

Marysville Public Schools

Beginnergarten

Parent Handbook



Last Revision March 2020

Marysville Public Schools Beginnergarten
Gardens Elementary
1076 6th St - Marysville, MI 48040
810-364-7141

Marysville Public Schools Beginnergarten
Washington Elementary
905 16th St - Marysville, MI 48040
810-364-7101

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Welcome Statement

Welcome to Marysville Public Schools Begindegarten Program. This handbook is intended to provide parents with important information about our program. It is hoped that the information in this handbook will be helpful in developing an understanding of our program and procedures which will lead to a happy and successful preschool experience for both you and your child. Please keep this handbook available, as you will be referring to it throughout the school year. If you have any questions or concerns regarding the content, you are encouraged to address them with your child's teacher.

Philosophy

The Marysville Public Schools Begindegarten Preschool provides a developmentally appropriate program in a safe and nurturing environment. Begindegarten is designed for 'young five' year olds who would benefit from an extra year of growth before attending full-day kindergarten.

Each child is viewed as a unique person with individual patterns of growth and development. We believe that a quality early childhood program provides a safe and nurturing environment for children. Students will receive instruction on language arts (pre-reading/reading), writing and math. The program promotes the physical, social/emotional, cognitive, math and language development of young children while accepting differences in individual learning styles, interests, and abilities. In recognition of these differences, we will provide opportunities for children to make choices and participate in hands-on activities, exploration, experimentation, and problem-solving.

We believe an open and cooperative relationship between home, school, and community supports the well being of young children. This relationship is an integral, essential element of our early childhood program. The foundation for future learning is established in early childhood, therefore, all children will be provided with the opportunity to experience success as we foster a life-long love of learning.

Criteria for Admission

In order to qualify for the program, the child must be at least 4 years of age for the school year in which they are enrolling and be Kindergarten eligible for the following school year. This is a preschool program and monthly fees are associated. Transportation to and from pre-school is the responsibility of the parent to provide. Admission starts by contacting the Marysville Public Schools at 810-455-6007.

Other admission criteria...

- Children must live in St. Clair County.
- Children must be turning 5 after September 2 for the year in which they are enrolling and be Kindergarten age-eligible for the following school year. Please note: Children who have turned 4 by September 1st, may also be eligible for services through our Great Start Readiness Program. For more information, call 810-455-6007.
- Children must be fully potty trained and be immunized by the start of the program.
- All children must have copies of the following documents on file: documentation of birth (birth certificate), immunization records and current health appraisal. **All paperwork must be provided prior to acceptance.**
- Proof of Immunizations are required as follows:
4DPT, 1MMR, 3 Polio, 3 Hepatitis B, HIB series, PCV series and Varicella (chicken pox) unless a parent signs a waiver. A copy of your child's immunization records and well-child check-up must be kept on file at the preschool. If your child has not yet received all age-appropriate vaccinations, you must provide a schedule of appointments to show their planned completion. Failure to comply may result in the child's removal from the program.
- Additional items may be requested as evidence of the Michigan Department of Education's at-risk factors (doctor's notes for health risks or mental illnesses, IEP's, etc...) and will need to be provided prior to your child beginning school.

- All necessary enrollment and registration forms must be completed prior to your child beginning school. This includes the Emergency Contact and Consent Card (Child Information Record), notification of licensing, handbook notification, pesticide notification, food agreement, discipline policy, and the fee agreement.

Please note, space in the program is limited and acceptance is determined on a first-come, first serve basis provided the child meets the admission requirements.

Fee Policy

The fees associated with this program are \$175.00 per month for a half-day program and \$350.00 for a full-day program.

Pre-school tuition is calculated monthly and for the months of September through June (10 months). You may pay monthly or annually. **Payments are required on the first Monday, of the first full week of the month, beginning in September, and ending in June.** All fees must be paid up to date in order for your child to attend. Tuition is non-refundable for days missed. Checks are to be made payable to Marysville Public Schools.

