

2021-22**PEMBROKE PRESCHOOL HANDBOOK**

Pembroke Preschool, located within Pembroke Elementary School, offers families a nurturing and enriching educational experience for preschool age children. The tuition-based, half-day programs are sponsored by Pembroke Community Education, a non-profit, self-supporting organization operated under the auspices of the Birmingham Public Schools. The preschool programs are licensed by the Michigan Department of Licensing and Regulatory Affairs.

PHILOSOPHY

The Pembroke Preschool staff is committed to providing a nurturing, secure educational setting for young children. In a safe, age-appropriate and engaging environment, children learn and explore as they experience their world and its challenges. Our play-based program encourages the development of each child's unique potential. The programs enhance physical, emotional, social, creative and intellectual growth. Staff, children and families learn to value diversity and to foster individuality, self-confidence, love of learning and respect for themselves and others.

EARLY CHILDHOOD CURRICULUM***What do children learn in Birmingham Public Schools' half-day preschool programs?***

Using a play-based approach, Birmingham Public Schools' preschool programs use the High Scope Preschool Curriculum to teach developmentally appropriate skills. Children develop the confidence and competence that lead to success in school by practicing these skills. The curriculum is aligned with the State of Michigan's Early Childhood Standards of Quality for Pre-K—2nd Grade. It addresses all areas of development including physical development, cognitive development, language/literacy/communication, interpersonal skills and relationships, creative arts, dramatic play, and construction.

What are the building blocks of a quality early childhood program?

The foundation of our early childhood program is based on the following principles:

1. All children go through the same stages of development.
2. Developmental rates vary from child to child, especially between the ages of 0 - 8 years.
3. Each child is unique.
4. Each child develops on his/her own timetable.
5. Frequently, one area of development within a child may be highly developed, and another area may be less developed.

How is the curriculum delivered?

1. The teacher structures the physical environment so that
 - Children feel welcome, safe and secure.
 - The routine is predictable.
 - Children take in new information through their senses.
 - Visual cues indicate what should happen in each part of the room.
 - Objects and areas are labeled to provide a print rich environment.
 2. Teachers use best practice strategies to teach content that
 - Is multi-sensory.
 - Provides child choice alternatives between active and quiet.
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CURRICULUM (continued)

- Stresses individual and small group activities.
- Is meaningful and relevant.
- Is concrete.
- Provides for active, hands-on exploration.
- Provides open-ended, process-oriented experiences.
- Respects the cultures of the children in the classroom.
- Integrates across the curriculum.
- Relies on children's literature as a basis for teaching.
- Provides oral language as the foundation of literacy development.
- Is developmentally appropriate.
- Allows for individual differences and learning styles.
- Draws upon children's interests and background knowledge.

PHYSICAL ENVIRONMENT

The physical environment in an early childhood classroom helps determine the way the curriculum is delivered. Classrooms are center-oriented and allow for flexibility and child choice. Activities are presented in both small and large groups, as well as on a one-to-one basis. Each day a variety of challenge levels are included in choice time. Time for children to explore and play both indoors and outdoors is available each day, weather-permitting.

DAILY ROUTINE*

Children feel secure and comfortable when they know what to expect. The Daily Routine is posted and includes the following components:

Choice Time — A variety of activities to challenge children at different levels of development.

Early Literacy Activities — Identification of letters and words; read alouds.

DAILY ROUTINE (continued)

Music & Movement — Music, creative movement, finger plays, , songs, dancing

Snack — Children eat a nutritious snack in the classroom during each class meeting.

Small Group Activities — A planned active learning experience to introduce, practice and/or develop children's interests and skills in curriculum areas and concepts.

Whole Group Activities — Greeting, story, recap of the day; transition to home.

Outdoor Play

Dismissal

*Modifications may be made by individual teachers to meet the needs of their students.

CLOTHING

When children come to school they should be dressed for play. They paint, experiment, and play outdoors. Children should wear shoes that fit securely (i.e., gym shoes.) Dress your child in clothes they can manage, limiting overalls, belts, buttons, etc. An extra set of clothing, including socks and underwear, should be labeled with the child's name and left in their school bags. If the clothing is soiled, it will be sent home. The parent should wash and return a clean set to school the following school day.

Parents of children who are learning toileting should provide packages of pull-ups and wipes to keep at preschool, for your child's use only.

