



# 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 July 2024**

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”

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# LETTER FROM OUR DIRECTOR

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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 and we are so 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 Great Start to Readiness Program (GSRP) classrooms provide a special place where your child can learn in a special way. 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*

Director, Shining Star Pre-School

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



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# PROGRAM OVERVIEW

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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 meal times, they will be served breakfast, lunch, and a PM snack.
- The Great Start Readiness Program (GSRP) is a state-funded free preschool program for qualifying 4 year old children that have factors which may place them at risk of educational failure. Children can qualify for the program if the family income is within the guidelines, the child is 4 years old by December 1st, and will be attending Kindergarten the following school year. GSRP children attend class Monday through Thursday, and 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.

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## PROGRAM PHILOSOPHY

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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 parent/guardians and believe they should be encouraged to be active participants in their child's education. We believe teachers and families working together provides the best developmental opportunities for the child.

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# FORMS FOR ADMISSION

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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.

The following is required to register your child with our center: (additional paperwork is required by GSRP)

- Non-refundable annual registration fee \$75.00 – waived for Great Start Readiness Program (GSRP) students.
- Child's Birth certificate.
- Parent ID with current address.
- Child information record (Emergency Card).
- Family Information Form.
- Health appraisal signed by a physician, with practice name and information (updated annually).
- Immunization records / or a waiver from the Macomb County Health Department.
- Child in Care Statement / Meals Agreement Form / Race & Ethnicity Survey.
- Handbook Acknowledgement Form / Media Release.
- Tuition must be paid prior to student attending.

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## CHILD TO STAFF RATIOS

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Shining Star Pre-school will follow Great Start to Quality ratios while keeping social distancing in mind. (Example 1:8 equals one teacher per eight students). Low child-to-staff ratios are important and critical to ensuring that children receive adequate care and supervision. Low ratios also set the stage for high-quality interactions between caregivers and children that can promote children's well-being.

### State Mandates:

Preschool (3 – 4 years of age) 1:10                      We follow 1:8

Pre-K (4 – 5 years of age) 1:12                      We follow 1:8

### Current Enrollment as of 3/29/2024:

Lemon/Lime Room: 1 Teacher 8 Children

Purple Room: 1 Teacher 8 Children

Blue Room: 1 Teacher 8 Children

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# CULTURAL COMPETENCE PLAN

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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.

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.

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 the multicultural resources at their leisure. Building on the children's knowledge through open discussions.

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# MEETING DIVERSE NEEDS

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

## **Translation**

We respect all families first language. If you are in need of 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 welcoming of 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. Here are the following ways that we stay in touch with our families: 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 if the person is a family member or not. This is to ensure your privacy.



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# FEES & PAYMENTS

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All Early Childhood 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 postdated checks. Your invoice should always show a credit balance that is enough to cover the current week's invoice and any fees that have not been billed. We cannot accept credit card payments at the school. Credit card payment can be set-up through the Brightwheel App. A 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 \$25.00 late fee will be added to your bill each week your payment is not in on time. A \$25.00 fee will be charged for changes to your schedule.

Families that receive state assistance with their bill must pay any unpaid amounts that are not paid by the state. Once you are approved by the state, our clerk will figure out what your copay will be each week. Until you are approved, you must pay the full tuition in advance.

The current rate of tuition goes into effect July 2024. Please see attached Tuition Payment Schedule at the end of the Parent Handbook. Before care 7:00-8:00 AM and after care 4:00-5:30 PM is available for \$10.00 per hour. Children must be registered prior to attending before or after care. Families will be charged 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 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.

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.

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# STATE ASSISTANCE

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The State will not assist with your child care expense if you are missing 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 not process payment and the parent/guardian will be responsible for the charges.***

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# ATTENDANCE POLICY

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

**Weekly Attendance:** All changes should be sent via written communication (Email, Brightwheel App., Text.) Any change to schedule (day change, vacation, appointment, etc.) must be communicated **no later** than 9:00 AM the Friday before the week your child is going to attend. If your payment is late, you will be charged a \$25.00 late fee per week. Weekly attendance sheets are available if you would like to write any changes, please ask office staff and they will provide you with a copy.

