or call her at (989) 269-3493 with any questions!

School Readiness Advisory

As a parent of a child in a GSRP classroom in Huron County, you are invited to be a member of the county-wide School Readiness Advisory (SRA). The SRA is a workgroup of the Huron County Great Start Collaborative (GSC), which is a partnership of parents, educators, human service organizations, and other community leaders who work together to address factors that influences young children's development and families' well-being. The GSC works together to provide a single and interconnected system of early childhood resources and supports.

The SRA meets three times per year at the Huron Intermediate School District. During the advisory meetings, we set goals from our local GSRP classrooms; we desegregate local data; and we grow in our learning and understanding of "what

makes our program great for kids." Parent input is essential in operating GSRP in a family friendly way. At SRA meetings, we look at child outcome data from My Teaching Strategies ongoing assessment (MTS) and the Preschool Early Literacy Indicators screenings (PELI), Program Quality Assessment (PQA-R) scores, and other factors influencing and representing the quality of our programs. We use this data to pinpoint trends, growth and needs. Parent input and support within the advisory is instrumental in the decision making process. We strive to continually improve our quality of care within our preschool classrooms. Parent support, guidance, leadership, and involvement supports the growth we are striving toward, supports grant requirements, and builds a stronger network for our preschools. If you are interested in joining the SRA, contact the Great Start Collaborative Director, Rebecca Gettel at rebeccal@huronisd.org, or call 269-3485.

Conflict/Resolution Policy

We believe that children learn best through experiences. We believe that the staff must supportively guide and redirect the children to help them learn to cooperate with other students. This allows children to have positive educational experiences which encourage and enhance their growth and development. In the GSRP classroom, adults encourage children to:

- Do things for themselves throughout the day;
- Treat conflict situations with children matter-of-factly;
- Approach children calmly and stop any hurtful actions;
- Acknowledge children's feelings;
- Involve children in identifying the problem by gathering information from children and restating the problem;
- Ask children for solutions and encourage them to choose one together; and
- Give follow-up support when children act on their decisions

We believe that this can be accomplished through:

1. **GROUP MANAGEMENT TECHNIQUES:** Monitoring the number of children in each area of the room avoids overcrowding and allows for sufficient materials and the opportunity for constructive interactions, which reduces opportunities for negative behaviors.

Conflict/Resolution Policy, cont.

2. **PROXIMITY:** Sometimes just saying their name or a touch on the shoulder can let a child know of your presence and this will in turn put him/her back on task, such as attending to the lesson at circle time.
3. **POSITIVE REDIRECTION:** If a behavior is inappropriate, we use redirection. For example, if Peter is throwing blocks, we would say, "Peter, we build with the blocks, we don't throw them." If necessary, we would teach the appropriate behavior to the child. Sometimes, we give children choices, which help them to choose appropriate behaviors. For example, "Peter, you can build with the blocks, or you can choose a different spot to play."
4. **INDIVIDUAL SUPPORT:** After exhausting these methods, if a child still has a problem with inappropriate behaviors, a staff person will work one on one with the child to help them cool down and reflect on their behavior. With the help of staff's guidance, a better way to interact with the other children, materials, etc. is discussed. This interaction occurs in the classroom and is meant to assist the child in rejoining classroom activities as soon as possible.
5. **OUR PHILOSOPHY:** We do not use any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment at the Ugly Community Schools preschool programs.
6. **CONSISTENCY:** On a final note, we try to be as consistent as possible with our classroom expectations so that the children will know what is expected of them. We find that this helps the children and leads to their success.

Parents are notified by note, phone call, or home visit if any persistent behavior concerns.

Health Policy

All young children get sick at some time. While we cannot guarantee that your child will not "catch" something from another child at school, our goal is to insure a positive, healthy school experience for all children. **Parents will be asked to come and take home any child arriving at school with signs/symptoms of being ill or who becomes ill while at school.** The school staff has the authority to exclude children from the preschool for illness or other health-related reasons.

