

# Roseville Community Schools Great Start Readiness Program (GSRP) Parent Handbook

David Rice  
Curriculum Director

Kelly Adamek  
GSRP Program Coordinator

Lorie Forest-Bachorski  
Lead Teacher

Sue Hedemark  
Lead Teacher

Jill Flaherty  
Lead Teacher

Alissa Leslie  
Lead Teacher

## **Location:**

Huron Park Elementary School  
18530 Marquette  
Roseville, MI 48066



Welcome Parents and Guardians:

Welcome to the Roseville Community Schools Great Start Readiness Program. Our preschool program is designed to allow children the opportunity and freedom to explore their natural curiosities in a safe and nurturing environment and begin the preparation for kindergarten. We believe that children learn by actively interacting with their peers and appropriate materials. This program provides developmentally appropriate experiences and materials, which is essential for life-long learning. The student will have the opportunity to interact freely with other children under the direction of qualified staff to promote the child's social and emotional growth. This facilitates the development of a positive self-image and creates excitement and curiosity for learning. We are always dedicated to providing a quality preschool education to your child. Our staff strives to provide an atmosphere which promotes the positive physical, social, emotional and intellectual development of young children.

This handbook was designed to provide you with important information regarding our various programs, policies and procedures. Please feel free to contact our office at 586-445-5688 or Huron Park Elementary at 586-445-5780 if you have any questions. We look forward to working with you and your child.

Sincerely,

*David Rice*

Curriculum Director  
Roseville Community Schools

## TABLE OF CONTENTS

Program Goals	3
Curriculum	4
Daily Classroom Routines	5
Admission Policy	5-6
Withdrawal Policy	6
Attendance Policy	6
Late Pickup/School Closings	7
Fees & Tuition	7-8
Emergency Procedures	9
Field Trips	9
Head Lice	9
Nutrition Policy & Snacks	9
Allergy Plans & Procedures	9
Immunization Policy	10
Medication Plan	10
Appropriate Clothing for the Classroom	10
Parent Notification Regarding Illness, Injury and Incidents	11
Restraining Orders & Court Papers	11
Outdoor Play	12
Parent Responsibilities	12
Confidentiality	12
Disclosure of Directory Information	12-13
Display of Student Work	13
Conferences	14
Drop Off & Pick Up Procedures	14
Guidance & Discipline Policy	15
Helpful Information You Should Know	16-18
Volunteers	18
Pest Management	18
Parent Notification of Licensing Notebook Requirements	18
Contact Information	19



*Roseville Community Schools Great Start Readiness Program is a comprehensive program designed to meet each child's growing and developing needs. Every child receives a variety of individualized learning experiences to promote physical, intellectual, social and emotional growth.*

## **PROGRAM GOALS**

Provide each child with opportunities to make choices and decisions.

Develop each child's self-discipline and ability to identify, pursue and complete self-chosen goals and tasks.

Develop each child's ability to work with other children and adults as part of a group in planning, cooperative effort and shared leadership.

Expand each child's speech and language by enabling him/her to express their thoughts, ideas and feelings freely and openly.

To speak, dramatize and graphically represent experiences in order to communicate their thoughts and feelings.

Improve each child's ability to comprehend spoken, written and graphic representations.

Develop each child's ability to apply his or her own reasoning skills.

Develop each child's creativity, initiative, spirit of inquiry and openness to knowledge and other people's views and opinions.

Develop an appreciation and acceptance of others.

Foster a respect for the rights, feelings, possessions and dignity of others and self.

Promote parent participation in educational activities and extension activities at home.

Provide an atmosphere that develops independence and self-esteem.

Provide an environment that fosters self-control and respect.

Recognize each child as an individual with unique needs.

## **CURRICULUM**

The Roseville Community Schools Great Start Readiness Program (GSRP) uses The Creative Curriculum. This approach sees the teaching team as supporters of each child's unique development. The GSRP teacher's primary goal is to promote active learning on the part of the child. The Roseville preschool core curriculum is aligned with the National Early Childhood Standards of Quality as well as the Roseville kindergarten curriculum. It is by these standards that make the transition from preschool to kindergarten a smooth progression.