Our District does apply for grants to offer a Tuition Assistance program annually. Our application does not guarantee that funds will be awarded for any given school year. However, if the school is awarded a grant for tuition assistance, those funds will be made available to eligible students as per the conditions of the grant. For more information or questions, please call 810-455-6007.

Nondiscrimination Policy

Applicants for admission and employment, students, parents, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements are notified that Marysville Public Schools does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in its admission or access to, or treatment or employment in its programs, activities, or policies.

Confidentiality Policy

Information presented to the Marysville Public Schools Beginndergarten Preschool will remain confidential and not be disclosed to parties other than staff members associated with the program. This will include the transition team for the purpose of Kindergarten placement. We ask our parents to adhere to confidential courtesies as they participate in classroom activities with other BK families.

Curriculum Policy

This Beginndergarten Program offers a curriculum of reading, writing, and math along with teaching age-appropriate behaviors. The curriculum is based on developmentally appropriate practices.

Core Academics

Marysville Beginndergarten Programs uses Building Blocks and Language for Learning Curriculum. Both programs offer a comprehensive Pre-K child-centered curriculum with strong teacher support and 21st-century technology. The curriculum links connections in literacy, math, fine arts, health and safety, personal development, physical development, and technology.

Social and Emotional

The student will:

- Engage in activities to enhance self-confidence, self-esteem, and self-respect.
- Demonstrate independence for making choices for themselves by caring for belongings and by learning problem-solving techniques.
- Learn to take turns with equipment and share materials through cooperative play and working together on projects.
- Practice relating to adults and peers and identify feelings and understandings of others.
- Move toward identifying school-appropriate behavior.
- Develop an awareness of social and emotional skills through art, role-playing, stories and modeling.

Physical Development

The student will:

- Practice their development of eye-hand coordination.
- Experience fine and gross motor skills in daily activities.
- Demonstrate gross motor skills through gym and outdoor play.
- Demonstrate fine motor skills through use of manipulatives/media.
- Practice appropriate pencil/marker/crayon and scissor grasp and usage.

Creative Development

The student will:

- Increase use of imagination through experimentation and exploration.
- Participate in role-playing and dramatic play.
- Experience lessons through language, music, dance and skills.
- Have opportunities and materials to construct and build.
- Have opportunities to explore art materials.

Children learn by actively exploring their environments and making choices. The classrooms belong to the children and the trained staff support children's learning but do not dominate their play.

Staff perceives all situations; positive and negative, as an opportunity to learn. A child's self-esteem is never compromised.

Staff combines a balance of education and children's interests to provide the best possible environment for children to learn.

Classroom literacy activities consist of but are not limited to, reading, finger plays, poems, word games, songs, labeling and environmental print, and phonics instruction.

Ongoing assessments that correlate with the curriculum may be completed for all children enrolled in the program and may consist of Observational Records, Performance Assessments and Student Portfolios.

Weekly Schedule and Attendance Policy

- Children in the Marysville Public Schools Beginnergarten Preschool will attend 5 sessions per week, unless otherwise noted on the District Instructional Calendar. Our half-day programs offer two sessions daily. Children can enroll in one of the following: Monday-Friday from 8:30 AM - 11:30 AM or Monday- Friday 12:30 PM-3:30 PM. Our full-day program follows the district school year calendar. Classes are offered Monday - Friday and is from 8:30 AM - 3:30 PM. Beginnergarten is offered at both Gardens and Washington Elementary. The location and session in which the child will regularly attend must be determined at registration.
- Children are expected to attend school on a regular basis
- Please ensure your child arrives at school on time. Routine at this precious age is very important to your child's learning. Please help them by making a great start to each day!
- If a child must miss school, contact the school's attendance line with a reason for absence and the teacher if possible. Contact is to be made before the start of the school day in which the child will miss, whenever possible. If you are unable to contact the school, please notify your child's teacher as soon as you are able. A school representative may reach out to you about your child's absence if we do not receive a notification.
Gardens 810-364-7141 Washington 810-364-7101
- There are times when it is appropriate for your child to miss school. If your child is sick, please do not send him/her to school.

