

# Family Handbook

August 2024



Foundations Preschool  
of Washtenaw County



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## HISTORY OF FOUNDATIONS PRESCHOOL OF WASHTENAW COUNTY

Foundations Preschool began as Perry Nursery School in 1934, by Edith Bader, Assistant Superintendent of the Ann Arbor Public Schools. As one of four WPA (Works Progress Administration) Nursery Schools, it was founded to assist children from depression-ridden homes as well as provide employment to low income mothers hired to staff the nurseries. It was named Perry Nursery School because it was housed in the Perry Elementary School.

As the only local WPA nursery to remain open during the World War II era, a group of parents, administrators, and community activists recognized there was still a need for full-time childcare for young children. Many women were the sole or major supporters of their families. In addition to low-income and divorced mothers, there were war widows and wives who supported the family while their husbands went to college under the GI Bill.

In 2014, the Board of Directors elected to change our name to Foundations Preschool of Washtenaw County as part of our 80th-anniversary celebration. It was determined that Foundations Preschool better reflected the current mission, philosophy, and constituents.

***Foundations Preschool has been incorporated by the State of Michigan as a non-profit organization since 1948. Our goal of providing equitable access to high quality, affordable childcare with support services has remained constant since our inception.***



## OVERVIEW

### MISSION

Foundations Preschool provide equitable access to high-quality care and education; prepares children for future academic and social success; and strengthens families through opportunities for professional, personal, and parental growth.

### VISION

To be the preschool that best understands and satisfies the educational, social and emotional needs of Washtenaw County's children and their families.

### PHILOSOPHY

Children learn through play and are motivated by a desire to understand the world around them. Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. We treat each child with respect and reinforce his/her value as an individual and member of our community.

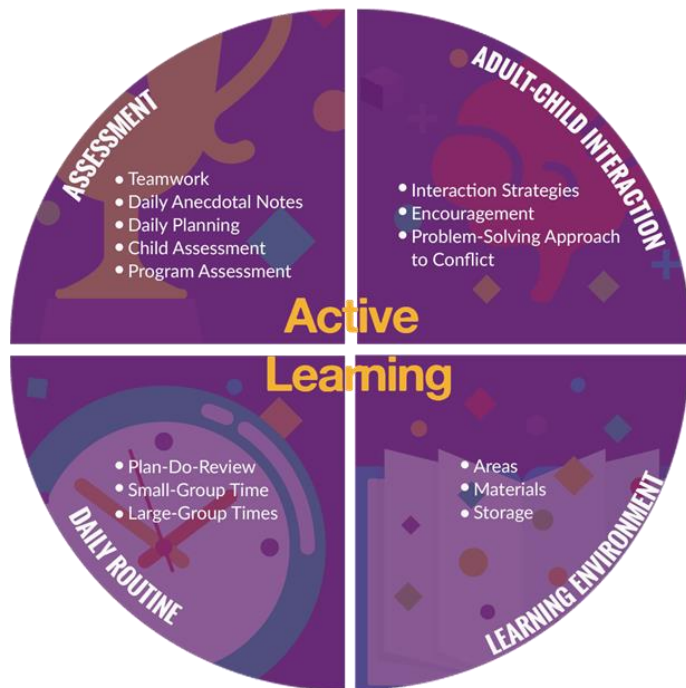
Foundations Preschool also understands that the two areas that most directly influence a child's ability to fully realize his/her potential are home and school. The first is the positive and supportive role that parents play in their children's lives. The second is that the school setting must have significant relevance to the child's home environment in terms of his/her culture and values. Our goal is to function as a team with parents to provide the best possible environment for children to thrive and grow.

### EQUITY STATEMENT

Foundations Preschool of Washtenaw County respects and values the diversity and life challenges of our families and staff. We firmly believe in the fundamental value and dignity of all individuals and work to create an environment that is equitable and inclusive for all. At Foundations Preschool, diversity, equity, and inclusion have been at the core of who we are since 1934 and DEI is reflected in our mission to ensure equitable access to high-quality education.

## CURRICULUM

We use the High Scope curriculum, which was developed through research and knowledge from all areas of child development. Emphasizing active learning and a consistent routine, it allows children to make choices throughout the day. This curriculum offers children many opportunities for positive interactions with other children and adults – and focuses on the development of the whole child (social/emotional, physical, cognitive, and language). High Scope lays a foundation for children to move seamlessly from Foundations Preschool to Kindergarten with appropriate beginner skills in math, reading readiness, science and social awareness.



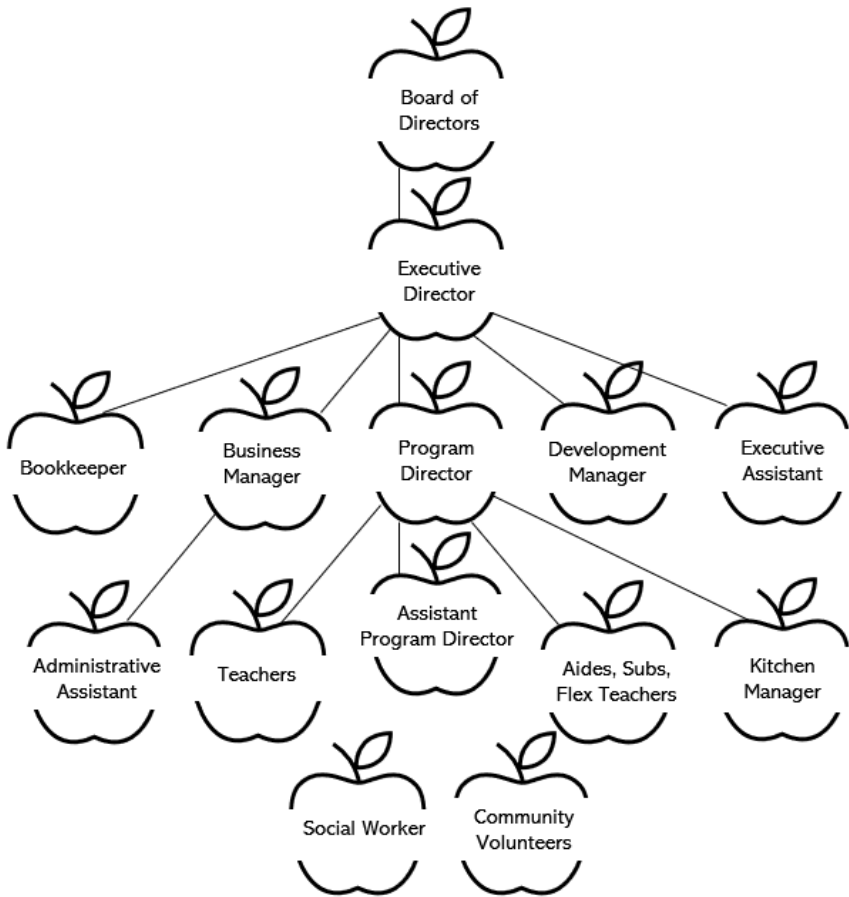
Wheel of Learning –  
Preschool

Wheel of Learning –  
Infant/Toddlers





**STAFF**



Foundations Preschool operates under the governance of a **Board of Directors**. The Board of Directors is responsible for managing the property of the corporation, to create board policies, monitor all legal requirements, assess the organization’s strategic plan, and oversees the management of school finances. The Board of Directors is authorized to take any lawful action on behalf of FPWC that it deems necessary and proper. The board hires the Executive Director and delegates daily operations to them who, in turn, provides regular and objective reports on the organization.

