



# Family Handbook

2023 – 2024

## **Equal Education Opportunity**

Every child, regardless of race, creed, color, age, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by The New Standard Academy. Students shall be treated without discrimination as this pertains to registration and enrollment in our early childhood program.

Any questions concerning Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, and/or Section 504 of the Rehabilitation Act of 1973 should be directed to:

Ms. Denise C. Swanson  
GSRP Director  
The New Standard Academy—Great Start Readiness Program  
2040 W Carpenter Road  
Flint, MI 48505  
810-787-3330  
Extension 105

LEGAL REF: Civil Rights Act of 1964, as amended, 1972, Title VI, Title VII. Executive Order 11246, 1965, as amended by Executive Order 11375, Equal Employment Opportunity Act of 1972, Title IX 45CFR, Parts 81, 86 (Federal Register, June 4, 1975, August 11, 1975.) Act No. 453 of the Public Acts of 1976 (Michigan Civil Rights Act)



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NOTE: Materials contained in this Family Handbook are subject to change due to newly adopted Michigan Child Care Licensing Rules, the terms of the Great Start Readiness Program (GSRP) grant guidelines as set forth by the Michigan Department of Education, and changes as determined by World of Wonder and Fenton Area Public Schools

Administration. Changes will be shared with families as soon as information becomes available.

## **WELCOME FAMILIES!**

The New Standard Academy-Great Start Readiness Program (TNS-GSRP) welcome you and your child to this new preschool journey. We are happy to have you and excited to share this experience with you.

This family handbook is designed to explain the policies and procedures of our GSRP. Please read this handbook, as it contains important information you may wish to refer to throughout the year. It is our desire for you to have a clear understanding of the partnership between home and school.

The New Standard Academy--GSRP Pre-K teachers hold an Elementary Teaching Certificate with an Early Childhood Endorsement (ZA). The Michigan Department of Human Services certifies each as a lead teacher or program director. All teachers are assisted by associate teachers. Our associate teachers possess a CDA or Child Development Credential. All TNS-GSRP team members are required to obtain 16 hours of annual training in child development to meet our State of Michigan licensing standards.

All adults working for WoW must have the following:

- DHS (Department of Human Services) Central Registry Clearance
- Live Scan Fingerprinting ~ Federal Criminal Background Check
- Michigan Criminal Background Check
- A physician's statement of good health, as well as a negative TB Test
- Blood-borne Pathogens Training
- Current CPR and First Aid Training (Lead Teachers and Caregivers)
- Concussion Training

Your comments, ideas, and questions are always welcome. We are confident this year will be one of growth and fun-filled activities for you and your child.

Please feel free to contact me at any time!

*Ms. Denise C. Swanson*

The New Standard Academy-GSRP Director

## **PHILOSOPHY FOR THE EDUCATION AND CARE**



## **OF OUR CHILDREN**

The lead and associate teachers at The New Standard Academy are committed to providing a high-quality program for children and their families. We believe it is the responsibility of a well-trained and knowledgeable teachers to provide a developmentally appropriate program that recognizes individual differences in children. We realize that children enter our program from a wide variety of backgrounds and at various stages of development. Our program is designed to enhance the cognitive, physical, social-emotional, and creative skills of each child. We strive to provide a safe, nurturing, and stimulating environment where children can satisfy their own natural curiosity and discover joy and wonder through exploration.

We strongly believe children learn best through play in a balanced program that includes a negotiated curriculum of both teacher-directed and child-initiated activities. We believe that we learn from the children just as much as they learn from us.

Our commitment is to foster an open and cooperative relationship between home, school, and community. TNS-GSRP seeks to be responsive to families' needs. It is our desire to have families and teachers work together to build a foundation for a lifelong love of learning.

## **CURRICULUM INSPIRED BY THE REGGIO EMILIA PHILOSOPHY**

The WoW preschool program follows the Michigan Standards of Quality and Curriculum and the licensing requirements of the Department of Human Services. We utilize a curriculum inspired by the Reggio Emilia Philosophy using a HighScope assessment tool--COR Advantage--to document children's progress.

The World of Wonder 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.

### **History of Reggio Emilia**

Immediately after World War II, a town in Northern Italy called Reggio Emilia decided to bring hope to their families. Out of the ruins, they constructed quality preschools for their children. In present times, Reggio Emilia has been broadly recognized for having some of the best infant/toddler and preschool programs in the world. The Reggio Emilia approach to education is committed to the creation of a learning environment that will enhance and facilitate children's construction of his/her own powers of thinking through the combination of all the expressive, communicative, and cognitive languages. The Reggio Emilia approach is based upon the following principles:

### **Emergent Curriculum**

An emergent curriculum is one that builds upon the interests of children. Topics for study are captured from the talk of children, through community or family events, as well as the known interests of children (puddles, shadows, dinosaurs, etc.). Collaborative planning is an essential component of the emergent curriculum. Teachers work together to formulate hypotheses about the possible directions of a project, the materials needed, and family and/or community support and involvement.

