GSRP-PreK for All Parent Handbook

Shining Star Pre-School, L.L.C. Parent Handbook

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Our policies may be modified as situations arise, or changes occur in regulations or needs.

Revised 10/1/2026

The mission of Shining Star Pre-School is to encourage learning through play in a safe, and caring environment.

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Shining Star Pre-School

"Where Every Child is a Star"

LETTER FROM OUR DIRECTOR

Dear Families,

Welcome to Shining Star Pre-School! We are so glad you chose Shining Star Pre-School as your child's school readiness partner. We are happy to have you here!

Since your child was born you have been their most important teacher, and our program is designed to help you continue that teaching. Our Tuition Based Childcare and Pre-K for All / Great Start Readiness Program (GSRP) classrooms provide a special place where your child can learn. Every day while playing with their friends your child will learn how to navigate relationships, make new friends, solve problems and become a strong thinker. They will get to paint, build, jump and play – and through it all, learn!

Here at Shining Star Pre-School, there is nothing we want more than to work alongside you to make the dreams you have for your child's future come true. Our programs are committed to working with your family to set important goals, identify your strengths, and work with you to make your wishes come true. Just like your child is important to us, so are you and your successes.

This handbook will explain our basic philosophy, goals, rules and policies. Please read through this handbook and contact us if you have any questions or concerns. There are so many people and places that will play an important role in your child's life, and we are proud to be one of them.

Thank you for letting us be a part of your family!

Elaine White

Elaine White

Director, Shining Star Pre-School

Contact via email at MsElaine.ShiningStar@gmail.com or call (586) 731-3344



PROGRAM OVERVIEW

Shining Star Pre-School offers different programs:

- Tuition Based Preschool Program: Our program is developmentally appropriate for children ages 2.5 through 5 years old. Shining Star Pre-School provides a safe and caring environment where each child can develop their social, emotional, physical, and intellectual potential through play-based learning. A variety of educational activities are available throughout the day. These activities include music, story time, art, science, and gross motor. If the child is present during mealtimes, they will be served breakfast, lunch, and a PM snack.
- Michigan's "Pre-K for All" initiative provides free, high-quality preschool to all four-year-olds through the **Great Start Readiness Program (GSRP)** and other programs like Head Start. We follow the Macomb ISD Prioritization process for enrollment. Children can qualify for the program if the child is 4 years old by December 1st and will be attending Kindergarten the following school year. We have two GSRP Classrooms. Children attend Monday-Friday, Meals and snacks are provided by the program. We have a strong partnership with our families and use this to create the best possible preschool experience for children.

PROGRAM PHILOSOPHY

At Shining Star Pre-School, we strive to provide a caring, comfortable, and safe environment for all children regardless of their abilities. Shining Star Pre-School advocates open communication with parents/ guardians and believe they should be encouraged to be active participants in their child's education. We believe teachers and families working together provide the best developmental opportunities for the child.

FORMS FOR ADMISSION

No child will be denied admission because of race, creed, or national origin. The staff will make every effort to help all children adjust to the program, but we also reserve the right to remove a child who fails to adjust.

GSRP-PreK for All Program:

- **Proof of Age**: (Child must be 4 years old on or before September 1st – Child with a late birthday between September 2nd to December 1st is eligible to enroll (following the Macomb ISD Prioritization Process):

  Examples:
  - Birth certificate
  - Verification of Birth: Hospital record, etc.
- **GSRP Application**
- **Head Start Referral From (If Applicable)**
- Health appraisal signed by a physician, with the practice's name and information (updated annually).
- Immunization records/ or a waiver from the Macomb County Health Department.
- **Child Information Record**
- **Household Income Eligibility Statement**
- Handbook Acknowledgement Form / Media Release.

CHILD TO STAFF RATIOS

GSRP allows for a 1:10 ratio with a maximum group size of 20

Current Enrollment:

GSRP 1 Blue Room: (16 students)	1 Teacher 8 Children
GSRP 3 Lemon/Lime Room: (16 students)	1 Teacher 8 Children

CULTURAL COMPETENCE PLAN

The purpose of the Cultural Competence Plan is to make sure that the cultures of all our students and our community are represented in our center.

It is important to children, families, and staff that every child, family and staff member feel welcome in our center regardless of their cultural background or identity.

There are many ways of living, being and of knowing. Children are born belonging to a culture, which is not only influenced by traditional practices, heritage, and ancestral knowledge, but also by the experiences, values and beliefs of individual families and communities.

Respecting diversity means within the curriculum, respecting and reflecting the practices, values, and beliefs of families.

Our teachers honor the histories, cultures, languages, traditions, child rearing practices and lifestyle choices of families. They value children's different capacities and abilities and respect differences in families' home lives.

When early childhood educators respect the diversity of families and communities, and the aspirations they hold for children, they can foster children's motivation to learn and reinforce their sense of themselves as competent learners.

We will do this by:

- Gathering background information during children's enrollment, giving insight into the child and family's beliefs, values, and traditions.
- Using information resources (internet, books, etc.) to research cultures and traditions.
- Making connections with local cultural groups/organizations.
- Building our resources, (including books, activities and experiences, wall displays, etc.) to intentionally teach children about various cultures.
- Pronouncing and spelling children's names correctly.
- Finding out which festivals are important to children and families.
- Using resources from the children and families.
- Inviting families to volunteer their time to extend multicultural learning of children and staff.
- Advocating and supporting the maintenance of the family's home language in conjunction with their wishes.
- Providing children with the opportunity to explore multicultural resources at their leisure. Building on the children's knowledge through open discussions.

MEETING DIVERSE NEEDS

By providing families with information and/or resources in ways that meet their individual needs, staff ensure all families are included in programming. Below are the ways that we meet diverse family needs:

Translation

We respect all families' first languages. If you need translation of our documents, please see our director.

Resources for Translation

Currently in our center we use Google Translate to translate documents for our families.

Varying Family Structures

Students' family structures vary now perhaps more than ever before. It's therefore important for our teachers to be inclusive of all types of families when it comes to communication and many other aspects of classroom life.

Diverse family structures can include: Single parent (divorced or never-married), Foster parent(s) (or state as legal guardian), Adoptive parent(s), Blended (biological parent and another parent figure to whom they may or may not be married), Unmarried biological parents, Polyamorous parents (multiple romantic partners in household), LGBTQ+ parent(s), Non-parent relative(s) as guardian(s) (grandparent, aunt, etc.).

No matter the type of family, students do best when educators remain sensitive to and welcome these differences. Acceptance by both adults and classmates at school contributes to students' social-emotional well-being, which we know positively impacts their academic achievement.

Modes of Communication

We offer various modes of communication for our families, through Home Visits, Parent Teacher Conferences, Phone Calls, Brightwheel App., Texting, Email, Shining Star Pre-School Website and In-Person Communication. Please let your teacher know what mode of communication you prefer.