If you need to change your days or cancel a day, you may change your day as long as space is available. If your child will not be in on a scheduled day due to illness or for any other reason, please call the center before 9 am to let us know.

**Absences:** Effective January 1, 2022. There will no longer be a credit for absences. Families will pay for their weekly scheduled hours. We have agreed to have your child attend these hours. If the child attends more hours than scheduled, the additional hours will be charged to your account. Please continue to call in your child's absence before 9:00 a.m.

**Vacation:** Please let the Program Director know in writing two weeks in advance when your child will be absent due to a vacation. If not notified two weeks in advance you will have to pay for your child's regular attendance schedule.

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# WITHDRAWAL POLICY

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You may withdraw your child from the program with a two-week notice. No refund will be given.

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# TOY POLICY

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We encourage children to leave their toys at home. All our classrooms are equipped with plenty of learning activities and equipment for the children to play with. **We are not responsible for any lost, stolen, or broken toys.**

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# LATE PICK-UP PROCEDURE

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Ensuring children arrive to 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 to pick 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 the 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. Any child not picked up at the end of their class time 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 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 are not able to 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.

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# DISMISSAL FROM PROGRAM

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The following circumstances may result in your child being dismissed from our program:

Failure to pay for services in a timely manner.

Returned checks.

Failure to sign your child in or out of the program on a daily basis.

Dropping off a child prior to the program's designated starting time or picking up late on a consistent basis

Leaving your child unsupervised at drop-off or pick-up times.

Disregard for the 5:30 PM closing time.

Failure to complete the Child Information Record, or any other forms at time of registration.

Must have up-to-date Immunization Records, or provide an Immunization Waiver.

Any behavior that does not adjust to the behavioral recommendations of our center.

# EMERGENCY CARDS

Michigan Child Care Licensing requires that each child enrolled in our program have a completed emergency card on file at all times. This is very important because it is the only way we can contact you in the event of an emergency, school-closing, other 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 those persons 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 for pick-up as deemed necessary. **We cannot and will not 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)	Call Phone ( )	Home Address (if not child's address)	Call 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.

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# SCHEDULE OF OPERATIONS

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

**GSRP #1— Monday—Thursday 9:00 am—3:50 pm**

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

**GSRP#3—Monday- Thursday 8 am-2:50 pm**

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

Hours of operation are Monday through Friday 7am 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**

## **Emergency School Closing**

There may be conditions that could force Shining Star Pre-School to dismiss children early such as a 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 are not able to 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 a local news channel or check online for Utica school closings. Also, 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.

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# GENERAL INFORMATION

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## 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 everyday.** If parents/guardians do not sign their child in or out, they will be billed for the entire 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 or 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 that 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 student.

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.

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# GENERAL INFORMATION

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## **Bedding/Clothing**

The Department of Health and Human Services requires that your child have a washable blanket and/or sheet of appropriate size. 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.

**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.
- 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 of your child's belongings. Water bottles, clothes, bag, etc., should all have your child's name or initials clearly printed on them.
- Parents/Guardians are responsible to notify 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 2 Home Visits and Parent Engagement Opportunities (PEO).
- Complete any surveys and any paperwork requested by the teacher. Such as "Family Photo Page".

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# GENERAL INFORMATION

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## Children's Conduct

Please review with your child/children our expectations of them to make their time in our program a safe and pleasurable experience. The child who constantly needs the attention of the staff is taking away from the other children and not allowing for their needs to be met.

- 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 for some toddlers. 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, he/she could face temporary removal from the program.



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# EDUCATION

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## 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.

Our Tuition Based Childcare and GSRP 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. And, 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

## Classroom Observation Policy (Anecdotal Notes)

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 activities for the children's daily experiences and 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.