SNACK

A nutritious snack is served during class time. If your child is on a special diet or is allergic to any type of food, please let the staff know in writing before your child attends class. Please send in a reusable water bottle for your child to refill as needed. Label with your child's name.

PARENT INVOLVEMENT AND COMMUNICATION

Teachers will communicate with parents in a variety of ways, including through email, newsletters, calendars, and schedules. Parent-teacher conferences are held each spring. If there is an issue that the teacher should be aware of, please communicate with the teacher. The information that you provide will help the teacher to better understand your child's needs. Parents may send a note, email or phone the teacher to keep in touch. A parent of a special needs student may request a daily written record. Please make that request directly to the CSO.

Any concerns about the program should be discussed with the teacher. If the parent brings the issue up with an assistant teacher before or after class, the assistant will refer the parent to the teacher. If, after talking to the teacher, there are still concerns, the parent should contact the CSO. The goal of preschool is for parents and staff to create a home/school partnership that ensures the success and healthy development of each child.

PRESCHOOL FIELD TRIPS AND SPECIAL ACTIVITIES

On occasion, teachers will plan field trips or special activities that reinforce the curriculum. Parents will be notified ahead of time so that they can plan to be part of their child's school experience. Most activities will occur on site, however occasional field trips will be planned. Parents are required to attend field trips with their children. Consult the teacher regarding sibling attendance.

BIRTHDAYS

A simple age-appropriate celebration will take place in school when a child has a birthday. If your child has a birthday that occurs outside of the school calendar, the teacher will designate a time during the year to celebrate.

Please DO NOT send in anything — food treats, goody bags, party hats, favors, etc. — for your child's birthday.

CALENDAR AND HOURS

The Preschool program year will follow the calendar included with this handbook. Parents are invited to attend a Curriculum Night in September. An Open House will be held for students and parents prior to the start of preschool so that the children become comfortable in the school setting.

ARRIVAL AND DISMISSAL

The 4's AM Preschool classes meet from 8:30 - 11:30 am. The 4's PM Preschool classes meet from 12:30 - 3:30 pm. The 3,s AM Preschool classes meet from 9am -12pm. Please be prompt regarding arrival and dismissal times.

Preschool children will enter through the door near the staff parking lot. Preschool children will be picked up on the Witherbee loop. An adult must escort the child to the arrival door to sign them in. At dismissal, the child must be signed out and will be released only to parents or persons authorized on the Child Information form. If a routine is going to be different from usual (a different pick-up time, a different person picking up, etc.), please notify the teacher in writing.

If you arrive for preschool after 8:3 that start time, you and your child must enter through the front of the building and wait in the main office until a staff member is called to assist you. Parents who arrive after dismissal time must go to the main office to wait for your child to be escorted to you. **Late pick-up fees will be charged as follows:**

First 10 minutes \$15 per child

After 10 minutes, an additional \$2 per minute/per child

Not only is it upsetting to your child when you are late, our teachers and assistants have limited time to clean and sanitize the room as well as prepare materials for the next preschool session.

PARKING LOT SAFETY

Please drive slowly through the parking lot. Hold your child's hand while walking to and from your car. Handicapped parking is reserved for those who have handicapped permits. Please be mindful of other designated spaces and do not park in them

DISCIPLINE

Discipline is handled on an individual basis with patience and understanding. Staff regard discipline as an opportunity to use positive reinforcement to teach appropriate and accepted interpersonal skills. Skills that we would like students to develop are self-discipline, appropriate peer interaction, and mutual respect for one another. Staff members use positive language to redirect. If it becomes necessary to implement a discipline plan, the following steps will be taken:

- Staff will speak with the child or children
- Staff will redirect the child's activity
- Staff will separate playmates by assigning them to a different activity or play area in the room, if necessary
- Staff will notify the parent if the inappropriate behavior persists
- Staff will work with the parent to create a consistent plan that will help the child
- Staff will remove a child from the classroom if his/her actions pose a threat to the safety of others. Parents will be notified.
- If unacceptable behavior persists, parents who are unwilling to work with center staff to create a consistent plan to help the child may be asked to make other childcare arrangements.
- If use of a consistent plan fails to address the unacceptable behavior, the child may be removed from the program.

