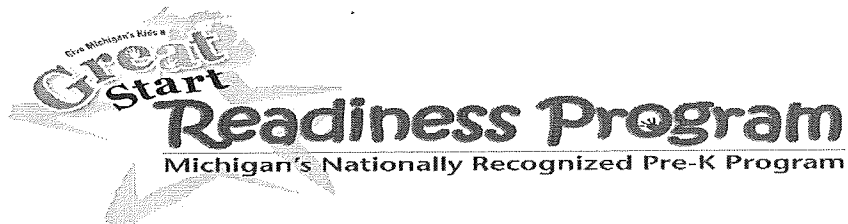




2017-2018
TIPTON ACADEMY
Parent Handbook



Pre-School



WELCOME

Tipton Academy Preschool would like to welcome you and your child to the exciting world of preschool education. This handbook is designed to explain the policies and operation of the program. Please read this handbook and any other information that you may receive, so you have a clear understanding of the partnership between home and school as it pertains to this program.

The program receives funds from the Michigan Department of Education and is licensed by the Michigan Department of Human Services.

Tipton Academy preschool teachers hold on Elementary Teaching Certificate along with an Early Childhood Endorsement (ZA). The Michigan Department of Human Services certifies each as a Program Director. All classrooms will have one teacher and one assistant to ensure a staff ratio of one adult to eight children. The classroom assistant will hold a Child Development Credential (CDA) or an associate's degree in child development.

Your comments, ideas, and questions are always welcome. You are encouraged to visit the classroom at any time. We are confident this year will be one of growth and fun-filled activities for you and your child. Please feel free to contact us at any time! ~Pre K Staff

Room 121

Mrs. DiClaudio

Ms. Jeanine

Room 122

Ms. Golen

Ms. April

Room 123

Mrs. Frick

Ms. Cherlyse (Ms. C)

Philosophy

As a GSRP (Great Start Readiness Preschool) Program, our goal at Tipton Academy is to educate and prepare our preschool children for kindergarten. Our goal is to educate each child in various subject areas, including literacy, math, writing, science, social studies, and technology. In order to do this we will take a collaborative approach, working with parents, families, the community, and the rest of the school as a resource in educating our children. Our belief is that diversity is something to be celebrated and recognized among students, and to use it as a tool in our learning.

By utilizing research-based curriculum methods, namely the Creative Curriculum Gold Series, students will be taught with a curriculum that addresses the ECSQ-PK (Early Childhood Standards of Quality for Pre-Kindergarten). This program also allows for developmental screening and assessment of material that children have learned. The program is also evaluated annually through the PQA (Program Quality Assessment).

As a professional team, our goal is to use the curriculum to deliver a hands-on child centered approach to education. Children are encouraged to explore materials in their environment, and will be given opportunities to gain skills in literacy, writing, math, science, technology, art, and cognitive thinking on a daily basis.

When working to make decisions regarding this program, a collaborative approach is used. This team consists of, but is not limited to; lead teachers, assistant teachers, the Early Childhood Specialist, and Tipton Academy Principal. Parent meetings are also held 3 times throughout the year to address any concerns in the program.

By using a team approach, working closely with families, and utilizing research-based best practices in our classroom our pre-kindergarten students will have the opportunity to develop in a positive, safe, and developmentally appropriate environment.

Licensing

This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. This notebook will be available to parents for review during regular business hours.

Admission and Withdrawal

Eligibility - Children must meet the eligibility requirements to qualify for the program: Children must be 4 years of age by December 1st of the current school year.

Required Documents upon Enrollment- The parent/guardian must complete all of the following before their child may begin attending the program:

1. Provide an up-to-date immunization record or file an exemption form.
2. Provide a completed health appraisal form signed by a doctor or designated health care provider.
3. Provide a copy of the child's official birth certificate and parent drivers license.
4. Complete and sign a Child Information Record.
5. Provide documentation of eligibility.
6. Provide proof of income.
7. Additional documents may be requested after enrollment.

Classroom Organization and Operation

The program runs Monday through Thursday from 8:15-3:05. Drop off begins at 8:05 am. Days off or snow days will follow Tipton Academy's schedule.