- If your child becomes ill during the school day, you will be called to come pick him/her up. If you cannot be reached another individual on the Child Information card will be called. **Please make sure your child's information card stays current with contact information throughout the school year.**
- Should your child become injured while in attendance, parents will be contacted if the staff feels medical attention is necessary. An Accident Report Form will be completed by the Center Staff and will be kept on file by the Program Director. In case of serious injury, we will make an immediate attempt to contact the parent or designated person. If necessary, we will also call an ambulance. You will be responsible for any incurred expenses. **Please keep your emergency contact numbers up to date.**
- If your child needs support, re-entering the classroom from an extended leave, please do not hesitate your child's teacher to assist in this effort.

Transportation Policy/Pick up and Drop off Requirements

- Transportation to and from school is the responsibility of the family. **Parents/guardians must sign their children in and out of school each day.**
- To ensure each child's safety, it is important that the program has a record of the names, addresses and phone numbers of those persons to whom your child may be released during the school day. This information is provided on an emergency card that is filled out during the enrollment process.
- When a parent is unable to pick up a child, an alternate person may do so if the teacher has been notified by the parent. This notification must be submitted in writing. When your child needs to be released from school during the day, it will only be to the person whose name appears on the emergency card. **It is very important to update the emergency card information as it changes during the year.**
- For the safety and positive well-being of the children, identification of the alternate person will be required.

Schedule of Operation

Half-Day program

- Hours of Operation of the Staff: 8:15 AM-11:45 AM or 12:15 PM - 3:45 PM.
- Hours of **Operation for the Students:** 8:30 AM - 11:30 PM or 12:30 PM-3:30 PM

Full-Day program

- Hours of Operation of the Staff: 8:15 AM - 3:45 PM.
- Hours of **Operation for the Students:** 8:30 AM -3:30 PM

All programs

- Beginning and end of the program:
 - September 8, 2020, Students' First Day of School
 - June 11, 2020, Students' Last Day of School
 - School/Snow Day Cancellations will follow Marysville Public Schools: Please check local news, radio stations and Facebook for weather-related school closings.
 - If the school your child attends is closed or delayed, it applies to the Begindergarten program as well.
 - We follow the calendar of Marysville Public Schools for holidays and breaks*. The District Calendar can be viewed on our District website @ <http://www.marysville.k12.mi.us/>.

* Please note, scheduled breaks and holidays, as well as snow days /cancellation do not change the tuition amounts as these considerations were factored in at the time the fee schedule was made.

Daily Schedule

A typical Begindergarten half-day schedule will include the following components:

15 minutes	Opening Routines
15 minutes	Language Time
60 minutes	Center Time
15 minutes	Snack Time
15 minutes	Circle Time (Literacy, Math, or Social/Emotional Development)
30 minutes	Active Play
20 minutes	Circle Time (Content Connection, Literacy, Math, or Social/Emotional Development)
10 minutes	Good-Bye - Wrap-Up Time

A typical Begindergarten full-day schedule will include the following components.

15 minutes	Opening Routines
15 minutes	Language Time
60-90 minutes	Center Time
15 minutes	Snack Time
15 minutes	Circle Time (Literacy, Math, or Social/Emotional Development)
20 minutes	Active Play
30 minute	Lunch
15 minutes	Circle Time (Content Connection, Math)
	Rest
15 minutes	Circle Time (Content Connection, Emotional Development)
20 minutes	Circle Time (Content Connection)
30 Minute	Center Time'
25 Minute	Active Play
10 Minutes	Good-Bye - Wrap-Up Time

Withdrawal Policy

A child can be withdrawn from the program at the completion of any week. If you want to withdraw your child from the preschool, please provide prior notice in writing. We would like to recognize your child's involvement to participate in our program, as well as allow classmates time to say their goodbyes. In the case where payment has been made for the entire month, the parent must contact the Program Director to request a refund.