WITHDRAWAL

The district reserves the right (at the suggestion of the director or CSO) to remove a child from the program if his/her presence is deemed harmful to the welfare of the other children. The parents will be responsible for the entire tuition for the year. If there are irreconcilable differences between the parents and the Preschool Staff or policies, the CSO may give the parents a two-week written notice indicating that the child will be removed from the program.

ADMISSION AND REGISTRATION PROCEDURES

Preschool registrations are completed online, beginning in February. A child who is enrolled in the Preschool program during the school year, as well as the child's sibling(s), will have first priority in registering for the following year. Registrations for students new to Pembroke Preschool are accepted in the order in which they are received. In the event that all slots are filled, a waiting list will be maintained in the order that registrations are received.

A nonrefundable, nontransferable \$100.00 per child registration fee will be required at registration.

2021-2022 ANNUAL TUITION RATES

\$1,950 for 3 Year Old Program

(2 half-days/week: T/Th)

\$2,925 for 4 Year Old AM or PM Program

(3 half-days/week: M/W/F)

TUITION AND TERMS OF PAYMENT

The first installment is due June 1. The balance of tuition will be paid in nine monthly installments, according to the payment schedule provided. A \$25 late fee will be assessed to your account if payment has not been received within one week of the due date. If a balance remains on your account two weeks past the due date, your child may no longer attend the program until all outstanding account balances are paid in full.

All payments must be made online, or mailed to the address on the invoice. No payments can be accepted at the school.

There will be no refund or "make up" days for snow days, national holidays, sick days, power outages, water or heating problems or acts of god that fall on your child's school day.

HEALTH AND SAFETY

All children attending preschool are required by the Michigan Department of Licensing and Regulatory Affairs to have a completed health appraisal form on file. The date on the physical must be within one year of the day the child starts school. All immunizations must be up to date and recorded, or a waiver must be obtained from the county health department. All 3 year olds and new 4 year olds to the program need a current physical form on file on the first day of preschool.

All children attending preschool are required to have emergency contact information on file before they attend class. Parents/guardians will complete the emergency card online when registering their child for preschool. A review and signature will be requested on a paper copy of the emergency form. The emergency information is very important in case an emergency occurs at school and contact with parents is a necessity. Please notify us of any changes that may occur throughout the year.

In the event of injury or illness, every effort will be made to contact the parents/guardians or designated person indicated on the emergency card by phone within 15 minutes of the injury/onset of illness. If unable to contact anyone on the emergency card and an emergency situation is involved, instructions on the card will be implemented.

MEDICATIONS & ALLERGIES

The Preschool program follows the Medication Policy established by the Birmingham Public Schools. Any requests regarding medication during Preschool hours should be directed to the Preschool Director. Forms for administering medication are available from the CSO.

Please notify the teacher and CSO of any allergies your child may have and any restrictions related to the allergies.

Epipens may be stored in the Preschool Room if they are provided in the original pharmacy packaging, along with a completed Care Plan and a Permission to Administer Medication form

HEALTH CARE POLICY

The Pembroke Preschool program's health care policy includes the following health practices and procedures:

- Children and staff wash their hands after using the restroom, before eating or preparing food, after outdoor play and as needed to prevent the spread of germs and disease.
- Children who are ill are asked to remain home. If a child develops symptoms of illness, parents will be called and asked to pick up the child.
- Surfaces used for food service are cleaned and sanitized before and after eating.
- Toys and equipment are cleaned and sanitized as needed.

The complete Health Care Policy is available for review in the Pembroke Community School Organizer's office.

ACCIDENT REPORTS

Young children in a group setting may have some accidents. If your child is hurt at school:

- First aid will be administered.
- Your child will be comforted.
- An accident report will be completed.
- A copy of the accident report will be sent home with you and the original will be given to the director.

If your child's injury is on the head or is significant, we will call a parent to discuss the injury. The director (or teacher in charge) may decide to send the child home for the rest of the day so that the parent can observe him/her more closely. If a child is seriously injured, we will implement our "Serious Accident/Injury Plan", which includes calling 911 and transporting your child to the hospital. All staff members are trained in CPR and First Aid.

ILLNESS

Your child will be more comfortable and will recuperate faster if he/she can stay home and rest when he/she is ill. PLEASE DO NOT SEND YOUR CHILD TO PRESCHOOL IF THE CHILD DISPLAYS SYMPTOMS OF ILLNESS.