The **Executive Director** provides oversight of the organization’s operations, culture, programs, finances, staffing, community engagement, fundraising, compliance, and strategic planning. The Executive Director supervises, guides, monitors, supports, and relies on the employees who execute these tasks to ensure a high-quality program. These employees, experts in their fields, collaborate with the Executive Director, providing feedback and insights so the director can provide for the well-being of the staff, children, families, organization, and community. The Executive Director, in return, can then report to the board of directors and our constituents on the organization’s status. The Executive Director sets the organization’s internal policies and procedures with feedback and collaboration from the Leadership Team and staff.

The **Program Director** is responsible for: The implementation of the center's curriculum, measurement, and reporting; Ensuring the center is safe, clean, and inviting; Providing family engagement opportunities; Ensuring that the facility, equipment, and materials comply with local and national health and safety regulations and are well-maintained, attractive, and

welcoming; Supervising all program staff, which includes recruiting, training, and evaluating performance; Managing short and long-term staff schedules; and Ensuring that the center complies with local, state, and national regulations for childcare while staying up-to-date with changes in laws and implement them promptly.

As an integral part of the Program Team, the **Assistant Director** runs the Demonstration Classroom to assist with teacher training; meet weekly with the Program Director for program planning and needs assessment; and support the staff, children, and families when the Program Director is absent.

**Lead Teachers** team-teach with their Associate teaching partners (and Teaching Assistants if applicable) to create a welcoming, safe, and engaging environment following the HighScope curriculum. Together they implement an active learning approach by fostering child creativity, confidence, and independence.

**Associate Teachers** team-teach with their Lead teaching partners (and Teaching Assistants if applicable) to create a welcoming, safe, and engaging environment following the HighScope curriculum. Together they implement an active learning approach by fostering child creativity, confidence, and independence.

The **Teaching Assistant** is the 3rd full-time caregiver in an infant or toddler classroom when ratios call for an additional adult beyond the Lead and Associate teacher. Teaching Assistants support their Lead and Associate teaching partners to create a welcoming, safe, and engaging environment following the HighScope curriculum. Together they implement an active learning approach by fostering child creativity, confidence, and independence.

The **Flex Teacher** is a full-time position. This person has either already been a teacher in a childcare/preschool setting or is working toward this goal. The primary role for this position is to be in the classroom when a permanent teacher is absent.

The **Building Substitute** is a full-time position and is cross trained to fill-in for multiple program roles with substituting in the classroom as a priority.

**Aides** are instrumental in the proper functioning and safety of the program. They assist in the classroom where needed and support the teaching staff. They engage and supervise children as well as assist with classroom and program maintenance.

The **Business Manager** manages the day-to-day business operations while balancing the responsibilities of various lines such as enrollment, billing and reimbursements, building and grounds, office management, and vendor relations. The Business Manager is an integral part of the Leadership Team and works closely with the Executive Director on special planning and various organizational projects.

The **Development Manager** focuses on creating development plans that raise public awareness about key issues, facilitate donor fundraising, and generally raise revenue to pursue the organization's strategic goals. The Development Manager collaborates with the Executive Director to provide strategic opportunities for increased fundraising; Seeks out and cultivates relationships and opportunities that lead to increased agency funding; and assists with grant seeking, acquisition and reporting.

The **Executive Assistant** provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for the Executive Director and provides comprehensive support services to the Executive Director that ensures outstanding communication and responsiveness; supports and manages a high-volume of requests and projects to meet the objectives of the Executive Director; maintains quality filing and communications systems; conducts research and analysis on issues of interest to the Executive Director; and assists in other administrative tasks as needed.

The **Social Worker** is an essential part of the social-emotional component of our program and helps support teachers, children, and parents by working with them and providing strategies for successful outcomes. The Social Worker is instrumental with initiating the educational/developmental assessment and/or referral process when necessary.

The **Kitchen Manager** is responsible for ensuring the state nutrition, licensing, and organization guidelines are met for safe and nutritious meals and snacks. Shopping, ordering, organizing, preparing, and delivering food is a large part of this role. Keeping the area sanitary and in accordance with safety standards and ensuring all children are safe from allergens and hazards are critical.

## **TEACHER QUALIFICATIONS**

Foundations Preschool is accredited by the National Association for the Education of Young Children (NAEYC). This accreditation offers the assurance that we hire qualified teachers who are committed and capable of addressing the cognitive, emotional, physical, social and academic developmental needs of every child enrolled in our care.

All Foundations teachers meet or exceed the Michigan State Department of Education (MDSE) licensing requirements. Every lead teacher holds a college degree and has completed coursework in early childhood education. Associate teachers must possess a Child Development certificate (CDA) or higher. Each year the staff exceed the required number of continued training hours as assigned by the state childcare licensing department and other regulatory and accreditation agencies.

## **VOLUNTEERS AND VISITORS\***

Volunteers and visitors are always welcome at Foundations Preschool. As a non-profit agency, we partner with local businesses, colleges, universities, clubs and service groups. You may see them lending a helping hand in the classrooms, planting or pulling weeds in the garden beds, painting, doing handy work, or any number of tasks that we need done to make sure your child has everything they need for a wonderful experience. All volunteers and visitors must check in at the office upon arrival. It is important to note that volunteers and visitors are never left alone with students, as they are here to assist the teachers, not to substitute.