Classrooms are divided into different Learning Centers. Rooms are equipped or have access to the following:

- **Large Muscle Center/Playground/gym - Here I learn:**
 - Self-confidence as I develop new skills
 - Physical strength, coordination and balance
 - To use my imagination
 - To cooperate with others when involved in some dramatic play
 - To solve problems
 - To use my energy in a constructive way
 - To negotiate and take turns
- **Small Manipulative Center/Blocks - Here I learn:**
 - About the relationships of parts to the whole
 - Eye-hand coordination
 - Concepts of shape, size, color and location

Vocabulary related to the subject of the puzzle

About negative and positive space, seeing something against its background, -
math and reading concepts

Self-confidence as I learn how to do more difficult puzzles

Independence as I use the materials without help

Sorting: I group "sets" of puzzle pieces belonging to different puzzles.

Numerical concepts of more, less, long, and short

Logical reasoning

Create and reproduce pattern

To cooperate with others

To exercise imagination

To create and repeat patterns

▪ **Sand/Water/Sensory Tables - Here I learn:**

To exercise my imagination

Concepts of size, shape, and volume, empty and full

How to use tools

To solve problems

Concepts of warm and cool, wet, damp and dry, heavy and light

How to play socially with others

To create systems for classifying, ordering, and arranging skills which are later
used in math

To create my own patterns and symbols, skills which are later used in reading and
writing

To observe changes

▪ **Library and Literacy Center - Here I am:**

Expanding an understanding of the world

Building language skills

Developing creative thinking skills - expanding the imagination

Recognizing print

Hearing and using new words - expanding vocabulary

Connecting sounds to letters

Learning more complex sentence structure

Talking, conversing, asking questions

Using memory skills

Using listening skills

Learning about emotions

Developing an understanding of other cultures and ways of life

Developing an understanding, of specific concepts...abc's, shapes, colors, numbers, rhyming, rhythm, etc.

Learning to love reading and becoming a life-time reader

▪ **Dramatic Play Center - Here I learn:**

To express myself in sentences

To try on different roles

To solve problems socially through negotiation with friends

To sort and organize play things

To make decisions

To improvise and use things in a symbolic way to represent something else...a form of abstract thinking

To carry out my ideas with the cooperation of others

To exercise my imagination and creativity

▪ **Science Center - Here I learn:**

About nutrition, different tastes, and food groups

How hot and cold temperature change things

Concepts of volume and measurement

New vocabulary related to the experience

Part-whole relationships, which are basic math concepts

An awareness of my own and other cultures

Concepts of texture, color, weight, size, etc.

Observe likenesses and differences

Appreciate nature and develop a sense of curiosity about the world

▪ **Creative Art Center - Here I learn:**

To exercise my imagination

Concepts of shape, size, location, and design-relevant to learning to read

About things that have different textures

How to create patterns and designs-math skill

Eye-hand coordination

To express myself without words

That my ideas have value

Concepts of symmetry, balance, and design

An acceptable way to make a mess

How to mix colors and form new ones

To control the small muscles of my hand

Attendance Policy

Absences

At Tipton Academy, students are *expected* to be in attendance every day that school is in session. Whenever a student misses school, he or she **MUST** bring a note in from their parent stating the reason for the absence or parent may call the office.

After being absent for three consecutive days, a teacher or the office will make a phone call to home.

A pattern of 10 consecutive absences may necessitate a meeting with administration and may result in removal from the program.

Tardy Policy

Students are considered tardy if they arrive after 8:15 a.m. Tardy students must go to the office and obtain a tardy slip before being admitted to class.

School Closings and Delays

Preschool will be cancelled if Tipton Academy is closed. Your local television and radio stations will report these delays.

Preschool's vacations and days off follow the same schedule as Tipton Academy. Start and/or end dates may differ.

Clothing

Tipton Academy preschool children may wear whatever they choose, as long as the clothing is appropriate.

Shoes

Shoes can be any style as long as the toe is enclosed.

Please remember, in preschool, children are doing a lot of running and playing. Children should be able to play and run in their shoes.

