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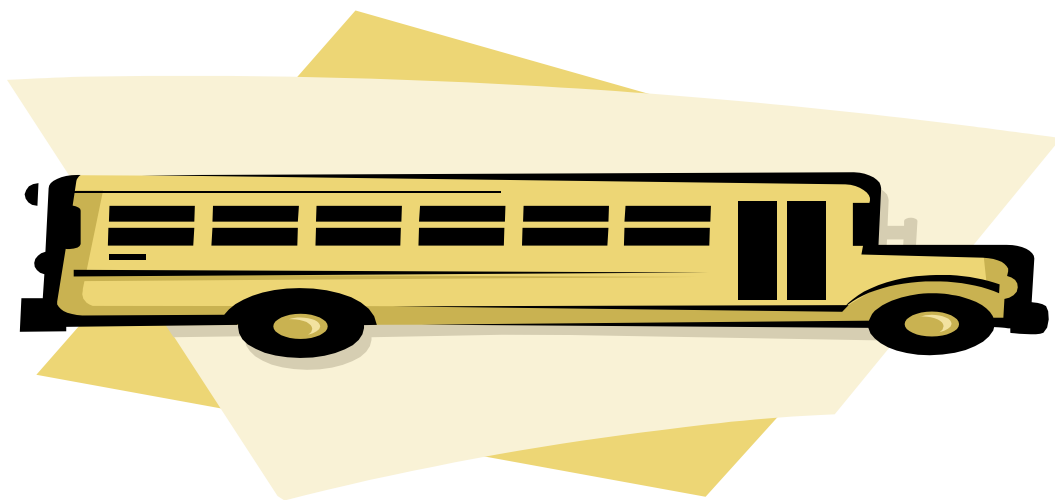
Parent Handbook 2018-2019

Redford Union Schools

Redford Union Schools
Great Start Readiness Program
MacGowan Elementary School
18255 Kinloch
Redford, MI 48240

Important Phone Numbers

Main Office Secretary, Sherry Wasielewski.....313-242-3800
Building Principal, Kathy Robbins.....313-242-3801
Bus Transportation Dispatcher.....313-242-4400
GSRP Teachers, Katy Bauman/Anna Trosin....313-242-3800
Educational Assistant, Rhonda Dattilio.....313-242-3800
Social Worker, Cathy Heller.....313-242-3831



Great Start Readiness Program

Philosophy Statement

Redford Union Great Start Readiness Program supports an effective early childhood program that recognizes each child as a whole person, whose development occurs in developmental stages that are uniquely individual and continuous.

Young children learn most effectively when they are engaged in an environment where teacher-child, child-child, and child-environment interactions are all at high levels. Learning is seen as an active process where knowledge is constructed as well as acquired.

We provide a balance of child-initiated and teacher-initiated activities, which enhances the social, emotional, physical, and intellectual development of each child. The curriculum is based upon emerging abilities in young children and is responsive to the differences in their levels of development.

The staff believes in a warm, positive, and nurturing environment that provides children with physical and psychological safety. Teachers and parents work as a team to provide the learning experiences and model positive attitudes and dispositions toward learning. The staff recognizes the unique cultural values of each family and celebrate that in the classroom.

Redford Union Great Start Readiness Program recognizes the importance of a continuing evaluation system assessing and reviewing the progress, performance, and development of children, personnel, and overall program.

Great Start Readiness Program

Mission Statement

The mission of the Redford Union Great Start Readiness Program is to serve the children and families of the community by offering a developmentally appropriate and research-based preschool education program to prepare children for school and future life success.

Hours of Operation

Children will attend Monday through Thursday from 8:15am - 3:15pm

Admission/Recruitment Plan

This program is free at cost to those who qualify. **The GSRP program is funded by the Michigan Department of Education.** Children need to be four years old by September 1st of the upcoming school year. Eligibility is determined by a short interview and documentation must be provided for 2 risk factors. Proof of income is also needed.