### **What is Plan – Do – Review?**

#### **PLANNING:**

Children make a plan at the beginning of their day of what they will do during their "work time."

#### **WORK TIME:**

Children carry out the projects and activities they have planned. Teachers move among the children, assisting, supporting and expanding on their play/work. This is the longest part of the daily routine.

#### **CLEAN UP TIME:**

Children store their unfinished projects and sort, order and put away materials they've used during work time. During this time, the children work as a community to help each other pick up the room and put things away.

#### **RECALL TIME:**

Small groups of children meet together with one of the teachers to recall (talk about) their work time activities. The teacher's role is to encourage each child to express their thoughts and ideas as well as to expand their speech and language development.

#### **SNACK TIME:**

It's time to enjoy a nutritious snack and to talk to friends.

#### **SMALL GROUP TIME:**

Children work with materials, planned and chosen by the teacher, in an activity designed to allow the teacher to observe and assess children in terms of a particular Key Experience. For example, each child might make his/her own batch of play-dough and observe changes that take place. Scientific discussions about the changes in the properties of the ingredients may take place at this time. Mathematical skills may also be used as the children are encouraged to measure ingredients.

#### **CIRCLE TIME:**

Children and teachers meet together as a large group to read stories, sing songs, have finger plays, dance to music, play instruments and games and to talk about special events.

#### **OUTSIDE TIME:**

Children and teachers are involved in vigorous activities, such as running, throwing, swinging, climbing or rolling. Cooperation as well as fair play is emphasized as children strengthen their large muscles.

## **DAILY CLASSROOM ROUTINES**

Classrooms are kept busy with a variety of developmentally appropriate activities that promote and enhance a child's natural curiosities. A routine is established in every classroom so that children can understand and know what to expect. Appropriate guidance and interaction helps to stimulate the social and emotional growth of each child.

A child learns through play and becomes aware of their own self-worth, both as individuals and as a member of his/her peer group, while learning to respect the rights of others. We aim to maintain an atmosphere of freedom, friendliness and creativity that makes school a safe and fun place to be.

Below is a sample of a typical daily classroom routine.

### **Sample Preschool Day:**

Arrival – Greeting Arrival at Staggered Times  
Large Group Free Choice Activities  
Small Group Breakfast  
Work Time, Free Choice, Book Time, Table Toys  
Recall Outside or Recess Room  
Snack Large Group  
Book Time Planning Time  
Small Group Work Time  
Large Group Recall  
Outside or Recess Room Snack  
Dismissal Book Time  
Music Time  
Outside or Recess Room  
Dismissal

## **ADMISSION POLICY**

All children enrolled in GSRP must have on file:

- Complete Child Emergency Card
- Up-to-date Immunization Record
- Health Appraisal signed by a licensed physician (due within 30 days of the first day of attendance)
- Proof of Residency
- Family & Social History Survey
- Volunteer Clearance Request Form – for any member of the child's family who may choose to volunteer in the classroom or attend field trips

### **Great Start Readiness Program (full day)**

- Children are eligible based on criteria determined by the State of Michigan
- Children must be four years old on or before September 1<sup>st</sup> of the current school year
- Child must live in Macomb County
- Child must meet at least two of the criteria
- Parent must agree to participate in two home visits
- Parent agrees to be active and involved in school activities
- Parent agrees to attend two scheduled parent-teacher conferences

## **Waiting Lists**

In the event that a particular class or classes are full, children's names will be placed on an active waiting list. Placement is based on the children most at risk. Registrations begin in the spring of each year and continue as space permits.

## **Equal Opportunity**

Roseville GSRP does not discriminate on the basis of sex, race or religion and are self-supporting programs of Roseville Community Schools.