## **Project Work**

Projects, also emergent, are in-depth studies of concepts, ideas, and interests, which arise within the group. Considered as an adventure, projects may last one week or could continue throughout the school year. Throughout a project, teachers help children make decisions about the direction of study, the ways in which the group will research the topic, the representational medium that will demonstrate and showcase the topic, and the selection of materials needed to represent the work. Long-term projects or *progettazione*, enhance lifelong learning.

## **Representational Development**

Consistent with Howard Gardner's theory of schooling for multiple intelligences, the Reggio Emilia approach calls for the integration of the graphic arts as tools for cognitive, linguistic, and social development. Presentation of concepts and hypotheses in multiple forms of representation--print, art, clay, construction, drama, music, puppetry, and shadow play--are viewed as essential to children's understanding of experiences.

## **Collaboration**

Collaborative group work, both large and small, is considered valuable and necessary to advance cognitive development. Children are encouraged to dialogue, critique, compare, negotiate, hypothesize, and problem solve through group work. Within the Reggio Emilia approach, multiple perspectives promote both a sense of group membership and the uniqueness of self. There is high emphasis on the collaboration between home, school, and community to support the learning of the child.

## **Teachers as Researchers**

The teacher's role within the Reggio Emilia Philosophy is complex. First and foremost, the role of the teacher is to be a learner alongside the children. The teacher is also a researcher, a resource, and a guide as she/he lends expertise to the children. Within such a teacher-researcher role, educators carefully listen, observe, and document children's work and the growth of community in their classroom and provoke, co-construct, and stimulate thinking, and children's collaboration with peers. Teachers are also committed to reflection about their own teaching and learning.

## **Documentation**

Similar to the portfolio approach, documentation of children's work in progress is viewed as an important tool in the learning process for children, teachers, and parents. Pictures of children engaged in experiences; their words as they discuss what they are doing, feeling, and thinking, and the children's interpretation of experiences through the visual media are displayed as a graphic presentation of the dynamics of learning. Documentation is used as both assessment and advocacy.

## **The Role of Three Teachers**

Reggio Emilia schools believe that there are three primary teachers for our children. The first teacher is that of the parent, the second is the classroom, and the third teacher is the environment.

## **The Role of the Parent**

The active participation of parents in the life of our school is an essential component of each child's educational experience. Families are encouraged to be actively involved in meetings, conferences, celebrations, and events. Parents become a part of WoW by not only receiving feedback from teachers about their child's work, but also when decisions about school and educational approaches are taken. Partnering with families is essential for consistent, positive experiences both at home and at school. Parents are aware of what is happening in the classroom through the posting of daily activities, class newsletters, and the Wonder Watch [WoW's monthly newsletter]. Teachers use the COR Advantage to provide online assessment of each child. These scored anecdotal notes are available for each family to review via the Family Network and serve as the basis of conversation during Parent/Teacher Conferences. WoW also provides opportunities for families to learn more about the development of young children through family meetings, recommended articles, and the Family Resource Library. This all supports an open environment of communication between our families and teachers.

## **The Role of the Teacher**

Teachers play a critical role in preparing your child for a lifetime of learning. All of our teachers are highly experienced educators in the development of young children. Our expectations are high, and we demand nothing less than the following from our teaching teams:

- To help children see the connections in learning and experiences.
- To co-explore the learning experiences.
- To provoke ideas, problem solve, and resolve conflicts.
- To use children's ideas and expand them for further exploration.
- To organize the classroom and materials to be aesthetically pleasing.
- To organize materials to help children make thoughtful decisions about materials.
- To help children express their knowledge through representational work.
- To document children's progress: checklists, journals, photographs, and portfolios.
- To have a dialogue about the projects with parents and other teachers.
- To foster the connection between home, school, and the community.

## **The Role of the Environment**

The environment is designed to provide a variety of sensory experiences in an aesthetically pleasing manner, using both indoors and outdoors as learning spaces. Classrooms are light and bright, with large windows and doorways to the playground for the younger children. Items found in nature are incorporated into the classroom and are considered an important part of developing an appreciation for the world around us. Teachers carefully arrange the room and display all materials so children can make thoughtful decisions when working and exploring. Documentation of children's works, plans, and collections that children have made from outings are displayed at both the children's and adult's eye level. Common space is available to all children in each classroom that includes a Dramatic Play Area complete with dramatic play clothes; an Atelier/Art Center with lots of paint and other mediums; a Library for children to explore books and listen to stories; a Writing Center to explore writing notes to others including envelopes to address and markers/crayons to illustrate their notes; and a Block Area to construct structures and experiment with building including manipulatives and puzzles. Classrooms are designed to provide an enriched environment which nourishes each child's development.