Control of Communicable Diseases Policy: A student who is attending school with an immunization waiver will be excluded from school if the school has a case of the communicable disease which they have not been immunized for. The school will work with the Huron County Health Department to determine when the student with a waiver may return to school.

If you have questions, please call your classroom teacher or the school nurse at (989) 658-8202 ext. 57013.

<u>Symptoms</u>	<u>Keep your child home until:</u>
Fever	*Fever registers below 100° for at least 24 hours without medication (ex. Tylenol)
Constant Running Nose	*Thick yellow or green discharge clears up
Earache	*A physician examines the ears and recommends the child returns to school.
Rash	*A physician determines the cause and recommends that the child return to school
Sore Throat	*Physician determines the cause and that no strep infections exist and the throat is healed
Harsh or Severe Cough	*Coughing subsides
Pale or flushed skin	*Color returns to normal
Red or Watery Eyes	*Eyes return to normal
Upset Stomach or Diarrhea	*No vomiting or diarrhea for 24 hours and the child is eating normally.
Draining Sores	*Until draining stops
Chicken Pox	*When sores are scabbed and dry
Head lice	* <u>After</u> treatment; and no live lice are present

If any other communicable diseases are present within the building or classroom, a separate letter will be sent home outlining symptoms and guidelines to when a child with the illness can return to school.

Medication Policy

Whenever possible, schedule the administration of medication for times when your child is home. However, the need is recognized that certain students may be required to take medications during the school day and if this is so, parents have two options: 1) parents can come to school and administer the medication to the student themselves or 2) medication can be administered by the school nurse or designated personnel.

In order for school personnel to administer prescription or over the counter medication at school, the following is needed:

1. A copy of the written order from the child's health-care provider which includes the name of the medication, dosage, time to be given, length of time the medication will be prescribed and the reason for medication to be given.
2. Written permission from parent/guardian
3. Medication brought in by the parent/guardian in the original container.

If your child will require medication at school, please contact Briana Deacons at (989) 658-8202 ext. 57504 for a complete copy of our medication policy and required forms.

Student Accident, Illness and Incident Policy

Accidents, illnesses, and incidents can happen at school. If your child is injured at school, you will be contacted by phone by a staff member and the staff may have to complete a student injury report. If available, the school nurse will assess the injury and administer first aid and determine if further follow up is needed.

If it is determined that a child cannot remain in school because of illness or injury, it is imperative that someone be available to pick them up. We strongly suggest that you establish a network of people who could care for your sick/injured child if we are unable to reach you. This information should be included on the Emergency Information and Authorization form which must be completed and on file.

Incidents including but not limited to allegations of inappropriate behavior/contact between children or between children and adults, inappropriate discipline, and a lost/unsupervised child could happen as well. If an incident happens involving your child, you will be contacted by phone directly by a staff member. If your child informs you of an incident that a staff member did not contact you about, please contact your classroom teacher by phone or in person. If the issue is not resolved by speaking with classroom staff, please contact Mr. Candela, our superintendent at (989) 658-8202 ext. 57002.

The importance of updated, accurate information on the emergency form cannot be overemphasized. It is the parent's responsibility to inform the school of any changes (telephone number, contact person, etc.). If a child is injured, we cannot start treatment without a signed emergency treatment form. If a child has a medical emergency and parents or emergency contact person cannot be reached, the school will call 911.

Wellness Policy

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

Nutrition

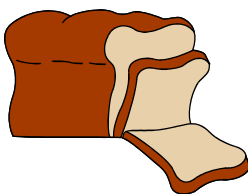
- Nutrition education that teaches the knowledge, skills and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus.

Physical Activity

- Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- Every day, all students shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short and long-term benefits of a physically active and healthy lifestyle.

Food Policy

All children are provided a nutritious snack each day. Full day programs serve breakfast, lunch, and an afternoon snack. We encourage children to explore and discover new foods and new tastes.



Transportation - Getting to School by Bus

If your child rides a bus, teach him or her the following bus rules:

- *Stay in your seat.
- *Buckle your seat belt if there is one.
- *Have a quiet voice.