## **WITHDRAWAL POLICY**

Children will not be dropped from the program except for the following reasons:

- Voluntary withdrawal by the parents.
- Parent's continued refusal to meet basic health and immunization requirements.
- If it is judged by both the parents and the staff that the program is failing to meet the needs of the child.
- If the child is evaluated or screened and a more appropriate placement is made in the Early Childhood Special Education Program or Head Start.
- Non-attendance – when a child does not attend school for a designated amount of days (1 month) without notification to the office.
- Every effort will be taken to keep children in GSRP; however, should it be determined to be in the best interest of the child and/or other participants to remove a child from the program, the following steps will be taken:
  - Staff will meet and discuss concerns with the program Supervisor/Educational Specialist.
  - A meeting with the parent(s) and teaching staff will be held to formulate a plan of action to help the child adjust and be successful.
  - If necessary, another meeting with the Educational Specialist will be held to discuss alternative strategies or plan of action.
  - Recommendations or referral to Student Services may follow pending the progress or lack of progress made.

## **ATTENDANCE POLICY**

School is important no matter what age the student. Regular attendance at school, even in preschool, not only helps your child to grow and mature in all areas of development, but it also teaches them the value of education and the importance it has in their lives. Please make every attempt to be sure that your child comes to school every day and is on time for the start of class. However, when a child is sick, it is best for everyone, including the child, to stay home and rest. A child not feeling well cannot be expected to participate in the busy daily activities in our classrooms.

If your child is going to be absent, please contact the staff to report the reason at 586-445-5724 before the start of school.

## **LATE PICKUP/SCHOOL CLOSINGS**

Roseville GSRP will be closed with the rest of the District due to inclement weather or specific emergency school closings.

Please contact the GSRP office or classroom directly if you are going to be late so that we can reassure your child that you will be there to pick him/her up. Teachers will begin calling people on your child's emergency card to pick up your child if they do not hear from you. The Roseville Police Department will be called to pick up a child if we are not able to reach someone within an hour of dismissal time.

## **Chronic or Continuously Late Pick Up**

We love your children but the teachers only have a limited amount of time in between classes to dismiss children, clean up the classroom, prepare for the next class, check emails, return phone calls and have a quick lunch break. So please be courteous in picking up your child on time. Chronic problems or patterns of late pick-ups may result in your child not being able to continue in the preschool program.

## **FEES & TUITION**

GSRP is a free program funded by a grant from the State of Michigan for those that do not exceed 250% of the poverty level. Enrollment will be prioritized by income levels. Applicants 251% and above the poverty level will be charged according to the sliding scale. The district has the ability to offer scholarships to families on the sliding scale.

## **Macomb Intermediate School District 2015-16 Great Start Readiness Preschool Sliding Fee Tuition Scale\***

- Families whose income falls below 250% of the Federal Poverty guidelines pay no fee for Preschool tuition.
- Families whose income is above 250% of the Federal Poverty guidelines will pay the following fee for Preschool tuition:

<b>Weekly Tuition Rates</b>	<b>Below 250% of the Federal Poverty Level</b>	<b>251%-350% of the Federal Poverty Level</b>	<b>Above 350% of the Federal Poverty Level</b>
<b>½ Day Programming</b>	GSRP Eligible- No tuition	<b>\$5/week</b>	<b>\$10/week</b>
<b>School Day Programming</b>	GSRP Eligible- No tuition	<b>\$10/week</b>	<b>\$20/week</b>