Communication Privacy

We will only communicate to those that you have listed on your Emergency Card about your child's schooling regardless of whether the person is a family member or not. This is to ensure your privacy.

BEFORE / AFTER CARE PAYMENTS

Before Care is available from 7:30 AM-9 AM and After Care is available 3 PM-5:30 PM at a rate of $10.00 per hour. Children must be registered prior to attending before or after care. Families will be charged an additional fee for any early drop-off or late pick-up.
Any child picked up after 5:30 PM will be charged $1.00 for each minute after, until the child leaves our building. If you are going to be late, please call the center to let the staff know of your situation 586-731-3344. If we find that you have picked up your child late two or more times, your child may be dismissed from the aftercare program. We encourage you to put someone on your emergency card that will be able to pick your child up on time for those days that you may be late. Please see more details on our Late Policy on page 11.

All before/aftercare children are on a pre-pay system. You may pay by check, cash, or money order. Checks and money orders are to be made payable to Shining Star Pre-School, L.L.C. Your check must have the correct date on it. We will not accept post-dated checks.

We cannot accept credit card payments at school. Credit card payment can be set-up through the Brightwheel App. The processing fee is charged to the payer.

Please hand in your schedule with your weekly payment to someone in the office. All payments must be made in advance. If payment is not made on time, we will not be able to provide our services until payment is made in full. A $10.00 late fee will be added to your bill each week, your payment is not in on time. A $5.00 fee will be added to your bill each time your schedule is handed in late.

Every year, you will be able to access an end of the year statement for tax purposes via Brightwheel. Please do not lose this statement. If for some reason you are unable to access it, please reach out to Ms. Elaine. A $1.00 fee will be charged for any copies we provide after the first.

Bounced Check Policy: **(**If you have any billing questions, please contact our clerk at 586-731-3344)

- If you write a bounced check, you will be required to pay the amount of the check with a money order. There will also be a $50.00 fee added.
- If you write a second bounced check within a six-month period, you will be required to follow the steps listed above, and you will be required to pay for services by money order for the next six months of service.
- A third bounced check may result in discontinuation of childcare services.

STATE ASSISTANCE

If you receive CDC payments the State will not assist with your childcare expense if you miss any information. Your child must be logged in and out every day. This process includes:

- Time In with parent/guardian signature/initials
- Time Out with parent/guardian signature/initials

If any of this is missing, the State will <u>not</u> process payment, and the parent/guardian will be responsible for the charges.

ATTENDANCE POLICY

In order for Shining Star Pre-School to maintain a high-quality program, we rely on regular attendance. It is important that children arrive at class on time every day. Tardiness interrupts the classroom and interferes with the learning environment for all students.

If your child will not be in on a scheduled day due to illness or for another reason, please inform the center before 8 am to let us know.by phone, or on the brightwheel app.

Excessive Absences: Teachers will contact parents for absences of more than 2 days. Parents will be contacted if child is frequently absent. If attendance does not improve the Director, Teacher, and family will meet to develop a plan to increase attendance. If the child is absent for one week without contact, a letter will be sent to the home and if a response is not received from the family, the child will be placed on the waitlist.

Tardiness: When children arrive after the day has started, they miss out on important parts of the routine and learning. If you are going to be late you are expected to call the school or send a Brightwheel message.

Vacation: Please let the Program Director know in writing two weeks in advance when your child will be absent due to a vacation.

WITHDRAWAL POLICY

You may withdraw your child from the program with a two-week notice.
Withdrawal Policy:
Parents initiated withdrawal: If you decide to withdraw from our program, please let your child's teacher know as soon as possible so that we can notify a family on our wait list.

Program initiated withdrawal:
Once enrolled in GSRP, the only reason we will initiate permanent withdrawal from our program is due to low attendance (see Attendance Policy).

Children will be asked to stay home while they have a contagious illness that endangers the health and/or safety of children or others. (see Health Guidelines). Children enrolled in GSRP programs, must not be excluded or expelled because of the need for additional medical or behavioral support. If your child is struggling in our GSRP program, we will partner with you to help your child succeed.

TOY POLICY

We encourage children to leave their toys at home. Our classrooms have plenty of learning activities and equipment for them to play with. **We are NOT responsible for any lost, stolen, or broken toys**

LATE PICK-UP PROCEDURE

Ensuring children arrive at school on time each day is very important. Along with this, it is important that children are picked up on time each day at dismissal time. We understand and recognize that unforeseen conditions arise which may cause you to be late picking up your child and will be dealt with on a case-by-case basis. Your children worry when you are not on time.

Any child picked up after 5:30 PM will be charged $1.00 for each minute after until the child leaves our building. If you are going to be late, please call the center to let the staff know of your situation 586-731-3344. If we find that you have picked up your child late two or more times, your child may be dismissed from after-care.

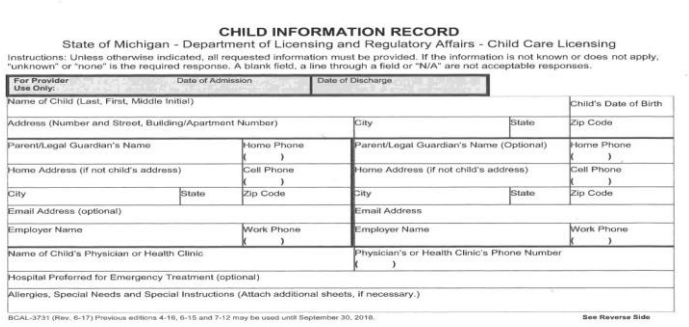
We encourage you to put someone on your emergency card that will be able to pick your child up on time for those days that you may be late. Any child not picked up at the end of their class will be put into After Care, and the family will be charged the $10.00 per hour fee.

Per State of Michigan Licensing Rules we are allowed to call only those people you designate on your Child Information Sheet / Emergency Card. Those people must be 18 years or older and show valid identification for pick up. For the safety of your child there will be **NO EXCEPTIONS**.

In the event we cannot reach you, or an emergency contact, and your child is not picked up within 30 minutes of the end of class, the authorities (Sheriff's Department/Police) will be contacted. We do not have the security or staff to keep your child past this time.

EMERGENCY CARDS

Michigan Child Care Licensing requires that each child enrolled in our program always have a completed emergency card on file. This is very important as it is the only way we can contact you in the event of an emergency, school-closing, inclement weather, or in the event of a late pick-up or medical illness that requires treatment. **Your child may only be picked up by the people listed on the emergency card. They must be 18 years or older.** We suggest that you update your child's Emergency Card frequently. We encourage you to list as many contacts and individuals as possible for pick-up as deemed necessary. **We cannot release a child to anyone who is not listed on the emergency card by the parent/guardian.** It is our responsibility to ensure the safety and confidentiality of your child(ren) and your family, therefore, there will be **No Exceptions** to this policy.