A child may no longer be included in the program if

- They do not meet the health/licensing requirements by the required deadlines
- The parent fails to follow program policies
- A more appropriate setting, based on the child's needs is determined.
- The center staff will determine the withdrawal date; however, serious offenses may result in immediate removal from the program

Outdoor Exposure

The preschool students often go outside for recess. This will occur on a daily basis unless there is inclement weather (temperature dipping below 10 degrees, including wind chill or a wind advisory) or special circumstances. Children need to have the necessary clothing for participation in outdoor activities. As recess is part of our school day, all visitors must report to the office as they would to visit the classroom, and should not be on the playground without authorization.

In the event inclement weather causes cancellation of school, families will be notified through School Messenger. Local radio, Channel 4, and Channel 7 are also notified of closures. If your child's school is on the list of closure, BK class will also be canceled.

Notes/Messages

If you need to contact us during the school day, please call the main office. Gardens Elementary at 364-7141 or Washington Elementary at 364-7101.

Parent Involvement

While Kindergarden may be your child's first experience in a school setting, we recognize that parents are their child's first teacher. Because parent engagement is crucial to positive child outcomes, the preschool program provides a variety of opportunities for parents to become involved in the program and regularly seeks input from parents. Opportunities to volunteer may include:

- Classroom time
- Field trips
- Special Occasions

We invite family members to share in their child's preschool experience by:

- Volunteering in the classroom
- Participating in center parent meetings and learning opportunities throughout the year
- Planning classroom activities
- Driving your child to school and school-related activities
- Encouraging learning and exploring at home

Discipline/Guidance Policy

The Beginnergarten Preschool believes discipline can be a learning opportunity and that a positive self-image is the best foundation for a happy and successful future. As a result, we implement guidance that is caring, but firm. Consequences are short, consistent, immediate and logical. Emphasis is placed on providing affection, order, security, and unconditional positive regard for every child. Because a positive self-image is our main concern, any form of negative procedures or consequences will not be used. This includes shaming, threatening, depriving, or corporal punishment.

- Enrollment will not be denied and children will not be excluded based on challenging behavior, disability, the need to access additional resources to serve a specific child, or the need for individualized planning and intentional teaching.
 - The adults in the Preschool classroom will assume the following roles:
 - Encourage children to do things for themselves
 - Treat conflict situations with children matter-of-factly
 - Approach children calmly and stop any hurtful actions
 - Acknowledge children's feelings
 - Teach conflict resolution strategies
 - Ask children for solutions and encourage them to choose one together
 - Provide extra support when children make decisions.

Serious disciplinary offenses may result in immediate removal from the program.

Conferences

Parents play an integral role in their child's development. A strong partnership between the staff and families is crucial to child success. Families in the Preschool program will have an opportunity to participate in at least two conference visits during the program year. These visits help maintain open communication between the staff and families. Conferences are held a minimum of two times throughout the program year to discuss overall development, child strengths, areas of concern, and results of assessments. Parents will be provided with activities to help foster kindergarten readiness. The final conference at the end of the year will summarize the child's development and transition your child to kindergarten.

Staff/Volunteers

The Beginning Kindergarten Preschool Lead Teacher is employed by Thumb Educational Services. The lead teacher is highly qualified as outlined and meets or exceeds the Michigan Department of Human Services requirements. Teachers in the program will be screened for academic credentials and any possible criminal or substantiated child abuse history. Staff is also fingerprinted to ensure that they have no criminal history.

- Parents and volunteers shall not have unsupervised contact with children within the Marysville Public Schools Preschool programs. Volunteers will be monitored by employed staff.
- The child care center shall have documentation from the Department of Human Services that each volunteer has not been named in a central registry case as the perpetrator of child abuse or child neglect before having unsupervised contact with a child in care in a field trip setting:
 - A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
 - Child abuse or child neglect.

- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the child care center.
- Parents and volunteers who assist with the program more than four hours per week on a recurrent basis must provide the classroom teacher with documentation of a negative TB test (from within the last year).
- Parents and volunteers may be asked to sign a self-certifying statement, indicating that they have no history of child abuse or neglect, no felony convictions involving harm or threatened harm in the past 10 years or any other 'listed' offense as defined in 1994 PA 295, MCL 28.722.
- A staff member, volunteer, or parent shall not be present in a child care center if he or she has been convicted of any of the following:
 - A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
 - A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Staff Training

At least one caregiver within the Marysville Public Schools Begindergarten Preschool Program will have current certification in infant, child, and adult CPR and First Aid. All current staff complete training on blood-borne pathogens. In addition to CPR, first aid, and blood-borne pathogen training all staff complete 16 hours of additional training each year. Training topics include child development, curriculum, child discipline, health/safety, nutrition, working with parents, and licensing rules.