- GSRP Sub-recipients will still be required to collect and confirm risk factors for all enrolled GSRP children based upon the 7 Child Risk Factors identified in the GSRP Implementation Manual.
- Tuition fees from families must be expended within the fiscal year that they were collected.
- Parents who pay tuition may not incur expenses for other portions of the Program, such as meals or transportation.
- The number and severity of risk factors and local prioritization of factors contributing to educational risk must be incorporated into enrollment practices for over-income families. Documentation of risk factors must be kept in each child's file.
- Income and tuition fees are calculated at the time of enrollment. During the academic year, if the family situation changes, families may request a re-calculation of income in order to determine a lower tuition.
- Districts must disseminate tuition policies to enrolled families and Program staff. The policy must be included in district's GSRP handbook.
- Parents must be notified of any upcoming tuition policy change 30 days prior to the date the change is to take place.
- Tuition payments will be collected and retained at the sub-recipient level (school district/LEA/community partner). Sub-recipients must keep track of families above 250% of FPL and report payment schedule/information to the MISD.
- Each local district will collect the fees from families to be used for GSRP classroom operational expenses, such as supplies, materials, or field trips, as defined in the Budget Section of the GSRP Implementation Manual.
- It is the responsibility of the individual school district/LEA/community partner to determine payment schedule (annually, quarterly, monthly, weekly), and how/where payments are made.
- Late payment fees are permitted only to recoup collection costs.
- Parents with questions should contact their local school district.

## **EMERGENCY PROCEDURES**

Emergency phone numbers for police, fire, poison control and animal control are posted in each classroom. There are also building maps showing routes for emergency evacuation and shelter during tornado warnings. Drills will be conducted throughout the year with each class. These are done in a very non-threatening and reassuring manner and include fire, tornado and lock down.

## **FIELD TRIPS**

Field trips help children become aware of the world around them, and are an important part of the preschool experience. You will be notified at least one week in advance of a field trip. The teachers will send permission slips home, which will tell when and where the children are going and when they will return. Permission slips must be returned to the teacher before the day of the field trip. Field trips are generally coordinated to compliment a theme that the class is learning about.

## **HEAD LICE**

Children may be checked periodically for head lice. In the event that lice are found, parents will be contacted. The child's hair must be re-checked before they may return to school. The hair must be treated with a lice removing agent before the child may return to school. We encourage that you remove all nits as part of your treatment. Head lice are not a sign of a dirty child or home and are nothing to be embarrassed about. It is a very common early childhood problem that if left untreated can spread very rapidly and cause a lot of discomfort to your child.

## **NUTRITION POLICY & SNACKS**

Roseville GSRP will provide a snack for each class each day. It is not necessary to provide special treats for holidays or birthdays. However, should you wish to provide nutritious, fun snacks on those days, (such as fruits, vegetables, granola, cheese, crackers or juice) you are more than welcome to do so. Sorry, all baked goods must be store purchased and pre-packaged. All items must also include the ingredients label. Please be aware that we may have children with severe food allergies.

## **ALLERGY PLANS & PROCEDURES**

Parents are requested to complete a medical information form that includes allergy alerts for their child if there are any allergies that may present themselves during the child's time at preschool. Teachers will take a digital photo of the child with the allergy and post their picture on a RED Allergy Alert form. This form will be hung in the classroom in clear view. Staff will read the ingredients labels of all snacks that are provided by the school. A list of classroom allergies will be sent home with parents of the classes with students of allergies to make them aware of the restrictions. Parents will be asked to only provide store bought snacks that have an ingredient list.

## **IMMUNIZATION POLICY**

All children must have their immunizations up-to-date prior to admission to the classrooms. We are required to submit all student immunizations to the Macomb and St. Clair County Health Departments for review. The Roseville GSRP is required to follow this C.I.S. policy: R400.5113 Rule 113 (2) A center shall obtain and keep on file not later than the first day of initial attendance a certificate of immunizations showing a minimum of at least one dose of each immunizing agent, (3) when a child has been in attendance for four months, the center shall have on file an updated certificate showing the completion of all additional immunizations requirements.

According to Michigan Health Department and state licensing regulations, children in a licensed center must have their shots updated by their 5<sup>th</sup> birthday. Any child who does not meet these requirements will not be eligible to attend classes.

## **MEDICATION PLAN**

Any necessary medication that is to be given to a child while in the care of the Roseville Great Start Readiness Program's staff shall be accompanied by a completed medication form. Parents are responsible for completing the required information including the name of medication, dosage to be given, time(s) to be given and method of administration. A licensed physician must also sign this form. Faxed copies are acceptable. The medication must be in its original container with the child's name and dosage instructions clearly labeled.