*\*During times of pandemic or other health and safety concerns, we may not allow volunteers or visitors into our classrooms/near the children.*

## PARENT EMPOWERMENT AND INVOLVEMENT

Best practice for quality, early childhood education shows that parent involvement is key to early success. The following are ways we provide opportunities for you to be involved in your child's education:

- All families will have the opportunity to participate in two Parent/Teacher conferences. Additionally, Pre-K families will have two home visits during the school year as a part of their curriculum and the home/school open communication goals to discuss child progress. \*
- The Parent Advisory Committee meets at least two times during the school year to offer input and school improvement ideas and fundraising. This is a way for parents to be a part of the decision-making process. This committee is voluntary and optional but your participation will make a positive impact on Foundations Preschool. \*
- There will be an opportunity to participate in the Great Start Parent Coalition. The mission of the Parent Coalition is to engage and empower parents through education around early childhood development, community resources, and advocacy opportunities on behalf of families in Washtenaw County. \*
- Parents are always welcome to visit their child here at Foundations Preschool. While parents are encouraged to visit the center, we ask that you consult with your child's teacher or the director to make arrangements for visiting and volunteering at the best times to accommodate our daily routines. \*

*\* During times of pandemic or other health and safety concerns, parent visits may not be allowed and all meetings will be held virtually (computer or phone).*



## OUR PROGRAMS

### DAILY OPERATIONS

#### Hours of Operation and Programs

Foundations Preschool is open Monday through Friday from 7:00 am - 6:00 pm throughout the year. *(During times of pandemic and other emergencies, these hours may temporarily change).*

Although we are open for an extended day, best childcare practices highly recommend that children are not in care more than 9 hours per day.

We provide for the following age groups:

- 6 weeks-15 mos. (Infants/Transitioning Toddler 1)
- 15 mos. – 33 mos. (Toddler 2)
- 30 mos. – 40 mos. (Lower Preschool)
- 3yrs. - 4yrs. (Upper Preschool)
- 4yrs. – 5 yrs. (Pre-K)
- 5 yrs.– 7yrs. (Summer Camp)

Foundations Preschool participates in the Great Start to Readiness Program (GSRP). If you are enrolling in GSRP, please note:

- The Great Start Readiness Program (GSRP) is a **free pre-K program** for qualified 4-year-olds (qualification is determined through an online process). GSRP runs from September – June, Monday through Friday between the hours of 8:00am-3:00pm/8:30am-3:30pm. **Extended hours and months are available at low rates.**



**Days of Discovery** is our summer camp program. It runs from mid-June to the end of August and offers working parents the perfect summer solution for their childcare needs for children ages 5-7 (entering kindergarten and 1<sup>st</sup> grades).

Our summer session delivers learning enrichment programming for children with a focus on Science, Technology, Engineering, Arts, and Math (S.T.E.A.M.)

Throughout the summer we plan special field trips and on-site events for the children to experience, such as:

- Zoo Trip
- Magic Show
- Science Museum
- Musical Guests
- Water Days
- Story Telling
- And much more!



Children who participate in our program will leave ready to continue successfully on their educational journeys. At the same time, your child will develop meaningful friendships and memories that will last a lifetime.

Parents who choose Foundations Preschool for their summer care needs will find an environment that is nurturing, attentive and well-prepared to meet the physical, emotional and cognitive needs of their developing child.

Summer program tuition scholarships are available. Those who were previously enrolled in any GSRP (free) program in Washtenaw County will receive special tuition savings.

## **Our Daily Routine**

Please arrive on time. This is to ensure that your child receives a proper welcome and can start their day in a predictable and positive way. A typical daily routine is posted below.

Order of activities may vary by classroom:

### **Before care activities for early arrivals**

**GSRP arrival/breakfast/greeting time** (no greeting time in the infant and toddler rooms) - Children enter the classroom at their own pace. Parents/guardians are encouraged to stay until children are ready for them to leave.\* Children have choices about whether to eat, spend time with books, or interact with adults and one another. Once all children have arrived, teachers share the daily announcements.

**\* During times of pandemic and other health/safety concerns, parents may not be allowed to stay with the children at drop off time. Our staff will help provide a smooth transition for both child and parent.**

**Large-Group Time/ Music and Movement** - All adults and children participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects; and events meaningful to children.

**Planning Time** (not in infant/toddler room) - 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, tape recorders, singing, planning individually, in pairs, in small groups).

**Work Time/Choice Time** - Children always initiate activities and carry out their intentions. Children make many choices about where and how to use the 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.

**Cleanup 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** (not in infant/toddler room) - Gathered in small group settings, children choose Work Time 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 Time with four or five children each day.

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



**Outside Time** - Children have many choices about how they play in the outdoor learning environment, much as they do during Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving.

**Bathroom/Diapering/Wash Hands/Prepare for Lunch** - Children assist in preparation and set up. Children choose where they would like to sit and are encouraged to serve themselves.

**Lunch** - Family style meals support children doing things for themselves (e.g., serve themselves, pour beverages, distribute napkins, wipe up spills).\* Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

**\*During times of Pandemic or other health/safety concerns, meals may not be served family style.**

**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 skills.

**Wake/Bathroom/Diapering/Snack** - As children wake up, adults and children work together to put away cots and set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, pushing in their own chairs.

**Small Group Time** - An afternoon or supplemental Small Group experience can support a tiered model of instruction where some or a few children are homogeneously grouped to meet developmental needs.

**Plan/Work/Cleanup/Recall** (refer to AM descriptions)

**Outside Time/Dismissal** (refer to AM descriptions)

**Aftercare Activities** end of day





## **Field Trips**

Preschoolers may take field trips and nature walks periodically to nearby places such as stores, libraries, and local parks. \* Foundations provides the same supervision for these excursions as we provide our children while they are in school. Permission for your child to participate in such excursions is part of the enrollment process.

Transportation for field trips is usually by walking or by city bus. *Advance notice of at least one week will be given when a trip is planned.*

When walking for a field trip, the children and staff will use a walking rope with two children holding on to each ring of the rope. A teacher will be stationed at the front and back of the rope. Some bus field trips we have taken are to Mallets Creek library and Cobblestone Farm. Walking field trips have included the Cat Clinic, Kroger, Turnberry Park and Marcos Pizza.

Infants and toddlers may take occasional walking trips in a group stroller.

**\*During times of pandemic or other health /safety concerns, there will be no off-site field trips.**

## **Food**

Foundations Preschool meets children's nutritional needs by providing free breakfast, lunch, mid-afternoon snack, and late snack for those who are still in our care after 4:30 pm. Parents may choose to opt out of the lunch food program and bring provide their children's food. (Agreement forms must be completed in the office).

## **Food Allergies and Intolerances**

If your child has a food allergy/intolerance and needs a food substitution, it *is necessary to complete a food substitution form which includes a physician's signature*. Emergency medications and action plans must be submitted prior to the first day. Substitutions will not be made based on food preferences. Out of respect for certain religious beliefs, we do not serve beef or pork. For safety reasons, we do not serve tree nut products other than coconut.

Food substitutions will be posted on the parent daily menu board along with serving sizes.

## **Other Allergies**

Foundations Preschool will cooperate to the best of our ability to accommodate staff or children who have allergies to dust mites, components of furnishings, or cleaning and program supplies by following the recommendations of health professionals.

Parents are responsible for providing Epi Pens, inhalers, or other rescue medications for their child. A medication form must be filled out, signed and kept on file in the office. All children who may experience an allergic reaction must have an allergy action plan on file.