Abuse/Neglect

The staff at Marysville Public Schools Begindergarten Preschool is aware that abuse and neglect of children is against the law. Under Michigan Law, as teachers/child advocates we are required by Child Protection Law to immediately report suspected abuse and neglect of students to Children's Protective Services by phone or otherwise. A written report, DHS32000, will occur in follow up within 72 hours. The local CPS number is 810-966-9911

Child Custody Policy

In cases where the child is the subject of a court order (i.e., Custody Order, Restraining Order, or Protection from Abuse Order) the Preschool Program must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed.

In the absence of a court order on file with the Preschool Program, both parents shall be afforded equal access to their child as stipulated by law. The Preschool Program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Preschool Program suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access.

Child Readiness and Development

Taking steps to enroll your child in Begindergarten is one of the many ways you show you care about child's development and school readiness. According to research, the most accurate predictor of a student's achievement in school is the extent to which that student's family is able to create a home environment that: encourages learning; can communicate high, yet reasonable expectations for their children's achievement and future careers; and where parents stay involved in their child's education at school and in the community. Below are some additional resources that may offer helpful information. If you have any questions or concerns about your child's development, please do not hesitate to speak with your child's teacher.

Social-Emotional Health and School Readiness

https://www.michigan.gov/documents/mde/social_emotional_282200_7.pdf

MDE Transition to Kindergarten - Parent Guides

https://www.michigan.gov/mde/0,1607,7-140-6530_6809-152726--,00.html

MDE Collaborating for Success - Parent Tool Kit

http://www.michigan.gov/mde/0,4615,7-140-6530_30334_51051-262889--,00.html

Concerns about Child Development

If a parent has concerns about their child's development, they should share those by contacting the lead teacher. Together, parents and teachers can address those concerns. At times, a specialized team may be invited to assist in this process. The team may include the building principal or other special education staff such as speech therapist, occupational or physical therapist and/or Teacher Consultants. Together this team will work together to improve educational results for children with disabilities by specifying the modifications necessary for a child's learning.

If a child is already receiving services for a disability, please share this information with our staff. The preschool program staff will join the IEP team and continue services. For more information about child development log onto www.ProjectFindMichigan.org.

Grievance Policy

If a parent has a concern about their child, the classroom, or the program, the concern should be discussed with the teaching team. If a solution is not agreed upon, the parents should contact the building principal.

Multi-culture and Diversity in the Learning Environment

Our goal is for your child to feel safe, secure and welcome in our program. Marysville Public Schools Begindergarten program welcomes, recognizes and respects all children's home cultures. This includes but is not limited to religions, language, race, traditions, and socio-economic cultures, education level of family members, child rearing practices and family structure in each home.

Materials in the classroom are developmentally appropriate, clean, safe, foster learning and are to reflect the home and community cultures and special needs of the children in the program. Materials depict a wide range of non-stereotyped role models and cultures.

The home and community cultures of each class are used to choose materials to be included in the classroom. Materials that reflect children's interests, parental hobbies and employment, and area traditions are integrated into all areas of the classroom as well as in projects and lessons presented on a daily basis.

Health Care Plan

Children and Staff Hand Washing

- Hand-washing has long been established as one of the most important things we can do to prevent the spread of illness.

In our preschool, hand washing recommendations for workers are as follows:

- Before and after setting up snacks/food for student consumption.

- Before and after helping the student use the bathroom.
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child.
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping), and eating.

In our preschool, hand-washing recommendations for students are as follows:

- Upon arrival in the morning.
- After using the bathroom.
- Before eating food.
- After they have touched a child who may be sick or who has handled soiled items.

