

# Family Handbook



## Genesee Academy Early Learning Center

**GA Early Learning Center  
9447 Corunna Rd  
Swartz Creek, MI 48473**

**Contact us: [elcdirector@gaflint.org](mailto:elcdirector@gaflint.org) or via phone 810-250-7557 ext 212**

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## **PHILOSOPHY**

The Genesee Academy Early Learning Center is committed to providing a high quality early educational experience to all children who attend. Research in the field of early childhood education has demonstrated how important high quality early childhood education programs are in helping children become well-adjusted, successful and effectively functioning members of society. We believe that the key to a high quality program lies not only in the cognitive knowledge. We believe that the early educational experience should build and support all aspects of a child's development such as:

- Physical
- Socio-emotional,
- Cognitive
- Language Development

The ELC curriculum is based on the knowledge that young children learn through active exploration of their environment. This occurs optimally when their physical needs are met and they feel emotionally secure. Instilling in children a sense of security and trust will be of utmost importance. Staff will create classroom learning environments appropriate to the developmental needs of the various age groups and will provide for the needs of individual children. Weekly lesson plans are available for each classroom and are designed to meet the learning needs of children with a variety of learning styles.

It is our firm belief that an educational experience that meets the needs of the whole child is not mutually exclusive with an educational experience that meets the necessary curriculum goals to prepare our children to effectively compete in a global economy that demands not only academic success, but social responsibility, cooperative learning and an understanding of a world rich in diversity.

## **Mission**

The mission of the GA ELC is to prepare all of our students as model Muslims who excel academically, socially, and spiritually to succeed in higher education and/or their

future endeavors. We will achieve this by providing a healthy learning environment, adherence to Islamic practices based on the Quran and traditions of the prophet Muhammad (peace be upon him) and by collaboration between school, students, parents, and community.

## Goals

- To develop a positive image of themselves and their school environment
- To provide a nurturing, caring environment that seeks to meet the needs of each child so that each child may feel competent and capable and believe in their ability to succeed.
- Support the development of and model strong language and communication skills and teach children how to use those skills in their social interactions with peers, teachers and others.
- Support the development of each child's creativity, imagination and self expression through play, art, dramatic play and storytelling
- To develop a love, passion and desire to pursue knowledge
- Support the development of and model strong social interaction skills, independence and self-control
- Develop fine and gross motor skills
- Develop intellectual skills appropriate for each child's age, capabilities and interests
- Increase attention span and ability to follow directions
- Develop acceptable social values including thoughtful and courteous behavior
- To provide developmentally appropriate experiences and optimal challenges that promote learning.
- To provide experiences for children that stimulates learning in all developmental areas – physical, social, emotional and intellectual.
- To design appropriate activities for children in response to individual differences in ability and interests.
- To develop children's self-esteem and positive feelings toward learning.
- To create an environment that is literacy based learning and nurturing.
- To provide available, accessible, and affordable programs that are licensed, regulated and dedicated to quality.
- To enable parents to be employed or participate in educational or job training programs while providing educational experiences for their children.
- To encourage parent involvement in the education of their children.

## FUNDING

Funding for the Early Learning Center comes from the Flint Islamic Center, tuition and donations.

## LOCATION

The Genesee Academy early Education Center (GA-ELC) is located at Genesee Academy on 9447 Corunna Road in Swartz Creek, MI 48473. The GA ELC is housed in a brand new facility which is connected to, but separate from the main School.

## HOURS OF OPERATION

Genesee Academy Early Learning Center hours are from 8:00-4:00. Children may be dropped off no earlier than 8:20 for a regular school day and must be picked up at 3:40 p.m. Early Dismissal occurs every Friday for Jumuah prayer at 2:45 p.m.

## CLASSROOMS

The Early Learning Center facility has three classrooms:

- Pre-Kindergarten Classroom **3 ½ - 4 ½ yrs (up to 5yrs and based on availability)**
- Pre-K GSRP
- Full-day Kindergarten classroom

## EARLY CHILDHOOD PROGRAMS

### GSRP PROGRAM

Our Preschool classroom is taught by a certified Early Childhood educator. The classroom is specifically geared towards aiding young children in the adjustment from home to school. We understand that this may be the first time many children are in a more structured environment away from home. Because of this the classroom curriculum embraces the social emotional needs of each child to help them adjust, connect and bond with their peers, teachers and classroom.

The classroom is also set up to encourage physical navigation and movement within the space because children are very active at this age and like to use their whole bodies to explore. The children and their families are active participants in the learning process with the teachers functioning as a facilitator, resource and guide through the learning process.

Developmentally appropriate practice is central to our program. Hands-on active

learning is applied to daily learning activities. The children are given developmentally appropriate opportunities to explore learning through play, the natural world, through cooking, collaboration, experimentation and/or investigation on a weekly basis. They are given a variety of mediums to express themselves and demonstrate their learning and understanding through art, writing, sign language, peer to peer teaching opportunities and more.

Activities support the development of and assessments are centered around the following domains of development: cognitive, social emotional, language, literacy and physical through small and large group learning. Ongoing assessment helps monitor the growth and the development of each child throughout the year. Parent /teacher conferences are done at least twice a year to update the families on their child's progress and parents also receive emails and/or newsletters about what goes on in the classroom on a weekly basis.

We also deeply value the role the parent in their child's education and view them as partners in the educational process. We invite parents to get involved in their child's classroom and be apart of the exciting experiences your child will have. For more information and volunteer guidelines please see our Family Handbook.

### **Entrance Requirements**

4 years of age (or turning 4 by December 1st)

### **Other Important Information:**

Although children will not be fully potty trained in this classroom, we expect you as parents to collaborate and work with us as we continue to encourage your child to go to the toilet on their own.

## **PRE-KINDERGARTEN PROGRAM**

The ELC Pre-Kindergarten Classroom is taught by a Certified elementary education teacher with a ZS (early childhood) endorsement. Our Pre-kindergarten program is an early childhood education program that incorporates play and hands on learning throughout the curriculum. The program is for children that are approximately 3 ½ yrs old up to 5 years (i.e. those that turn five after December 31<sup>st</sup>). One of the primary goals is to help develop habits, attitudes, and skills that provide readiness for school. The curriculum is designed to introduce the children to kindergarten expectations using developmentally appropriate methods. We understand that all children learn at different paces and the children will work in developmental learning groups for part of the day on a daily basis. The children and their families are active participants in the learning process with the teachers functioning as a facilitator, resource and guide through the learning process.

Developmentally Appropriate Practice is central to our classroom curriculum. The



teachers in the Pre-Kindergarten room take into account how children learn, what is expected in relation to learning outcomes and experiences and use this to make sure activities, lessons and experiences are developmentally appropriate for the children. Hands-on active learning is applied to daily learning activities. The children are given opportunities to explore learning through play, the natural world, through cooking, collaboration, experimentation and/or investigation on a weekly basis. They are given a variety of mediums to express themselves and demonstrate their learning and understanding through art, writing, sign language, presentations, peer to peer teaching opportunities and more. Assessments are centered around the following domains of development: cognitive, social emotional, language, literacy and physical.