Medication **will not** be given on an as needed basis. (Exception: Epi-Pen, DiaState, Inhaler.)

## **APPROPRIATE CLOTHING FOR THE CLASSROOM**

Play is a child's "work." Please dress your child in clothes that they can get dirty. Children will be involved in "messy" activities – paint, glue, play-dough, sand, water and a variety of other messy materials almost daily. Your child will be comfortable and willing to play and experiment if they do not have to worry about staying clean or ruining their clothes. We request that each child have a complete change of clothes at the center in the event of an accident or spill. Please put a pair of underwear, socks, a shirt and a pair of pants in a Ziploc bag with your child's name on it and give to their teacher to store. In the event that we need to use any of it, please be sure to replace it the next time your child comes to school. The best shoes for preschool are tennis shoes or rubber soled shoes. Open toed shoes, sandals or flip-flops may be dangerous to little toes both in the classroom and outside. When your child wears boots to school in the winter, please make sure you send in a pair of shoes as well. Their feet get really hot in boots all day. Be sure names are on the inside of all clothes, boots, coats and hats.

## **PARENT NOTIFICATION REGARDING ILLNESS, INJURY & INCIDENTS**

Students, staff members and volunteers should not show up to school if they have an elevated temperature above 99 degrees Fahrenheit or show signs of not feeling well. Just like adults, preschoolers do not do well in activities when they don't feel well.

School and health department regulations require children, staff and volunteers with certain communicable diseases be excluded from school until such time that a physician deems them not contagious. These diseases include: chicken pox, measles, mumps, pinworm, ringworm, impetigo (contagious skin sores), scabies, pink eye, lice or any unidentified rash. Infections or communicable diseases need to be checked by a doctor. Roseville Community Schools follows the Macomb County Health Department requirements for students, staff and volunteers to return to school. The school office has a chart available to answer any questions you might have. We request that you report any confirmed communicable disease to the school office or your child's preschool teacher immediately so other parents from your child's class can be informed of signs and symptoms to watch for.

Parents, please let the preschool staff know if your child has had any accidents and is coming to class with a cut, bump or bruise that may need attention so we can keep an extra eye on them.

If a child becomes ill during the school day, the parent will be contacted to pick the child up early. A parent will also be contacted if there are injuries where blood is present or if there have been any injuries to the head. If the staff is unable to contact the parent or a person on the emergency card, the child will be kept in a supervised, but isolated, area and kept as comfortable as possible until they are picked up.

Children, staff and volunteers must be **fever free for 24 hours** before returning to school.

**PLEASE KEEP EMERGENCY NUMBERS UP TO DATE** (EX: CURRENT BABYSITTER, CHANGE OF HOME or WORK NUMBER, PAGER or CELL PHONE NUMBERS, ETC.)

## **RESTRAINING ORDERS & COURT PAPERS**

We cannot legally prohibit a parent from picking up a child unless we have current court papers on file indicating restrictions. It is the parent's responsibility to provide these papers and make the staff aware of any potential conflict. Staff is directed not to become involved in parental disputes over the children. Please do not ask the staff to take sides, give their opinions in regards to the other parent or to write letters on your behalf. We remain neutral and act only in the best interest of the child. We can only report on attendance and the child's behavior while in our care.

Licensing Rule: R400.5102(6)(a) – "The licensee shall assure that a child is released only to persons authorized by the parent. The following shall apply: (a) A child shall be released to either parent unless a court order prohibits release to a particular parent. (b) A copy of the order specified in sub-rule (6)(a) is to be kept on file at the center."

## **OUTDOOR PLAY**

Outdoor play is a part of the preschool programming. Students must use the age appropriate equipment provided on the district property. If the weather is not appropriate, the staff may choose to use the gym space as an alternative. Our facility is adjacent to the Huron Park run by the city. The staff does use those facilities on occasion. The staff inspects the area to ensure no hazards are present. A new play area was constructed in the summer of 2013 and was inspected by the state and approved.