Recommendation method for hand-washing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

Handling Children's Bodily Fluids

- In our preschool, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). This will be accomplished by wearing gloves for all tasks that may cause exposure to blood or OPIM shall be considered infectious regardless of the perceived status of the source individual.
- After removing gloves, preschool workers will wash their hands as recommended in our hand-washing policy

Cleaning and Sanitizing of all Equipment, Toys, and Surfaces

- Desktops will be washed before and after food is served and as they become soiled.
- Toys will be washed when it is noticed that they have come in contact with a child's mouth or saliva.
- Equipment will be washed weekly or as needed when it comes in contact with saliva. Process for sanitation:

There shall be a 3 Step Process for Sanitation

1. Clean with soap and water
2. Rinse thoroughly
3. Spray with a Quat Solution (quaternary ammonia compound; 1tsp per 1 gallon of water for a 50-ppm solution.)

Process for sanitation while on field trips:

- Bleach wipes will be used while on field trips and out of the proximity of running water.

Process for sanitation of kitchen items used for snacks and meals:

- All kitchen items, such as bowls, plates and utensils will be sent to food service for proper sanitation.

Controlling Infection, Including Universal Precautions

- In order to prevent the transmission of HIV (Aids), Hepatitis B and other blood borne pathogens, the school will use universal precautions. Universal precautions are defined as: Guidelines designed to protect workers with occupational exposure to blood borne pathogens. Medical examination does not always identify all persons infected with HIV or Hepatitis B, or other blood borne pathogens, therefore, the school will consider all blood and body fluids infectious and will follow the following universal precautions as pertaining to school environments when coming into contact with blood or bodily fluids:
 1. Gloves should be worn for contact with blood, body fluids, mucous membranes, or open wounds. Also, for handling items or surfaces soiled with blood or body fluids.
 2. Hands and other skin areas must be washed thoroughly if contact with blood or body fluids. Hands should be washed immediately after gloves are removed.
 3. At this time saliva is not considered by the Center for Disease Control to transmit HIV but it is a body fluid and mouth-to-mask ventilation devices should be kept available for resuscitation.
 4. Designated First Aid caregivers shall be required to attend or review video material on the following yearly:
 - a) Universal precautions
 - b) HIV/HBV infections/transmissions
 - c) Handling of infectious waste

Protective Wear

1. Hand washing is the first aspect in preventing the spread of HIV, HBV, or any other infection.
2. Gloves should be worn when there is any chance of contact with blood or body fluids. Approved latex or vinyl gloves should be worn. Gloves are never to be washed and reused. Latex or vinyl gloves are acceptable.
3. Resuscitators, mouth to mask resuscitators shall be available and shall be used by trained personnel.

Exclusion Policy

Children will be excluded from the program if there are short term injuries or contagious illnesses that endanger the health and/or safety of children or others. Children will not be excluded because of the need for additional support, assistance with toileting, or disabilities.

Staff and volunteers will also be excluded from the program in the event of contagious illnesses that endangers the health/and or safety of children or others.

Health-Related Resources

The following is a list of resources available for preschool staff and parents who have questions concerning health-related topics:

Comprehensive School Health Unit
Michigan Department of Public Health
www.michigan.gov/mde
(989) 373-7247

Centers for Disease Control
www.cdc.gov

Michigan Childhood Immunization Registry
[HTTP://MCIR.ORG](http://MCIR.ORG)
(888) 243-6652

Teacher's Resources
www.pbs.org/teachersource/prek2.htm

Additional Resources are located on our website at www.Marsvilleschools.us

Illness/Injury/Accident Protocol

Our goal is that every child will be as safe as possible while in our care.

Illness Care Plan

When a child shows signs of illness such as cough, nausea, or lethargy:

- Students with fever above 100 degrees, vomiting, diarrhea or constant cough will be sent home.
- A call will be made to the parent for transportation home. If unable to reach parent, the next person on the emergency card will be notified. **Please ensure that the contact information for those individuals listed on your emergency card is updated throughout the year as changes occur. You can do this by speaking with your child's teacher.**

Illness/Accident Care Plan

For minor injuries such as small cuts, bruises or abrasions:

- The student will be given immediate first aid care by the preschool staff in accordance with their first aid training. Parents will be notified in writing or by phone.