Ongoing assessment helps monitor the growth and the development of each child throughout the year. Parent /teacher conferences are done at least twice a year to update the families on their child's progress and parents also receive emails and/or newsletters about what goes on in the classroom on a weekly basis.

We also deeply value the role the parent in their child's education and view them as partners in the educational process. We invite parents to get involved in their child's classroom and be a part of the exciting experiences your child will have. For more information and volunteer guidelines please see our Family Handbook.

**Entrance Requirements:**

3 ½ years old by September 1st and potty trained

**Uniform Requirements:**

None.

**FULL-DAY KINDERGARTEN PROGRAM**

The ELC Kindergarten Classroom is taught by a Certified elementary education teacher with a ZA/ZS (early childhood) endorsement. Our kindergarten classroom is highly academic and exceeds the required components for a kindergarten curriculum in the Michigan Grade Level Content Expectations. The children are challenged to become strong independent learners and apply what they learn to the world around them. The children are assessed using a variety of assessment tools, standardized test, summative and formative assessment. These tools help monitor and guide their progress and effectively inform the teacher of how to adjust or redirect their strategies to meet the needs of each child while maintaining high standards for all.

At GA ELC we believe in challenging our Kindergartners, but also realize that education goes beyond simple memorization of academic knowledge. We strongly value Developmentally Appropriate Practices and we are committed to using approaches that comply with this philosophy. Hands-on active learning is applied to

daily learning activities. The children are given opportunities to explore learning through play, the natural world, through cooking, collaboration, experimentation and/or investigation whenever possible and appropriate. They are given a variety of mediums to express themselves and demonstrate their learning and understanding through art, writing, projects, presentations, peer to peer teaching etc.

Ongoing assessment helps monitor the growth and the development of each child throughout the year. Parent /teacher conferences are done at least twice a year to update the families on their child's progress and parents also receive emails and/or newsletters about what goes on in the classroom on a weekly basis. Parents will also receive progress reports at the end of each marking period.

We also deeply value the role of the parent in their child's education and view them as partners in the educational process. We invite parents to get involved in their child's classroom and be a part of the exciting experiences your child will have. For more information and volunteer guidelines please see our Family Handbook.

**Entrance Requirements:**

Children must be 5 years old by or before September 1st of the enrolling year to be eligible for Kindergarten.

**UNIFORM REQUIREMENTS:**

In Kindergarten we introduce the students to wearing a school uniform. Please see the family Handbook for uniform guidelines.

## **ALL CLASSROOMS**

The emphasis is on active learning where children explore the world: observing, listening, searching, moving their bodies, touching, smelling, handling, and making things happen with the objects around them. Active learning is a natural process where teachers create the conditions that make learning possible. Through exploration, learning takes place and children learn at their level. Developmentally appropriate activities encourage children to learn and communicate in both oral and written form, In order to develop their readiness for kindergarten in the preschool and Prekindergarten room. This also includes Developmentally appropriate activities to prepare Kindergarteners for first grade.

## **GA ELC Summer Programs**

Anytime the GA ELC plans to offer summer programming that information will go out the last semester of the school year for parents and families.

## LICENSING

The ELC is mandated to maintain a licensing notebook of all inspection reports, special investigation reports and all related corrective action plans. The notebook is available to families for review during regular business hours and is available at the front desk. Licensing inspections and special investigation reports from the past two years (if applicable) are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### Theoretical Principles of Child Development and Learning

The following are theoretical principles of child development and learning that are critical in developmentally appropriate practice (DAP). These principles are based on the work of Piaget, Vygotsky, Erikson, and others.

Principle	Practice
<b>Children learn best when their physical needs are met and they feel psychologically safe and secure.</b>	DAP respects children's biological needs. For example, children are not made to sit and attend to paperwork or listen to adult lectures for long periods of time. DAP calls for active play and periods of quiet, restful, activity. The environment is safe and secure where everyone is accepted.
<b>Children construct knowledge.</b>	Knowledge is constructed as a result of dynamic interactions between the individual and the physical and social environments. In a sense the child discovers knowledge through active experimentation. Central to experimentation is making "constructive errors" that are necessary to mental development. Children need to form their own hypotheses and keep trying them out through mental actions and physical manipulations - observing what happens, comparing their findings, asking questions, and discovering answers - and adjust the model or alter the mental structures to account for the new information.
<b>Children learn through social interaction with other adults and other children.</b>	A prime example is the parent-child relationship. The teacher encourages and fosters this relationship as well as relationships with peers and other adults by supporting the child in his or her efforts and later allowing the child to function independently. The teacher's role is one of supporting, guiding, and facilitating development and learning.
<b>Children learn through play.</b>	Play provides opportunities for exploration, experimentation, and manipulation that are essential for constructing knowledge and contributes to the development of representational thought. During play, children examine and refine their learning in light of the feedback they receive from the environment and other people. It is through play that children develop their imaginations and creativity. During the primary grades, children's play becomes more rule-oriented and promotes the development of autonomy and cooperation which contributes to social, emotional, and intellectual development.

<b>Children's interests and "need to know" motivate learning.</b>	Children have a need to make sense of their experiences. In a developmentally appropriate classroom, teachers identify what intrigues their children and then allow the students to solve problems together. Activities that are based on children's interests provide motivation for learning. This fosters a love of learning, curiosity, attention, and self-direction.
<b>Human development and learning and are characterized by individual variation.</b>	A wide range of individual variation is normal and to be expected. Each human being has an individual pattern and timing of growth development as well as individual styles of learning. Personal family experiences and cultural backgrounds also vary.

Source: [www.tenet.edu](http://www.tenet.edu)

<b><u>What Children Do</u></b>	<b><u>What Teachers Do</u></b>
<i>Awareness</i>	
<ul style="list-style-type: none"> <li>Experience</li> <li>Acquire an interest</li> <li>Recognize broad parameters</li> <li>Attend</li> <li>Perceive</li> <li>Wonder</li> <li>Notice</li> </ul>	<ul style="list-style-type: none"> <li>Create the environment</li> <li>Provide the opportunities by introducing new objects, materials, events, people</li> <li>Invite interest by posing problem or question</li> <li>Respond to child's interest or shared experience</li> <li>Show interest, enthusiasm</li> </ul>
<i>Exploration</i>	
<ul style="list-style-type: none"> <li>Observe</li> <li>Explore materials</li> <li>Collect information</li> <li>Discover</li> <li>Represent</li> <li>Figure out components</li> <li>Construct own understanding</li> <li>Apply own rules</li> <li>Create personal meaning</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate</li> <li>Support and enhance exploration</li> <li>Extend play</li> <li>Describe child's activity</li> <li>Ask open-ended questions, such as "What else could you do?"</li> <li>Respect child's thinking and rule systems</li> <li>Allow for constructive error</li> </ul>
<i>Inquiry</i>	
<ul style="list-style-type: none"> <li>Examine</li> <li>Investigate</li> <li>Predict</li> <li>Propose explanations</li> <li>Focus</li> <li>Make connections</li> <li>Compare own thinking with that of others</li> <li>Generalize</li> </ul>	<ul style="list-style-type: none"> <li>Help children refine understanding</li> <li>Guide children, focus attention</li> <li>Ask more focused questions, such as "What else works like this? What happens if?"</li> <li>Provide information when requested</li> <li>Help children make connections</li> <li>Allow time for sustained inquiry</li> </ul>