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# EDUCATION

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## **WHAT TO EXPECT AT**

### ***Home Visits***

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

- Make connections between the home and classroom
- Learn more about your child in classroom
- Share ideas and learning opportunities in your home

Classroom teachers meet with families in their homes at least two (2) times during the school year, at the beginning of the year and the middle of the school year. These visits are held to discuss the strengths of your child and keep you up to date on the many ways your child is growing. Your child's teacher will contact you to schedule a day and time.

During the second home visit, 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.

### ***Parent Teacher Conferences***

Two Parent/Teacher conferences are scheduled during the program year. The first conference is in the fall, the second is at the end of the school year.

During the fall conference, the teacher will explain the basics of The Creative Curriculum®, the results of the Ages and Stages Questionnaire (ASQ) and policies and procedures relating to our center. The teacher and parent/guardian will work together to set appropriate goals for the child.

### ***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.

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# EDUCATION

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## **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 of a Children on page 18, we will follow the consequences listed below.

### Consequences

1. Redirection
2. Thinking Time
3. Written notice describing misbehavior will be sent to the parent/guardian.
4. Additional written notices for repeated misbehavior will result in a meeting between the parent/guardian and Director
5. We do our best not to suspend any child. We will work with the families and Community Partners to provide help for the child and family. However, our program may not be the right fit for the child.

### **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.

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# DAILY ROUTINE

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Following a consistent routine day after day gives children the sense of security they need to make choices and take risks, which opens the door to exciting learning opportunities. Each classroom creates their own daily schedule that works for them. The following components of the daily routine are always included:

*(Please note times vary per classroom, see your child's teacher for details)*

## **Arrival/Greeting Time/Morning Message/Song**

Families arrive at front door, Brightwheel check-in, staff will bring them to their classroom. Children hang up their items or place items in their cubby, sign-in, and share daily announcements. They may choose puzzles or books until breakfast.

## **Breakfast**

Wash hands, then the children will have choices whether to eat, or interact with the staff and other students by having conversations at the table.

## **Large Group/Story Time/Music & Movement/Bathroom/Toothbrushing**

After children have eaten, we gather at carpet to participate in activities planned around children's interests, developmental levels, music and movement, cooperative play, and projects; and events meaningful to children including a read-aloud and a song. Children take turns going to the bathroom/toothbrushing/ washing hands, and getting ready for their next activity.

## **Outside Time**

Children have choices about how they play in the outdoor learning environment, much as they do during work time indoors. Adults supervise children for safety and join in their active outdoor play, supporting their initiatives and problem solving. Outside time is minimally 70 minutes each day, excluding time for dressing and transitioning outdoors. During inclement weather we will use the gross motor room. Classrooms go outside every day when the temperature is between 20 to 80 degrees. Please make sure your children have warm coats, snow pants, a hat, mittens/gloves, and boots. Please label clothing clearly. We are not responsible for lost items. Please **do not** send your child to school in pajamas.

*Outside Time for Lemon/Lime Room 9:45 am to 10:20 am & 2:45 pm–3:20 pm daily.*

*Outside Time for Purple Room: 10:30 am-11:15 am & 3:30 pm– 4:30 pm daily.*

*Outside Time for the Blue Room: 9:05 am-9:40 am & 2:05 pm-2:40 pm daily.*

## **Come Inside/Handwashing**

Come in from outdoors, hang up coats, wash hands and proceed to small group tables.

## **Small Group Time**

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

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# DAILY ROUTINE (CON'T)

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## Planning Time

Children indicate their plans to adults in a place where intimate conversations can occur and where people and materials are visible. Adults use a range of strategies to support children's planning (e.g., props, area signs, singing, planning individually, in pairs, in small groups).

## Work Time (*children's hour of uninterrupted Choice Time*)

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

## Clean Up Time

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

## Recall Time

Gathered in a small group setting, children choose work experiences to reflect on, talk about and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow children's lead and encourage children to share (e.g., individual props such as puppets, telephones or periscopes, group games using a hula hoop, ball or spinner, re-enacting, drawing, showing, and describing a structure or painting) Adults are unhurried in their approach and may complete recall with a few children each day.