For more serious injuries such as open skin wounds, bloody noses or bumps to the head:

- The student will be transported to the school office for medical care. The parent will be notified by note or phone call.

For major emergencies such as seizure or unconsciousness:

- 911 will be called from the nearest phone. The parent will be notified immediately. Program Serious Accident/Illness Emergency Plan will be followed. A copy of this can be obtained from the Begindergarten staff.
- If your child experiences an injury at school in which immediate medical care was not required, but for which you seek medical treatment for your child within the hours/days following the event, please be sure to notify your child's teacher.

Administration of Medication to Students

- The administration of medication by school personnel shall be authorized and performed in exceptional circumstances, which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will only be administered by such school personnel specifically authorized by the building principal or his/her designated representative. This authorization to administer medication shall be issued only in compliance with the following conditions:
 - A. The Request of Administration of Medication form must be signed by the student's parent/guardian and filed with the building principal.
 - B. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
 1. student's name, address, telephone number;
 2. physician's name, address, telephone number;

3. pharmacy name, address, telephone number;
4. name of the medication, beginning date of administration;
5. prescribed dosage, frequency, and duration;
6. parents shall be responsible for informing the district if the child has experienced side effects from the medication the child is to receive;
7. termination date for administering the medication;
8. special handling and storage instructions.

C. Medication for students in preschool must be brought to school by an adult and in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/guardian.

D. The designated preschool personnel will:

1. Inform appropriate school personnel of the medication.
2. Keep a record of the administration of the medication which will include: date, time, dosage and person administering the medication along with the initials of an adult witness (this witness can be any school employee/or adult).
3. Keep medication in a locked cabinet.
4. Return the unused medication only to the student's parent/guardian (a student may return his/her inhaler).
5. Any medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

- E. The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative of any change in the child's health or change in the medication, including the discontinuation or modification of the medication.
- F. The student's parent/guardian has sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time for taking the prescribed medication.
- G. In no instance are District personnel to administer an initial dose of new medication to any student.
- H. Forgotten doses of home medication will not be made up at school.
- I. Student self-possession and/or self-administration of medication for preschool is prohibited unless the student's health is endangered by this prohibition.
- J. No staff member will be permitted to dispense non-prescribed medication (PTC) to any student without a doctor's order.

Nutrition Policy

- The Begindergarten Preschool Program follows the guidelines of the DHS Bureau of Children and Adult Licensing. Snack will be provided by the school. The foods served to reflect the home and community cultures and are high in nutrients and low in fat, sugar, and salt.
- If parents choose to send in a special occasion food, it is asked that consideration be given to special needs, diets and allergies. Please check with the teacher before choosing a food item.
- If your child has food allergies or the need for a special diet, please provide the staff with a written plan from your child's doctor. Families are asked to share this information with the child's teacher, and our Food Service department to ensure your child's special dietary needs are met. Our food services director can be reached at 810-455-6026.
- Parents will be asked prior to the start of the program to read and complete a free and reduced lunch application that will accompany your enrollment packet.
- Menus will be planned in advance, dated, and posted in the classroom as well as on the school website. Food substitutions shall be noted on the menu the day the substitution occurs.
- All families who participate in the Begindergarten program will be provided and asked to complete a free and reduced application during enrollment.

Smoking/Drug/Alcohol Policy

Smoking tobacco, consuming alcohol, and/or using/possessing illegal drugs are prohibited in and outside of the preschool at all times, including field trips.

Fire/Tornado/Lock-down Drill (and/or other natural or manmade disasters)

Our Preschool Programs have written procedures for the care of children for emergencies such as fire, tornado, serious accidents, illnesses, or injuries, and crisis management, including, but not limited to intruders and bomb threats. *Emergency procedures and evacuation plans are posted in classrooms visible to staff and families.* Below is an outline of some of those procedures, please see the parent board for a detailed procedural plan.

