

Southgate Community Schools Learning Center
734-246-4636

Philosophy Statement:

We have developed our program to meet the needs of your child. In our program we have planned to include the developmental areas that will provide for the well-rounded growth of your child. These developmental areas include social, emotional, intellectual, and physical development. We are licensed by the State of Michigan and a Great Start to Quality rated center. For further information please visit Greatstarttoquality.org.

HOURS:

Our center is open from 7:30 AM to 4:30 PM Monday through Friday.

TUITION:

A \$40.00 registration fee per child is required to be turned in with the registration packet.

3 Year-Old Preschool

- Monday/Wednesday/Friday (8:30 AM - 11:30 AM) \$15 per session
- Tuesday/Thursday (8:30 AM - 11:30 AM) \$15 per session

4 Year-Old Preschool

- Monday - Friday Morning Session (8:30 AM - 11:30 AM) \$15 per session
- Monday/Wednesday/Friday Afternoon Session (12:30 PM - 3:30 PM)
\$15 per session

FULL-DAY PRESCHOOL:

The 3 & 4 year-old Preschool Programs offer full-day (8:30 AM - 3:30 PM) Monday-Friday and Extended Day options. Extended hours between 7:30 AM - 4:30 PM available.

PRICING:

- Full-day (8:30 AM - 3:30 PM) \$35 per day
- Extended Day \$5 per session AM or PM/per day

ENROLLMENT:

A copy of the child's birth certificate, a current physical, record of immunizations and a non-refundable registration fee of \$40 must be provided prior to enrollment. Children are required to be potty trained upon registration.

LUNCH/SNACK POLICY:

Parents are responsible to provide a nutritious lunch for any child enrolled in the Full-Day program. Please see USDA Child Meal Pattern guidelines in the Parent Handbook for recommendations. We ask that you send an ice pack to keep items cold and please no items that need to be microwaved. The program will provide a nutritious morning and/or afternoon snack for any child scheduled during an Extended Day session.

PAYMENTS:

Payment amounts and due dates are agreed upon in the tuition contract. We request that parents make every attempt to make these payments on a timely basis. When you enroll and sign up for specific days, you are reserving the time, space, staff, and provisions for your child whether or not they attend.

No tuition adjustments are made for daily absences due to weather, illness, vacation or any other extended absences. Failure to meet financial obligations may result in termination from the program.

LATE PAYMENTS:

If a payment is more than five days late, a tuition reminder will be sent home and \$10 late fee per month will be assessed. If payment is not made by the date given on the discontinuing service letter, the child will be unable to attend school until the complete payment is made. There will be a charge of \$20 for any check returned because of insufficient funds.

DROP-OFF/PICK-UP:

Doors will open promptly at the designated start time. Before class begins, teachers are busy preparing for the day's class activities. Children must be signed in upon arrival and signed out again upon leaving for the day. Children will not be released to anyone other than the parent or adults designated on the emergency card. Picture ID will be required if the releasing staff member does not recognize the adult.

LATE PICK-UP POLICY:

- There will be a charge of \$1.00 for every minute a parent/person is late picking up a child after the official scheduled pick-up time stated upon registration.
- The classroom clock is the official timepiece of the class.
- The Early Childhood teacher will issue a late fee form to the parent/guardian. The late fee will be added to the current month's tuition amount due.

ABSENCE REPORTING:

It is the responsibility of the parent to inform the program in the event of illness or other necessary absence of the child. Please call 734-246-4636 and leave a message for the teacher with the child's name, your phone number, the reason for the absence and the day the child is anticipated to return.

ILLNESS/ACCIDENT PARENT NOTIFICATION PLAN:

Parents will be immediately notified if a child is injured or becomes ill at the center. If a parent or guardian cannot be reached, the program staff will call the emergency contact person(s) and number(s) listed on the Child Information Record. IT IS EXTREMELY IMPORTANT FOR PARENTS/LEGAL GUARDIANS TO KEEP THIS INFORMATION CURRENT AND TO NOTIFY THE CENTER STAFF IMMEDIATELY IF PHONE NUMBERS OR EMERGENCY CONTACTS CHANGE.

SNOW DAYS/SCHOOL CLOSINGS:

Preschool classes are cancelled when bad weather conditions close local public schools. When Southgate Community Schools are closed, we will also be closed. Please check your local news channel for school closing information. No tuition adjustments are made for school closings.

CLOTHING:

Many daily activities may be messy, so please dress your child in clean, "messable" clothes that will not stop their ability to explore the world of learning. Your child's clothes should also be appropriated to encourage independence in caring for themselves. Since an important part of your child's daily preschool program may be outdoor play, please send clothing/outerwear appropriate for the weather. We will go outside for recess as long as the temperature is above 15 degrees.

ILLNESS:

Please do not send your child to school if they have a fever of 100 degrees or

higher, unexplained rash, diarrhea, vomiting, excessive coughing, cloudy/green discharge from the nose or any other possible communicable symptoms. Children must be symptom free for 24hrs before returning to school. Please notify the program at 734-246-4636 if your child is not going to attend due to an illness. If a child becomes ill at school, the parent will be responsible for arranging to pick up the child. No tuition adjustments are made for absences due to student illness.

