



MSRP

Parent Handbook

**Michigan School Readiness Program
Four Year-old Preschool**



Cramton Center

1220 Lake Nepessing Road

Lapeer, MI 48446

810-667-2454



*“Most of what I really need to know
about how to live, and
what to do and how to be,
I learned in Early childhood.*

*Wisdom was not at the top of the
graduate school mountain,
but there in the sandbox at school.”*

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



School Related Breaks

Preschool programs will be closed during holiday breaks (i.e. winter recess, spring break). Daycare will be available during school breaks. Cramton Center will remain open during holiday recess. We will be closed on *all* major holidays.

Field Trips

Field trips are scheduled. Throughout the year Lapeer school busses will be used for all field trips. Advance notice of field trips will be provided.

Parents must complete permission slips at least two days prior to the scheduled field trip.

Parent Responsibilities

1. Drop off and pick your child up on time.
2. Walk your child into school when dropping off and come inside when picking up.
3. Notify the staff of absences. **667-2454**
4. Complete all required forms and provide *up to date heath and emergency information.*
5. Notify the program in case of illness or communicable diseases.
6. Stay informed by reading notes, announcements, newsletters, etc.
7. Request a conference at any time.
8. Share special skills, interests and materials.
9. Bring thoughts, suggestions and concerns to your child's teacher.
10. *The bus garage must be notified if your child will not be riding the bus. (667-2433)*
11. An adult must be in attendance when your child is placed on and off the school bus. (The bus garage reserves the right to stop bussing service if an adult is not present.)
12. *Any deviation in a child's transportation schedule must be submitted in writing to the teachers.*

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Philosophy

The Lapeer Community Michigan School Readiness Program is committed to a philosophy of recognizing individual differences in children. Our philosophy recognizes each child as a whole person whose growth occurs in specific developmental stages that are sequential and continuous.

Purpose

1. Provide quality Preschool education for four year old children.
2. Provide developmentally appropriate experiences.
3. Expand children's knowledge and skills in all areas of development; physical, social, emotional, and cognitive.
4. Promote a cooperative relationship between home and school.
5. Promote children's potential and enhance school success.

Goals

1. Access individual needs of each child.
2. Provide activities that will stimulate growth of the child in all areas of the curriculum.
3. Provide learning experiences and models which build positive self esteem.
4. Provide a safe and comfortable environment.
5. Promote play, independence, self-awareness, cooperation and decision making skills.
6. Provide support/referrals for students and families.
7. Encourage parent involvement in the education of their children.
8. Provide parents with information on the child's progress.

Discipline Policy

The goal of this policy is to provide a physically and emotionally safe environment for children. Discipline will be fair, consistent, and non-severe.

Please review the following rules with your child.

1. We keep our hands to ourselves.
2. We take care of our things.
3. We respect each other.

Consequences for not following the above rules are:

1. Verbal warning: The child is warned that his or her behavior is inappropriate.
2. Redirection to an appropriate alternative or a short time out to calm and discuss behavior.
3. Conference with parents to discuss further action.

Suspension from the program:

Every effort will be made to modify inappropriate behavior using the procedures outlined in the discipline policy. In the event that these methods are no longer effective, the program director maintains the right to suspend any student who exhibits inappropriate or disruptive behavior that interferes with other children's safety or the quality of the program.

Additional Policies

Clothing: Children should wear comfortable clothing and dress appropriately for inside and outside play. An extra set of clothing (including underwear, and socks) should be left at preschool. **Please send clothes in a labeled shoe box. Be sure your child's name is on all belongings.**

Snow Days

If Lapeer Community Schools is closed due to bad weather conditions, Preschool will also be closed. Daycare will be available. Information about school closing will be available on local radio stations, on LCS-TV Channel 18, or on the district's website – www.lapeerschools.org.

instructions of the physician. Forms may be obtained through the staff.

2. Medication will be administered by the teaching staff.
3. All medication will be kept in a secure area.
4. Medication is to be in the original pharmaceutical container and labeled with the child's name, the amount of dosage, the time administering should take place, and the physician's name.
5. Refills are the responsibility of the parent or guardian. The daily carrying of medication is to be avoided. Medication supplies should be sufficient for weekly or monthly amounts.
6. The parent is responsible for notifying the staff when medication has been discontinued or changed. The parent is expected to pick up any remaining medication or authorize the staff to dispose of it.
7. Medications ordered one or two times daily should be given at home unless the medication is ordered to be given specifically during program hours.