Families who are eligible must provide a **birth certificate and updated record of immunizations upon registration** with the Redford Union School District. A **health appraisal** is due within 30 days of enrollment.

Tuition is based on poverty level percentages. Families will know by the end of the interview if they need to pay a small tuition. Income by Percent of Federal Poverty Limit - 0-250% Free of cost/Greater than 251% is a small charge.

GSRP program information is shared by circulating information to the community and surrounding communities. Families may inquire by phone, email, or in person. Once required information is confirmed about age of child, a short interview will be done. When eligibility is determined, the family will be notified immediately and the following steps are taken:

- Parents will provide documentation to support 2 qualifying factors
- The family must register at the Redford Union district registration office
- 50 percent of total eligible families must be identified as low income
- Referrals will be made according to family income and needs

Withdrawal

A family who chooses to withdraw their child from the program before the ending date must contact the office and the staff to let them know the withdraw date. It is important to let staff know if your child will no longer be attending so another child from the waitlist can be added to the class.

Transportation Guidelines

All children attending the GSRP program can receive bus service to and from their house. Please adhere to the following guidelines:

- **Be ready** - the bus may not pick up and drop off at the exact time each day. Be ready in case it comes early.
- **Walk** - walk your child to and from the bus. The bus driver must see an adult when dropping your child off at home.
- **Sign-In/Sign-Out** - if your child is on the bus, the staff will sign them in when they arrive and sign them out when they depart. If you are bringing your child to school, please sign them in and out.
- **Changes** - please be sure to call the school to let the staff know if there will be a change in your child's transportation routine. Staff is required to follow the routine unless they have a written note or a call from the parent.
- **Absences** - please call the bus transportation office if your child will not be at school
- **Bus Rules** - sit down in your seat, use inside voice, follow directions

Great Start Readiness Curriculum and Assessments

In the Redford Union Great Start Readiness Program, the **High Scope approach**, along with the Michigan Early Childhood Standards of Quality for Prekindergarten, form our curriculum.

The High Scope curriculum is based on the research that children learn best through hands-on experiences with people, materials, events, and ideas. The curriculum emphasizes adult-child interaction, a carefully designed learning environment, a plan-do-review process that strengthens initiative and self-reliance in children. Teachers and students are active partners in shaping educational experiences.

There is also a daily routine that includes times for large and small group learning experiences and time for outside play.

As required by the GSRP grant, all children are given a **developmental screening (Ages and Stages)** prior to beginning class. This screening looks at strengths and trouble spots, and incorporates parents' expert knowledge about their children. This screening allows the staff to make plans that will help each child grow.

Another requirement of the GSRP grants is a child assessment. We use the **Child Observation Record (COR)** from High Scope, which assesses children's learning. Each day, teachers generate brief written descriptions that objectively describe children's learning and behavior. Teachers use these notes to evaluate children's development and then plan activities to help individual children and the classroom as a whole make progress. The COR is done continuously throughout the year. Assessments are shared at the conferences twice a year and at the second home visit.

We also rate the GSRP program using **High Scope's Preschool Program Quality Assessment (PQA)**. Every area of the classroom teaching and program operations is rated by a non-staff member to identify strengths and areas for improvement.

Typical Daily Routine

8:15 **Bus Arrival/Bathroom** - children enter classroom; they spend time with books, or interact with peers. We walk down to bathroom together.

8:25 **Breakfast** - children have choices about what they serve themselves

8:45 **Greeting/Message Board** - children meet the teacher on the carpet and we read the morning message together.

9:00 **Small Group** - children explore, play, and work with materials and talk about what they are doing.

9:15 **Planning** - Children indicate their plan for the day to adults and peers.

9:25 **Work Time** - Children are encouraged to follow their plan or revise their plan as they work. Children make choices about where they want to work and decide how to use materials. Adults participate as partners and encourage children's problem solving with materials and social conflict.

10:25 **Clean Up** - children and adults clean up together.

10:35 **Recall** - adults provide a variety of materials and strategies to maintain interest as they encourage children to talk about their experiences during work time.