Extra Clothing

Accidents can happen; an extra change of clothes **MUST** be sent in and kept in your child's locker. Please label clothing with your child's name. If your child is sent home in their spare clothes, please make sure to bring another set of clean clothing the day he/she returns to school.

Each child will need to bring a large book bag or backpack to class every day to carry home their folders, art creations, papers, notes from the teacher, and blankets that are sent home to wash every Thursday after school.

Parent Involvement

Parent involvement in their child's education is Encouraged in Tipton Academy's Preschool Program. Parents and teachers should engage in conversation everyday, regarding student's behavior and progress. Please do not hesitate to contact me with any questions or concerns. Parents can participate in many different ways; going through your child's folder daily, documents needed for the school, attending parent meetings, volunteering in the classroom, making a contribution to special events and parties within the classroom, and chaperoning field trips.

Volunteering

Parents are strongly encouraged to volunteer their time or efforts to our classroom. You may spend a day with us, help with special projects, come in to read a story to the class, etc. According to the State of Michigan, each parent must volunteer at least one time per semester for a total of two times a year. We will make certain to accommodate your schedule so you can fulfill the required time.

Field Trips

There will be a minimum of two field trips yearly. A parent or guardian must attend these field trips. A background check must be completed and turned in for the parent who attends. Pre-K does not ride the bus for field trips, you have to provide your own transportation. Children do NOT attend school on the days that field trips are held.

Parent Meetings

We will hold three parent meetings throughout the year. These meetings will cover different topics of interest to you and your preschooler, such as reading success, hygiene, nutrition, and/or kindergarten readiness. We will normally hold parent meetings on a week night, but this is subject to change.

GSRP will also hold three (3) parent advisory group meetings throughout the year. Typically in November, February, and April. Parent advisory meetings are to help parents and teachers collaborate ideas. It helps give teachers suggestions, insight, and ideas. Parent advisory meetings are optional for all parents.

Food Service and Nutrition

We can help form good eating habits by introducing **nutritious foods** early in a child's life. Breakfast, Lunch and P.M. Snack is offered daily, and will be provided by Tipton Academy Preschool.

Breakfast is provided by Tipton Academy free of charge and will be served from 8:15-8:35.

Preschool will participate in a family style lunch program.

Every day we will have snack time in our class. The school will provide an afternoon snack for all the children.

PLEASE make your child's teacher aware of any allergies immediately!!!!

Toys

Toys brought from home can easily get misplaced or even broken. Please leave all toys at home.

Discipline Policy

CHOICES

Throughout the school day, children are recognized and encouraged to make good choices. Choices with-in limits allow a child to feel empowered and feel part of a decision-making process. The more choices a child has, the more likely he or she will cooperate with adults. Children are offered choices in school whenever possible.

PREVENTION

Teachers will interact and play with students during work time and model appropriate behavior. During "structured" times, children will be offered choices with-in limits whenever possible (examples: Would you like to sit in a chair or stand at the table? Would you like to pick up the blocks or the trucks?)

LEARNING TO RESOLVE CONFLICTS

Helping children manage frustrations and resolve social conflicts is an area of social learning that is often particularly important to teachers. Teachers find that High Scope's six-step conflict resolution process is especially useful. The six steps summarized below are used to help children settle disputes and conflicts. Children can often carry out this sequence on their own by program's end.

CONFLICT RESOLUTION STEPS

- **Approach calmly, stopping any hurtful actions.** Place yourself between the children, on their level; use a calm voice and gentle touch; remain neutral rather than take side.
- **Acknowledge children's feelings.** Say something simple such as "you look really upset," let children know you need to hold any object in question.
- **Gather information.** Ask "What's the problem?" Do not ask "why" questions as young children focus on what the problem is rather than understanding the reasons behind it.
- **Restate the problem.** "So the problem is..." Use and extend the children's vocabulary, substituting neutral words for hurtful or judgmental ones (such as "stupid") if needed.
- **Ask for solutions and choose one together.** Ask "What can we do to solve this problem?" Encourage children to think of a solution but offer options if the children are unable to at first.
- **Be prepared to give follow-up support.** Acknowledge children's accomplishments, e.g., "You solved the problem!" Stay nearby in case anyone is not happy with the solution and the process needs repeating.