Relate to prior learning Adjust to conventional rule systems	
<i>Utilization</i>	
Use the learning in many ways; learning becomes functional Represent learning in various ways Apply to new situations Formulate new hypotheses and repeat cycle	Create vehicles for application in real world Help children apply to new situations Provide meaningful situations to use

**Curriculum:**

**Preschool & Prekindergarten will include the following curriculum approaches:**

- Weekly Teacher-planned Themed based Lessons Geared to strengthen and develop the following areas:**

<ul style="list-style-type: none"> <li>• <b>Language</b></li> <li>• <b>Literacy</b></li> <li>• <b>Mathematics</b></li> <li>• <b>Social Emotional</b></li> <li>• <b>Cognitive</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Physical Health and Safety</b></li> <li>• <b>The Arts</b></li> <li>• <b>Social Studies</b></li> <li>• <b>Science</b></li> <li>• <b>English Language Acquisition</b></li> </ul>
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- Creative Curriculum** Incorporates 36 objectives for development and learning that help teachers focus on competencies recognized in state early learning standards. Along with developmental progressions that show widely held expectations for children of various ages. Creative Curriculum is research based relating to each objective and strategies for program planning and instructional decision making.
- Interest Areas** Ten interest areas are created in the classroom. They include blocks, dramatic play, toys and games, art, library discovery, sand and water, movement, cooking, computers-- as well as the outdoors.

**Who said, "But all they do is play?"** From Cathy Hasse, Teacher: Lakeview Project Plus

When I play "Let's Pretend," I learn ...

New words	Self-confidence
Sharing	Independence
How it feels to be someone else	Self-reliance
Eye-hand coordination	Cooperation
Problem solving	Expressive language skills
Cleaning up	Respect for other's feelings and property
Role playing	About different careers
Receptive language skills	Importance of listening

When I play with art materials, I learn ...

Colors	Cooperation
Color mixing	How things work
Properties of matter	Shapes
Creativity	Textures
New words	Pride in my work
Eye-hand coordination	Independence
Problem solving	Self-reliance
Self awareness	Fine motor skills
Confidence	First/last

When I look at a book or am read to, I learn ...

New words	Expressive language
Sentence structure	Logical thinking
Listening skills	Eye-hand coordination
Creativity and imagination	Reading readiness
A love of books	Sequence (left-right progression)
New information	Categorizing skills
Classification	Respect for books

When I play in the water or sand, I learn ...

New words	Textures
Properties of matter	Cooperation
Problem solving	Weights
Effects of gravity	Expressive language
Measuring	Sharing
Buoyancy	Using five senses
How to clean up	Eye-hand coordination
Respect for others	Creativity and imagination
Principles of building	

When I play on large muscle equipment, I learn ...

Coordination	First/last
Sharing	Rules of the road
New words	Creativity
Taking turns	Imagination
Sequence	Position
Time	Direction
Confidence	Common traffic signs
How things work	

When I play with blocks, I learn ...

Balance	Creativity
Gravity	New words

Size	Pride
Eye-hand coordination	Problem solving
Shape	Design
About planning ahead	Self-confidence
Sharing cooperation	Ordinals cooperation (first, second, etc.)
Follow through	Clean up skills

When I play with games and puzzles, I learn ...

Eye-hand coordination	New words
Problem solving	Number
Shapes	Counting
Colors	Positions
Sizes	Cooperation
Sorting	Sharing
Spatial relationships	About winning and losing

**Kindergarten Curriculum**

<ul style="list-style-type: none"> <li>• <b>Languages</b></li> <li>• <b>Literacy</b></li> <li>• <b>Mathematics</b></li> <li>• <b>Social Emotional</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Physical Health and Safety</b></li> <li>• <b>Creative Arts</b></li> <li>• <b>Social Studies</b></li> <li>• <b>Science and Technology</b></li> </ul>
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**1. The ELC follows MAISA for the kindergarten curriculum. The link is as follows:**

[http://gomaisa-public.rubiconatlas.org/Atlas/Browse/View/Curriculum?BackLink=Atlas\\_Browse\\_View\\_Curriculum&Page=1&GradeFilter%5B%5D=2&NowViewing=Atlas\\_Browse\\_View\\_Curriculum](http://gomaisa-public.rubiconatlas.org/Atlas/Browse/View/Curriculum?BackLink=Atlas_Browse_View_Curriculum&Page=1&GradeFilter%5B%5D=2&NowViewing=Atlas_Browse_View_Curriculum)

**GA-ELC Staff**

GA-ELC Staff are highly qualified and trained early childhood professionals that participate in annual professional development to further enhance their knowledge of how children learn. The director of the Early Learning Center is a fully certified, experienced Early Childhood Specialist. Responsible, competent adults who are well trained and who demonstrate appropriate personal characteristics for successfully working with children, staff the programs. See the following info On Staff Members on our Website at [www.gaflint.org](http://www.gaflint.org)

**Genesee Academy  
Early Learning Center  
Organization of Administration and Staff:**

**UNSCHEDULED DAYS**

GSRP & Prekindergarten: On an emergency basis only, unscheduled days may be added with pre-authorization when present or scheduled staff is sufficient to meet licensing requirements. The Kindergarten program does not accept unenrolled children and is a full day 5-day a week program.

**FIELD-TRIPS**

Permission slips completed by the parent are required for any child in the program to go on field-trips. NO EXCEPTIONS will be made. Permission slips and payment must be turned into the office prior to the trip. Space for parents is available on a first come first serve basis and parents will be required to pay the field trip fee for themselves unless otherwise stated. Children under the age of four must be accompanied by a parent. No refunds are given unless otherwise stated on your child's permission slip. When weather necessitates the changing of a field trip, another trip may be substituted for the planned activity. We do not allow extra spending money on field trips. Due to the limited availability of buses and space limitations at many of the trip destinations, we can only accommodate one parent per child on the field trips. Field trips are special activities for the child and parent to enjoy together; therefore, we do not allow siblings on field trips. For the consideration of all the children, spending money is not allowed on field trips even when a parent is accompanying their child. Since field trips are school-sponsored activities, there is NO SMOKING allowed.