## **Great Start to Quality**

World of Wonder earned a Five Star Quality Rating which awards childcare centers and home providers on a star-based rating system. High-quality child care and preschool programs provide a safe place for children to learn, grow, and explore. There are 40 different criteria under the five quality standards that must be met:

- Staff Qualifications and Experience - program staff have attained higher education levels, training, relevant experience, etc.
- Family and Community Engagement - program communicates with families and assists them in finding other resources in the community
- Administration and Management - program has written personnel policies, evaluates staff performance, and takes steps to retain staff.
- Learning Environment - program's facility is free of environmental risks, has nutrition and physical activity plans for children; monitors children's development and advises parents of concerns.
- Curriculum/Instruction - program has a statement of educational/developmental priorities for children; an approved curriculum; a routine but flexible daily schedule, etc.

## **WoW CURRICULUM GOALS**

1. Help each child develop expressive and receptive oral language
2. Help each child become an independent thinker who is able to make choices and decisions
3. Help each child move from needing outer authority to the control of his/her own behavior (self-discipline)
4. Help each child develop confidence in his/her ability to achieve goals through independent effort as well as teamwork
5. Help each child develop an understanding of feelings and how feelings motivate behavior; help each child gain control over how feelings are expressed; and learn acceptable ways of dealing with, and expressing strong feelings
6. Help each child develop social skills needed to be successful in interpersonal relations, to function successfully with and to learn from peers
7. Help each child learn to respect, value, and have tolerance for individual, cultural, ethnic, and racial diversity
8. Help each child develop interest and ability to process graphic symbols (such as letters, use of sign language) and associated pictures and language in its written form (early reading and writing)
9. Help each child develop intellectual curiosity, skills in observation, problem solving, and learning through his/her efforts (science/math)
10. Provide information about, and experience with, the social and physical world for each child to function adequately (social studies)
11. Develop the aesthetic sensibilities and horizons through artistic, academic, and intellectual experiences, especially art, music, and creative expression
12. Facilitate each child's physical skills through provisions of large [gross] and fine-motor activities
13. Provide a program that is fun for children

## **ADMISSION POLICY**

### **Enrollment**

Interested families seeking enrollment at Fenton Area Public Schools World of Wonder Early Childhood Programs should call the Ellen Street Campus at 591-8349; stop in [404 W Ellen Street]; or visit our website at [www.fentonschools.org](http://www.fentonschools.org) to inquire about our programs. Families are also invited to schedule a tour of our school--the Ellen Street Campus.

The following information must be submitted **prior** to the first day of attendance:

1. Tuition-Based Preschool and Child Care Registration Fee \$50.00 (non-refundable)
2. Tuition-Based Preschool Assessment Fee \$15 (non-refundable)
3. First session tuition payment
4. Complete and sign a Child Information Record (Emergency Card)
5. Health Appraisal Form signed by a doctor (all preschool classes)
6. Provide an up-to-date immunization record or exemption form (all preschool classes)
7. Provide the child's official birth certificate (all preschool classes)
8. Signed Tuition Agreement Contract
9. Any necessary custody information including court documentation

### **Withdrawal**

Parents must inform World of Wonder (WoW) one week in advance if their child will no longer be attending. If this notice is not given, there will be a one-week charge added to the final bill. The Child Care Director retains the right to request withdrawal of a child for reasons such as:

1. Failure to provide the requirements stated above.
2. Non-payment of fees (1 week or more behind)
3. In the event the director feels the program is not suitable for a child.
4. Parental failure to follow school policies



## **Children with Special Needs**

We believe the inclusion of children with special needs in our WoW programs is important for children and families to see all children as children first. It is important for children to learn about our differences and our similarities and how we can work together to create appropriate learning experiences for all of us, no matter what our special needs may be.

Families of children with special needs will arrange for a meeting with the Director and classroom teachers so that classroom policies/procedures, etc., can be discussed and plans set in place prior to the start of classes.

WoW utilizes our Special Services Preschool Teacher Consultant, Early Childhood Special Education Teachers, Genesee Intermediate School District (GISD) Early Childhood Specialists, GISD Behavioral Support Staff, and the experience of families and staff to assist children with special needs to provide the least restrictive environment in which to learn. Consultation with these professionals will occur throughout the year to discuss and determine ways in which to assist individual children with special needs.

Any family who has questions/concerns about how their child's special needs are being met needs to contact the classroom teacher(s) first, then the Director to seek resolution of these issues.