Does your child know the importance of sitting quietly throughout the bus ride? Have you discussed the importance of listening to and following directions given by the bus driver? Explain the importance of leaving backpacks closed unless your child is at home or at school so important papers and their artwork is not getting lost or ruined.

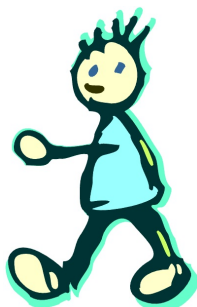
PARENTS ARE RESPONSIBLE FOR THE FOLLOWING:

- Supporting the school in enforcement of the above bus rules.
- Seeing that your child safely boards the bus and is buckled up by walking your child all the way to the bus.
- Greeting the bus driver when your child is returned from home. Even if your child is able to exit the bus alone, you must walk all the way to the bus to assist your child off due to safety reasons.
- Identifying another responsible adult to load or unload your child if you are not able to do so.
- If your child rides the Ugly School buses, contact Branden Sorenson at (989) 658-8202 if there are any changes to your child's pick up/drop off location. You must call the Thumb Area Transit (TAT) office (269-2121 or 1-800-322-1125) if your child will not be riding the bus to or from school. Any changes in drop-off/pick up locations can be handled by calling TAT. **IT IS YOUR RESPONSIBILITY TO CALL TAT TO INFORM THEM OF ANY CHANGES IN YOUR CHILD'S BUS SCHEDULE.** Also for safety reasons, **notify Jessica Heilig** if you have contacted Branden or TAT and asked to have your child dropped off at a different address. If the take-home address that the school or TAT has is different than the address we expect your child to go to, we spend quite a bit of time calling to find out if the new address is correct, or not.

Transportation - Getting to School by Car

Some parents choose to transport their child to and from school. If you do, please do not park your vehicle in front of the school on M-19 while you bring your child in. Please park in the back parking lot (in between the Early Childhood Center and the Parish Center). Never leave your vehicle running. This causes problems for other parents and is a safety concern. If this is inconvenient for you because of an infant sibling or handicapping condition, please talk to our staff.

- Please do not drop your child off at school before school starting times. Teachers may not be in the room, thus creating an unsafe situation for your child. For the same reason, please pick your child up on time.
- If someone other than yourself will be picking your child up, send a note or call us. We check for picture identification, so tell them to bring in a driver's license. Legally, we are unable to release a child to anyone other than the parent unless they are listed on the emergency form.
- For safety reasons, please bring your child into school and make a staff member aware of his/her arrival. **DO NOT DROP YOUR CHILD OFF AT THE CURB OR SCHOOL. PLEASE PHYSICALLY BRING YOUR CHILD INTO THE BUILDING!**
- Once you bring your child into the building, you will be asked to sign him/her in.
- Ugly Community Schools including the Ugly Community Schools Early Childhood Center are "Tobacco Free" campuses. No smoking is allowed in our parking areas or on school properties.



Miscellaneous Information

Phone Numbers and Addresses:

It is important for us to have correct addresses and phone numbers on file. PLEASE INFORM US OF ANY CHANGES IMMEDIATELY!! This is especially crucial should any emergency arise with your child. PARENTS MUST PROVIDE THE OFFICE WITH THE NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF PERSONS RESPONSIBLE FOR THEIR CHILD'S CARE, IN CASE OF EMERGENCY. This information should be on your child's Emergency Information and Authorization form.

Staff/Volunteer Screening Policy:

All staff employed by the Ugly Community Schools preschool programs have had criminal background checks (State Police and FIA). Volunteers are required to sign a screening form that states they have never been convicted of a crime, have no felony charges pending against them, and have not been involved in abuse or neglect of children. Parent volunteers who have not had a criminal background checks are supervised during all interactions with children.

Referrals to Protective Services:

Center employees and volunteers must contact Children's Protective Services (CPS) **immediately** when they suspect child abuse and/or neglect. The immediate verbal report must be made to Centralized Intake by calling (855) 444-3911. The verbal report must be followed by a written report. The written report must be submitted within 72 hours. DHHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law.