## **PARENT RESPONSIBILITIES**

*It is the parent's responsibility to do the following:*

- Have your child at the designated entrance **no earlier** than 5 minutes prior to class starting
- Be sure your child is dressed appropriately for the weather
- Keep Child Emergency Card current and up-to-date
- Notify the office and classroom teacher of any changes in emergency information or court orders/restrictions
- Keep child's immunization record up-to-date
- Obtain a Health Appraisal for your child within 30 days of the first day of class
- Pick up your child promptly at the end of each class and when they are sick
- Be involved in your child's preschool education

## **CONFIDENTIALITY**

All information you provide to the program is confidential. It will not be released to any person or agency without permission from you. Information within the program will be shared within the program as needed by members of the professional team for assessment or services only. Student records, also known as CA-60's, will be created for each child enrolled in our program. These records will be forwarded on to your child's elementary school when they begin kindergarten. Work samplings and teacher assessments will also be a part of this file.

## **DISCLOSURE OF DIRECTORY INFORMATION**

The School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary, in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weights and heights of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to,

companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require Local Education Agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – name, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by **September 30<sup>th</sup>**. The School District has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photographs, video images or other electronic images
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### **DISPLAY OF STUDENT WORK**

“The Roseville Community School District displays student artwork and other assignments on bulletin boards in the classroom, in the hallways of the school and at the Administration Building. The District may also display student work in areas frequented by the general public, such as shopping malls. Student work may also be reproduced in school publications or posted to school websites. If you do not wish to have your student’s work displayed, you must notify the District in writing by **September 30<sup>th</sup>**.”

## **CONFERENCES**

Parent teacher conferences will be scheduled twice a year. This will be an opportunity for you to meet individually with your child's teacher to review their growth and progress and any areas of concern. Conferences are scheduled at 15-minute intervals. It is imperative that everyone be on time and limit their conference to the 15 minutes allotted. In the event that additional time is necessary due to extreme concerns about progress or behavior, teachers may schedule additional conference time. At the end of the school year, student's files will be forwarded to their elementary school. In the spring we will be asking for the name of the school your child will attend kindergarten.

### **Parent Teacher Conference Schedule**

January and June conferences will be set up by the teachers.



## **DROP OFF AND PICK UP**

Parents are asked to remain with their child until the teachers arrive to greet the class. The children will proceed to enter the classroom with the teachers. Teachers will take attendance of the children once everyone is inside. At dismissal time, one of the teachers will greet the parents to come to the classroom to sign their child out, check the parent board for messages and information and to hear special announcements from the teacher.

## **GUIDANCE & DISCIPLINE POLICY**

Teachers are responsible for the supervision and guidance/discipline of the children at all times. Examples are as follows:

- Established guidelines and limits are stated and used positively (minimizing the use of negatives).
- Guidance/discipline must be consistent, developmentally appropriated and realistic. When it becomes necessary to discipline a child, the following steps will be taken:
  - Re-direct child to a new activity or more appropriate situation.
  - Talking to the child in a one-on-one conversation about the behaviors he/she should be using and the behaviors that are inappropriate.
  - Support other children's expression of their feelings about the child's actions or words that have an effect on the activity.
  - Remove child to a quiet area under direct adult supervision for a short period of time where he/she can express and bring under control his/her emotions or behavior.
- Non-severe guidance/discipline or restraint, which is reasonably necessary based on the child's development to prevent a child from harming him/herself, other persons or property, may be used when absolutely necessary. This excludes those forms of discipline or punishment prohibited by law.
- Staff are prohibited from using any of the following as a means of discipline or punishment:
  - Hitting, shaking, biting, pinching, spanking or inflicting any forms of corporal punishment.
  - Restricting a child's movement by binding or tying him/her.
  - Mental or emotional cruelty such as humiliation, shaming or frightening.
  - Depriving a child of snacks, rest or necessary toilet use.
  - Confining a child to an enclosed area such as a closet, locked room or box.
- Roseville Community Schools GSRP aims to build strong characters through positive reinforcement. Parents are asked to follow the lead of the Supervisor and teachers in encouraging children in their activities and providing choices as well as avoiding humiliating or belittling situations or spanking a child. We are not here to tell you how to raise or discipline your child. However, we feel strongly in protecting children from being embarrassed in front of their peers by harsh or inappropriate discipline.
- Students are expected to follow all rules and regulations set forth in the Roseville Community School's Student Code of Conduct.