## Bathroom/Lunch

Children wash hands, choose where to sit, choose what to eat and how much to eat. Children are encouraged to clean their own meal space including disposal of leftovers, wiping off tables, and pushing in their own chairs.

## Quiet/Resting Time

Resting is a time for sleeping or quiet, solitary, on-your-own-cot play. Rest time plans should be individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or fine motor manipulatives.

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# DAILY ROUTINE (CON'T)

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## Wake Up/Bathroom

As children wake up, adults and children work together to put away cots, blankets, and pillows.

## Work Time-Journals

Journals. A second work time may vary slightly from morning expectations while ensuring that children are primarily involved in planning and carrying out their own intentions. (Modified Free Choice.)

## Outside Time

Children have choices about how they play in the outdoor learning environment, much as they do during work time indoors. Adults supervise children for safety and join in their active outdoor play, supporting their initiatives and problem solving. (Modified Outdoor Time) During inclement weather we will use the gross motor room. Classrooms go outside every day when the temperature is between 20 to 80 degrees. Please make sure your children have warm coats, snow pants, a hat, mittens/gloves, and boots. Please label clothing clearly. We are not responsible for lost items. Please do not send your child to school in pajamas.

*Outside Time for Lemon/Lime Room 9:45 am to 10:20 am & 2:45 pm– 3:20 pm daily.*

*Outside Time for Purple Room: 10:30 am-11:15 am & 3:30 pm– 4:30 pm daily.*

*Outside Time for the Blue Room: 9:05 am-9:40 am & 2:05 pm-2:40 pm daily.*

## Snack Time

Children are encouraged to sit down with a teacher to eat a snack and to clean their own snack space including disposal of leftovers, wiping off tables, and pushing in their own chairs.

## Dismissal

Staff will take children to their parents at the front foyer.

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# CHILD HEALTH

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**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 immunizations, 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 goes 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.

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# CHILD HEALTH

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## 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
- Rash (unless parents bring a note from a physician that the rash is not contagious)
- Head Lice
- 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.



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# CHILD HEALTH

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## 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.***

## Daily Health Check

Every day, a trained staff member will conduct a health check of each child. This health check will be conducted as soon as possible after the child enters the child care facility and 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 in the lobby, as parents sign the child in, they will answer the three health questions asked on Brightwheel. 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;

A temperature check if the child appears ill.

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

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# HEALTH

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## 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 or 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, and 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.

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# HEALTH

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## **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.

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# HEALTH

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## 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 will be sent home immediately. 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 on 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.

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# MEDICATION

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## **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 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.**

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# NUTRITION

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## 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  $\frac{1}{2}$  to  $\frac{2}{3}$  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 foods from five food groups.
- Breakfast includes:  $\frac{3}{4}$  cup Milk,  $\frac{1}{2}$  cup Vegetables, Fruit, or portions of both,  $\frac{1}{2}$  oz eq. Grains
- Lunch is:  $\frac{3}{4}$  cup Milk, 1  $\frac{1}{2}$  oz. Meat/meat alternates,  $\frac{1}{4}$  cup Vegetables,  $\frac{1}{4}$  cup Fruits,  $\frac{1}{2}$  oz eq. Grains
- Snack includes 2 of the 5 components:  $\frac{1}{2}$  cup Milk,  $\frac{1}{2}$  oz. Meat/meat alternates,  $\frac{1}{2}$  cup Vegetables,  $\frac{1}{2}$  cup Fruits,  $\frac{1}{2}$  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 programming 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 party treats are welcomed. Talk with your child's Teacher in advance to let them know when you would like to bring in your treat. We currently have Nut, Dairy and Egg food allergies in the classroom. Please **do not** bring any products containing nuts into the school.

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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) 632-9992. 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](mailto:program.intake@usda.gov).