## **Classroom Ratios & Enrollment**

World of Wonder meets or exceeds Michigan Child Care Licensing Rules and Great Start Readiness Program (GSRP) staff requirements in each class. For multi-age tuition-based preschool classes, we must follow licensing requirements for our youngest learners—ratio of 1 adult to every 10 children ages 3 to 4 years old. For children ages 4 to 5 years old, the ratio is 1 adult to every 12 children. Our multi-age tuition-based preschool classes have a maximum of 18 children in each class. In GSRP, with our maximum number of children in a class at 18, having 3 teachers in the classroom exceeds our licensing requirements for 4-year-old children (1 to 12). In WonderWay and Discovery Cove classrooms—our flexible scheduling tuition-based program, we exceed our 1 to 10 ratio with 2 teachers in the classroom. All efforts are made for each child to receive the individualized attention he/she needs to be a successful learner.

## **TUITION POLICY\*\***

We operate under a guaranteed income policy. This policy states that tuition is due whether the child attends registered days or not. **Tuition for the first 4-week session plus the non-refundable registration fee is due prior to your child's first day of attendance.** If the family and the center are satisfied with their relationship after this initial period, payments continue on a regular basis with families understanding the following rules:

- Fenton World of Wonder Early Childhood Programs operate under a guaranteed tuition policy. This means that payment is expected whether your child is in attendance or not.
- If your Child Care schedule changes, you **MUST** submit the change in writing to the Main Office staff. Failure to do so will result in being charged for your original schedule until the Main Office staff receives the schedule change form.
- Payment is due on the Thursday preceding the beginning of each session's preschool/Child Care services.
- There is a \$10 late fee if payments are not made by the due date set for each session and this fee is assessed each week payment is late.
- Child Care services will be terminated for any unpaid balances of 1 week or more.
- If an account remains unpaid for 30 days, it will result in the account being turned over to the district's collection agency.
- If a child is picked up after 6:00 PM, late fees will be charged at \$1.00 per minute in ten-minute increments, i.e., pick-up from 6:01 PM to 6:11 PM would result in a \$10.00 charge.
- **Late fees are due at pick-up. Unpaid late fees will result in termination from the program.**
- A one-week notice for withdrawal of a child from the program is needed.
- Children must be in good health and current on immunizations with proof on file with World of Wonder.

\*\* Applicable to Tuition-Based Multi-Age Preschool Classes and Before & After School Child Care Programs

\*\* Discounts are available for Fenton Area Public Schools' Employees, and multiple children from a single family.

## **MANDATED REPORTERS**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. World of Wonder staff members are considered mandated reporters under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

## **WoW CALENDAR OF EVENTS**

Each year, World of Wonder will make every effort to share a yearly calendar of events with families during the first weeks of school. "Save the Date" will also be shared with families a month prior to events. Since WoW aligns its calendar with Fenton Area Public Schools (FAPS) yearly calendar, we can only share our full calendar once the FAPS calendar is shared. When Fenton Education Association (FEA)—the teachers' union—and FAPS administration has not decided on a contract and yearly calendar, WoW will share information regarding our calendar of events as it becomes available.

## **CHILDREN'S FILES**

WoW believes it is important to provide families with information about their children's developmental and academic growth. Families who know this information about their children's learning can make better decisions about the next steps in their children's education and can support their learning and growth at home. WoW works in concert with families to provide developmentally appropriate learning environments.

### **Developmental Screening**

All preschool families are asked to complete Ages and Stages Questionnaires (ASQs) at the beginning and end of year. Two ASQs—ASQ-3 assessing five areas of child development and ASQ-SE-2 assessing social-emotional growth—are scored by teachers with results shared with families via ASQ Information Summaries. These Summaries will be discussed with parents at parent-teacher conferences and/or final home visits (as is the case with GSRP families). If additional, individualized support is needed, teachers and parents will discuss strategies for working on developmentally appropriate skills and/or forward information, with family consent, to Fenton Area Public Schools Special Services to enlist the assistance of specialized support.

### **Ongoing Child Assessments**

Children in preschool classes will be assessed throughout the year using COR Advantage 1.5, a computer-based program that uses teacher-written anecdotal notes as a means of showing children's progress. There are two checkpoints for multi-age preschool children—January and May—and three checkpoints for GSRP children—December, March, and June. All COR Checkpoint progress and reports will be discussed with parents at parent-teacher conferences and through COR Assessment Reports.

### **Transition to Young Fives/Kindergarten Reports**

All preschool families who have a child moving up to Young Fives/Kindergarten next year will receive a transition report at the end of the current year. Parents and teachers will discuss placement and the contents of the transition report at parent-teacher conferences and/or final home visits.