10:45: **Book Group** - meet in small groups for a read aloud. Focus on vocabulary.

10:55 **Outside/Gross Motor** - children have many choices outdoors.

11:35 **Bathroom Break** - we take the class for a bathroom break and wash hands

11:45 **Lunch** - children choose where to sit for a family style lunch. They serve and clean up after themselves.

12:15 **Large Group** - all adults and children participate in activities planned around children's interests and development.

12:30 Bathroom Break

12:40 Rest Time - children are resting or sleeping on their individual cots.

1:40 Bathroom - all children take a bathroom break and put rest time items away

2:00 Snack Time - children choose where they want to sit for a small family style snack.

2:20 Small Group - same as am description

2:30 Book Group - meet in small groups to listen to a read aloud. Focus on concepts of print.

2:40 outside/Gross Motor - same as am description

3:15 Dismissal - children take the bus home or picked up by parent

Classroom Management

The GSRP staff will use positive methods of classroom management to encourage self-control, direction, self-esteem, and positive social interaction in a classroom setting. We will model and reinforce appropriate behavior.

Classroom Rules/Discipline Procedure

Be Respectful:

- Follow directions
- Use a quiet voice
- Look and listen to the teachers

Be Responsible:

- Take care of toys
- Help clean up
- Tell an adult

Be Safe:

- Walk
- Stay in your own space

If a child breaks a classroom rule, adults will:

- Label the inappropriate behavior
- Reinstate the classroom rule
- Discuss and model alternate ways to behave

When children experience social-emotional problems in the classroom, the staff uses the High Scope Conflict Resolution practice with children:

- Adults diffuse the conflict before moving into the problem by approaching children calmly and acknowledging children's feelings
- Adults involve children in identifying the problem by gathering information from all involved and restating the problem
- Adults involve children in the process of finding and choosing a solution for the problem by asking children for solutions and being prepared to give follow up support

The GSRP classroom also uses a rocking chair, books, and fidgets in an area of our classroom, called the "Safe Place," which allows an adult to help support children to be respectful, responsible, and safe. Children will not be excluded from classroom activities or outdoor gross motor activities for discipline reasons.

If behavior is persistent or causes disruption to the classroom and other students, the following actions may occur:

- Teachers will contact parents/guardians by phone
- A system of regular communication will be established

Meals

Children will receive breakfast, lunch, and an afternoon snack.

Accommodations will be made for children with allergies or common dietary requirements. Parents and teachers will work together to determine how to meet these needs.

We encourage good nutrition to meet the nutritional needs of young children. Shared meals are an important part of the program and children can learn to enjoy a wide range of foods in a communal setting.

Families are not allowed to send in food for their children simply because the child does not like the food served. Please consult within the teacher if you have questions.

Birthdays

We do have a school policy: no edible treats should be sent in for birthdays. We will celebrate your child on his/her special day with a special birthday crown.

Rest Time

Children will have a rest time as required by licensing. Each child is provided with a cot, sheet, and blanket. Staff launders all children's bedding once a week.

The transition to nap will include children putting their nap items on their cots. Blinds will be closed and lights are turned out. To accommodate the needs for all children, rest time is up to one hour for those who sleep. Children who do not sleep can have books on their cots (after they have tried resting for a few minutes). At the end of the hour time period, teachers will gently wake children, turn on the lights, and open the blinds. All children will put away their nap items.

Attendance Policy

Your child's attendance is the most essential factor to help him/her have a successful school experience. Your child's attendance will be recorded daily, including late arrival and early dismissal. If you plan to pick your child up early, please write a note to the teacher that day and check in at the office upon arrival to sign your child out for the day.

If your child is going to be absent for any reason, you must report this to the main office (313-242-3800) and call transportation. If your child is absent due to illness, you must report the nature of his/her illness when you call the school.

If your child misses more than 2 days in a row, a staff member will call to check in on your child. If your child misses more than 10 days of school, a letter will be sent home and another phone call made. Attendance is important and we want to make sure we can do everything possible to have your child in class.