## Rest Periods

Foundations Preschool follows the guidelines set by the State of Michigan Licensing Rules for Child Care Centers: R400.5106(6): *(12) Nap time or quiet time shall be provided when children under school-age are in attendance 5 or more continuous hours per day.*

Foundations will provide a blanket and pillow for each child to be used during rest time. These items will be stored after use in a separate assigned sealed bag for each child and washed once per week.

## Toys and Other items from Home

We ask parents to help their child understand that toys or other items are not allowed at Foundations Preschool. In addition to the spread of outside germs, personal items can be lost or damaged and can cause hurt feelings.

Discuss with your child's teacher about comfort items permitted for certain children who may need something for morning drop-off or nap time.

## Birthdays and Celebrations

Each classroom has its own birthday traditions to mark children's birthdays. These may include special activities, songs, or projects. ***We ask that parents do not bring food or gifts to school to celebrate their child's birthday.***



## CURRICULUM OVERVIEW

### 1. Hands on Learning:

- a. Foundations Preschool uses a hands-on approach to learning. Teachers implement the High Scope Curriculum to guide lesson planning for the children.
- b. Foundations Preschool also follows the guidelines from the Great Start Readiness Program (GSRP) of the Michigan Department of Education.
- c. Children learn through active involvement in activities by exploring, discovering, problem solving, and play. Foundations Preschool does not use worksheets and drills to teach concepts.

### 2. Classroom Settings:

- a. Foundations preschool offers infant, toddler, preschool, and pre-K programs. Infant and Transitioning Toddler room has an adult/child ratio of 1:4 with a capacity of 8 children. The Toddler rooms have an adult/child ration of 1:4 with a capacity of 12 children. Preschool and Pre-K rooms maintain a ratio of 1:8, with a capacity of 16 children.
  - Classroom shifts (a child moving from one program to another i.e. toddler to preschool, etc.) may occur at the end of a school year/beginning of summer program (June) or the beginning of a new school year (September) provided the move is age and developmentally appropriate and there is available space in the new room.
- b. Children spend the school day with the same teachers and same group of children where they can be comfortable as part of a family of learners.
- c. If a teacher is ill, a substitute teacher will be provided. The substitute teacher will have had all required health and background checks, including a TB test.
- d. Foundations Preschool welcomes volunteer college students and interns who are going into the childcare profession. \* These guests are never left unsupervised. Any guest who is considered “regular” (at least 4 hours per week for 2 consecutive weeks) will have a background check and current negative TB reading on file.  
**\*During times of pandemic and other health/safety concerns, students and interns may not be allowed to participate.**

### 3. Child Development: Learning Needs & Behavioral Assessments

- a. Foundations Preschool utilizes the services of a licensed social worker. The social worker will regularly observe in the classrooms and consult with teachers regarding child development, behavior management, and children’s individual needs.
- b. The social worker is available to provide parents with the opportunity to address concerns.

#### 4. Assessments:

- a. Shortly after a child begins, teachers will perform the ASQ 3. The Ages and Stages Questionnaire 3 (ASQ-3) is a widely used screening tool for young children's development assessing development in five domains: Communication, Gross Motor, Fine Motor, Problem Solving and Personal Social.
- b. The ASQ SE might also be administered if the teachers feel a necessity to obtain a better social/emotional assessment. This provides a quick look at how children are doing in important areas, such as self-regulation, communication, autonomy, compliance, adaptive functioning, affect, and interaction with people.
- c. COR Advantage (Child Observation Record) is an observation-based assessment instrument for children. It is designed to measure children's progress in all early childhood programs (including, but not limited to those using the High Scope educational approach).
- d. All assessment data helps to improve overall program quality.

#### **Kindergarten and Other Program Transitions**

Foundations Preschool will assist parents in helping their child make a smooth transition when children leave to enroll in another program. Parent/Teacher conference will be used to discuss kindergarten readiness. The staff is here to assist parents in locating elementary schools, charter schools and private schools that meet the needs of the parent and the child. Please do not hesitate to ask for help and/or advice.

#### **Parent Concerns**

Foundations Preschool is committed to maintaining positive relationships with parents. It is our goal to continue to find ways to make Foundations Preschool better for all families and children. On occasion, parental concerns may arise. Please address these concerns by talking with the classroom teacher(s) first. If you need further assistance, please seek the program director. The program director will determine if the Executive Director should be involved.

Formally, parents are invited to participate in an annual survey and join the Parent Advisory Committee which meets several times per year and provides an opportunity for parents and teachers to work together to improve programming and operations.

#### **Referrals and Assessments**

Foundations Preschool has a strong dedication to giving every child the opportunity to grow and thrive while in our care. When necessary, staff may request service referrals and/or assessments for advance testing. Foundations Preschool will contact parents who, then, can give their consent for the provision of services.

## OPERATIONAL INFORMATION

### Tuition Payments

- All weeks are charged the same rate regardless of holidays, illness, scheduled days off, snow days, etc. The only exception will be the week of Christmas and the Closing week in August each year.
- Tuition is ***pre-paid*** and is billed weekly.

### Late Payment Fees

- Payments must be made by end of business on Thursday before week of service
  - Give a day for processing
  - Any payments received after midnight on Thursdays will be considered late and a late payment charge of \$5 will be added to the account.
  - Accounts will not be allowed to accrue unpaid. ***We are here to help all families in many ways.*** If more than one week of late payments occur, the parent/guardian will be contacted to discuss ways to find solutions.

Payments made by Cash or Checks can be made at the office when someone is in attendance. A receipt will be given at the time of payment.

Credit and Debit Card payments can be made by calling the office or done online through our payment system:

Go to [www.myprocare.com](http://www.myprocare.com)

Enter your email address (address must match the one we have on file).

The system will send you a verification email with a link to set up the account.

### Drop-off Procedure

- Parents/Guardians are responsible for providing reliable transportation to and from the center.
- *Children must be escorted to the classroom.* Once contact is made with the teacher, the child may enter the room.
- All people entering the building must be in good health and not have any symptoms for the past 24 hours.

## Pick-up Procedure

- At the end of the day, your child will be looking forward to seeing you. ***Please be on time*** so that he/she is not worried, bored, or overheating (if already dressed to leave). (Please see "Late Pick-Up Policy").
- A child will only be released to another adult if there is permission given by the parent on the emergency card. Please ensure all names of those authorized are listed.
- If someone does arrive to pick up a child without a parent's permission (their name is not on the emergency card as an authorized person for the child to be released to), we will call the parent to make certain this is what they want.
- If a person is unknown to the staff, we will ask for picture identification. We will compare the picture with the person and make sure their name is listed on the emergency card. This applies even to parents who are unknown to the staff present at pick up time.
- We will not release a child to anyone who we feel is under the influence of drugs, including alcohol or marijuana.
- When in doubt, we will not release a child.

A child shall be released to either parent unless a court order prohibits release to a particular parent. A copy of the order prohibiting release must be kept on file at the center.