## **HELPFUL INFORMATION YOU SHOULD KNOW**

- Please make sure that there is a **complete change of clothing** for your child left at school. Clothing should be placed in a Ziploc bag. Using a permanent marker, label the bag and the items inside with your child's full name.
- Write your child's **full name** on the inside of their jacket and boots and on the outside of their backpack.
- Arrive for class no more than **5 minutes** prior to the class starting time.
- **Wait** in the designated area with your child until the teachers come to escort the class to their room.
- Children will be **dismissed** one at a time and only to persons listed on the child's emergency form.
- Make sure anyone picking up your child has **photo identification**. This person is also responsible for signing your child out when the child must leave early from class.
- Person picking up a child must be at least **16** years old, listed on the emergency card and have photo identification.
- **Entrance/Exit:** Families should **enter** and **exit** from the **front entrance ONLY**. Please wait in the vestibule area until the teachers come to gather the children.
- Anyone arriving after the start of class or having business to address should enter through the main entrance and check in at the main office.
- Whenever your child is going to be **absent**, we ask that you call in to report the reason. In the case of a communicable or contagious disease, we will make every effort to notify other parents in the class of symptoms to watch for without disclosing the name of the sick child.
- The **Child Information Form**, including written permission, signed by the parent to seek emergency medical care must be 100% complete and turned in before your child may attend preschool. As contact or emergency people, addresses or phone numbers change in your family be sure to update the information with both the Early Childhood Office and your child's teacher. This form **MUST** be on file by the **first day of class** or your child will not be allowed to stay. This is a State Licensing requirement!
- **Physical evaluations** are **due 30 days** from the first day your child attends preschool. Make sure that you fill out the front and sign it and that a licensed physician signs the back.
- **Immunization Record** – a copy must be on file the first day that your child attends preschool. As you receive updates, please be sure that a copy is submitted to the office. All of the children's immunization records are reported to the Health Department for compliance. Records found to be incomplete by the Health Department are reported to our office and a letter is sent to the parents indicating which immunization(s) are deficient and the amount of time that is allotted to become current. State law requires that children out of compliance be excluded from school until immunizations are current.
- **Immunization Waivers** – as a parent it is your right to refuse to have your child immunized. However, we must have a written Immunization Waiver on record before your child may attend preschool. These forms are available in the Early Childhood Office. In the event that there is a reported case of the disease for which your child is not immunized, they must be excluded from school until such time that the incubation period has passed.