If your child is sick during class time, we will call you to pick him/her up. If we are unable to reach you at that time, we will call the other parent. If we are unable to reach them, the first person on your emergency card will be contacted to assist us.

We will use the information record as a reference to indicate where you can be reached in case of an emergency. It is necessary to have names and phone numbers of other people we can contact in the event you cannot be reached.

Immunization records are due upon entry. Health appraisals are due 30 days upon entry. Children will be excluded from school until documentation is provided as needed. Children will never be excluded because of the need of additional support, unfamiliarity with a developmental level, assistance with toileting, staff attitudes and/or apprehensions.

Screening Policy

Staff will complete a criminal background check through the Michigan State Police website and fingerprinting through the federal governmental agencies. Staff will also submit a clearance from the Department of Human Services stating that they have not been convicted of child abuse or neglect.

Confidentiality Policy

All GSRP records are kept confidential and appropriately disposed of after 7 years.

All information pertaining to students and families will be kept confidential. We ask that parents volunteering in the classroom not discuss what they see or hear with others. Classroom teachers will make contact as necessary. If you have questions about anything you see in the classroom, please talk to one of the teachers from that class.

Weather Policy

School Closings: When Redford Union Schools close for unforeseen circumstances, such as weather or building problems, all GSRP classes, home visits, parent meetings, and/or conferences will also be cancelled. School closings are announced on radio station AM 760, WJR, and on local television stations.

GSRP goes out every day to play unless it is raining or below 10 degrees. Please make sure to send appropriate outerwear each day. (Jackets in fall/spring...coats, snow pants, gloves, boots, hats in winter)

Child Abuse and Neglect Policy

Redford Union School GSRP program is mandated by Michigan Law, Act No. 238, governing all schools and childcare programs to report any suspected abuse or neglect of children in their care.

Protective Services (CPS State of Michigan) at 616-248-1000

National Parent Help Line....1-855-427-2736

Crisis Hotline.....1-844-550-4376

Notice of Program Evaluation

GSRP sites are required to work with the MDE to measure the effect of the statewide 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, and ask teachers how children are learning.

Information about families and children will not be shared with others in any way that you or your child could be identified. It is protected by law.

Accident/Incidents/Emergencies

When a child experiences an accident, injury, or incident the staff evaluates and cares for the child. The parent/guardian will be notified immediately if a child is hurt anywhere on their head or if the injury is serious. Staff is trained in CPR and First Aid to provide appropriate care. Parents will be provided information on all accidents/incidents/injuries when their child is picked up.

GSRP will do practice drills throughout the year for tornado, fire, and intruders. The procedures for these drills are posted in the classroom.

Staff will consult in advance with parents to provide specific care for children with special needs if evacuation is necessary.

Medication Policy

Parents/guardians, in consultation with the student's doctor, are urged to develop a time schedule which allows the student's medication to be taken at home before and after school hours, when possible and appropriate. Non-prescription medication will not be given to students during preschool. A completed school district form must accompany any prescription medication that must be given to a student for Prescribed Medication, signed and dated by both the student's parent/guardian and the student's doctor, and given to the teacher. All medication will be kept in the locked cabinet in the office.

Health Care Plan

Staff will wash hands frequently. Staff will wash hands before any food preparation. Adults will role model and teach proper hand washing to all children.

Staff will wear protective gloves when handling children's bodily fluids, including bathroom accidents, nosebleeds, cuts, etc. Staff will wash hands after each incident.

Staff will clean and sanitize all toys with approved sanitizing solution. All tables will be cleaned and sanitized before and after each meal.

Grievances

We strive to provide a positive and nurturing environment for all. However at times, concerns may arise. If you have a concern about something related to your child's preschool program, the best place to start to resolve the issue is with the child's teacher. Talk about the concern with the teacher and try to reach a solution. If that does not work, you are welcome to contact the program administrator (Kathy Robbins, principal of MacGowan Elementary). If necessary, the administration of Redford Union Schools will get involved. We will work with all families to arrive at an agreeable resolution for all parties.