## Adult Behavior Expectations

Foundations Preschool strives to create a peaceful, kind, and welcoming environment for our families, staff, and visitors. We will not tolerate harassment or intimidation of any kind on our grounds or through communications. To do so will be cause for immediate action by our administration and may include dis-enrollment and/or police involvement.



## Parking

**The parking lot is a one-way drive.** Please circle around in one direction (counterclockwise) when entering and leaving the lot and please drive slowly.

- Never leave a child unattended in your car. (This is a licensing law)
- Never leave your vehicle running unattended. (This is a licensing law)
- All children must be in car seats while the car is moving. (This is the law)

Parking space is very limited. We are sorry for the inconvenience and are working to try to find solutions to this problem!

Please be courteous and kind in our parking area.

Drive SLOWLY – children may separate from parents and run in front of traffic!

## Holiday Closings

Foundations Preschool is closed on the following holidays:

- Martin Luther King Day,
- Good Friday,
- Memorial Day,
- Fourth of July,
- Labor Day,
- Thanksgiving Day and the Friday after Thanksgiving.



- The school is typically **closed from Christmas Eve through New Year's Day**. Some calendar years there may be an additional day during this period (please check your school calendar). Tuition will not be charged **for five days** of the December closing period.

## School Closings and Alerts

### WEATHER CLOSINGS

Foundations Preschool closes only when BOTH Ann Arbor Public Schools and Ypsilanti Community Schools close for bad weather. If these schools are already closed for a school break, Foundations will independently assess our need to close and will alert families.

Watch the school closing broadcasts on television Channels 2, 4 and 7. We will post “Foundations Preschool of Washtenaw County.”

You may also check our Facebook and Instagram pages (search Foundations Preschool of Washtenaw County on Facebook or follow us ahead of time) for closing status.

**Please enroll in our parent communication app** (currently “Class DOJO”) to be alerted to urgent messages.



### OTHER CLOSINGS

Foundations Preschool closes for a week in August for staff in-service training, and room preparation for the new school year. Tuition is not charged during this week.

During the school year, there are occasional closing days for additional teacher training, home visits, and conferences. ***Please check your school calendar and last-minute notices.***

All illnesses are reported to the health department. If a confirmed outbreak of a contagious illness is confirmed, the health department will decide if/how to close. All parents will be immediately notified of the closing and will receive next steps.

### ALERTS

By signing up for our classroom and school communication system, we will alert you of a closing due to weather or other conditions, as well as emergency alerts, if necessary, during the day. If you have not signed up and do not know how, please ask your child’s teacher for assistance.



## REQUIRED FORMS FOR ENROLLMENT

### **1. Child Information Records (Emergency Cards)**

The State of Michigan Department of Human Services requires Child Information Cards for each child. **Please inform both the teacher and the office of any changes (address, phone, etc.) to maintain accurate records.**

### **2. Immunizations and Health Form**

All children must have a copy of current immunizations or an immunization waiver on file before the child starts their first day at Foundations Preschool. State regulations require us to maintain a health form for each child. Preschool physical evaluations made within the 12 months prior to enrollment are acceptable. Health forms must be submitted prior to the first day of enrollment in school.

The current immunization schedule can be found online at:

[http://www.michigan.gov/documents/mdch/033112\\_childcarerequire\\_383666\\_7.pdf](http://www.michigan.gov/documents/mdch/033112_childcarerequire_383666_7.pdf)

Please be sure your child's immunizations are current. Foundations Preschool will notify parents when children require additional immunizations. Foundations Preschool reserves the right to exclude children who need immunizations until they have been completed or a waiver has been submitted.

If a vaccine-preventable disease to which children are susceptible occurs in the program, all under immunized children will be promptly sent home until it is deemed safe to return.

### **3. CACFP Form**

In order to receive funding from the State of Michigan for our food program we must have this form filled out by each family upon enrollment. This information is confidential and is used only for reimbursement purposes.

### **4. Other Required Enrollment Forms**

Parent Permissions form, Family Handbook Acknowledgement, Program Contract, Lunch Preference, Medical and Allergy Action Plans, Nutritional Health Assessment, and Medication/Special Diet forms must all be in prior to starting in the classroom.

### **5. Birth Certificate, Proof of Birth (from hospital), or passport**

## POLICIES

### Late Pickup Policy

At the end of the day, your child will be looking forward to seeing you. ***Please be on time*** so that they are not worried, bored, or overheating (if already dressed to leave).

If your child is enrolled in the Great Start Readiness Program (GSRP free program) only, you must pick your child up by the time you chose at enrollment (either 3 or 3:30). If late, you will be charged \$15 through minutes 1-10 and then 11+ minutes = an additional \$1 per minute.

Please call if you will be late.

Foundations Preschool CLOSES at 6pm. Please allow enough time to pick up your child and be out the door by the time the building closes. We do understand that traffic and other situations can mean a slowdown. Please plan for these possibilities.

**A FINE of \$20 plus \$1 per minute** applies at the time of pick-up for pickups after 6pm to accommodate staff overtime. If a child is not picked up by 6:30 pm, we are instructed to contact the police and Child Protective Services (DHS).

### Attendance Policy

Breakfast is served *prior* to 9:00 am. Classroom greeting time begins at 9:00 am. Setting the day up in a positive way for your child is important, so please arrive on time. To help our staff plan, excused tardiness, or absences for appointments such as doctor or dentist appointments must be pre-arranged with the classroom teachers.

Parents are asked to notify the center when their child will be absent. The staff will work with families to identify any factors that are keeping the child from attending school and will provide support to ensure continued attendance.

***To ensure your child remains enrolled, tuition is charged regardless of absences (illness, vacations, etc.).***

### Withdrawal Policy

- 1. One-Month Notice:** We require that you give one-month notice when leaving Foundations Preschool. This allows proper transition time for the child and teacher as well as providing time to fill the vacancy. If there is not a one month notice in place, charges will be incurred, and payment must still be made a month from the time of notice.
- 2. Behavioral Concerns:** Foundations Preschool will not deny enrollment or exclude a child based on challenging behavior or any disability because of staff attitudes and/or apprehensions, unfamiliarity with the behaviors or disability, the need to access additional resources to serve a specific child or the need for individualized planning and intentional teaching.

Any child, at any time, who has developmental or behavioral concerns that cause them to

harm them self, staff or other children, or who disrupts the program will be assessed. We will, to the best of our ability, provide in-house services and/or refer to outside services. If it is determined that our services are not appropriate for that child's needs and/or for the safety of others, the option of disenrollment will be explored.

Foundations Preschool strives to promote and maintain an educational environment free from harassment, humiliation, and intimidation.