Labels:

PLEASE PUT YOUR CHILD'S NAME ON ALL OF HIS/HER BELONGINGS. Many children have similar clothing and it is impossible to tell what item belongs to whom without a name. We cannot be responsible for lost items.

Outdoor Activities:

We do have outdoor time every day except in rain or extremely cold weather. Please dress your child accordingly. Warm mittens, coats, hats, snow pants, and boots are necessary every day once the cold weather begins!

Miscellaneous Information, cont.

Sharing Items:

Your child is invited to bring special items to school to show the staff and other children. We may have time for sharing treasures each week! Make sure **everything fits inside** a book bag and please put your child's name on it, if possible. If the items do not have your child's name on it, they will be asked to put it away when they are done showing it so it does not get mixed in with our toys and other items in our classroom. Toys which encourage violent play (guns, swords, inappropriate action figures, etc.) are not welcome at school. You will be directly contacted if your child brings an item that encourages violent play.



Clothing:

Learning can be messy business! Chances are your child will come home with finger-paint and magic markers on his or her clothes. Please choose clean, easy to wash clothing for your child to wear to school. Send a spare set of socks, underpants, shirt and pants labeled with your child's name or initials. This will ensure your child has something to change into in case your child has an occasional accident (spills or toileting).

We have a **LIMITED** supply of clothing for emergency use, such as "accidents" or torn seams. If your child should come home wearing an item provided by his/her teacher, please wash and return it to school promptly. All clothing provided by your child's teacher will be labeled to identify that it was indeed provided by the teacher.

Clothing should suit the weather and the season. **PLEASE MAKE SURE YOUR CHILD IS APPROPRIATELY DRESSED FOR THE WEATHER!!**

Miscellaneous Information, cont.

Field Trips:

We may take short field trips this year. You will receive advance notice in your child's book bag. If we are able to fund larger trips, we will be asking for parent volunteers to help.

Parties:

Throughout the year we have reasons to celebrate. If your child is having a birthday, or if a holiday is approaching, we would love to have you send in a treat. Just call or send us a note. We prefer nutritious food items!

If you are planning an at-home birthday party for your child, we request that you handle the distribution of invitations, rather than sending them to school to be passed out. This eliminates hurt feelings among children who are not invited.

Severe Weather Policy:

Any change in the school schedule or school closing due to weather will be announced over WLEW 1340 AM or 102.1 FM and on TV 5. Watch for closing of Ubly Community Schools. If Ubly is operating on a delay, preschool programs will operate on the same delay time. If your child is transported by TAT, they will pick your child up later in the morning so that they are at school for the 10am start time. If your child is transported by Ubly school buses, they will pick your child up two hours past their normal pick up time. You can also sign up with Ubly's Instant Notification alert system to be notified about closings and delays.

We believe that it is your right and responsibility to decide if the weather indicates keeping your child at home. Please call us if you choose to keep your child home for the day.

Diapering and Toilet Training:

Some children in our programs are not toilet trained. We work cooperatively with parents to establish plans and procedures to assist the child in developing proper toilet training habits. We teach children to use proper hand washing procedures following toilet use/diapering changes.

Miscellaneous Information, cont.

Rest Time:

Our preschool students attend school for a full day. The full day students will be provided with an opportunity to rest sometime during the school day.

Attendance:

Regular attendance to school is important. It helps your child keep up with the regular routines of the school day. Once the routines are mastered, your child is more able to spend learning various skills and tasks. If your child will be absent from school, please call us and let us know and let us know the reason why (sick, family emergency, overslept, etc.). If your child does not come to school and we are not informed, we will be contacting individuals outlined on the Emergency Information and Authorization form to figure out why your child is not in school. If we do not have your child at school, we want to ensure your child is somewhere safe and to check in if they are sick. Staff will work with families to support the child's return to school in any way needed.

Withdrawal and Exclusion

Parents may withdraw their child(ren) from the preschool program at any time but are encouraged to notify staff one week in advance of when their child will be leaving. Parents are asked to leave a forwarding address or school contact if the child will be entering another preschool program.