**TUITION & FEES POLICY**

Because Genesee Academy is a private school and GA ELC is an affiliate of Genesee Academy and also private, the only means of financing the Early Learning Center's operations is to charge tuition and fees, receive donations, and conduct fundraising activities. Tuition and fees help cover the cost of textbooks, classroom materials, equipment, instructional material, and staffing as well as general operations. The tuition rate is fixed at the minimum rate in comparison to most other private schools on the area. There are family discounts in tuition depending on the number of



children that are enrolled in the same school year.

## **Tuition Fees**

The tuition fees for the 2018/2019 school year are as follows:

GSRP	FREE
Pre-K	\$5,800 full time \$3,870 part time
Kindergarten	\$5,945 full time

A 10% PRICE REDUCTION IS AVAILABLE FOR ADDITIONAL CHILDREN AND The Early Learning Center WILL TAKE THE REDUCTION OFF THE LOWER FEE.

## **CHILD TO ADULT RATIOS**

The staffing ratios are as follows:

- 2 ½ up to 3 years – 1 adult to 8 children
- 3 up to 4 years – 1 adult to 10 children
- 4 up to Kindergarten – 1 adult to 12 children
- Kindergarten through fifth grade – 1 adult to 18 children (for Latch key)

This is in accordance with the State of Michigan Department of Consumer & Industry Services Bureau of Regulatory Services.

## **ADMISSION**

### **ADMISSIONS POLICIES**

Genesee Academy was established to provide educational services to children of Muslim families residing in the Genesee County area who wish to study Islam and the Arabic Language in a supportive environment.

Minimum standards for admission to each grade shall be applied to all student applicants. Genesee Academy is not equipped or staffed to provide services for students who have special needs or require special educational methods or systems. We reserve the right to deny admission to any child whose needs we do not have the ability and/or resources to meet, or whose parents are motivated by concerns not consistent with the goals or policies of Genesee Academy. If this is determined, parents will be requested to place the child in a school elsewhere, or will be denied admission.

Any students experiencing extreme learning difficulties, very poor attendance, or serious behavioral problems will not be allowed to continue in the school. New

students will be on probation for their first 60 days. Enrollment is not considered final until previous school records are received and reviewed.

Genesee Academy respects the dignity of the students as well as the student's right to an education in a Muslim School. It is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, religion, color or national origin.

While education is provided from an Islamic perspective, children of any religion may be admitted. Islamic Education is an integral part of the school curriculum and program, and is required of all students. Where admittance is concerned, Muslim children will be given first priority because of their essential need for an Islamic Education

## **REGISTRATION PROCEDURES**

Early registration for new and returning students takes place in April of each year. New students may also be accepted for admission during the last week of August through the first week of September, if class size permits.

Any applicant interested in registering at Genesee Academy may contact the school to receive and review an information packet, which includes admissions policies and procedures and the necessary forms and instructions to apply for admission.

Any applications for registration will be submitted to the Genesee Academy office along with a non-refundable application fee of \$50.

Acceptance priority will be given to children currently enrolled in Genesee Academy; second to siblings of children already enrolled; third to any other interested parties. The school will review all materials and documents submitted by applicants wishing to attend The Genesee Academy and make recommendations for admission to the Principal who will make the final admission decision.

## **DOCUMENTS NEEDED WITH APPLICATION**

An Application for Admission to Genesee Academy will not be complete unless accompanied, by the following:

- A copy of the student's birth certificate or passport; documentation verifying age.
- Transcripts and School Records - Official transcripts and school records for each year of attendance at another school. It is assumed that report cards/school records will indicate the student's level of achievement, successful completion of previous grades, and ranking on nationally administered standardized achievement tests, if taken.
- Proof of immunizations.
- Social Security Number.
- Proof of custody if not living with both natural parents.
- Complete address of previous school, and
- Three letters of recommendation will be required, one each from two of the student's current teachers, and one from the principal of the previous school of attendance.

## **INTERVIEW**

A student and or parent interview with the Principal and or an approved designated individual is expected for 1<sup>st</sup> through 8<sup>th</sup> Grade Applicants. Parents of Pre-K and Kindergarten students may be required to attend an informal meeting and visiting day(s) may be scheduled if school is still in session.

## **TESTING**

All applicants are expected to take an entrance test. An informal readiness test is given to students entering the Kindergarten program. All other students should register to take the entrance test on one of the dates announced by the Office.

## **VISIT**

Pre-K & Kindergarten applicants should visit on the specified morning from 9:30 - 11:30am. 1<sup>st</sup> Grade - 8<sup>th</sup> Grade applicants should visit from 9:00am - 2:00pm. Call the office to schedule an appointment.

Applicants who are unable to visit while school is in session should contact the school to make other arrangements.

## **ENROLLMENT PROCESS**

Upon acceptance, the parent/guardian shall complete the enrollment process by meeting with an appointed staff member.

## **ENROLLMENT & ORIENTATION MEETING**

A meeting will be scheduled with the school appointed staff member and the parent/guardian of the applicant. The purpose of this meeting will be to review the rules and regulations with the student and the parent or guardian, discuss the results of the entrance test and any special needs of the applicant, and receive all the additional documents needed for the enrollment listed below. The parent will then sign the Enrollment Agreement to assure that the rules and regulations of the school will be followed, and make payment of the enrollment fee. Upon completion of this review, the student and parent and/or guardian are given a copy of the school handbook.

## **DOCUMENTS NEEDED FOR ENROLLMENT**

The following documents are needed for the enrollment and orientation meeting:

- A physician's report (Mich. Dept. of Public Health - Health Appraisal Form) of a physical examination conducted within the last 30 days, which includes a record of all immunizations. If the student requires medication while in school, a completed Short-term Medical Treatment Form is required.
- An Emergency Card. The card must be filled out completely before the child can be

registered in the school. It is essential that we have the parents' work numbers, pager numbers, cellular phone numbers and also a number where we can reach a relative, neighbor or friend. Genesee Academy must be notified immediately should you change your work or home telephone numbers. All information is kept confidential.

- Two photographs of the student. (Required)
- Payment of a \$100 registration fee and the first tuition payment according to The Genesee Academy's Tuition Plan.

### **RE-ENROLLMENT & FEE DEPOSIT**

Students presently enrolled in Genesee Academy are given first opportunity to re-enroll for the next school year. **Re-enrollment is not automatic.** These students must be registered at the office no later than May 31st, and pre-payment must be made for the next school year according to the tuition and fee policies. A \$200.00 advance payment is required of each new or re-enrolling student. This fee is required to reserve a place for the student in the school and is applied towards the materials fee for the coming school year. This fee is non-refundable after the first day of school.

### **SCHEDULE OF OPERATION**

Pre-Kindergarten and Kindergarten classes are held September through June. GSRP classes begin the first week of October and end the last week of May. Classes are not held during school vacations or scheduled days off. Inclement weather days, power failure, etc. are not made up and refunds will not be given.