We prohibit any type of verbal abuse, physical abuse, and disruptive or threatening conduct from parents, guardians, and family representatives. By this, any display or engagement of such behavior on Foundations Preschool grounds is a violation of our policy and may result in the immediate disenrollment of the family's child from the program.

- 3. Other reasons for Withdrawal & Disenrollment:** Disenrollment from tuition-based programs may be made without prior notice for failure to pay tuition fees or for extreme negative/unsafe behaviors.

The parent remains responsible for any outstanding balance upon withdrawal/disenrollment.

### **Child Custody Rights Policy**

When a parent has sole legal custody of a child, the custodial parent shall make all decisions regarding the non-custodial parent's rights at Foundations Preschool. A copy of the court's sole custody documentation must be submitted to Foundations Preschool.

For the non-custodial parent to be allowed to visit their child, obtain access to financial records, or access the child's educational records, one of the following criteria must be met:

1. The custodial parent submits a written statement to the office allowing specified rights to the non-custodial parent.
2. The non-custodial parent submits a signed legal document from the court stating specified rights for access to the child and child records.

### **No Cell Phone Policy**

*Please end all cell phone conversations before you enter Foundations Preschool.* Your child needs your attention during this important part of their day to ensure a smooth transition between home and school. This also allows staff to communicate with you about your child.

### **Photograph Policy**

Photos are taken frequently at Foundations Preschool for classroom use and marketing. Teachers may use personal cameras or cell phones for classroom photos. Teachers are instructed to delete all photos from personal devices as soon as they are printed or downloaded onto school media.

Pictures may appear in newspapers, magazines, brochures, or other publicity materials. As part of the enrollment agreement, your signature acknowledges your permission to use your child's photograph without compensation.

### **Clothing Policy**

- Clearly mark your child's clothing with their full name as children's clothes are very much alike in appearance and size.
- Children should be dressed in washable play clothes that allow freedom of movement. We will not be responsible for clothing worn by children that needs special consideration.
- We require sneakers or rubber-soled shoes. No flip flops, open-toed shoes or sandals allowed (except on water days and only for water play). **Clothing with ties or drawstrings are a safety concern** for your child and should be removed.
- Children may not wear jewelry except stud earrings. No rings, necklaces, bracelets, hoop or drop earrings or similar items are allowed. If you send expensive clothing/jewelry with your child, you do so at your own risk.
- FOUNDATIONS WILL NOT ASSUME RESPONSIBILITY FOR LOST OR DAMAGED CLOTHING OR JEWELRY.
- Because children will spend a part of each day outdoors, they also need to be dressed according to weather conditions. In the winter, children need a warm coat, snow pants, hat, gloves/mittens, and boots. Please mark all items with your child's name. Spare winter clothes, such as snow pants, may be left at school.
- Extra Clothing: Each child needs at least one complete set of extra clothing marked with their name. Sometimes children need extra clothes for emergencies caused by anything from toileting accidents, mishaps at meals or messy activities. Please check the size of the extra clothes on occasion as children grow quickly at this age. If soiled clothing is sent home a new set of clothing must be provided the next day.

## Pet Policy

Visiting animals must be pre-approved and have documentation from a veterinarian or animal shelter that the animal is immunized, healthy and suitable for contact with children.

## Weather Policy

- Foundations Preschool follows the guidelines set by the State of Michigan Licensing rules for Child Care Centers: R400.5106(6). *The center shall provide daily outdoor play when children are in attendance for three or more continuous hours per day, unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled.*
- Please make certain that your child has the appropriate clothing for outdoor play.
- Children are not taken outdoors when temperatures are excessively hot or cold. Water is provided for children outdoors on warm days. Foundations provides sunscreen with an SPF 30 or higher. If a child requires a special lotion due to sensitivity/allergies, we ask that the parent provide the sunscreen labeled with the child's name. Parents may provide an insect repellent lotion for children sensitive to bug bites. **Parents must provide written authorization annually for sunscreen and insect repellants.**

## Integrated Pest Management Policy

Policy: It is the policy of Foundations Preschool to implement Integrated Pest Management procedures to balance the risk of pests and pesticides by managing structural and landscape pests and minimize exposure to children, faculty, and staff from pesticides.

Pests: It is the policy of Foundations Preschool to manage pests in the school environment. Pests such as cockroaches, fleas, ants, wasps, termites, and rodents are annoying and can disrupt the learning environment in school. Pests are known to bite, sting, or transmit diseases, and may also cause allergic responses.

Pesticides: It is the policy of this school to reduce unnecessary exposure to pesticides in the school environment. When pesticides are used to manage pests in schools, there is potential for human exposure. Excessive exposure may result in pesticide poisoning or allergy-like responses in sensitive individuals. Children are more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Their behavior may expose them to more pesticide residues.

Integrated Pest Management: To balance the risk of pests and pesticide use, it is the policy of this school to employ principles of integrated pest management. Some of the major principles include:

- Monitor and identify pests to verify a pest problem,
- Prevention of pest populations using such methods as sanitation, exclusion, and cultural practices, and
- Targeted application of "least hazardous" pesticides only as needed and in inaccessible area to correct verified problems.

Procedures: Annual notification shall be provided to parents and guardians informing them that they will receive advance notification of pesticide applications (this handbook notice)

Notification of a pesticide application will occur by two methods:

1. Written notification in English and Spanish placed in the lobby.
2. Written notification in English (and translatable to multiple languages) through our school wide communication app.

Advance notice will contain information about the pesticide, including the target pest or purpose, approximate location, date of application, contact information, and toll-free number or web site for a national pesticide information center recognized by the Michigan Department of Agriculture.

Liquid spray or aerosol insecticide application may not be performed in a room of a childcare center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

A professional is called if an infestation is found in the kitchen prep, cooking or serving areas, Foundations Preschool will contract services from:

Proof Pest Control at (248)-509-5151

[www.proofpest.com](http://www.proofpest.com)

Creature Control (734) 476-0166

### **Toilet Training**

Upon enrollment, you will be asked about your child's toilet training progress.

If your child is not potty-trained, please talk to Foundations Staff about your child's toilet training needs.

Please ensure extra clothing for your child is always in their cubby.

Staff's approach to toilet training is to create a stress-free process full of verbal praise (stickers and other reward items will not be used).

Pull-ups, diapers, and wipes must be provided by the parent.

Children in the toddler rooms will receive information daily about your child's toileting patterns.

### **Licensing Notebook**

The center does not keep a licensing notebook, but the internet is available onsite. The licensing inspection and any special investigation reports from the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

## PAYMENT POLICY

### Tuition Based Preschool and Wrap-Around Care:

It is your responsibility to make certain that full tuition is paid when due.

### Tuition Payments

- All weeks are charged the same rate regardless of holidays, illness, scheduled days off, snow days, etc. The only exception will be the week of Christmas and the Closing week in August each year.
- Tuition is **pre-paid** and is billed weekly.