Children who are absent from class for 30 consecutive days will be dropped from the program. Every attempt will be made to contact parents before such action is taken.

Children will not be excluded or expelled from our program because of the need for additional developmental, medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions.

A child may be excluded from the program due to a contagious illness until a doctor gives permission to return to school. A student who is attending school with an immunization waiver will be excluded from school if the school has a case of the communicable disease which they have not been immunized for. The school

will work with the Huron County Health Department to determine when the student with a waiver may return to school.

Children who have left the preschool program and later wish to return will be placed on the waiting list until openings are available.

Developmental Screening

Each child in our classroom will go through a developmental screening. We currently use the Brigance Early Childhood Screen III for 3-5 year olds as an assessment tool. "The years from three to five are a time of rapid growth and learning, and screening can provide an important understanding of the child's development at a particular point in time. Screening can serve as a first step in assessing a child's school readiness, providing a snapshot of a child's mastery of early developmental and academic skills. Screening also enables educators to readily identify children who may be developmentally delayed and children who may be developmentally advanced and, therefore, can support any intervention that might be needed."

The screening will take place when your child has been in school between 9 and 18 school days. This is not a pass or fail type of assessment. It is used to help teachers figure out where your child is currently at and where the teachers should start working with your child. The results will be discussed with parents/guardians at the Fall Conference. Any recommendation for additional, individualized support will require parental agreement and will be discussed sooner than the Fall conference.

The Huron County Health Department will also come in at some point during the school year to complete vision and hearing screenings for children who will be Kindergarten/Young 5s bound the following year.

Project Find/Build Up

Children grow and develop at different rates, but most will reach several milestones between the ages of 3 and 5. Developmental milestones can help identify when a child is struggling and provide direction to find out why. Children who are not meeting milestones and/or are struggling to learn may need additional supports to help them prepare for kindergarten.

A range of concerns could potentially impact a child's learning ability, including difficulties with speech and/or language, cognitive impairment, autism spectrum disorder, emotional concerns, traumatic brain injury, hearing or visual difficulties, early childhood developmental delay or a specific learning disability. The Huron Intermediate School District (HISD) offers free screening and referral services to families who are concerned about their child's development.

If you are concerned about your child's development, call Project Find/Build Up to schedule an appointment or go onto the HISD's website to make an online referral. You can call (989) 269-9274 and ask for Deb. If you have any concerns about your child, you can also talk to your child's teacher to get a referral process started.

If your family needs any support with other needs, such as medical, mental health, food, clothing, housing, etc. please feel free to talk to your child's teacher. The teacher will be more than happy to either give you contact information to different programs that may help, or get in touch with the different programs on your behalf.

Parents are always involved at every step regarding support for their child's development.



NOTIFICATION ON DIRECTORY INFORMATION (FERPA)

In compliance with Federal regulations, the Ubly Community Schools has established the following criteria concerning student records:

- A. Mrs. Janice Brandel is the records Control Officer for the District and is responsible for the processing and maintenance of all student records. Her office is located at Ubly High School or can be reached by calling (989) 658-8202.
- B. Each student's records will be kept in a confidential file located at the high school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records control officer in writing within 7 days from the date of the notification that she/he will not permit distribution of any or all of such information:

Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in Officially recognized activities and Sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

- E. A copy of the Board of Education's policy and the accompanying District regulations are available at the Superintendent's office. There will also be a person available to answer any questions concerning the policy or regulations.

Non-Discrimination Policy

It is the policy of the Ubly Community Schools Preschool Program not to discriminate on the basis of religion, race, color, national origin or ancestry, gender, disability, age, height, weight, or marital status in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to: Joe Candela, Superintendent, Ubly Community Schools, 2020 Union St., Ubly, MI 48475 (989) 658-8202 ext. 57002.



Parent Acknowledgement of Preschool Handbook

I _____ of _____
Parent/Guardian Child

have read the **Ugly Community Schools Early Childhood Program Parent Policy Handbook**. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

Parent/Guardian Signature

Date