### **INCLEMENT WEATHER And/Or OTHER NATURAL OR MAN-MADE DISASTERS**

**The Genesee Academy Early Learning Center goes by the Carman Ainsworth school district. In the event that the Carman Ainsworth School district is closed due to inclement weather conditions then Genesee Academy and the ELC will be closed as well.**

Due to the fact that the Center opens at 8:00 am, there may be times that the Center has opened but may be closed shortly thereafter due to inclement weather or man-made disasters. Parents will be notified to pick up their child via a mass text message within the first two hours.

## **WEATHER EMERGENCY**

### **Tornado Alert**

In the event of a tornado or other severe weather conditions, the Early Learning Center Director will be notified of any change in the daily plans. When severe weather conditions warrant, children will be moved to designated safety areas.

### **Fire, Tornado and Lockdown Drills**

Fire, tornado and lockdown drills are practiced at the Center so children will know what to do in the case of an emergency. Anyone in the building during that time will be expected to participate in the drills. Visit the [gamain.gaflint.org](http://gamain.gaflint.org) website for more detailed information.

### **Fire Drill**

#### **Procedure:**

**GSRP through Kindergarten classrooms-** will exit through the the classroom doors leading directly outdoors, turn left, then walk to the elc parking lot.

**\*\*ELC Director will assist whenever necessary\*\***

### **Tornado Drill**

#### **Procedure:**

**GSRP-**use the two restrooms in the classroom, one staff member per restroom.

**Prekindergarten-**Use the two restrooms in the classroom, one staff member per restroom.

**Kindergarten-**Use the two restrooms in the classroom, one staff member per restroom.

**\*\*ELC Director will assist whenever necessary\*\***

### **Lockdown Drill**

#### **Procedure:**

**GSRP-**use the two restrooms in the classroom, one staff member per restroom.

**Prekindergarten-**Use the two restrooms in the classroom, one staff member per restroom.

**Kindergarten-**Use the two restrooms in the classroom, one staff member per restroom.

**\*\*ELC Director will assist whenever necessary\*\***

## **NON-WEATHER EMERGENCIES**

Emergency procedures are in place for non-weather emergencies. In the event of an evacuation, Parents will be notified.

## **WEATHER (CLOTHING AND OUTDOORS)**

The ELC believes that even in the winter months it is beneficial for children to go

outside even if it is a short trip. Because of this we ask that you please provide the appropriate clothing for the weather for your child so that this experience is comfortable and enjoyable. This includes for winter a warm coat, snow pants, boots, mittens and a hat. For convenience you may want to bring in an extra set of outside winter clothing to be kept in your child's locker. You may choose to leave a set of boots, snow pants and other winter clothes at school for your child, but they will go home periodically so that they can be washed and returned.

***\*\*Be advised that if the weather is at least 20 degrees or above the children will go outside in the cold weather.***

## EXTRA CLOTHES

It is the policy of the ELC to keep extra clothing items on hand for emergency purposes. But parents are also required to send in a full set (socks, pants, shirts, underwear) of clothing for the child. If your child is in kindergarten extra clothing should also be uniform.

## SAFETY AND PLAY (Indoor and Outdoor)

We believe in good safety habits to protect everyone. The Early Learning Center believes that play interactions should be safe, engaging, enjoyable, challenging and should include the developmentally appropriate amount of risks (climbing, jumping, etc) for each age group. ELC reserves the right to discontinue any play it deems inappropriate in action, intention, language, etc.

During part of this time children will engage in independent free choice play. A part of the time will also be used by teachers to facilitate, participate in and engage children in collaborative games that promote strong character, team building, social skills, community building, inclusiveness and an appreciation for diversity in skill levels, culture and all backgrounds.

## BRINGING ITEMS FROM HOME

**Preschool ONLY:** Parents should provide pull-ups/diapers and wipes. If your child requires cream or ointment please be sure to follow the medication procedures if it is medication and/or sign and complete the topical creams and applications form.

**Preschool and Prekindergarten:** Children should bring in a blanket, cot sheet (same as crib sheet), a soft toy (if they like) for rest time. Children will bring their backpacks daily and any binders and/or folders and are necessary school items that

go from school to home and vice versa.

**Kindergarten:** Children will bring their backpacks daily, any binders, folders, home work (when sent) and any necessary school items that go from school to home and vice versa.

THE RULE: Children are not to bring in any items that are not school related.

THE EXCEPTION: The ELC will periodically allow children to have special days to bring in items for a particular purpose. In those situations what is requested and why will be thoroughly communicated to the families.

## ENVIRONMENT

- ALL staff, teachers and volunteers are responsible for creating an environment and maintaining an atmosphere that is conducive to learning. They are directly responsible for maintaining the cleanliness and discipline in their classroom.
- All staff, teachers and volunteers are responsible for establishing, supporting and/or maintaining (any and all that apply) an environment where children feel physically and psychologically safe, free to explore and be themselves.
- All staff, teachers and volunteers are responsible for establishing, supporting and/or maintaining an environment where children are able to utilize activities and explorations to construct knowledge and personal meanings about the world around them; for themselves, with guided facilitation from teachers, staff and volunteers through developmentally appropriate activities.

## CONFIDENTIALITY

- Any and all information pertaining to children, their families and/or fellow staff members is considered confidential information and cannot be shared with other parents in the program.
- Anything with the child's last name cannot be visible. If it is posted, you will only see first names.
- **Conversations within the classroom must be limited to basic information. Personal concerns or frustrations cannot be addressed within the classroom.**

## INTERACTIONS WITH EACH OTHER PARENTS AND STAFF:

- **PARENT RESPONSIBILITIES TO EACH OTHER, STUDENTS AND STAFF:** All parents must engage with each other, with staff and with students in a respectful and appropriate manner and follow pre-established procedures for addressing

problems and concerns.

- **COMMUNICATION:** In order to provide an effective educational program Genesee Academy strives to maintain close communication between the home and the school through the following means:
  - Open House: An Open House and Back-to-School Night for parents and students is held in the fall. All parents are encouraged to attend. This is a chance for the parents to get acquainted with the school, teachers, our educational program, and school policies. A parent may schedule a separate conference with the teacher at this time.
  - PARENT / TEACHER CONFERENCES Parent / Teacher Conferences are held two times a year. These conferences are scheduled immediately after Report Cards are issued and thus give the parents and teachers a chance to review the students' progress and any other concerns. All parents/guardians are requested to attend all conferences. Those students who are encountering academic/ behavior difficulty will require additional parent / teacher conferences at the discretion of either parent or teacher.
  - Newsletter/Schedule of Events: Notes, monthly calendars, newsletters and other communications are sent home regularly. The school website [www.gaflint.org](http://www.gaflint.org) holds the yearly calendar, daily up-dates, and principal's letters. Parents are encouraged to visit the website daily for updates. If they have any questions or concerns direct them to speak with the Director of the ELC.
  - Email:
  - Periodic Phone Calls:
  - Parent Suggestions: We welcome and encourage parent's suggestions. Parents are asked to send their remarks in writing to the school office of the Principal or email the administrator at [gaprincipal@gmail.com](mailto:gaprincipal@gmail.com)

## **PARENT CONCERNS**

Should a parent have a concern regarding their child and wish to speak to the teacher, he/she is requested to contact the school to schedule an appointment, or to request a meeting through a note or phone call to the teacher. Appointments must be scheduled for times before or after school. The office staff will not disturb the teacher or students during class time unless it is an absolute emergency. Teachers are responsible for classroom concerns, and their full attention must be given to their students without outside distractions.