It is expected that students follow the classroom rules, and also the rules of Tipton Academy. Respect of the administration, teachers, staff, and others at Tipton is a **MUST!**

Program staff is prohibited from using any form of corporal punishment (i.e. spanking, threatening, humiliating, etc.)

Parents will be notified daily of their child's behavior and should contact their child's teacher if any behavior changes occur at home.

Parents will first be notified at pick up if an issue occurred that day. Parents will also receive a phone call home during the day if behavior warrants it.

A conference may be requested with teachers, parents, and/or administration regarding children's behavior, and possible plans of action.

Holidays

Tipton Academy Preschool exposes students to a variety of multi-cultural celebrations throughout the year in order to be respectful and inclusive of the cultural diversity of our children.

Religious Speech and Actions

Students will be excused from participating in practices that are contrary to their religious beliefs. Please inform your teacher of your religious concerns so that alternate activities may be planned for your child.

Confidentiality

Confidentiality is a high priority of our program. All information about families is kept in strict confidence. Information concerning enrollees and their families will be limited to purposes directly connected with the administration of the program. The staff will respect each family's right to privacy. No other use of this information shall be made without prior written consent from the parent. Parent volunteers are also expected to respect the same confidentiality priority standards as staff.

Child and Family Referrals

Tipton Academy helps to ensure all families have the resources they need. If you are in need of any resources such as: food, clothing, housing, assistance in paying bills, medical, dental, please see our Director of Compliance in the school office.

Health Policy

To ensure a positive, healthy school experiences for all children, the preschool will initiate the following procedures regarding illnesses: The Director of Compliance will monitor all health records to make sure they are kept up to date.

When to keep your child home:

Vomiting and/or diarrhea within the past 24 hours.

Fever within the past 24 hours.

Head lice: We have a "no-nit" policy. After the first treatment of lice medication, check and comb their hair with a nit comb to remove nits and lice that may be present after two to three days of treatment. This will decrease the chance of self re-infestation. Continue to check child for 2-3 weeks to ensure that all nits and lice are gone. Children may return to school after the third day of treatment. They are checked upon returning to the center and are allowed back in only when there are no nits present.

Strep throat, Scabies, Scarlet Fever, Conjunctivities ("pink eye"), Meningitis and/or other viral infections: Ask your physician for his/her recommendation - but not less than 24 hours after beginning medication for treatment.

Chicken Pox: After the sores have dried up (scabs are no longer oozing).

Colds, influenza and/or other viral infections: Ask your physician and/or use your best judgment. Consider the following: Will his/her being there present any danger of spreading infection to others? Will his/her being there cause his illness to get worse?

PLEASE adhere to these policies! If we all follow them, we minimize the risk of your child becoming ill and your child's teachers!

Blood/Bodily Fluids

We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing. ****Bodily fluids are vomit, diarrhea, blood.** Michigan law requires that a child that has bodily fluids on his/her clothing cannot be exposed to other children. The home will be contacted for a change of clothes, if one is not already in their locker.

Our procedure for handling blood and bodily fluids is as follows:

Gloves are put on before making contact with body fluids during care and all cleaning procedures. Additionally, masks may be worn.

- Disposable gloves will be discarded after a single use in accordance with disposal procedures.
- Hands will be washed in soap and water after handling fluids and contaminated articles even though gloves are worn.
- Disposable items should be used to handle body fluids whenever possible or practical.
- Paper towels should be used to pick up and discard any solid waste materials, e.g., vomit, feces.

Children & Staff Hand Washing

The hands of children and staff shall be thoroughly washed prior to handling food and before eating, after toileting, after coughing into hands or blowing nose. Procedures for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R 400.5902c.

Our hand washing procedure is as follows:

- Use soap and warm running water. Soap suspends easily removable soil and microorganisms allowing them to be washed off.
- Rub hands together for approximately 10 seconds to work up a lather.
- Scrub between fingers, knuckles, backs of hands, and nails.
- Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- Use paper towels to thoroughly dry hands.
- Discard paper towels.