### **Confidentiality of Files**

Confidential files are kept on each child. The child's confidential file will contain the application, signed parental consent forms, approved schedule change forms, child information record (emergency card), health appraisal, and certificate of immunization. This confidential file will remain in the Main Office. Only authorized personnel (Director, Lead Teachers, and Main Office Staff) are allowed to view these files. Individual confidential files are also kept

by the child's teacher containing completed medication forms, incident reports, assessment forms, anecdotal reports, and other records that may assist the teacher in working effectively with each family. Children's files are retained for at least five years from the date of last enrollment. In the case of GSRP students, our grant mandates files be kept for seven years.

Confidentiality of every family's information is of utmost importance to all World of Wonder.

## **ATTENDANCE POLICY**

Attendance is encouraged and expected for all children. It is a parent's responsibility to contact World of Wonder if his/her child will be absent. The following procedures will be followed regarding absences:

- When a student needs to miss a scheduled class time, parents are asked to call the preschool teacher or the WoW Main Office. If the absence is due to an illness, please relay that information to our staff.
- WoW staff will call home if the absence was not called in.
- If attendance continues to be irregular or parents do not contact the school, a conference will be scheduled to discuss a solution.

## **WEATHER AND CLOTHING POLICIES**

### **Hours of Operation & School Closing Information**

World of Wonder operates its programs in coordination with the Fenton Area School District calendar for the academic year. We will provide services on the days that the elementary buildings are in session. We will be closed during all district traditional school breaks. All WoW programs will be canceled on the days that the district or the Ellen Street Campus is forced to close due to inclement weather (snow days), or other emergencies. WoW does not utilize the Honeywell Alert System. Please rely on your local television and radio stations to report these cancellations. We will not hold preschool classes during the times that the district provides Professional Development Training. Child Care services are available at the Ellen Street Campus Monday-Friday from 6:30 AM to 6:00 PM. Summer Camp (Child Care) may be provided depending on enrollment numbers.

### **Indoor Clothing**

Clothing should be comfortable and washable so that it does not interfere with any activities. Families are encouraged to have their child wear 'play' clothes. Tennis shoes are suggested for all children to wear indoors and outdoors (weather permitting). Flip-flops are not recommended as they pose a risk for injury when playing outdoors. Open-toe shoes/sandals are also discouraged as children play outdoors on our woodchip-filled playground. Please remember that we promote active exploration and that your child's clothing will be exposed to paint, sand, markers, and clay. Children are NOT required to wear smocks. **Please put your child's name on all of his/her belongings.** Many children have similar clothing, and it is sometimes impossible to determine ownership without a name. We cannot be responsible for lost items.

In addition, please send an extra change of labeled indoor clothing in a labeled bag to be kept in your child's locker. These clothes may be used for bathroom accidents, classroom spills, and playground mud and/or water mishaps. The bag needs to contain: a pair of underwear, pants/shorts, top/shirt, (undershirt, if your child wears one), and a pair of socks.

## **Outdoor Clothing**

Children participate in outdoor time every day except in rain or extremely cold weather, where the temperature is 10 °F or lower and/or when a wind chill of 0 °F or lower exists. All children will go outdoors daily unless they have a medical exclusion signed by a physician. Please dress your child accordingly.

**Warm mittens, coats, hats, boots, and snow pants are necessary every day once the temperature falls below 40°F!**

## **Outside Time**

According to Michigan Child Care Licensing Rules, children in attendance for 3 hours must be provided 30 minutes of time to play outdoors.

According to the National Association for the Education of Young Children (NAEYC):

Playing outdoors has benefits for both young children and educators. It's a refreshing pause in the day's schedule—time set aside to look and listen, explore, and observe, move, and let loose. Time spent outside can lead to better physical and mental health, improved sleep, and cognitive, social, and emotional gains for young children. Ensuring that outdoor play is an integral part of your Child Care and education setting's daily schedule supports early learning across all domains and unleashes a whole lot of joy—for you and for children!

<https://www.naeyc.org/resources/pubs/yc/may2019/outdoor-play-is-essential>

If weather prohibits outdoor play, children at WoW will have time to play in the Gym and/or the Gross Motor Room.

## **DISCIPLINE POLICY**

All programs at World of Wonder utilize the Conscious Discipline® behavior management program by Dr. Becky Bailey. Conscious Discipline® is a comprehensive social-emotional intelligence training program based on current brain research, child development information, and best practices. Conscious Discipline® has been specifically designed to make changes in the lives of adults first. The adults, in turn, change the lives of children by building social and emotional intelligence. One of the most effective strategies being utilized is called **Be a STAR**. When children are upset or having a problem they are encouraged to “be a **STAR**”- **Stop, Take a deep breath, And Relax**. After doing this first, students are encouraged to then **THINK** about a good solution to their problem.