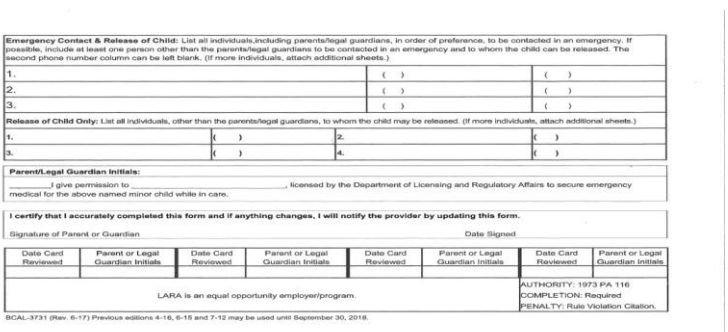
CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:	Date of Admission	Date of Discharge	
Name of Child (Last, First, Middle Initial)			Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City / State	Zip Code
Parent/Legal Guardian's Name	Home Phone ( )	Parent/Legal Guardian's Name (Optional)	Home Phone ( )
Home Address (if not child's address)	Cell Phone ( )	Home Address (if not child's address)	Cell Phone ( )
City / State / Zip Code		City / State / Zip Code	
Email Address (optional)		Email Address	
Employer Name	Work Phone ( )	Employer Name	Work Phone ( )
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ( )	
Hospital Preferred for Emergency Treatment (optional)			
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)			

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018. See Reverse Side



Emergency Contact & Release of Child: List all individuals,including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	( )	( )
2.	( )	( )
3.	( )	( )

Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	( )	2.	( )
3.	( )	4.	( )

Parent/Legal Guardian Initials:

_____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.

Signature of Parent or Guardian Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

LARA is an equal opportunity employer/program. AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018.

CUSTODY MATTERS

According to the Michigan Department of Health and Human Services, *"Until custody has been established by a court action, one parent may not limit the other from picking the child up from care."* If custody has been established, Shining Star Pre-School will request a copy of the court documents to be placed in the child's file. The employees of Shining Star Pre-School do not have the authority to withhold a child from their legal parents/guardians unless our center is given a copy of a court order granting custody to only one parent/guardian, and/or restraining the other parent/guardian from contact with the child. If a parent/guardian who does not have legal custody arrives to pick up a child, the center can refuse to release the child, relying on the court order in the files. ***Both parents/guardians must be listed on the emergency card whether or not they are together.*** If you have no information on the parent/legal guardian, you need to write NO INFORMATION, and sign and date that area.

SCHEDULE OF OPERATIONS

Building Hours of Operation 7:30 am—5:30 pm

GSRP #1– Monday—Friday 8 am - 2:50 pm

Tuition classroom #2— Monday—Friday 8:00 am to 4 pm

GSRP#3—Monday—Friday 9 am - 3:50 pm

Before and After Care is available based on enrollment 7:30-9:00 AM and 3:00—5:30PM

Hours of operation are Monday through Friday 7:30am until 5:30pm. We will be closed on holidays and for a Summer break in July. Please check your registration packet and the monthly calendar for closing dates. We are located within the Utica Community School District and follow their school closings to make it convenient for parents who may have older children enrolled in the district.

Shining Star Pre-School will be closed for the following holidays:

Labor Day
Thanksgiving Holiday Break
Christmas Holiday Break
Martin Luther King, Jr. Day
Winter Break
Spring Break
Memorial Day
Independence Day

We will also close for Teacher Professional Development days, Home Visits, and Parent Teacher Conferences.

Emergency School Closing

There may be conditions that could force Shining Star Pre-School to dismiss children early such as power failure, severe weather, furnace failure etc. The center has a system of calling all parents or emergency numbers before allowing children to leave. If our emergency callers cannot reach a parent or emergency designee, the child will be kept in a safe location with staff until a parent or designee signs the child out.

Severe Weather

Snow Days: If Utica Community Schools are closed, we will be closed as well. Please watch the local news channel or check online for Utica School closings. A message will be sent out via Brightwheel.
Tornado: In the event of a tornado, the children will be taken to a designated room in the building that does not have windows, and which has been designated the safest.

GENERAL INFORMATION

Sign In/Out Procedures

Upon arrival you must accompany your child into the foyer. Parent/guardian will then sign in using the Brightwheel App. ***Remember to sign your child in and out every day***

Primary Care

Each child will have a primary caregiver. Exceptions may occur during the first hour after the center opens and the hour before closing with no more than four caregivers per week. Primary caregiving assignments are posted in the classrooms. Primary care means the following:

- Continuity of a relationship with a few primary caregivers, including Substitute Caregivers. Substitute Caregivers are possible during any given day, week, and over an extended period of time.
- Continuity of care to allow children and their primary caregiver to develop nurturing relationships over time.
- Appropriate social-emotional interaction, including, but not limited to smiling, talking to, rocking, cuddling, eye contact, interacting with the child during routines and play activities, and providing guidance that helps the child develop social skills and emotional well-being.

Toileting/Diapering

We encourage all preschoolers to be toilet trained. If they are still learning, we will work with the child/ family to help this process to become successful. Caregivers frequently check diapers/training pants and change diapers/training pants that are wet or soiled. Guidelines for diapering and hand washing are posted in diapering areas.

Diapers shall be disposable or from a commercial diaper service. If a child's health condition necessitates disposable diapers or diapers from a commercial service cannot be used, then an alternative arrangement may be made according to the child's parent/guardian or licensed health care provider. Families are asked to provide diapers for their child(ren).

Toileting/Diapering Cont.

The following shall apply when cloth diapers or training pants are used:

- No rinsing of the contents shall occur at the center.
- There shall be a waterproof outer covering that shall not be reused until thoroughly washed and sanitized.

Toilet learning/training shall be planned cooperatively between the child's primary caregiver and the parent/guardian so that the toilet routine established is consistent between the center and the child's home.

Bedding/Clothing

Rest Time:

The Department of Health and Human Services requires that your child has a washable blanket and/or sheet of appropriate size. We provide a toddler bed size cot. All clothing and bedding must be taken home and washed as it becomes soiled and/or on the last day of the week your child attends our program. Please label every item including clothing, pillows, and blankets. Please check the items frequently to make sure that your child's initials or name is still clearly noticeable. Activities will be provided for children that do not fall asleep.

Clothing: Please dress your child according to weather conditions. Dress children in casual clothes that can be easily cleaned. Children should have a complete change of clothes, including underwear and socks, with their name printed clearly on the bag and on their clothing.