### Late Payment Fees

- Payments must be made by end of business on Thursday before week of service
  - Give a day for processing
  - Any payments received after midnight on Thursdays will be considered late and a late payment charge of \$5 will be added to the account.
  - Accounts will not be allowed to accrue unpaid. **We are here to help all families in many ways.** If more than one week of late payments occur, the parent/guardian will be contacted to discuss ways to find solutions.

Payments made by Cash or Checks can be made at the office when someone is in attendance. A receipt will be given at the time of payment.

Credit and Debit Card payments can be made by calling the office or done online through our payment system:

Go to [www.myprocare.com](http://www.myprocare.com)

Enter your email address (address must match the one we have on file).

The system will send you a verification email with a link to set up the account.

Please do not hesitate to contact the office if you are having difficulties. We may be able to help.

If you need special payment options, a signed agreement must be on file. Please see the office to discuss options. All agreements must be adhered to, or they will become void.

When your child leaves Foundations you are still responsible for payment in full of any outstanding balance. A payment plan can be agreed upon to settle outstanding balances, but if payment is not received, the amount owed will be sent to an outside collection agency.

## HEALTH AND SAFETY

### Child and Staff Illness Policy

- For the protection of all children, keep your child at home if they show any of the following symptoms:
  - fever of 100.4 degrees or more
  - intestinal disturbances (diarrhea or vomiting)
  - rash
  - red and/or crusty eye
  - excessively runny nose
  - lethargy or unusual irritability without explanation
  - pain which does not go away without medication
  - soreness or discharge of eyes or ears; profuse nasal discharge
  - Headache
  - Sore throat
  - Persistent cough
  - Asthma flair-ups
- If staff or volunteers become ill with the above symptoms while at the center, they will be sent home to prevent further spread of illness.
- If children become ill while at school, they will be separated from other children. The parent or emergency contact person will be required to **immediately pick up the child**. We will call the emergency contact number for that person to come pick up the child if a parent does not respond or cannot get here within 30 minutes.
- It is the responsibility of each parent to be certain that there are alternative arrangements available if you, the parent, cannot pick up your sick child in a timely manner (30 minutes max).
- **Children should be symptom free without the aid of medication for at least 24 hours (one full school day) before returning to school. Certain symptoms may warrant a doctor's note and/or a 48-hour period away from school.**
- Children need to be kept home for any contagious diseases/ ailments and kept home until successfully treated.
- Children exposed to any contagious diseases such as COVID-19, flu, whooping cough, German or regular measles, mumps, chicken pox, etc., should report the illness to the school immediately.



- Children may return to school following a contagious disease when it is no longer communicable, the fever has been gone for 24 hours, and the child feels well. A doctor's note may be necessary.
- In cases of *suspected* communicable disease/ailment, a child must have a note from the physician stating the nature of the illness with treatment recommendations. If the child does not have the suspected illness, then a note indicating this is also required.
- When Foundations Preschool is aware of a communicable disease, we will notify families through our communication app.
- In the event there is a case of any preventable disease (immunization available) to which children are susceptible, all under immunized children will be sent home and may not return until it is deemed safe by the county health department.
- If a child has allergies that cause the same symptoms as a cold or other illness, the allergy will be treated as an illness unless a doctor's note indicates: There is an allergy; What the child is allergic to; and how to treat symptoms if they flair up. We reserve the right to ask for a note from the doctor indicating that the symptoms are not contagious (i.e. a cold, flu, COVID, etc. before assuming it is an allergy).

## Medication Policy

Foundations Preschool follows the guidelines set by the State of Michigan Licensing Rules for Child Care Centers: R400.8152 as well as those set by the National Accreditation for the Education of Young Children (NAEYC).

Medication:

(1) Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only.

(2) A caregiver shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent and written guidelines from a health care provider. *(NOTE: Foundations Preschool abides by NAEYC guidelines that medication **prescription and nonprescription** must include written guidelines from a licensed health care provider.)*

(3) All medication shall be in its original container, stored according to instructions, and clearly labeled for the enrolled child.

(4) Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.

(5) A caregiver shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.

- (6) A caregiver shall give or apply any prescription or nonprescription medication according to the directions authorized by a written order of the child's physician.
- (7) A caregiver shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
- (8) Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually.
- (9) The center shall maintain a record as to the time and the amount of medication given or applied, with the exception of subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. The signature of the caregiver administering the medication shall be included.

Forms for this purpose are available in the office and in the classroom.

- (10) Staff are trained in CPR and First Aid. This includes the use of Epi-pens.
- (11) If a child needs an inhaler or nebulizer due to asthma flare ups, the child must remain home until the inhaler/nebulizer is no longer needed).

**Immunizations:** Foundations Preschool maintains updated immunization records for each child as required by Michigan Law. The law requires that you provide an updated certificate of immunization when your child receives new immunizations. The current immunization schedule is found online at:

[http://www.michigan.gov/documents/mdch/033112\\_childcarerequire\\_383666\\_7.pdf](http://www.michigan.gov/documents/mdch/033112_childcarerequire_383666_7.pdf)

Please be sure your child's immunizations are current. Foundations Preschool will notify parents when children require additional immunizations. Foundations Preschool reserves the right to exclude children who need immunizations until they have been completed.

### **Parent/Guardian Notification Plan**

Parents/Guardians will be notified through our communication app and a written incident report for minor injuries and incidents that require minimal first aid. Incident reports may also be written for concerning behavior events. **Cubbies must be checked daily to check for up to date communications.**

Parents will be notified immediately via telephone of some injuries and incidents. If unable to reach a parent, the emergency contact person will be notified. Serious injuries include but are not limited to the following: head injuries of any kind, injuries requiring medical attention, allergic reactions, rashes, seizures, asthma attacks, unconscious child, fever, vomiting or incidents involving lost children.

If a serious injury or illness appears to need immediate medical attention the center staff will call 9-1-1 for assistance.

## **Building Security**

The building is locked at all times. Entry can only be gained through a pre-determined access code or by using the call button to the right of the door. The office has a security camera with a view of the entryway and parking lot. The office can “buzz” a visitor in after the visitor is cleared.

## **Procedure for Reporting Suspected Child Abuse and Neglect**

**The Child Protection Law of 1975 requires school personnel, among others, to report suspected cases of child abuse and neglect. The law also makes confidential such reports unless the persons reporting consent to be named or the persons reporting become known through judicial process.**

The following procedures are to be used when reporting suspected abuse (physical or sexual) of a child enrolled at Foundations Preschool. The preferred method for reporting is through the CPS online reporting system.

1. Staff will verbally notify the Executive Director and Program Director of the situation.
2. Staff member will log on to the MI-Bridges website.
3. Staff member will complete the form.
4. After submitting the form, a hard copy will be printed and given to the Director as a way of notifying that a report has been made.
5. The Director will place the form into the child’s confidential file.