### **Conscious Discipline® Explained**

Conscious Discipline® teaches individuals the Seven Powers for Self Control. With these powers, adults are able to respond rather than react to situations that present themselves. When in conflict situations, self-control must be the first priority of all teachers. The seven powers for self-control include:

- Power of Perception
- Power of Unity
- Power of Attention
- Power of Free Will
- Power of Love
- Power of Acceptance
- Power of Intention

From the Seven Powers for Self Control come the Seven Basic Skills of Discipline. With these skills adults are able to teach and children are free to learn. These skills provide adults and children with the ability to constructively respond to conflict and challenges within any environment.

The Seven Basic Skills of Discipline and their accompanying slogans are as follows:

- Composure: Being the person you want children to become.
- Encouragement: Building a school family.
- Assertiveness: Saying “no” and being heard.
- Choices: Building self esteem and willpower.
- Positive Intent: Creating teaching moments.
- Empathy: Handling the fussing and the fits.

- Consequences: Helping children learn from their mistakes.

In addition, adults shall use positive methods of discipline to encourage self-control, self-direction, self-esteem, and cooperation.

\*Adults may **not** use the following means of punishment:

- Hitting, shaking, biting, pinching, or any corporal punishment
- Restricting a child's movement by binding or tying
- Inflicting mental or emotional shaming or threatening a child
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Food as a reward or punishment
- Confining a child in an enclosed area such as a closet, locked room, box, or similar cubicle

\*Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development or to prevent a child from harming him/herself or others.

(Adapted from Head Start Parent Handbook)

## **Choices**

Throughout the school day, children are recognized and encouraged to make good choices. Choices within limits allow a child to feel empowered and feel part of a decision-making process. The more choices a child has, the more likely he or she will cooperate with adults. Children are offered choices in school whenever possible.

## **Prevention**

Teachers will interact and play with students during free choice time and model appropriate behavior. During "structured" times, children will be offered choices within limits whenever possible (examples: Would you like to sit in a chair or stand at the table? Would you like to pick up the blocks or the trucks?)



## **Intervention**

Conflict can occur when a child is trying to assert control over a situation. Teachers diffuse conflict by using enforceable statements (examples: You may play in the gym after you put the trucks away. We will walk to the gym when our voices are quiet.) When children are experiencing a conflict, the teacher will approach the children calmly and acknowledge feelings (You are feeling really angry---remember when you are upset to be a **STAR** and then **THINK**). Next the teacher will gather information from the children and find out why there is a conflict (what happened?) The teacher will help each child use empowering words and problem-solving strategies to resolve the conflict (Ask your friend, "Can I use this truck?" Tell your friend, "I am using this truck right now. I'll give it to you when I am done.")

## **Redirection**

When a conflict has been resolved, the child will be redirected with new choices (example: "Would you like to play in the sand or with play dough?")

## **Natural Consequences**

Sometimes children make choices that have consequences. Children who experience logical natural consequences learn that they are in charge of their own destiny. Consequences are met with calmness and empathy for the child. (Example: "This is sad. Remember I asked you not to throw sand? Throwing sand hurts friends' eyes. This is so sad. Remember, my job is to help keep the classroom safe and your job is to help keep it safe. Now you may choose to play somewhere else. You may play in the sand tomorrow.")

## **STUDENT CODE OF CONDUCT**

School must be a safe and protected environment, where students can come to learn without fear. The following Student Code of Conduct is designed to encourage positive students' behavior while students attend district operated Early Childhood Programs including Before and After Care.

Acceptable standards of behavior require that all students:

- a. Respect others
- b. Behave with self-restraint; be polite and helpful
- c. Help keep the school/room safe and clean
- d. Follow classroom and school rules

# **HEALTH AND SAFETY POLICIES**

## **General Health Plan**

World of Wonder maintains a plan to review aspects of the health of all children in our programs including reviewing, tracking, and updating immunization records and health appraisals and establishing policies to ensure the health of staff, children, and families in our programs because we believe it is important to maintain good health. Starting early is crucial to developing healthy habits that will last a lifetime.

## **Immunization Records and Health Appraisals**

Families are responsible for providing current immunization records of children who will attend WoW preschool programs (including GSRP) to the World of Wonder Main Office prior to the first day of classes for the current school year.

Within the first 30 days of attendance, a health appraisal form completed by a doctor after a physical examination of the child attending WoW programs must be returned to be kept on file at WoW. During the school year, Main Office Staff will make families aware of immunization records that need to be updated either directly or by alerting a child's teacher. All Health Appraisals submitted for preschoolers must be updated every two years.