- **Newsletters/Calendars** – you will receive weekly newsletters from your child’s classroom teacher about activities that are pertinent to your child’s class. It is important that you take the time to read this information since this is our primary means of communicating with you. Program-wide newsletters and calendars will also be available on our website throughout the school year. Most teachers make copies of their newsletter for distribution.
- **Website & Cable Information** – we make every attempt to keep our information as current and accessible to you as soon as possible. When in doubt, check our website at [www.rosevillepride.org](http://www.rosevillepride.org). Follow the links to the Early Childhood page located under the Departments tab. **Channel 15 and Channel 19** are the District cable channels that will provide you with information about all District activities and events as well as emergency school closings.
- **Assessments** – observational assessments and antidotal notes are ongoing throughout the school year. Prior to parent/teacher conferences, teachers will also complete a Progress Report of your child and share their progress and any areas of concern with you at conferences.
- **Homeland Security** – the safety and security of your child is our highest priority. Drills are conducted regularly for fire, tornado and lockdown. All visitors to the building must check into the office. Each building in the district has a Crisis Plan unique to that building in place that is coordinated with the local safety officials. This plan is not shared with the general public for security reasons.
- **Conferences** are held at the end of each semester. The teachers will share your child’s progress with you. Conferences are limited to 15 minutes. If the conference requires more time, the teacher may schedule an appointment to meet with you.
- **Parent Participation** – there are so many ways to be involved in your child’s preschool experience. Here are just some of the ways that you can help and to let your child know that you believe school is important:
  - Reading school notes & newsletters
  - Participating in the monthly book orders and fund raisers
  - Reading to your child every day
  - Ask open-ended questions that allow your child to tell you in their own words, not just answer yes or no
  - Empty your child’s backpack every day and talk about what they did in school, asking open-ended questions such as: “Tell me about the project you made today” or “What was the story about that Ms. \_\_\_\_\_ read during Large Group?”
  - Listen to your child’s stories about school and their new friends
  - Make sure your child is at school on time and pick them up on time
  - Talk to your child all the time and use descriptive words such as: “Tim, why don’t we buy 3 yellow bananas that are ripe and 2 green bananas that need more time to ripen?”
  - Let your child see you being supportive of the teachers and school
  - Keep the lines of communication open

- **Monthly Book Club Orders** – about once a month, every teacher sends home Scholastic Book Order forms. This club not only offers great book values to you and your child, but for every dollar that you spend on your order, the classroom earns Bonus Points for free books for their classroom. Payment in the form of checks or money orders only are accepted and should be placed in a sealed envelope with your child's full name and which order you are ordering from. Give the envelope to your child's teacher by the due date. Most books generally arrive within 1-2 weeks of the teacher placing the order. This is a great way to add to your child's favorite book collection at home.

### **VOLUNTEERS**

All volunteers must complete a District Volunteer Form and will have a background check performed by the District.

### **PEST MANAGEMENT**

Roseville Community Schools contracts with a pest management company who routinely treats the school for pests. This will typically take place in September. The company posts a notification on the door at any time they treat the building. Parents will also be notified either by newsletter, e-mail or a handout. For more information regarding our Pest Management Program, contact Buildings and Grounds at (586) 445-5697.

### **PARENT NOTIFICATION OF LICENSING NOTEBOOK REQUIREMENTS**

All child care homes and centers must maintain a licensing notebook which includes all Licensing Inspection Reports, Special Investigation Reports and all related Corrective Action Plans (CAP). The notebook must also include a summary sheet outlining all the reports and CAPs contained in the notebook. The Licensing Notebook Summary Sheet (BCAL-5052) may be used as the required summary sheet in the licensing notebook.

These notebooks are available during our hours of operation during the school year.

Licensing impaction and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at:

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)



## **CONTACT INFORMATION**

### **Huron Park Elementary**

Contact: 586-445-5780

Monday – Friday

8:00 a.m. – 3:30 p.m.

### **Curriculum Department**

Contact: 586-445-5688

Monday – Friday

8:00 a.m. – 4:30 p.m.

(Closed 12:00 p.m. – 1:00 p.m. daily)

### **\*Summer Hours\***

8:00 a.m. – 4:00 p.m.

(Closed 11:30 a.m. – 12:30 p.m. daily)

### **Administration Building**

**18975 Church Street**

**Roseville, MI 48066**

John Kment, Superintendent

Rebecca Vasil, Deputy Superintendent

Mark Blaszkowski, Assistant Superintendent

David Rice, Director of Curriculum

### **Roseville Community Schools**

#### **Board of Education**

Theresa J Genest, President

Alfredo Francesconi, Vice President

Gregory W Scott, Secretary

Matthew McCartney, Treasurer

Joseph D DeFelice, Trustee

Ruth H Green, Trustee

Kevin A Switanowski, Trustee