## **RELEASE OF CHILDREN**

It is our policy to not release children to anyone who is not listed on their approved



pick-up list. This form was a part of your child's registration packet. Please be advised that staff will ask for ID even from parents until they have become familiar with you. Keep in mind that new staff members have a lot of faces to remember and it may take them sometime to get all the new faces and names connected. We thank you for your patience and support in helping us keep your children safe.

- **Your child will not be released Unless the parent has followed the Alternative Procedure Or Names written on the Pick-up List/Emergency Card. Otherwise, the child will not be released to anyone not on the list even if it is a family member. This is in accordance with Michigan licensing regulations.** We thank you for your cooperation and support in making this system work.

## ARRIVAL AND DEPARTURE

Parents of children attending Early Childhood Programs must accompany their children to their class and notify the teacher of their presence. Parents are not to drop off children or be in the classroom more than 5 minutes before the beginning of class. At the end of class, parents are to promptly pick up their child and notify the teacher that they are leaving. Children are to be dropped off at 8:20 in the morning. Children who are picked up after 4:00 p.m., will be charged a late fee of \$5 for every 15 minutes or fraction thereof.

1. Parents (or the drop off/pick up person) must sign their child in and out everyday.
2. To assure the safe arrival and departure of your child at the ELC, the following procedures must be followed:
  - a. Parents of children attending the ELC Programs must notify the teacher of their child's arrival and/or departure each day and make sure that the teacher has confirmed that they are aware of the child's arrival.
  - b. Children are not to be dropped off in the parking lot or come into the building unattended.
  - c. Bus riders will be met at the bus each morning by a teacher and the students will be checked off on attendance then walked to class.
  - d. Bus riders will be walked to the bus each day by a teacher.
3. All parents, grandparents or other persons picking up a child must follow established pick-up/drop-off procedures (see above).
4. When picking a child up at odd or unscheduled times the person picking up must stop in the office first and wait for instructions from the director as to where to go next as children may be outside, in the gym, on a walk, etc.
5. When issues of custody exist, legal paperwork must be on file in the office and will be abided by at all times. And we are legally bond to make NO EXCEPTIONS to these documents.

Parking: When dropping off remember to keep drop off time to a maximum of 10 minutes. If you need to stay longer, please park in the parking lot to leave open the pick-up/drop-off area.

*Do not park in any areas marked "No Parking". These are designated areas for emergency vehicles only. Please be mindful of the handicapped parking slots and that these slots are for handicapped parking only.*

Parents of children in the childcare programs are requested to call the Center if they are going to be later than usual in picking up their child. This allows the staff to assure the child that the parent is safe and explain what is causing the delay.

## **FOOD SERVICES**

- Snack menus are planned in advance, dated, posted and available on the ELC bulletin board for parents to review.
- The ELC serves one snack per day prior to lunch. We serve two items from the four food groups: Milk, juice or fruit or vegetables, bread or grains, and yogurt or cheese. Snacks are prepared onsite and follow the Michigan Department of Education child care food program.

Michigan Department of Education  
Child and Adult Care Food Program

**Meal Pattern Requirements**

	Ages 1-2	Ages 3-5	Ages 6-12
<b>Breakfast</b>			
<ul style="list-style-type: none"> <li>• Milk, fluid <sup>1</sup></li> <li>• Vegetable, Fruit or full strength juice <sup>2</sup></li> <li>• Grains/Breads <sup>2</sup> (whole grain or enriched): Bread or cornbread, rolls, muffins or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or grains</li> </ul>	½ cup ¼ cup  ½ slice ½ serving ¼ cup or ½oz ¼ cup	¾ cup ½ cup  ½ slice ½ serving ½ cup or ½ oz ¼ cup	1 cup ½ cup  1 slice 1 serving ¾ cup or 1 oz ½ cup
<b>Lunch/Supper</b>			
<ul style="list-style-type: none"> <li>• Milk, fluid <sup>1</sup></li> <li>• Vegetable and/or Fruit (2 or more kinds) <sup>3</sup></li> <li>• Grains/Breads <sup>2</sup> (whole grain or enriched): Bread or cornbread, rolls, muffins or biscuits or cooked cereal grains, pasta, or noodle products</li> <li>Meat or Meat Alternates <sup>2,4</sup> Lean meat, fish or poultry or alternate protein products <sup>6</sup> or cheese or cottage cheese, cheese food, cheese spread or yogurt or egg or cooked dry beans or dry peas or peanut butter, soy nut butter, or other nut or seed butters or peanuts, or soy nuts, tree nuts, or seeds<sup>5</sup></li> </ul>	½ cup ¼ cup total  ½ slice ½ serving ¼ cup  1 oz. 1 oz. 1 oz. 2 oz. (¼ cup) 4 oz. (½ cup) ½ egg ¼ cup 2 Tbsp. ½ oz.	¾ cup ½ cup total  ½ slice ½ serving ¼ cup  1 ½ oz. 1 ½ oz. 1 ½ oz. 3 oz. (¾ cup) 6 oz. (¾ cup) ¾ egg ¾ cup 3 Tbsp. ¾ oz.	1 cup ¾ cup total  1 slice 1 serving ½ cup  2 oz. 2 oz. 2 oz. 4 oz. (½ cup) 8 oz. (1 cup) 1 egg ½ cup 4 Tbsp. 1 oz.
<b>Snack</b> <b>(Select 2 of the following 4 components)</b>			
Milk, fluid <sup>1</sup> <ul style="list-style-type: none"> <li>• Vegetable, Fruit or full strength juice <sup>2,7</sup></li> <li>• Grains/Breads <sup>2</sup> (whole grain or enriched):  • Bread or cornbread, rolls, muffins or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal grains, pasta, or noodle products</li> <li>Meat or Meat Alternates <sup>2,4</sup> • Lean meat, fish or poultry or cheese or cottage cheese, cheese food, cheese spread or yogurt or egg or cooked dry beans or dry peas or peanut butter, soy nut butter, or other nut or seed butters or peanuts, soy nuts, tree nuts, or seeds <sup>5</sup></li> </ul>	½ cup ½ cup  ½ slice ½ serving ¼ cup or ½oz. ¼ cup  ½ oz. ½ oz. 1 oz. (⅛ cup) 2 oz. (¼ cup) ½ egg ½ cup 1 Tbsp. ½ oz.	½ cup ½ cup  ½ slice ½ serving ½ cup or ½ oz. ¼ cup  ½ oz. ½ oz. 1 oz. (⅛ cup) 2 oz. (¼ cup) ½ egg ½ cup 1 Tbsp. ½ oz.	1 cup ¾ cup  1 slice 1 serving ¾ cup or 1 oz. ½ cup  1 oz. 1 oz. 2 oz. (¼ cup) 4 oz. (½ cup) ½ egg ¼ cup 2 Tbsp. 1 oz.