Parent/Guardian Responsibilities

- Fill out all registration forms completely, sign them, and keep the information current.
- Read all communications sent home, or through Brightwheel. Also, be sure to read newsletters completely.
- Pay all fees on time (if applicable)
- Make alternate arrangements if your child is ill.
- Parents/Guardians must sign their child in and out of the program daily, using the Brightwheel app.
- Keep the staff informed of any changes or incidents in the home that may result in a change in your child's behavior or attitude.
- Listen to concerns of the staff regarding your child and work with the staff on an agreeable solution.
- Parents/Guardians should feel free to discuss any concerns with the staff and/or Director.
- Please label all your child's belongings. Water bottles, clothes, bags, etc., should all have your child's name or initials clearly printed on them.
- Parents/Guardians are responsible for notifying the program of any changes in their child's attendance schedule. If verbal, it must be followed up with written communication either by email or Brightwheel.
- Parents/Guardians will attend Parent/Teacher conferences.
- GSRP requires 1 Home Visit, 2 Conferences, 2 Family Participation Group Meetings, and 1 Family Partnership Event.
- Complete any surveys and any paperwork requested by the teacher. Such as "Family Photo Page"

GENERAL INFORMATION

Children's Conduct

Please review with your child(ren) our expectations of them to make their time in our program a safe and pleasurable experience.

Children must remain in their designated area.

- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative and follow the instructions of the staff.
- Appropriate and acceptable language is expected.
- Children are expected to be responsible for their actions.
- Material and equipment are to be treated properly and returned to their proper place when done.

Biting

Biting is a part of normal development. We will take every precaution to ensure a safe environment for every child. However, please be patient with us if your child is bitten. We will take appropriate action with the family of the biter to help that child through this trying developmental stage. Children who are bitten will be treated and cared for appropriately. If a child bites repeatedly and does not respond to our procedures, the staff and family will meet to establish a behavioral plan.

EDUCATION

Curriculum

At Shining Star Pre-School, we believe that children learn best through hands-on experiences with people, materials, events, and ideas. Our approach to teaching and learning is play based. Our goal is to help prepare your child socially, physically, and academically this school year.

GSRP-PreK for All classrooms use The Creative Curriculum®, a researched based curriculum which is approved by Great Start to Quality and The State of Michigan.

The Creative Curriculum® for Preschool, Guided Edition is a comprehensive, research-based curriculum that features inquiry, exploration, and discovery as the foundation of all learning. As a content-rich, developmentally appropriate curriculum, it delivers academic rigor alongside social-emotional learning and cognitive development. It brings meaningful interactions and learning to life in your child's classroom.

Objectives for Development & Learning with The Creative Curriculum® include children learning in the following domains:

- Social-Emotional
- Physical
- Language
- Mathematics
- Cognitive
- Literacy
- Science and Technology
- Social Studies
- And English Language Acquisition for children just learning the English language

EDUCATION

Ongoing Teaching Strategies GOLD / Smart Teach Assessment

Teaching Strategies GOLD is used to observe and assess children's developmental progress throughout the year. With GOLD, assessment is an authentic part of instruction, not a disruption. Embedded in your child's everyday interactions in the classroom and is an organic part of your child's day. Documentation is entered into all areas of the curriculum following the Objectives for Development and Learning and children are assessed 3 times during the school year (Fall/Winter/Spring). Reports are shared with families during the two parent teacher conferences.

The purpose of the policy is to inform staff and families of how observation notes will be taken in the classroom. Anecdotal Notes or Classroom Observation notes are notes that allow the staff to track and plan for your child's learning based on evidence of where the child is developmentally and encourages two-way communication between staff and families.

Anecdotal Notes are important because a child's development can be tracked via data. Staff members will observe the child in the everyday class environment looking for key developmental factors. Staff will then take their Classroom Observation notes and input them into the GOLD platform.

While Teachers are preparing for the Parent/Teacher Conferences they will pull reports from GOLD. These reports will then be shared with families twice a year at Parent/Teacher Conferences.

Individual Planning for Children

Documenting a child's developmental progress over time allows our staff to plan learning experiences to support ongoing development and learning based on data for each individual child, groups of children, and the class as a whole. The information collected using Classroom Observation notes will guide our staff in planning for each child individually.

Developmental Screening-Ages and Stages Questionnaire 3

All Shining Star Pre-School classrooms use the Ages and Stages Questionnaire (ASQ3) to help determine young children's level of development, language, physical, and cognitive. Parents with the help of teachers fill out the questionnaire on their child usually at a home visit. The ASQ is completed within two weeks of the child's first day of school for GSRP. All families will receive their children's results at or before the Fall Parent Conference. Teachers and families will partner to use the information to plan for their child's success. If further evaluation is needed, the parents will be notified, and a plan of action will be developed.

Ages and Stages Questionnaire- SE2:

All Shining Star Pre-School classrooms use the Ages and Stages Questionnaire: Social Emotional (ASQ:SE2) Early identification of social-emotional challenges can make all the difference to a young child. The proof is undeniable: The earlier a behavioral concern is identified, the greater the chance a child has for reaching their full potential in life. This is the driving force behind ASQ:SE-2—a parent-completed, highly reliable system focused solely on social-emotional development in young children. Accurately identifying behavior through ASQ:SE-2 paves the way for next steps—for example, further assessment, specialized intervention or ongoing monitoring—to help children reach their fullest potential during their most formative early years.

EDUCATION

WHAT TO EXPECT AT

Home Visit (Fall, prior to the school year beginning)

Home Visits are a valuable part of your GSRP experience as they:

- Make connections between the home and classroom
- Share ideas and learning opportunities in your home

Classroom teachers meet with families in their homes at least one (1) time prior to the beginning of the school year. This visit is held to discuss the strengths of your child, complete the Ages and Stages Questionnaire (ASQ), and set educational goals for your child. Your child's teacher will contact you to schedule a day and time. The teacher will explain the basics of The Creative Curriculum®, and share the policies & procedures relating to our center.

Parent Teacher Conferences

Two (2) Parent/Teacher conferences are scheduled during the program year, Fall and Spring.

During the fall conference, the teacher will share the results of the Ages and Stages Questionnaire (ASQ), the teacher and the child will present selected pieces from the child's portfolio to share with the parent, demonstrating the child's progress. The parent and teacher will review the child's progress using the portfolio information, observations from the GOLD assessment, and other pertinent data throughout the program year. Parents are encouraged to ask questions regarding their child's school experience. Your child's teacher will contact you to schedule a day and time. The teacher and parent/guardian will work together to set appropriate goals for the child.

Family Participation Group Meetings: Teaching staff conduct two (2) parent meetings per year. Families are required to participate in these meetings. The purpose of these informal meetings is to strengthen the connection between home and school. Families will be asked to answer surveys, plan the Family Partnership Event, and provide feedback on the program.

Family Partnership Event: This event is once (1) per year and is to be planned by the Family Participation Group. This event should be purposeful, intentional, have clear learning outcomes, and provide a way of linking school to home learning.