Fire and Tornado drills are a necessary precaution for your safety. Drills are practiced with caution and seriousness. A designated staff member will be assigned to assist children who need accommodations throughout the drills or events.

1. There will be no warning signal. As soon as the bell sounds, all students should form a line ready for exiting.
2. No Talking.
3. Move quickly without running.
4. Go where directed

Tornado drills will be conducted at least twice per school year. Students are to follow classroom instructions and remain silent while the drill is taking place.

Fire drills will be conducted at a minimum on a quarterly basis throughout the school year. Students are to follow classroom instructions and remain silent while the drill is taking place.

Lock-down drills will be conducted at least twice per school year. When in "lock-down" only law enforcement and emergency personnel will be permitted to enter or exit the building. There are three types of Lock Down drills/events:

- **External Threat** - A danger exists outside of the building.

1. An announcement advising a lockdown (drill or real) will be made.
 2. If students are outside they will be immediately returned to their classroom. Staff will assist children who need accommodations.
 3. Classroom doors will be locked.
 4. Students will not be released until the threat is clear.
- **Internal Threat-** A danger exists inside of the building.
 1. An announcement advising an 'internal' lock-down drill or real will be made.
 2. Students will be directed to a safe location, with assistance to those who need accommodations.
 3. Children will move quickly and quietly.
 4. Students and staff will remain in their lock down location until law enforcement has authorized the building is safe to exit.
 - **Shelter in Place (internal or external threat)** - This type of threat is related to chemical spills, etc. Students will remain in their classrooms, windows and vents will be covered. If the event is inside the building, students, with the assistance of staff, will be moved to a designated building safety location off-campus.

In the event the threat/lockdown is real and is not a drill; parents will be updated through a variety of mediums, such as School Messenger, local radio, TV, and website. Outreach by phone will be conducted as soon as possible. If children are relocated; that location may not be immediately revealed for the safety of the children. Once the threat has passed and we have been advised by law enforcement that it is safe to do so, updates will be provided. Your safety is also our concern. All emergency policies are available in the center. **Please wait until advised to come to the school or relocation area to pick up your child.**

Recruitment and Referrals

Throughout the Winter and Spring, the School District uses several methods to inform parents about the Begindergarten Program. These include social media, advertising, school events, and mailings. We encourage our Begindergarten Parents to share their experiences with other families about the Begindergarten Pre-School Program at Marysville Public Schools. For more information about the program, anyone can contact our District Office at 810-455-6007 or visit our website at Marysville.k12.mi.us.

Parent Acknowledgement Form

By signing below, I acknowledge that I have received a copy of the Begindergarten Handbook and will review the enclosed policies. These policies include admission & withdrawal, daily activities, fee schedule, discipline, food services, accident reporting, and exclusions.

By signing below, I further understand that licensing information, as provided through the State of Michigan, is available for my review in the Begindergarten Classroom during business hours. This information includes Licensing rules and regulations (also available at www.michigan.gov/michildcare), as well as information about the program's adherence to these standards. Licensing inspection reports, and corrective action plan are available on the licensing website at www.michigan.gov/michildcare. Additional class information will be located on the parent board, also located in the classroom.

Please sign and return this form prior to the first student day of school.

Parent Name

Signature

Date

Childs Name: _____

Pesticide Prior Notification

Please initial all that apply

_____ I have received a pesticide prior notification request form and understand that if I wish to receive notification prior to a pesticide application, I must complete the form and return it to my child's school.

Parent copy

Release of Information

As per the Begindergarten Confidentiality Policy, parent/guardians are asked to sign a release of records for information to be shared outside of the Begindergarten staff and the MDE.

Each spring, your child's teacher will meet with members of the Kindergarten Transition team to prepare for your child's entry into Kindergarten. By signing below, you are allowing for the release of your child's achievement and academic records to the members of the Kindergarten transition team.

I _____ understand that by signing below, I am allowing for the release of my child's achievement and academic records to members of the Kindergarten Transition Team for placement consideration at the end of the Begindergarten Program.

Parent Signature

Relation to Child

Date

Child's Name

Parent copy