As part of our efforts to help families keep current on immunizations and well-child visits, an infographic entitled: Immunizations and Developmental Milestones for Your Child from Birth Through 6 Years Old will be included in registration packets for World of Wonder Programs which enroll children ages birth through 6 years old. WoW believes staying current with immunizations and health appraisals ensures that families are receiving the benefits of well-visit check-ups.

## **General Health Guidelines**

To ensure a positive, healthy school experience for all children, World of Wonder will initiate the following procedures regarding illnesses:

Children must be healthy enough to participate in all planned activities. All children in attendance will be expected to participate in outdoor play. **If you feel your child is too ill to go outside, then they are too ill to come to school.** Parents will be asked to take home any child with signs/symptoms of being ill or who becomes ill at school.

For the health and safety of other children and staff, a child should be kept home if he/she has any of the following symptoms:

- **A temperature above normal within the past 24 hours**
- Earache, heavy nasal discharge, diarrhea, nausea, or vomiting, red or watery eyes, chills or fever, persistent coughing, undiagnosed skin rash, or sore throat
- **Any diagnosed, contagious, communicable disease**

### **Conditions Requiring Temporary Exclusion**

1. Vomiting more than two times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration, vomiting and fever.
2. Diarrhea- defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool that is not contained by the child's ability to use the toilet- until the diarrhea is resolved.
3. Fever (temperature above 101<sup>0</sup>F orally, or 100<sup>0</sup>F taken axillary [armpit] and behavior change or other signs and symptoms [e.g. sore throat, rash, vomiting, diarrhea]) where care would compromise staff's ability to care for other children.
4. Pink or red conjunctiva (i.e. whites of the eyes) with white or yellow eye mucus drainage (signs of bacterial infection), often with matted eyelids after sleep and eye pain, or redness of the eyelids or skin around the eye until treatment has started (viral conjunctivitis usually has clear, watery discharge that may not require exclusion).

By law, a child who has a contagious disease **must not attend** school at the Ellen Street Campus. A report of your child's condition should be given to World of Wonder staff while your child is ill, so that appropriate precautions may take place. If your child has been diagnosed as having a contagious disease or illness, please notify the WoW Main Office immediately at 810-591-8349. **Parents must identify the illness, if known, or describe symptoms the child is experiencing. Whenever a contagious illness has been reported, WoW must post a contagious illness notification form near the sign-in sheet [Child Care] or send forms home about the illness [all preschool classrooms].**

### **Illness at School**

Staff will report to parents any changes in a child's health or any accidents that happen to a child. Children, who develop symptoms while at WoW, will be isolated under the supervision of a staff member in an area where the child can rest comfortably. Parents will be notified to pick up their child as soon as possible. If we are unable to contact parents, emergency contacts will be called. Ill children may not remain at World of Wonder. Staff will clean and sanitize items and facilities used by an ill child. Children may RETURN to World of Wonder 24 HOURS after the last sign of fever (without the use of medication), vomiting, and/or diarrhea.

**Please be considerate, not only of the health and comfort of your child, but also of the health of all the children at the Ellen Street Campus.**

## **Hand Washing**

Hand washing is probably the most critical element in reducing the spread of germs. It is important to teach children the importance of hand washing early in life to help them develop healthy habits. Children will be required to wash their hands upon entering the classroom, before and after eating, after using the restroom, and at other times as determined necessary by the staff. We ask that you encourage and reinforce this behavior to keep everyone as healthy as possible. Staff also follow this policy and wash their hands upon entering WoW, when their hands are dirty, and before any food preparation.

## **Biting**

WoW recognizes that biting is a typical developmental behavior that some young children may exhibit. If biting occurs, we will identify the situation that may have caused the incident and work to prevent its recurrence. The teachers and parents will collaborate to develop a plan to implement in the classroom and at home to prevent further occurrences.

## **Head Lice**

World of Wonder has the following policy regarding students attending school with head lice. Students who have head lice or eggs will not attend school until:

1. The child has been properly treated.
2. The head is completely clear of all eggs.
3. The child has been checked by a staff member prior to being readmitted to class.

## **Student Medication**

If your child needs medication, it should be brought to school by the child's parent/guardian in the original container and include your child's his/her name, and the dosage needed. This applies to non-prescription drugs such as Tylenol, as well as prescription medications. Please do not send medications to school with your child. Medication must be brought in by an adult and a medical release form must be completed. Prescription medicines must also include: the physician's name, child's name, type and dosage of medication and administration directives. A record of medication administration will be maintained that includes the signature of the person administering the medication.