Prior to being hired, an extensive background check is performed on all applicants. If, while in our employ, a staff member is accused of abuse or neglect, our policy is:

- Staff member will immediately be placed on paid leave until the results of the investigation is final.
- If staff member is cleared of the accusation, they can return to work.

## EMERGENCY PROCEDURES

We have procedures and policies in place for managing serious emergency incidents. Our staff has been trained in critical incident response and receive regular renewal training on this topic. We are in communication with the emergency preparedness systems for our community.

Staff shall note the posted evacuation routes within each classroom and play area. Teachers shall facilitate calm and quick evacuation of the building. Teachers exiting the building will take child emergency cards and parent sign-in/out clipboards or current method of attendance. All exits are clearly marked and the center practices regular fire and other emergency drills.

Parents will be contacted if the children are not able to re-enter the building and need to be picked up.

### **For other natural or man-made disasters**

Included but not limited to: flood, gas leak/chemical spill, sewer back-up, and power outages, staff and students will follow directions from police or other emergency/law enforcement personnel. **It is imperative that we have constant parent contact information updates.** Please make sure you are signed up for communication alerts and have your current contact information on file!

### **Community-directed evacuation:**

When community evacuations are required, law enforcement officials will contact FPWC. Emergency management officials will determine off-site evacuation sites. Emergency management officials or their contracted agents will transport staff and children. Staff will take child emergency cards. Staff will also plan to take with them quiet play activities to use with the children. Staff will contact parents by phone and through our communication app to notify them of the designated pick-up location.

### **On-site sheltering:**

Should Foundations Preschool be under an on-site shelter need (tornado, dangerous police activity nearby, etc.) children and staff will move to assigned safety areas. Adequate bottled water, food, flashlights with fresh batteries, and AM/FM battery-powered radio shall always be available at Foundations Preschool. Families will be notified immediately as to the safety location if contact is possible.

### **Utility Failure:**

In the case of a utility failure, the administrative team will determine the course of action dependent upon the type and length of loss.

The director/designee may authorize to close the center to protect the health and safety of children and staff.

## GUIDANCE AND DISCIPLINE

Foundations Preschool follows the guidelines set by the State of Michigan Licensing Rules for Child Care Centers: R400.8140

Discipline:

- (1) Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation shall be used.
- (2) All the following means of punishment shall be prohibited: (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. (b) Restricting a child's movement by binding or tying him or her. (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child. (d) Depriving a child of meals, snacks, rest, or necessary toilet use. (e) Excluding a child from outdoor play or other gross motor activities. (f) Excluding a child from daily learning experiences. (g) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
- (3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.

In addition to abiding by the licensing regulations, Foundations has adopted the following policy:

Our goal is to develop in each child: respect for other people, a feeling of self-worth, internal control, and appropriate use of resources. Physical and verbal abuse of children by adults is unacceptable and is grounds for disciplinary action. Similarly, physical and verbal abuse of others and property destruction by children is grounds for intervention by a teacher.

Teaching teams regularly discuss children's behavior and group management techniques to develop the most reasonable approaches for individual children. Classroom teachers are best prepared to deal with children's behavior considering their close relationships with individual children. The teaching teams may ask for additional input from parents and Foundations Preschool staff including the Executive Director, Program Director, Assistant Director, and Social Worker.

Parents are encouraged to arrange conferences with the teachers and director to discuss their children whenever they wish.

**Foundations Preschool follows the High Scope 6 Step Approach to Conflict Resolution.** This process encourages cooperation, independence and respect for self and others. We expect children to have occasional difficulties with self-control, as well as with conflict resolution. Teachers view these times as opportunities for children to practice their developing social skills. When children are verbally, emotionally, or physically hurtful, we take the following steps until the problem is resolved:

1. **Adults approach the children calmly, stopping any hurtful actions.** The teacher will place themselves between the children, on their level, they use a calm voice and gentle touch; they remain neutral rather than taking sides.
2. **Acknowledge children's feelings.** Teachers say something simple like "You look really upset" or "You seem frustrated." If the conflict is over a toy, the teacher will hold the toy until a resolution is agreed upon by the children.
3. **Gather information** from the children, allowing each child to express their point of view.
4. **Restate the problem,** giving children a chance to add any details.
5. **Ask children for ideas for solutions** to the problem and choose one of the solutions together.
6. **Give follow-up support** and help children implement the solution.

When interventions are necessary, we use the least disruptive, most effective method. We utilize the following child management techniques:

- Verbal or non-verbal communication with a child.
- Redirection of a child to another activity or area.
- Appropriate consequences for disruptive behavior.
- At times it may be necessary to physically protect a child from harming himself or others. The least amount of restraint that will be effective is used.

Learning social-emotional skills can take time for children! **Please do not encourage your child to "hit back" when they are unhappy with the behavior of others.**

Ultimately, Foundations Preschool strives to promote and maintain an educational environment free from harassment, humiliation, and intimidation.

We prohibit any type of verbal abuse, physical abuse, and disruptive or threatening conduct from parents, guardians, and family representatives. By this, any display or engagement of such behavior on Foundations Preschool grounds is a violation of our policy.

## CONFIDENTIALITY POLICY

1. Files required by Michigan Child Care Licensing rules are kept in the main office and may be accessed only by authorized administrative personnel.
2. Teaching staff will keep individual files on each child which include anecdotes, copies of parent communication, family reports, home visits, screenings, ILP's, and IEP's in filing cabinets that are only accessible to teaching staff and authorized administrative personnel.
3. Child Observation Records (COR) are maintained in an online database accessible only with passwords.
4. Parents must sign a release of information form before any information is transferred to another school or placement.
5. All staff are informed and follows rules of confidentiality regarding the sharing of child/family information.

## STATEMENT OF EQUAL OPPORTUNITY & NONDISCRIMINATION

Foundations Preschool hires new employees and admits children to its program without respect to race, color, creed, national origin, age, gender identification, or disability.

In accordance with federal law and U.S. Department of Agriculture policy, institutions are prohibited from discriminating on the basis of race, color, national origin, sexual orientation, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll-free (866)632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

## FINAL STATEMENTS

Foundations Preschool reserves the right to change school policies as needed.

Foundations Preschool has attempted through these pages to outline its duties and responsibilities, concerns, expectations, as well as your obligations as a parent of an enrolled child. As a parent, you can expect that we will adhere to all state and community licensing rules regarding fire, safety, and weather emergency precautions as well as health, sanitation, and adult staffing requirements (including provisions for substitutes when necessary).

Finally, Foundations Preschool does its very best to provide your child with a program of education to suit his/her needs and a physical environment in which he/she can feel both secure and free to grow. Toward achieving these ends, we encourage and welcome your comments and suggestions, and extend our sincere thanks for your cooperation in these efforts.

*Thank you for trusting us with your child!*