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**USDA** United States Department of Agriculture

## AND JUSTICE FOR ALL

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To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.asc.usda.gov/complaint\\_filing\\_cust.html](http://www.asc.usda.gov/complaint_filing_cust.html), or 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) 632-9992. Submit your completed form or letter to USDA by:

**mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**fax:**  
(202) 690-7442; or

**email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)  
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Las personas discapacitadas que requieran medios alternos para que se les comunique la información de un programa (por ejemplo, braille, letra agrandada, grabación de audio, lenguaje de señas estadounidense, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o al TARGET Center del USDA al (800) 725-3000 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA AD-3027, que podrá encontrar en línea en [http://www.asc.usda.gov/complaint\\_filing\\_cust.html](http://www.asc.usda.gov/complaint_filing_cust.html), o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (866) 632-9992. Envíe su formulario o carta completa al USDA por correo:

**correo:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**fax:**  
(202) 690-7442; o

**correo electrónico:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)  
Esta institución ofrece igualdad de oportunidades.

Form. 30-1113 - January 2016 (Revised December 2015)

## GRIEVANCE PROCEDURE FOR PARENT OR GUARDIAN AND COMMUNITY

Currently enrolled families, and community, must follow procedure when making complaints and/or grievances about Shining Star Staff, policies and/or procedures. See the Director for more information.

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# SCREENING AND ASSESSMENT

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Screenings help staff identify your child’s strengths and opportunities for growth in the areas of health and development and are required by GSRP programs. If there are any concerns about your child’s screenings you will be contacted and staff will work with you to create a follow-up plan for your child. Childhood Assessment is a process of gathering information about a child, reviewing the information and then using the information to plan educational activities that are at the level of the child’s development.

## **Mental Health**

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.

## **Developmental Screening**

All Shining Star Pre-School classrooms use the Ages and Stages Questionnaire (ASQ) 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 child’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.

## **Ongoing Assessment**

Teaching Strategies GOLD is used to observe and assess children’s developmental progress throughout the year. Notes are recorded and entered into all developmental areas. 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. Teachers share their observations and assessment results with parents three times a year.



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# ABUSE AND NEGLECT

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## 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](http://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.**

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# CONFLICT OF INTEREST

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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 center premises and with understanding that such arrangement and payment for services are solely between you and the person who is caring for your child. The arrangements are not sanctioned, and no liability is assumed by the center, or Director of Shining Star Pre-School.

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# REFERRAL POLICY

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## 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 districts' 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.

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# SPECIAL NEEDS PLAN

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## Special Needs Plan

The purpose of the Special Needs Plan is to provide opportunities to identify, support, and learn about the different learning styles and abilities of children, families, and community members. We strive to meet the individual needs of all children in our program. This is important to children, families, and staff because it increases self-esteem, the understanding of differences, and feelings of acceptance of all abilities.

The tools used in our program to identify children with suspected special needs are the ASQ assessments, teacher observations, and parent input. To determine each child's needs, the program conducts screenings (ASQ & ASQ-SE) within the first two weeks of the child's first day of school to assess children's developmental, behavioral, and language development. If these screenings - as well as information gathered from observations or provided by parents, doctors, or other specialists - result in a concern about the child's development or functioning, we will begin a process to follow up on that concern, including further evaluation if needed.

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 our Director.

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# PARENT INVOLVEMENT

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## **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 from 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](http://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.
- Parent Engagement Opportunity (PEO): (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.

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# CONFIDENTIALITY TUITION/GSRP RECORDS

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## Confidentiality of Tuition Based Childcare and 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.

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# PEST MANAGEMENT

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## **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

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# LICENSING NOTEBOOK

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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.