Weather Emergencies

Tornado alert: In the event of tornadoes or other severe weather conditions, the child care site will be notified of any change in the daily plans. When severe weather conditions warrant, children will be moved to designated safety areas.

Fire and Tornado Drills: Fire and tornado drills are practiced at each site so children will know how and when to leave the building and what to do in case of an emergency.

Attendance Policy

In the event a child has extended unexcused absences, MSRP reserves the right to drop the child from the program.

Program

The Michigan School Readiness Program will provide developmentally appropriate experiences for four year old children who meet the Michigan School Readiness program criteria. Children will be motivated to experience cognitive, social, emotional and physical growth. It is a program designed to encourage a collaboration of home, school, and community.

- **Ages:** All children must be four years old by December 1st of the year of entry.
- **Funding:** Michigan State Board of Education.
- **Transportation:** Provided by parents or school bus.
- **Classes:** Children attend half-day sessions, four days per week. Fridays are used for home visits, parent meetings, and planning.
- **Fees:** Free to qualifying students.
- **Eligibility:** Evaluation by the MSRP teacher, proper paperwork, copy of birth certificate, up to date immunization records, health forms, and emergency card.
- **Home Visits:** Two scheduled for each child. Parent teacher conferences-two per child.
- **Parent Participation:** Parents are required to work in the classroom at least once a month.
- **Snacks:** A nutritious snack will be served during class. Special snacks or treats may be provided by parents for special occasions such as birthdays or holiday parties. Please notify the teacher in advance if you wish to share a particular treat or snack with the class.

More Information:

Lapeer Community Schools, Child Development Academy,
Cramton Center, 810-667-2454

Health

Parents of Michigan School Readiness Program children must submit a record of immunizations and an evaluation of their child's health signed by a licensed physician by the first date of attendance. Exceptions are granted only where such health practices are against the religious beliefs of the family in which case an immunization waiver form must be completed. ***Parents are responsible for informing the program of special medical conditions or allergies their child may have.***

If a child is too sick to go to school or too sick to play outdoors, the child should not come to school. A sick child will be sent home.

If a child becomes ill while at preschool, the parent will be contacted. Parents are expected to pick up the ill child as soon as possible or make arrangements. If the parent cannot be contacted, a person listed on the child's emergency card will be contacted. Provision will be made for the child to rest comfortably and be supervised while waiting for a parent or designated person to come.

If a child becomes injured while at preschool the child will be given appropriate first aid (Band-Aid, cold pack, etc.) and an accident report will be completed. If it is the judgment of the staff that medical attention is necessary, the parent will be contacted. If the injury is of an emergency nature, an ambulance would be called to the site and then the parent would be contacted.

Please notify the teacher if your child has contracted a communicable or infectious disease. We are obligated to report all communicable diseases to the health department each week. The following guidelines may be used as a guide for readmission to Preschool after communicable/infectious diseases are contracted:

- **Chicken Pox:** 10 days from appearance of the first crop of vesicles, or until skin is clear.

- **Conjunctivitis (pink eye):** When eyes are clear or child is receiving treatment from a physician.
- **Fever:** Child's temperature should be normal for 48 hours before returning to program.
- **Impetigo:** Until recovery or until child is receiving treatment from a physician.
- **Lice:** Child under treatment with a physician or health department signature saying they may be in school.
- **Measles (hard):** Seven days after the appearance of the rash or when the skin is clear.
- **Measles (3-day):** Four days after the appearance of the rash if accompanied by a physician's statement, otherwise seven.
- **Mumps:** When swelling has subsided.
- **Pertussis (whooping cough):** Not less than three weeks from the onset of the characteristic cough and statement from the physician saying the child can be in school.
- **Ringworm:** Until area is noninfectious or completely healed or medical authorization is given to return.
- **Scabies:** After seen and treated by a physician.
- **Strep Infection:** Including scarlatina, scarlet fever, strep, strep throat and rheumatic fever-until recovery or a physician's statement saying the child can be in school.

Medication Procedures

There are instances when it becomes necessary for children to take medication during program hours. Because of this, the program must adopt and follow a specific procedure for dispensing medication to children during program hours. This is necessary for the protection of the child as well as the person giving the medication.

1. A medication consent form must be completed and on file at the program before any medication may be administered to a child. Such forms will contain written consent of parent or guardian and the complete