Symptoms of illness are defined as follows:

- Fever of 100.4 degrees or more
- Earache
- Sore throat
- Red or runny eyes, sneezing, or green and/or runny discharge from the nose
- Persistent cough
- Swelling and/or tenderness of the glands
- Nausea, vomiting
- Abdominal cramps and/or diarrhea
- Rash (any skin eruption, particularly if red, swollen and/or draining)

Please contact the teacher via email if your child will be absent from Preschool and include the reason for the absence. Please do not report your child's absence on the Pembroke Elementary absence line.

If a Director/Teacher or CSO determines that a child should be sent home, the child will be isolated and the parents will be called. If a parent cannot be reached by phone, the staff member will call the emergency contact on the child information card.

Children must be fever-free for 24 hours before returning to school after an illness. Children should stay home for 24 hours following vomiting or diarrhea. If antibiotics are prescribed, a child may not return to school until 24 hours after the first dose.

Parents will be informed if their child may have been exposed to a communicable disease while at school. The posting will include the name of the disease and the symptoms related to the disease.

The above guidelines pertain to staff, as well as volunteers.

EMERGENCY PLANS

Emergency plans for fire, lockdown and tornado are posted in each classroom. Periodic practice drills are held throughout the school year. Individual plans for each type of emergency are in place for students with special needs.

EMERGENCY SCHOOL CLOSING PROCEDURES

If Birmingham Public Schools are closed due to inclement weather, Pembroke Preschool will also be closed. When weather conditions make school closing seem likely, parents are advised to tune to major radio/TV stations for school closing announcements or to check the BPS website: www.birmingham.k12.mi.us.

If threatening weather or mechanical failures require the closing of the school after students have arrived, every effort will be made to contact a parent. In the event that a parent cannot be reached, the Preschool will contact a person designated by the parent on the Child Information Record Form.

COVID PROTOCOLS AND PROCEDURES

Pembroke Preschool will follow the the safety protocols outlined by BPS. The BPS COVID Mitigation Plan is available on the district website.

Protocols and procedures that relate specifically to preschool programs for 2021-22 will be shared as an addendum to this Handbook.

LICENSING

Pembroke Preschool is licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA.) As such, the program maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook is available for review by parents during regular school hours in the Pembroke Community School Organizer's office.

Licensing inspection and special investigation reports from the past two years are available online at www.michigan.gov/michildcare.

SCREENING STAFF/VOLUNTEERS

All employees have been screened according to the Michigan Department of Licensing and Regulatory Affairs requirements. A comprehensive background check, including fingerprinting, has been completed on all employees.

Volunteers never have unsupervised contact with children in the program. High school students doing community service are recommended to our school by their teachers and are interviewed by the Director or CSO before they work with children.

All staff and volunteers who work in the program on a regular basis are asked to sign a "conviction and abuse" form as required by LARA.

PEST MANAGEMENT PLAN

Pembroke Preschool is covered by the Birmingham Public Schools' integrated pest management policy. If pesticide application will occur, advance notice of application will be provided via a notice posted at the school entrance doors and via a notice posted in the main office of the school.

CONTACT INFORMATION

Pembroke Preschool Contact Information

Teachers:

3-Year Preschool :

Katie Winters—Lead Teacher
kwinters@birmingham.ker.mi.us

Tracey McDonald—Assistant Teacher

4's Preschool:

Mimi Otterbein—Lead Teacher
moterbein@birmingham.k12.mi.us

Mary Kay Ewing—Assistant Teacher

Community School Organizer :

Nanci Lasser-Fearon
Nlasser-fearon@birmingham.k12.mi.us
248-203-3880

Contacting Teachers/CSO:

Please do not call the teacher during class hours unless it is regarding a dismissal change or an emergency.

Teachers will respond to voicemails and emails before or after class hours. During class hours they are responsible for children's needs.

The CSO is available during class times and throughout the school day.