Behavior Guidance

Supporting positive child and adult relationships, creating an engaging classroom and providing concrete teaching strategies helps promote healthy social and emotional development, and prevent challenging behaviors for young children. Teachers focus on teaching social skills, appropriate interactions and natural consequences.

Shining Star Pre-School uses positive discipline philosophy, which is intended to help children learn to behave appropriately. When a child's behavior fails to meet with any one of the expectations outlined in the Five Basic Expectations, we will follow the Macomb County Policy for addressing challenging behaviors and utilizes the Macomb County / MISD Behavior Intervention Framework

EDUCATION

Five Basic Expectations for Children

For our center to function in a safe manner where all children feel accepted and respected, these are the five basic expectations of children's behavior:

1. All children are expected to follow directions.
2. All children are expected to keep their hands, feet, and objects to themselves.
3. All children are expected to use polite language. No teasing, swearing, or name-calling.
4. All children are expected to use inside voices.
5. All children are expected to walk while in the building

Staff, parents, and volunteers are prohibited from using the following as a means of guidance/discipline or punishment:

- Hitting, shaking, biting, pinching, slapping, spanking, yanking or inflicting any forms of corporal punishment
- No one will be allowed to yell at, put down, or call a child an inappropriate name
- Restricting a child's movement by binding or tying child
- Mental or emotional cruelty, such as humiliation, shaming or frightening a child

Transitions

Transition means change. Changes that are planned for are the most positive ones. Transitions are viewed as opportunities for learning and growth. Transition addresses all changes occurring as a family moves from one setting to another from home to classroom, within a program or between programs.

To ease transitions at Shining Star Pre-School we will provide opportunities for families to meet the new staff prior to transitioning rooms. We will share information about transitions and how to ease the stress of transitioning. We will also share information on other preschool options and local Kindergartens. If we need to move your child from one classroom to another you will be given notice and will have an opportunity to meet the new teacher as well as an explanation as to why your child needs to be moved to another room.

DAILY SCHEDULE

Sample Class Schedule

Time	Activity	Description
7:55-8:00	Arrival	Families arrive at the front door and check their child in using the Brightwheel App. Children will wait in the hallway with their teachers before entering the classroom.
8:00-8:20	Sign in Moring Song Second Step	Children hang their items in their cubbies, then wash their hands. They will then sit at a table to sign their dry-erase pocket name. Once completed, they will sit on the carpet to sing the good morning song, complete the Second Step lesson, and share daily announcements.
8:20-8:50	Breakfast Bathroom	Children will wash their hands and sit at a table for breakfast. Children will eat family-style and will make choices about what to eat and how much. Children interact with their peers and adults to have conversations at the table. Children are encouraged to clean their own meal space, including disposal of leftovers, pushing in their chairs, and wiping off tables. Children will use the bathroom after breakfast.
8:50-9:25	Outdoor Gross-motor	Children will have choices about how they play in the outdoor learning environment. Adults supervise children for safety and join in their active outdoor play, supporting their initiatives and problem-solving. During inclement weather, the children will play in the Gross-Motor Room.
9:25-9:40	Large Group Read-Aloud	Children participate in activities planned around the current classroom study, children's interests, developmental levels, and events meaningful to children, including a read-aloud. During the read-aloud, the teachers will incorporate variations in pitch, tone, volume, pauses, eye contact, questions, and comments to produce a fluent and enjoyable delivery.
9:40-9:55	Small Group	An adult-initiated and child-led learning experience based on the children's interests and development, using the current study. Children explore, play, work with new materials, and talk about what they are doing.
9:55-10:05	Planning	Children indicate their plans to adults where people and materials are visible. Adults use a range of strategies to support children's planning (props, area signs, signing, planning individually, in pairs, in small groups). Children gain confidence in making choices and taking initiative. Children express their intentions as they build their vocabulary and communication skills.
10:05-11:05	Choice Time	Children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During choice time, adults participate as partners in child-initiated play and encourage children's problem-solving both with materials and during times of social conflict.

DAILY SCHEDULE

11:05-11:10	Clean-up	Children and adults clean up together, keeping the spirit of play and problem-solving alive.
11:10-11:20	Recall	A small group of children is called upon to discuss their plans and experiences, with teachers and peers, reflecting on what they have learned (re-enacting using props).
11:20-11:30	Music & Movement	All adults and children participate in listening to different forms of music and are encouraged to take part in creating unique movements with various instruments or props.
11:30-12:30	Lunch Teething Brushing	Children wash their hands and sit at a table for lunch. Children will eat family-style and make choices about what to eat and how much. Children interact with their peers and adults to have conversations at the table. Children are encouraged to clean their own meal space, including disposal of leftovers, pushing in their chairs, and wiping off tables. Children will line up to brush their teeth with their toothbrush that is provided for them.
12:10-12:30	Journals Bathroom	Once children have brushed their teeth, they will get their supplies and sit at the table to participate in journaling. Once completed, children will line up to use the bathroom.
12:30-1:30	Rest Quiet Time	Teachers will place cots in a designated area while children gather their nap bags containing sheets, blankets, pillows, and a stuffed toy. Resting is a time for sleeping or quiet, solitary, on-your-own cot play (books, puzzles, or other fine motor manipulatives).
1:30-2:00	Bathroom Snack	Children will use the bathroom if needed. Children wash their hands and sit at a table for a snack. Children interact with their peers and adults to have conversations at the table. Children are encouraged to clean their own snack space, including disposal of leftovers, pushing in their chairs, and wiping off the tables.
2:00-2:10	Read-Aloud	As children clean up their snacks, they will gather on the carpet. Children will listen to a read-aloud. Teachers will incorporate variations in pitch, tone, volume, pauses, eye contact, questions, and comments to produce a fluent and enjoyable delivery.
2:10-2:45	Outdoor Gross-motor	Children will have choices about how they play in the outdoor learning environment. Adults supervise children for safety and join in their active outdoor play, supporting their initiatives and problem-solving. During inclement weather, the children will play in the Gross-Motor Room.
2:45-2:50	Dismissal	Children will wash their hands and gather their belongings. Teachers will bring children out of the classroom into the front foyer. Children will wait on the wall for their families to arrive and sign them out.

CHILD HEALTH

Parents/Guardians: You are your child's first teacher and caregiver; you play a major role in your child's health. A healthy child is a child ready for learning.

Health Plan

The purpose of this health plan is to ensure the children in our care receive appropriate health screenings from their health care provider(s).

The Health Plan is important to children, families, and staff given that through early detection, some of the most common diseases can be found at the earliest most treatable stage.

Shining Star Pre-School health records including Early, Periodic Screening, Diagnosis and Treatment (EPSDT) are tracked through a bi-monthly review of the child's registration paperwork by the Director or teaching staff. The review consists of monitoring when the next immunization, physical or health screening is needed.