<sup>1</sup> As purchased, fluid, fortified. Two years of age and older must be served fat-free or low-fat milk, fat-free or low fat lactose reduced milk, fat-free or low fat lactose free milk, fat-free or low- fat buttermilk or fat-free or low-fat acidified milk. Milk served must be pasteurized fluid milk that meets Michigan and local standards, and may be flavored or unflavored. Whole milk and reduced-fat (2%) milk are recommended be served to participants between one and two years of age.

<sup>2</sup> Or an equivalent quantity of any combination.

<sup>3</sup> Full-strength vegetable or fruit juice may contribute to no more than one-half of this requirement.

<sup>4</sup> Cooked lean meat without bone or breading.

<sup>5</sup> No more than 50% of the meat/meat alternate requirement can be met with nuts or seeds. Nuts or seeds must be combined with another meat/meat alternate to meet the requirement.

<sup>6</sup> The alternate protein product must contain at least 18% protein by weight when fully hydrated or formulated.

<sup>7</sup> Juice may not be served when milk is served as the only other component.

- The Parent or guardian of the child will provide a sack lunch daily. Please provide healthy lunches for your child.
- Water coolers are available in each classroom for the students throughout the day.
- Any child with food allergies or any food intolerance must present a statement signed by a physician for any changes in their dietary needs to the Early Learning Center Director.
- Alternative snacks will be provided to students with allergies, except for milk. Parents must provide the staff with sealed milk alternatives.
- A child with dietary restrictions for other reasons must also be documented and the parents must fill out and sign the form. **ALL FOOD ALLERGIES MUST BE POSTED WHERE ALL STAFF CAN SEE. “!!FOOD ALLERGIES!!”.**
- Periodically we will provide a catered lunch as a fundraiser and the students may sign up and pay to have lunch at school. Families will be notified in advance and receive a form to fill out and order lunch. Money should be dropped off with the order form and only have one child per sheet.
- In accordance with Michigan state law, parents will be informed that the ELC will not be providing regular lunch services and they are required to provide a healthy sack lunch for their child every day, except on the following days: Half days or days when lunch is ordered and served at school.

## **SNACK FEE POLICY**

Instead of sending in a snack every day parents will pay a snack fee at the beginning of the year, along with the child’s tuition, to cover the cost of **one** snack per day for the year. The annual cost for snack is \$125. This will allow the ELC to provide healthy snacks and limit what the parents need to send in daily.

## **POSITIVE DISCIPLINE AND GUIDANCE**

### **DISCIPLINE AND GUIDANCE**

- The ELC staff shall use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. The following means of punishment shall be prohibited:
  - Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment or intentional pain.
  - Restricting a child’s movement by binding or tying him or her.
  - Inflicting mental or emotional punishment, such as humiliating, shaming,

- or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
- 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 listed under the "prohibited" section above.
- Timeouts should be used, only to take a child away from an area or an area if they are having trouble.
- We focus on logical consequences, discussion of appropriate choices and the reality that, "If you are throwing blocks, then I am concerned that you are not ready for this choice because you are not making a responsible or safe choice with the materials. Please use them appropriately or make another choice."

### **PRIMARY CARE REQUIREMENTS~FOR PRESCHOOL ONLY**

- The center shall implement a primary care system so that each older toddler (2 ½ but less than 3 years) has a primary caregiver.
- Each child shall have not more than 4 primary caregivers in a week. For centers operating less than 24 hours a day, an exception may occur during the first hour after the center opens and the hour before closing.
- Information regarding a child's food, health, and temperament shall be shared daily between caregivers when more than 1 primary caregiver is assigned to any infant, young toddler, or older toddler.
- Primary caregiving assignments shall be documented and provided to parents.
- An exception may be made when the center is transporting children
- For the purposes of this rule, primary care means the following:
  - Continuity of a relationship so that a child has as few primary caregivers, including substitute caregivers, as possible during any given day, within any given week, and over an extended period of time.
  - Continuity of care to allow children and their primary caregiver to develop nurturing relationships over time.
  - Appropriate social-emotional interaction, including, but not limited to smiling, holding, talking to, rocking, cuddling, eye contact, interacting with the child during routines and play activities, and providing guidance that helps the child develop social skills and emotional well-being.

## **HEALTH**

State regulations require the Center to obtain and keep on file health information on all children enrolling in Early Childhood and Child Care Programs (excluding specialty classes) as explained on the enrollment forms. All parents must submit a record of immunizations before the first day of attendance, and an evaluation of their child's

health signed by a licensed physician within 30 days of the first day of attendance. Parents of Preschool and Pre-Kindergarten 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 School-age children who attend the Early Learning Center, must submit a record of current immunizations and an evaluation of their child's health before the first date of attendance in accordance with State Licensing Regulations.

GA ELC acts in accordance with the Department of Public Health, Act #368, Section 9201, Immunization Requirements, are enforcing the state's minimum immunization standards, which are stated as follows:

1. All students MUST be immunized against the following diseases: diphtheria, pertussis (whooping cough), tetanus, polio, rubella (German measles), mumps, haemophilus influenza Type b (HIB), hepatitis B, pneumococcal conjugate (PCV7) and varicella (chickenpox).
2. Students "identified" as not having the proper immunizations will be excluded from attending the Center unless arrangements have been made to obtain the proper immunizations or a religious exemption form has been signed by the parent and is on file.

## **WHEN YOU SHOULD KEEP YOUR CHILD HOME**

If a child becomes ill while at the Center, the child will be taken to the office and the parent will be contacted. Provisions will be made for the child to rest comfortably, and be supervised while waiting for a parent or designated person to come.

Sick children should not be brought to the Center. If the child is too sick to go to school or too sick to play outdoors, the child should not come to the Center. Sick children are sent home – parents are called out of class or work or an emergency contact is called to come and get the child.

Any of the following are reasons to keep the child at home:

1. fever
2. heavy nasal discharge
3. constant coughing
4. rash
5. vomiting/diarrhea the night before or prior to attendance
6. earache
7. sore throat
8. red or watery eyes
9. Contagious disease
10. Draining sores

## **Accident/Injury**

If a child becomes injured while at the Center, the child will be given appropriate first aid 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, the paramedics will be called to the Center and then the parent will be contacted.