PEMBOKE PRESCHOOL CALENDAR 2019-2020

Tuesday, August 31	3's Meet and Greet 9:30—10:30 AM (adult and child) 4's Curriculum Night (Parents only) 6:30-7:30 PM
Wednesday, Sept 1	4's AM Meets and Greet 9:00-10:00 AM (adult and child) 4's PM Meet and Greet 2:15-3:15 PM (adult and child)
Thursday, Sept 2	3's Curriculum Night (parents only) 7:00-8:00 PM
Wednesday, Sept 8	First Day of school for 4-year old class
Thursday, Sept 9	First Day of school for 3-year old class
Friday, Oct 1	K-5 Half Day~PRESCHOOL IN SESSION
Friday, Oct 29	K-5 Half Day~PRESCHOOL IN SESSION
Tuesday, Nov 2	NO SCHOOL
Wed & Thurs, Nov 17 & 18	K-5 Half Day~PRESCHOOL IN SESSION
Wednesday, Nov 24 – 26	NO SCHOOL: Thanksgiving Recess
Wednesday, Dec 8	K-5 Half Day~PRESCHOOL IN SESSION
Wednesday, Dec 22- Friday, Dec 31	NO SCHOOL: Winter Recess
Friday, Jan 14	K-5 Half Day~PRESCHOOL IN SESSION
Monday, Jan 17	NO SCHOOL: Martin Luther King Jr Day
Wednesday, Feb 2	K-5 Half Day~PRESCHOOL IN SESSION
Monday, Feb 21-25	NO SCHOOL: Mid-Winter Recess
Friday, March 11	K-5 Half Day~PRESCHOOL IN SESSION

HARLAN PRESCHOOL CALENDAR

Page 2

Wed & Thurs, March 23 & 24	K-5 Half Day~PRESCHOOL IN SESSION
Monday, March 28 – April 1	NO SCHOOL: Spring Recess
Friday, April 15	NO SCHOOL
Wed & Thurs, April 20 & 21	Preschool Conferences~NO PRESCHOOL
Friday, April 29	K-5 Half Day~ NO PM PRESCHOOL Professional Development for staff
Wednesday, May 11	K-5 Half Day~PRESCHOOL IN SESSION
Monday, May 30	NO SCHOOL: Memorial Day
Thursday, June 2	Last day of school for 3's class (Picnic with Parents)
Friday, June 3	Last day of school for 4's class (Picnic with Parents)

NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment.

The Birmingham Public Schools has adopted the following procedure for addressing complaints of discrimination:

Step 1: A person who believes that he/she has been discriminated against by the Birmingham Public Schools shall discuss the matter informally with the immediate supervisor in the case of an employee, or the building principal, in the case of a student. [NOTE: If it is the immediate supervisor or building principal who is the subject of the complaint, the employee or student may, instead, contact the School District's Compliance Officer.] The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 days.

Step 2: If the informal Step 1 process does not resolve the matter, a written complaint may be submitted to the employee's immediate supervisor (to the school's principal if by a student). A complaint may also be filed directly with the School District's Compliance Officer. The complaint shall include (1) the employee's or student's name; (2) the facts of the incident or action complained about; (3) the date of the incident or action giving rise to the complaint; (4) the type of discrimination alleged to have occurred; and (5) the specific relief sought. A Step 2 meeting shall be conducted within 10 days following the submission of the written complaint. Within the next 10 days, the immediate supervisor or principal [or School District's Compliance Officer] shall issue a written disposition, with copies to be given to both the person who alleged the violation and the person who is the subject of the complaint.

Step 3: If the supervisor or principal's reply does not resolve the matter, a written complaint may be submitted to the School District's Compliance Officer within 10 business days of the Step 2 disposition. A meeting shall be conducted at which both parties shall have the right to present witnesses and offer other evidence. Following the meeting, the Compliance Office shall reply in writing to the complainant and the person who is the subject of the complaint within 10 business days.

Step 4: If the complainant wishes to appeal the decision of the Compliance Officer, he/she may submit a written appeal to the Superintendent of Schools within 10 business days after receipt of the Compliance Officer's reply. The Superintendent or his designee shall meet with all parties involved and respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies shall be provided to both the complainant and the person who is the subject of the complaint.

All inquiries concerning the school district's implementation of its nondiscrimination policy may be referred to the appropriate compliance officer as listed below:

<u>Title VI</u> Assistant Superintendent of Human Resources Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025 248-203-3032	<u>Title IX</u> Assistant Superintendent of Human Resources Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025 248-203-3032
<u>Section 504 /Americans with Disabilities Act</u> (employees and applicants for employment) Assistant Superintendent for Human Resources Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025	<u>Section 504 /Americans with Disabilities Act</u> (students and prospective students) Director of Special Education Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025