We encourage parents/guardians to stay up to date on their child's screenings by providing a reminder letter for expiring health screenings

We will also inform families about additional local resources including local pediatricians, health care centers, immunization recommendations, developmental milestones, and/or health screenings.

The next few pages of our Parent Handbook go into detail about children's health.

Physical Exam

A parent/guardian must provide a copy of the child's last physical exam signed and dated by the physician/ nurse practitioner before the first day of attendance. It must include practice name, number, and location. (This is sometimes stamped on by the doctor/nurse practitioner.)

Immunizations (shots) or a waiver

Before the child can enter the classroom or receive direct services (home visits or center-based services), immunizations must be current and appropriate to the age of the child. Parents/guardians are to submit an updated immunizations record after each physical exam performed by a physician and/or nurse practitioner. If the child does not have up to date immunizations, a completed waiver must be obtained by the Macomb County Health Department, and a copy must be given to the director.

CHILD HEALTH

Child Illness Policy

Our programs follow a strict sick policy to ensure the health and wellbeing of all the children. Children shall not be admitted to the center if a staff member considers the child too ill. Reasons for denial include:

- Signs or symptoms of repeated diarrhea
- Signs or symptoms of vomiting
- Signs or symptoms of pink eye, which are not being medically treated
- Fever (Temperature over 100.3 degrees)
- Rash (unless parents bring a note from a physician that the rash is not contagious)
- Head Lice. Child may return after adequate treatment has been given.
- If they were sent home the day before with one of the above symptoms. Policy states no child is to return to the center until one full day after being sent home. With the exception, if a child comes in with a doctor's note. For example, the child was sent home with a high fever, and the parent has a doctor's note stating the diagnosis is an ear infection, thus rendering the child unable to contaminate other children.

Children will be sent home if in the opinion of the staff, a child is too ill to remain in the center. In such cases the staff will notify the child's parent or guardian, or another adult listed on the emergency card should the parent or guardian be unreachable. The child will be isolated from the other children until the parent or guardian picks up. A child's temperature will be taken with a digital thermometer.

Signs or symptoms that a child is too ill to remain at school:

- Fever of 100.2 or above
- Fever under 100.2 but the child is lethargic, and miserable
- Vomiting
- Diarrhea
- Pink eye
- Rash of an unknown nature
- Signs or symptoms as indicated above.

CHILD HEALTH

Child Illness Policy cont.

Parents shall be notified when the center observes changes in the child's health, a child experiences an accident, injury, or when a child is too ill to remain in the group. The center shall assess that a child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives. Items and facilities, including sleep equipment, bedding, utensils, toys, toilets, and lavatories, used by the ill child shall not be used by any other person until thoroughly cleaned and sanitized.

If the center becomes aware that a child in care has contracted a communicable disease, then the center shall notify parents of the following:

- The name of the communicable disease
- The child may have been exposed
- The symptoms of the disease

*A child must not return until they **are fever and/or symptom free for 24 hours without the use of medication or a doctor's note is provided stating the child is not contagious**. If your child has an undiagnosed rash a note from the medical provider is needed for the child to return to class. **If your child is ill and will not be attending please call our center by 9 am.***

Health Check

A trained staff member will conduct a health check whenever a change in the child's behavior or appearance is noted while that child is in care. The caregiver/teacher will gain information necessary to complete the daily health check by direct observation of the child, by asking questions to the parent/guardian, and, where applicable, by conversation with the child.

The child's temperature will be taken if the child appears ill. The health check will address:

A temperature higher than 100.2 degrees.

Reported or observed illness or injury affecting the child or family members since the last date of attendance.

Reported or observed changes in behavior of the child (such as lethargy or irritability) or in the appearance (e.g., sad) of the child from the previous day at home or the previous day's attendance at our center.

Skin rashes, impetigo, itching or scratching of the skin, itching or scratching of the scalp, or the presence of one or more live crawling lice.

Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/ lacerations, pain, or feeling ill)

HEALTH

Accidents/Injuries/Incidents

In the event of an incident, accident, or injuries, the following procedures will take place:

Minor Injury/Accident/Incident: Immediate care will be provided to the child. Shining Star Staff will notify the parent/guardian, and a verbal report will be provided.

Major Injury/Accident/Incident: 9-1-1 or emergency/medical services will be called immediately to assess and transport your child to the nearest emergency room, if required. The parent/guardian will be contacted by phone once the situation is under control. If the parents cannot be reached, the next emergency contact will be called until someone is contacted. Shining Star Staff will accompany your child if the child needs to be transported. Within 24 hours a call will be made to the Michigan Department of Regulatory Services Licensing Division followed by a written report within three days of the injury.

Sick Staff and Volunteers

Staff and volunteers will be excluded from working in the center based on health concerns that are established by the guidelines of the Macomb County Health Department.

Based on the recommendations of the communicable disease guidelines, staff and volunteers may be excluded from working in the center for at least **24 hours**.

Keeping Healthy - Care Plan Hand Washing Procedures

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees Fahrenheit.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hand.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel.

Hand Washing Procedures (continued)

Hands shall be washed with soap, under warm running water. Under normal circumstances the following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

Handling Bodily Fluids

The center will use Universal Precautions when handling bodily fluids as instructed in the yearly mandated bloodborne pathogen training. Steps used will include:

- Staff will put on gloves.
- Clean up bodily fluid/diaper.
- Wash area with soap and water, rinse, and sanitize area.
- Wash hands of the child.
- Take off gloves and wash hands.

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent.
- Rinse area/surface with clean water.
- Submerge, wipe, or spray the article or surface with a sanitizing solution.
- Let area/surface air-dry.

Sanitizing Solution

- Water and unscented chlorine bleach solution with a concentrate of 1 TBS. of bleach to one gallon of water.
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

HEALTH

Controlling Infections

- See Universal Precautions on previous page.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty.
- Bedding will be stored so that it does not come into contact with another children's bedding. Cots/mats will be washed daily if used by different children or daily if used by one child. Each child is assigned a cot at the beginning of the year and will use the same cot daily.
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note.
- Children who become ill will be moved away from the other children until they are picked up.
- Any child that has lice cannot return until treatment has occurred at home. Children are not to return until they are ***nit free***, and their head is checked by someone in the office.
- ***If you would like to view the Department of Human Services' rules and regulations, a copy is in our office***.

Oral Health

Children need to have their teeth and gums cleaned every day to prevent tooth decay and gum disease. Promoting oral health in early years is essential to protecting young teeth and establishing good habits. There are three main themes in good dental health: Keep sugary, and acidic food and drinks to mealtimes. Normally the body's natural defenses and good oral health care, such as daily brushing and flossing, keep bacteria under control. However, without proper oral hygiene, bacteria can reach levels that might lead to oral infections, such as tooth decay and gum disease.