## **COMMUNICABLE AND INFECTIOUS DISEASES**

Please notify the Center if your child has contracted a communicable or infectious disease. The Center is obligated to report all communicable diseases to the Genesee County Health Department each week. The following guidelines may be used as a guide for re-admission to the Center after communicable and infectious diseases:

- Chicken Pox: Ten 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.
- Impetigo: Until recovery or until child is receiving treatment from a physician.
- Measles (Hard): Seven days after the appearance of the rash or when the skin is clear.
- Measles (3 Day): Four days exclusion 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 non-infectious or completely healed or medical authorization is given to return.
- Strep Infection: Including Scarletina, Scarlet Fever, Strep, Strep Throat and Rheumatic Fever—until recovery or a physician's statement saying the child can be in school.
- Fifth Disease: Until no fever is present and rash has started to disappear.

**In all of the above circumstances written, signed and dated authorization from a physician is required to return.**

## **NUISANCE DISEASES**

Scabies: After seen and treated by a physician.

Lice: Child who has completed treatment may be in school when no nits remain. Staff must check children before they can return to class. The Genesee County Health Department recommends the following treatments for head lice:

- According to Dr. Gary Johnson, Medical Director, Genesee County Health Department, "if your child is sent home from school with "lice" or "nits", treat your child's head with an over-the-counter prescription medication. Follow the directions exactly as indicated. Children with long hair should have their head examined thoroughly to be certain all nits are removed. Be prepared to commit time to the process. After examining your child's head, wash your hands and



scrub your nails thoroughly”.

**Kill the lice and eggs on clothing and bedding using one of these methods:**

1. Normal hot water washing and machine drying.
2. Dry-cleaning.
3. Sealing in plastic bags for 7-10 days.
4. Exposing to freezing temperatures for at least 12-24 hours.

To control the spread of lice among family members, take these additional steps:

1. Vacuum carpets, upholstery (including the car) pillows and mattresses daily for one week.
2. Soak combs and brushes for 15 minutes in hot water (140°-165° F).
3. Check all family members for lice.
4. Do not share personal items with others (combs, brushes, hats, towels, scarves or pillows).
5. Send a plastic bag to school with your children to cover their coat.
6. Pin up the child’s hair in a bun (if long).
7. Check each family member daily for 2 weeks.

The Early Learning Center policy excludes children that have nits or live lice in their hair. When head lice are even suspected, parents will be called to take their child home. A checklist will be given to parents, which is required upon returning. Children may return to the classroom when they have been treated and no nits remain in their hair.

**CHRONIC ILLNESSES**

Any chronic illness such as Diabetes, Epilepsy, cerebral palsy, etc that require special procedures and/or are controlled by medication re should be discussed in a planned meeting with the teacher, director and parents. A concise, clear and brief (but not brief at the expense of necessary info) procedure of what needs to be done should be completed prior to being admitted. Curing these meeting it will also be discussed as to whether GA ELC will be able to effectively meet the needs of your child. GLC will make every effort to utilize resources available to assist. If support is not available then ELC will move making an effort to connect the family with community resources and other options if they are interested.

**FEVERS**

Fever: Child’s temperature should be normal for 24 hours before returning to school.

**MEDICATION**

It is the policy of the ELC to only administer medication at school when absolutely necessary. If the timing for administering the medication can be on a schedule that allows the parent to administer before and after school that is what should be arranged by the parent. In the event medication must be administered during school



hours the ELC will make sure the child receives the medication needed using the following procedure: The administration of medication shall be the immediate responsibility of the office staff. In the event that the office staff is unable to administer the medication an authorized teacher will do so.

The administration of the medication policy can only be put into effect if ALL of the following procedures have been accomplished:

1. Parent must request an official medication permission form and sign the form for the giving of medication.
2. Medication is to be in original prescription container with student's name, prescribing doctor, name of medication and dosage area displayed on container.
3. We must have a copy of the Doctor's orders.
4. Non-prescription medication may be given only with written authorization by the prescribing physician.
5. All medications are to be brought to the Center by parent/guardian. No medication is to be carried by the children in purses, backpacks etc.
6. No medication is allowed to be transported on the School buses. If medication is needed at school, parent is responsible for taking medication to school themselves. We are not allowed to dispense over-the-counter medications, such as aspirin, cough drops, cough syrup, etc.

## **SUNSCREEN**

Parents who wish to have sunscreen applied to their children must fill out a medication form and supply the sunscreen with the child's name on it to the office. The Center is not responsible for any allergic reaction that may occur due to the sunscreen.

## **DISMISSAL PROCEDURES FOR PARENT PICK UPS AND BUS RIDERS**

Children leaving at 3:40 pm or of the program will be packed up, lined up and ready to go by 3:30 pm. This will allow the teachers enough time to walk them through the school to the new gym for pickup. Once in the new gym the children from the toddler room and the prekindergarten room will sit on the black line on the left side of the gym. The kindergarten classroom will sit on the green line on the left side of the gym.

## **SPECIAL EDUCATION**

Public Law 94-142. Mandatory Special Education Act, requires all handicapped students be served from birth through age twenty-five years. The ELC is affiliated

with Genesee Academy which is a private school and these services are often provided through the public school districts in which your child lives or through state services. In the event Special education services are needed, the ELC will make every effort to connect families with the resources they need which may mean outside referrals in severe situations. The ELC is passionate about education and meeting the needs of all children. Yet, due to limited resources, the ELC may not be able to meet the specific special needs of your child in some situations. In this circumstance the ELC reserves the right to have a child removed from the program if the needs of the child cannot be met by the ELC. But we are committed to connecting you with organizations who can. The ELC will provide resources for community support and connect families with contact information for the Special Education Department. These resources and/or offices are NOT affiliated with GA and/or the ELC and ELC can make no commitment on behalf of the following needs or services that can and will be received. Once ELC has connected a family with a community resource and/or district services, the ELC can in no way be involved or interfere with the process. The ELC is committed to making sure all parties are respected, valued and are connected with individuals who may be able to assist if and when we cannot. The following number can be used to get more information.

Special Education Department: 810.591.4347. Forms to request Special Education services are available the Director of Special Education...

### **VISITORS (Includes student observers, parents, family members and visitors in general)**

Visitors to the Early Learning Center are always welcome, however for the safety of the children we ask that all visitors check in with the office, sign in, get a visitor's badge and do any other necessary steps. ELC staff may choose to accompany unfamiliar visitors to their destination. Student observers (education students) will be required to sign in and leave their driver's license at the front desk. This is a safety precaution and may be required of other **non-parental** visitors as well.

### **EXTRA CURRICULA ACTIVITIES**

Parent helpers should see themselves as volunteers and adhere to those expectations of professionalism, confidentiality and school etiquette.