Home Visits and Parent-Teacher Conferences

Home Visits are held twice a year (in September before school begins and in May/June before school is dismissed) and parent-teacher conferences are held twice a year (once in the fall and once in the spring). The GSRP staff use home visits and conferences to share information and seek input from parents about the program and children's development.

Parents/guardians or the teacher may also request a conference at a time other than that of the period provided. Parents are strongly encouraged to discuss any questions or concerns with their child's teacher.

Parent/Guardian Involvement

Parent involvement is welcomed and encouraged. To establish and maintain a strong school-home connection, which benefits children, we offer the following ways for families to be involved:

- **Volunteering in the classroom:** a signup sheet will be sent home the first week of school. Talk with your child's teacher about how you can be involved as a volunteer inside and outside of the classroom
- **Home Visits and Conferences:** Teachers work with families to schedule two home visits and two conferences per year. Additional meetings can be arranged.
- **Parent Orientation:** This takes place at the beginning of the school year to support relationships, invite input, share community resources, and encourage future involvement in program decision making. Parents also get a chance to see their child's classroom and experience a shortened version of the daily routing.
- **Parent Advisory Meetings:** Two or more are scheduled to share program goals, share community resources, and attain input related to program decisions. (child care provided during this time)
- **Data Analysis Meetings:** Three are held with participation from parents, an administrator, teaching staff, and an Early Childhood Specialist to review program data and set goals. (child care provided during this time)
- **Wayne RESA** also holds meetings for GSRP staff and families throughout the year.

Communications

Teachers provide monthly newsletters of classroom activities and other information of interest to parents. Teachers send home a blue communication folder daily - newsletters are put in this when they are sent home and teachers may send home other information or individual notes in it. Parents can also send in notes for the teachers using the blue folder.

The GSRP classroom also has a private facebook page that is updated weekly so parents can see what their children are doing each day in class.

Field Trips

Field trips are part of the Great Start Readiness Program. Teachers will arrange for the trips (at least 2 a year) and all trips will be free for students.

Illness

It is important that you keep your child at home when he/she is ill. Sick children attending school risk passing their illness to other children.

If your child is ill, please call the school office. If your child comes to school ill, we will contact parents/guardians to come pick him/her up.

If your child seems to be on the mend, but has vomited within the last 24 hours or has had diarrhea of more than three stools in 12 hours, he/she should stay home until it has cleared.

Late Pick Up of Children

Children must be picked up promptly at dismissal time. Please be on time. Children become upset when parents are late. Children will wait in the office and then be sent to kids club if no one is there to pick them up on time. Door to door transportation is available for in-district students (be sure to talk to your child's teacher about this).

Referrals

Referral: the act of directing a family to another source for consultation, review, or further action.

The GSRP staff will work with families when needed to refer them to obtain the necessary help they may need for their child or their family.

The last pages in this handbook contain resource numbers that families can call. In addition, the staff will work with families if their child needs additional help in speech, behaviors, hearing, etc.

GSRP 2018-2019

Red = No School Blue = Half Days Green = Home Visits

Yellow = COR assessment start date/end date (Sept.16-June 7)

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

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April 2019						
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June 2019						
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July 2019						
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28	29	30	31			

9/10-9/13 Home Visits
 9/17 Orientation
 9/18 First Full Day
 10/31 Half Day
 11/6 No School
 11/7-11/8 Half Day/Conferences
 11/21 Half Day

11/22-11/23 Thanksgiving Break
 12/12 Half Day
 12/24-1/4 Winter Break
 1/21 MLK/No School
 2/6 Half Day
 2/18 No School
 3/20 Half Day

3/28 Half Day/Conferences
 4/1-4/5 Spring Break
 5/1 Half Day
 5/27 Memorial Day/No School
 6/6 Last Day of GSRP
 6/10-6/13 Home Visits

Filled Times TBD Nov & May

Filled Times TBD Oct/Jan/Apr