Here at Shining Star Pre-School, your child's oral health is important to us. Below is the plan of what we will follow:

- Child will come to the sink to brush their teeth.
- The child will be given a cup with toothpaste on the edge of it.
- Child will brush their teeth with adult supervision.

MEDICATION

ADMINISTRATION OF MEDICATION POLICY

In general, Shining Star Pre-School Staff do not administer medication at school. Parents/Guardians are strongly encouraged to give medication at home, when possible. However, designated Shining Star Pre-School staff may administer prescription medication to a child in certain situations. These could include treatment for certain health emergencies, treatment for chronic diagnosed health conditions, or short-term prescribed medication needed during school hours.

The following guidelines should be followed:

- Medication, prescription or nonprescription, may be given or applied with prior written permission from the parent/guardian and physician.
- Parent/Guardian must also provide an authorization signed by the child's physician with the name and dosage of the medication in the original container and clearly labeled for the named child. No expired medication will be given.
- The pharmacy labeled medication must indicate clear directions from the physician, including the physician's name, child's name, instructions, and the name and strength of the medication. Medication will only be given according to these instructions.
- Medication must be in child-proof containers and stored according to label directions.
- Medication must be kept out of the reach of children. Medication must be returned to the parent or destroyed when the parent determines the medication is no longer needed or it has expired.
- All medication must be kept out of reach of children.
- If a child needs daily treatment for an ongoing medical concern (such as asthma medication with a nebulizer), this treatment will be given by a trained staff member.
- All medication administered by Shining Star Pre-School staff must be noted on the individual child's medication log form and include a record of the time, and dosage or amount of medication given. The signature of the caregiver administering the medication must be included.

Parent and physician authorization must be updated yearly.

Children may begin school without necessary medication on-site only after their parent signs an acknowledgement that program staff will call 9-1-1 if a child has a medical emergency.

NUTRITION

Nutrition Plan

The purpose of our Nutrition Plan is to ensure the children in our care are provided with appropriate nutritious food. Healthy eating is encouraged and supported throughout our program. Our Nutrition Plan is important to children, families, and staff in that having good nutrition improves children's ability to grow, develop, and achieve. It also helps maintain a healthy weight as well as help children get the nutrients their bodies need to stay healthy, active, and strong. Shining Star Pre-School is dedicated to providing nutrient dense and well-balanced meals and snacks for all children

Each child will receive breakfast, lunch and an afternoon snack, which provides 1/2 to 2/3 of their daily nutritional needs as set by the USDA. Shining Star Pre-School also follows the Child and Adult Care Food Program (CACFP) guidelines for the components in each meal and snack. Children will be given sufficient time to eat their meals.

- Preschool age children require food from five food groups.
- Breakfast includes: ¾ cup Milk, ½ cup Vegetables, Fruit, or portions of both, ½ oz eq. Grains
- Lunch is: ¾ cup Milk, 1 ½ oz. Meat/meat alternates, ¼ cup Vegetables, ¼ cup Fruits, ½ oz eq. Grains
- Snack includes 2 of the 5 components: ½ cup Milk, ½ oz. Meat/meat alternates, ½ cup Vegetables, ½ cup Fruits, ½ oz eq. Grains

Food will not be used as a punishment or a reward for a child while in our care. Children will not be forced to eat but are encouraged to try all foods. Special diets and allergies will be clearly posted in the classroom in red ink, utilizing confidentiality procedures. The Director will also have this information on file. Special provisions will be made available for children with special dietary needs. We must have documentation from the child's physician regarding special diets and allergies.

We also teach about nutrition through additional programing such as: *Regie Rainbow, MyPlate,* and *Grow It, Try It, Like It*.

We meet the needs of the children, families, and staff through education and daily experiences. Information is shared through discussions by staff with children and families, Brightwheel messages, menu calendar handouts and the Parent Handbook.

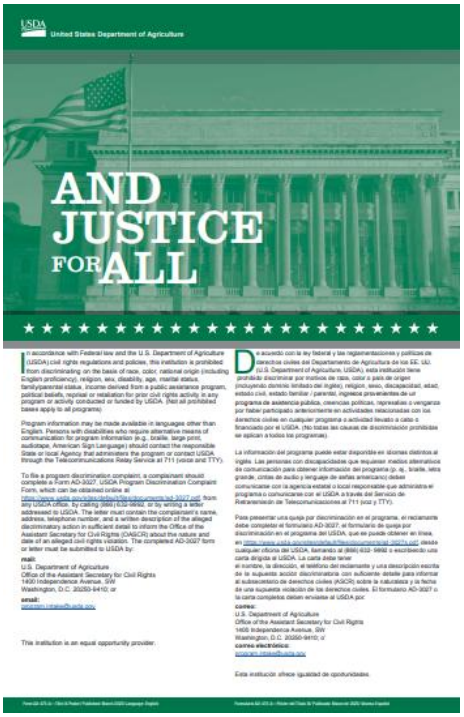
BIRTHDAYS/HOLIDAYS AND FOOD

Holiday and Birthday treats are welcomed. Talk with your child's Teacher in advance to let them know when you would like to bring in your treat. **Please do not bring any products containing nuts into the school.**

NONDISCRIMINATION STATEMENT

In accordance with Federal Civil Rights Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 6329992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

GRIEVANCE PROCEDURE FOR PARENT OR GUARDIAN AND COMMUNITY

If you have a concern, we want to work with you to resolve the issue. Please talk to your child's teacher first through an informal conversation. Bring routine concerns about daily care, curriculum, or communication to the child's teacher. If you still have questions, please speak to the Director Ms Elaine 586-731-3344. If the child attends GSRP and the issue is not resolved, you may reach out to the MISD at 586-228-3468.

ABUSE AND NEGLECT

Suspected Abuse and Neglect Policy

Shining Star Pre-School Staff are required to comply with the Child Protection law of the State of Michigan. A copy of The State of Michigan Child Protection Law, Act No. 238, Public Acts of 1975, as amended, being sections 722.621-722-636, Michigan Compiled Laws, is available at this link: www.legislature.mi.gov/Laws/MCL?objectName=MCL-ACT-238-OF-1975

"Child abuse" means harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health that occurs through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.

"Child neglect" means harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

- Negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care.
- Placing a child at unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or any other person who is able to do so and has, or should have, knowledge of the risk.

Who is required to report to Child Protective Services?