Coughing & Sneezing: Children are taught the proper way to cough/sneeze to avoid the spread of germs. Following are two ways to cover a cough (or sneeze):

- Cough into a tissue and throw it away.
- Cough into your upper sleeve or elbow.

If you have a tissue, cough into the tissue, throw it away and wash your hands. If you don't have a tissue then cough into a sleeve (at the elbow). By using either of these methods you can reduce the spread of germs and help stop the spread of germs and infectious diseases.

Controlling Infection, Including Universal Precautions

All staff will receive Blood Borne Pathogens training within 6 months of being hired. Emergency rules and procedures as well as CPR and First Aid will be reviewed annually by all staff.

Illness While at School

Tipton Academy Preschool will ensure a healthy environment by adhering to the following procedures:

1. Report to the parents any changes in the child's health or any accidents that happened to the child.
2. Remove an ill child from the rest of the children to an area where the child can comfortably wait for the parent.
3. Clean and sanitize items and facilities used by an ill child.

Medical Emergency and Medication

Emergency - In the event of an emergency situation, staff will follow the specific emergency procedures posted in their building. These will include:

1. The staff person in charge will assess the extent of the injury.
2. If it's necessary to receive medical treatment away from the center, the staff person in charge will accompany the child to the hospital by ambulance and ensure that the child information card and health record accompanies the child. Another staff person will contact the parents to join the child. The staff person will remain with the child until the parents/guardian have the situation in control.
3. Emergency contact needs to be an adult who is not the parent and is always available to respond in an emergency.

Medication - If a child requires medication, a Medication Permission and Instruction form must be filled out by the parent. Medicine will NOT be given to a student if only oral authorization is given. Medication MUST be brought to school in its original packaging with the instructions and dosage information directly from the doctor printed on the package.

Tooth Brushing- All children will brush their teeth in the morning, this helps establish healthy habits. All toothpaste and toothbrushes are supplied by the program.

Drop-off and Pickup

Please accompany your child to their classroom daily at the appropriate time. Teachers may not be in the room or building before start time, thus creating an unsafe situation for the child. School begins at 8:15 a.m. and children must be signed in and out daily, per State of Michigan Law.

When your child arrives to school, they should hang up their own coat and backpack in their cubbies in the preschool classroom .

Only persons listed on the Child Information Card will be allowed to pick the child up. If the person is not on the list, and you would like them to be, please update the form as soon as possible.

Preschool begins at 8:15 a.m. and ends at 3:05 p.m. Monday-Thursday.
Students need to arrive to school and be picked up ON TIME!! Children must be signed in and out, the sign in sheet is located outside the classroom door.

Curriculum and Assessments:

The GSRP classrooms use **Ages and Stages** as a screening tool at the beginning of the school year. Parents and Staff will work together to fill out the form.

The GSRP Classrooms use the **Creative Curriculum**, which is a Nationally Recognized Developmentally Appropriate Preschool Program.

The staffs also use **Teaching Gold Strategies** as the assessment tool throughout the school year. The children are assessed on all developmental levels in the fall, winter and spring.

Children with Special Needs: Tipton Academy provides any child with Special Needs the resources that they need. The school has a Social Worker, Speech Therapist, Psychologist, Occupational and Physical therapist, as well as a Special Education Coordinator.

PLEASE TEAR OUT THIS PAGE AND TURN IT IN TO YOUR CHILD'S TEACHER
SIGNED AND DATED

I (we) understand that if at any time my child is not succeeding at school, I (we) understand that the school staff will call on me (us) to aid in resolving any issues.

These issues may include, but are not limited to:

- Addressing behavior problems
- Absenteeism
- Tardiness
- Appropriate uniform for school (preschoolers do not have uniforms)
- Inability to follow policies and procedures as outlined by the Tipton Academy Handbook
- Other events and incidents as they may occur.

When called upon, I agree to respond positively in a responsible, appropriate, and timely manner.

Print Student's Name

Print Parent's Name:

Parent's Signature:

Date: _____

By signing this document, you are committing to following the policies and procedures, and supporting Tipton Academy Preschool as we support your child's educational needs.