DISCIPLINE POLICY:

The staff handles discipline problems in a positive manner. We encourage self-control, self-direction, self-esteem and cooperation. Our goal is to incorporate a happy and positive learning environment for all our students. Staff will encourage children to interact in a positive manner and to use redirection methods as necessary. Staff will use developmentally appropriate language and behavior to assist the child in staying calm and facilitate in problem solving a solution. Staff will communicate this information to the child by getting down to the child's eye level and keeping their language simple and understandable.

All efforts will be made by the staff to direct parents/guardians to age-appropriate services that may be child may required. If the child does not respond to redirection/ problem solving solutions and/or exhibits behavior that is dangerous to themselves or to others, then the child may be excluded from the program.

EMERGENCY PROCEDURES:

Fire, tornado and classroom emergency procedures will be posted in both preschool rooms. All emergency procedure drills are conducted according to The State of Michigan Child Care Licensing LARA Division rules and regulations.

DISCONTINUATION OF SERVICES

Occasionally, we must discontinue program services for a child. Grounds for dismissing a child from the program include, but are not limited to:

- Fees are unpaid or consistently in arrears
- Repeated failure of parents to comply with program policies
- The presence of a child who poses a threat to the physical, emotional or mental health of other children, or who demands an inordinate amount of staff time
- Failure to provide up-to-date health and immunization record

PARENT/TEACHER CONFERENCES

Parents are encouraged to participate in two separate parent/teacher conferences concerning their child's development and growth. The first conference will be held in October and the second in March. Once the specific dates and times are determined, parents will be notified in advance. Parents can expect to review anecdotal notes, Ages and Stages results, child's classroom strengths and/or any teacher concerns. Parents should come to conferences prepared to ask any questions concerning their child or daily classroom activities.

PARENT EDUCATION

Our program will provide parents with a variety of materials, booklets, and handouts covering many topics concerning the growth and development of children. The center will also provide information on educational opportunities for parents provided by our center, as well as outside entities when available.

OPPORTUNITIES FOR PARENT PARTICIPATION

We believe that parents are a child's first and most important teacher, and we therefore aim to include parents in the learning process and encourage them to actively participate in their child's education. The following list offers some examples for parent involvement.

- Regular communication with teachers about your child's progress.
- Sharing knowledge, experiences, and careers with the children when parents have expertise related to the weekly curriculum topics.
- Assisting with special family programs and activities.

MONITORING HEALTH RECORDS

Parents are required to notify the center when their children receive shot updates and renew physicals. Parents will receive shot and physical reminders if our records indicate that updates are needed. Physicals must be updated yearly, shots must be administered as soon as possible.

SUPPORTING PARENTS WITH DIVERSE NEEDS

If a parent or guardian needs additional support in understanding documents and/or program policies and procedures, the center will make accommodations through the use of an interpreter, if possible. The center will also provide translated written

materials when available. At the parents' request, the center can also communicate through email and also provide duplicate materials for dual households.

ADDITIONAL IMPORTANT NOTES FOR PARENTS:

- Per State of Michigan Child Care Licensing, children attending five or more continuous hours must bring a blanket and small pillow for rest time. The bedding should be taken home at the end of the week to be washed and be returned at the beginning of the following school week.
- Please do not send a child to school with any toys from home unless requested by the teacher for a lesson plan.
- We encourage preschoolers to be independent, so please send them in clothing that easy for them to attend to their own hygiene needs.

Four-year-old preschool half day schedule

Morning Schedule

8:30-8:40 Arrival/Morning warm up

8:40-8:55 Circle time/Large group

8:55-9:25 Outside time

9:25-9:35 Planning time

9:35-10:35 Choice time/snack/toothbrushing

10:35-10:45 Clean up

10:45-10:55 Recall

10:55-11:10 Small group

11:10-11:20 Circle time/Read aloud

11:20-11:30 Prepare for half day dismissal/Transition to full day room

Afternoon Half Day Schedule

12:30-12:40 Arrival/Afternoon warm up

12:40-12:55 Circle time/Large group

12:55-1:25 Outside time

1:25-1:35 Planning time

1:35-2:35 Choice time/snack/toothbrushing

2:35-2:45 Clean up

2:45-2:55 Recall

2:55-3:10 Small Group

3:10-3:20 Circle time/Read aloud

3:20-3:30 Prepare for dismissal

Three-year-old Preschool Schedule

Half day & full day schedule

8:30-8:40 Arrival/Morning warm up

8:40-8:55 Circle time/Large group

8:55-9:05 Planning time

9:05-10:05 Choice time/snack/toothbrushing

10:05-10:15 Clean up

10:15-10:25 Recall

10:25-10:55 Outside time

10:55-11:10 Small Group

11:10-11:20 Circle time/Read aloud

11:20-11:30 Prepare for half day dismissal/Transition for full day

11:30-11:40 Transition/Prepare for lunch

11:40-12:10 Lunch

12:10-12:40 Outside time

12:40-12:45 Prepare for rest time

12:45-2:40 Rest time

2:40-2:55 Snack

2:55-3:25 Outside time

3:25-3:30 Prepare for home/Transition for extended hours

Extended Hours schedule

Morning Extended hour

7:30-8:00 Breakfast

8:00-8:30 Choice time

Afternoon Extended Hour

3:30-4:00 Choice time

4:00-4:05 Clean up

4:05-4:25 Outside time

4:25-4:30 Prepare for home