All Shining Star Staff who have reasonable cause to suspect child abuse or neglect are required to report. Staff will attend a yearly abuse and neglect training that defines "reasonable cause". **Failure of a staff member to make a report could result in being found guilty of a misdemeanor. In addition, failure to report is a violation of the State of Michigan Child Care Licensing regulations.**

CONFLICT OF INTEREST

To maintain the professional status of Shining Star Pre-School and prevent any potential conflict of interest, babysitting by center staff for center children is strongly discouraged. However, if you choose to have one of our staff members babysit your child, services must be outside the premises and with the understanding that such arrangements and payments for services are solely between you and the person who cares for your child. The arrangements are not sanctioned, and no liability is assumed by the center, or Director of Shining Star Pre-School.

REFERRAL POLICY

At Shining Star Pre-School, we want to assist our families as much as possible. The purpose of our Referral Policy is to ensure families and children have their basic needs met, allowing for optimal development and growth. We connect families with public/private community agencies to support the needs of families and build awareness of available resources.
We meet our policy in a few ways:

- We provide opportunities to meet with families to discuss concerns or questions about their child's development. We do this at Home Visits, Parent/Teacher Conferences, or whenever parents have a concern.
- We share information on local and community resources in our lobby, on our information board, on our Facebook Page and on our website.
- We share handouts and contact information for local businesses.
- We will share with families contact information for their local school district's Special Education Department.
- We will directly refer parents to local community resources with their permission.

How Referrals are Made

We will have a private meeting with the family to discuss any concerns or needs that they have. In this meeting we will discuss local resources that are available to them. We will provide them with any information we can on the service they may need. We will also give them contact information for the services as well. If need be we will ask the family if they give us permission to directly contact the resource and refer them.

SPECIAL NEEDS PLAN

Our plan meets the needs of children, families and staff by fostering a positive environment where children with special needs are assisted in reaching their full potential. The Director will meet with families to discuss any needs identified. Then the Director will assist the family through referrals to their local school district. Our preschool is a general education program, providing opportunities for all children with and without special needs to play and learn together, as well as learning to appreciate each other's differences.

Our program supports the Special Education Goals for children with disabilities with the Least Restrictive Environment (LRE). We welcome Local Educational Agencies (LEA) into the classroom to provide therapy and special services. Parents/guardians are encouraged to actively participate in the child's assessment process to ensure that your children's needs are addressed through their Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).

This plan is shared with families in our Parent Handbook. If you would like to discuss this policy further, please see the Director.

PARENT INVOLVEMENT

Volunteer Supervision Policy ***(Please see the office for the proper forms you will need.)***

Our center requires a criminal history check on all of our employees and volunteers. Volunteers will be under supervision. Unsupervised contact by volunteers is prohibited. All employees receive training regarding the appropriate supervision of volunteers.

Volunteers will not be allowed to take children out of the room, alone, at any time. Volunteers will not assist any child with toileting. A parent may take their own child to the bathroom.

All volunteers shall provide our center with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect before helping in the classroom.

We follow all rules and regulations as stated by the:

State of Michigan Bureau of Community and Health Systems Child Care Licensing Division

Lansing

To ACT 116, Public Acts 1973

www.Michigan.gov/michildcare

Parent Involvement

Parent involvement is welcomed and encouraged. Our program provides different family activities to support family well-being and promote children's learning and development.

- Volunteering in the classroom: parents can talk with their child's teacher/Director to find out how they can volunteer in the classroom.
- Family Participation Group Metting: (for GSRP Families) this committee is offered at the center. Parents have the opportunity to share resources, meet other parents and learn activities to do with their children at home.

CONFIDENTIALITY TUITION/GSRP RECORDS

Out of respect for the privacy of each family in our program, all information pertaining to students and families will be kept confidential. If a student is attending a program administered by a public school, the student's GOLD assessment and attendance records may be passed on to the students' Kindergarten school building. Information may be reviewed by Macomb Intermediate School District and/or the Michigan Department of Education to ensure and support program compliance with GSRP classrooms. The only instance in which information will be shared about a child or family without a parent's written consent is when staff has reason to suspect the child may have experienced abuse or neglect. Some records may be kept electronically. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to consent to the disclosure of personally identifiable information from education records, except as provided by law. Health records on students, including immunization records, maintained by an educational agency or institution subject to FERPA are "education records" subject to FERPA.

PEST MANAGEMENT

Shining Star Pre-School maintains a pest management plan which is located in the licensing binder. Occasionally, pesticides will be applied. Parents have the right to be informed prior to any pesticide application made to center grounds and buildings. In the event that pesticides are applied, parents will be notified through their classroom teacher, and signs will be posted at each site. Information about the pesticide will be given in advance to include: the purpose or pest, approximate location, date of the application, contact information of the center, and a toll-free number of the national pesticide center recognized by the Michigan Department of Agriculture. Any liquid spray or aerosol insecticide application will not be performed in a classroom of a childcare center unless the classroom has been unoccupied by children for not less than four (4) hours or longer, if required by the pesticide label use instructions. In certain emergencies, pesticides may be applied without prior notice, but parents will be provided notice following any such application. Application schedules and licensing information is available at each site. You may contact your Director for more information at the following email address:
mselaine.shiningstar@gmail.com

LICENSING NOTEBOOK

Shining Star Pre-School maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.

The notebook is available for review by parents/guardians during regular business hours. Please see the Director for more information.

GSRP PROGRAM MEASUREMENT

NOTICE OF GSRP PROGRAM MEASUREMENT

Great Start Readiness Program (GSRP) sites are required to work with the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) to measure the effect of the state-wide 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.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law. If you have questions about this, contact:

Contact: MiLEAP-GSRP@Michigan.gov or (517)241-7004 Or MiLEAP, Office of Early Education, 105 W. Allegan Street, Lansing, MI 48933

*These materials were developed under a grant awarded by the Michigan Department of Education. *





HANDBOOK ACKNOWLEDGEMENT

Parent copy

After reading the handbook, please sign the form below, and hand it in prior to the beginning of the school year.

Shining Star Pre-School, L.L.C.

Handbook Acknowledgement Form

I have read the Shining Star Pre-School handbook. I understand that my child will be expected to comply with the procedures and policies listed.

_____

CHILD(REN)'S NAME(S)

_____ _____

PARENT/GUARDIAN'S SIGNATURE DATE

_____ _____

REVIEWED WITH SHINING STAR STAFF MEMBER DATE

Please sign and return the handbook acknowledgment form within five (5) days of registration.

Media Release

Recording of various school and classroom activities with photography and video equipment may be done by Shining Star Pre-School and local press throughout the year. The recording might circulate to other students or classrooms, be used in publications, posted on social media, or be shown on local cable channels. Please fill out this media release form for our records giving your permission for your child/ children to participate in the media releases.

I give my permission to have my child photographed or video recorded. _____

I do not give my permission for my child to be photographed, or video recorded. _____

I give my permission for my child to be photographed for classroom purposes only

(art projects, pictures posted in classroom, etc.) _____

Child(ren)'s Name(s): _____

Parent/Guardian's Signature: _____

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