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# GSRP PROGRAM MEASUREMENT

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## NOTICE OF GSRP PROGRAM MEASUREMENT

Great Start Readiness Program (GSRP) sites are required to work with the Michigan Department of Education (MDE ) 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:

Address: MDE  
Office of Great Start  
608 W. Allegan, P.O. Box 30008  
Lansing, MI 48909

Email: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov)

Phone: 517-373-8483

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



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# HANDBOOK ACKNOWLEDGEMENT

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Parent copy

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

**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)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
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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# HANDBOOK ACKNOWLEDGEMENT

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*Shining Star Pre-School Copy*

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CHILD(REN)'S NAME(S)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REVIEWED WITH SHINING STAR STAFF MEMBER

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(art projects, pictures posted in classroom, etc.) \_\_\_\_\_

Child(ren)'s Name(s): \_\_\_\_\_  
  
\_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_





## 2024-2025 Tuition Payment Schedule

A Non-Refundable \$75 Registration Fee is due at the time of registration.

This fee is **not** included in the Tuition Payments.

Enrollment Full Days	Hours	Annual Tuition	Balance Due After \$500 Deposit	19 Bi-Weekly Payments
5 Days	8:00 a.m. to 4:00 p.m. (Full Day - M-F)	\$12,375.00	\$11,875.00	\$625.00
4 Days	8:00 a.m. to 4:00 p.m. (Full Day – M-Th)	\$10,570.00	\$10,070.00	\$530.00
3 Days	8:00 a.m. to 4:00 p.m. (Full Day – Monday, Wednesday, Friday)	\$8,480.00	\$7,980.00	\$420.00
2 Days	8:00 a.m. to 4:00 p.m. (Full Day – Tuesday and Thurs- day)	\$6,010.00	\$5,510.00	\$290.00
Enrollment Half Days	Hours	Annual Tuition	Balance Due After \$500 Deposit	19 Bi-Weekly Payments
5 Days	8:00 a.m. to 12:00 p.m. (Half Day – M-F)	\$7,625.00	\$7,125.00	\$375.00
4 Days	8:00 am to 12:00 p.m. (Half Day – M-Th)	\$6,200.00	\$5,700.00	\$300.00
3 Days	8:00 a.m. to 12:00 p.m. (Half Day – Monday, Wednesday Friday)	\$4,585.00	\$4,085.00	\$215.00
2 Days	8:00 a.m. to 12:00 p.m. (Half Day – Tuesday and Thursday)	\$3,350.00	\$2,850.00	\$150.00

**\*The above fees include tuition, meals (breakfast, lunch, and PM snack), books, materials, and in-school field trips**

Additional Hours		
Before School Care	From 7 AM to 8 AM	\$10.00/hour
After School Care	From 4 PM to 5:30 PM	\$10.00/hour

**\*\*Before and After School Care must be approved prior to student attending.**

**A nonrefundable deposit of \$500.00 is due 8/30/2024 to reserve a spot for your child in the classroom, which will be applied to your tuition.**

#### What is Included?

Fees include breakfast, lunch, and a PM snack served daily to students that are present at mealtimes. Meals follow the Child and Adult Care Food Program (CACFP) rules and regulations. The fees also include tuition, books, materials, and in-school field trips. Charges for extra-curricular activities, field trips, and incidentals are **not** included.

#### How Can I Pay?

Cash or check can be accepted at the school. Credit card payments can only be accepted through the Brightwheel App. A bank processing fee will be applied to your payment at that time.

#### Sibling Discount:

If two or more siblings are registered for our full-day, five days per week, Tuition Program there will be a 5% discount applied to the younger sibling's tuition amount.

#### Referrals:

If you refer a family that enrolls and attends for at least 60 days, the referring family will receive a \$75.00 tuition credit after the 60 days.

#### Late Payments:

A late fee will be applied to payments received after the due date. Payment is due by Friday. Late fees will be applied Saturday. The student will be excluded from class until accounts are current. Frequent late payments may result in the student being removed from the program.

#### Payment Plan and/or Schedule Change Requests:

A \$25.00 fee will be charged for program and payment change requests.

#### **Tuition Disclaimer:**

The school may adjust the tuition and fee schedule. As long as your child is enrolled at Shining Star Pre-School, you agree to pay such adjusted tuition or fees. Parents will ALWAYS be notified in advance if there are any changes to the tuition or fees.