A medical plan must be completed for the child if allergies require the immediate administration of Epi-pens or when an asthmatic child requires inhalers/nebulizers, the administration of insulin if the child has diabetes, or other types of care that would require injections or administering oral medication. If applicable, please provide documentation of your child's health condition and the medical protocol for treatment. We must follow school policy for both prescribed medications and non-prescription medications.

## **Safety Drills**

Licensing rules require that Child Care centers--like World of Wonder--maintain a log of drills for:

- Fire drills practiced quarterly
- Two Tornado Drills practiced April-October
- Two Lock-Down Drills—We refer to these as “Safe and Together” drills

## **Notification of Accidents/Injuries and Emergencies**

The following policies are in place to address accidents/injuries, emergency situations:

- IF your child is hurt at school and immediate emergency (calling 911) medical attention is not needed, an OUCH! Report will be sent home with your child and your child's teacher will notify you of the injury at pick-up
- IF your child injures his/her head while at school, concussion protocols are in place to include: evaluating of your child to determine if he/she has a concussion; application of First Aid measures; contacting parent(s)/guardian(s) to alert you of the accident/injury and what to do next
- IF your child is hurt at school and immediate emergency (calling 911) medical attention is needed, WoW will secure transportation to the hospital of your choice listed on your child's Emergency Card OR the closest hospital, if a life and death emergency; send one of your child's teachers with your child in medical transport; contact you immediately with pertinent information regarding nature of emergency and where to meet your child; filing of a Student Injury Report; follow-up by teaching staff, Director, and Michigan Child Care Licensing Consultant
- If there is a building-wide emergency, staff will take appropriate precautions and families will be notified via FAPS district communication systems.

## **Pest Management**

Per Child Care licensing rules, parents will receive advance 48-hour notification of pesticide applications. Letters will be sent home with each student and notices will be posted at entrances and on parent information boards. However, it is unlikely that such notice would be necessary as the Integrated Pest Management notification and requirements do not apply to the following (most commonly used products):

- Common products such as germicides, disinfectants, sanitizers, and antimicrobials
- Bait pesticide formulation
- Gel pesticide formulation

## **Animals in School**

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal unless the animal is a certified service animal assisting a World of Wonder visitor or student. Teachers must check with the parents and/or appropriate records regarding any known allergies existing among students in their classroom prior to granting permission for having an animal in the classroom. If allergies exist, parents must be contacted for further direction.

## **Rest Time**

As required by the Michigan Department of Human Services (DHS) Licensing Rules, a Rest Time must be provided for children who are in care for 5 or more continuous hours.

It will take time for children to get comfortable sleeping in a group with other children. Here are some suggestions for parents:

- Talk to your child about rest time at school. Tell your child everyone needs to lie down and take a rest. Reassure your child that he/she does not have to sleep but he/she must rest on his/her own cot and be quiet so as not to disturb other children who want/need to sleep.
- If your child likes to cuddle with a stuffed animal, doll, blanket, send one in that can be kept in your child's locker for use at rest time.
- If your child likes to look at books, send in a special book each day that can be kept in his/her locker and brought out at rest time to read quietly.
- Send in a family photo or several photos that can be kept at school. Rest time is typically the time of day children talk about missing their families. Giving children family photos to look at as they lay on their cots comforts and relaxes them.

World of Wonder provides a cot for each child's exclusive use. If Rest Time materials are not provided by the program, it is each parent's responsibility to:

- provide a pillow and a sheet or blanket for nap time
- Label all bedding with his/her child's name
- Take home and launder bedding on Fridays and return clean bedding to school on Mondays



## **NUTRITION POLICIES**

### **Nutrition Information**

WoW is committed to providing nutritious snacks and meals. Healthy foods are a priority to us. Children depend on adults to make healthy choices and to teach them to make healthy choices for themselves. Fenton Area Public Schools (FAPS) Food Service Department adheres to the guidelines set by the United States Department of Agriculture (USDA) under the National School Lunch Program (NSLP) to provide breakfasts and lunches served at WoW. WoW follows the FAPS district wellness policy. See the FAPS website for additional information. School breakfasts and lunches are available for purchase. Information about pricing will be shared with families at Open House at the beginning of each school year. Cafeteria Staff receive training as part of the NSLP. If your child will be attending a class that provides breakfast, lunch, and/or snacks, you will receive nutritional information about school meals. Nutritional information about both options will be provided to you. Additional nutritional information can be found on the Fenton Area Public Schools website under the Food Service Department heading. We ask that you help support our commitment to providing nutritious foods when selecting foods for school snacks, breakfasts, and lunches.

### **Food Allergies**

Allergy accommodations will be made on a child-by-child basis. For instance, if the condition is not severe or life threatening, the child will receive an alternate snack.

Allergies that are major health problems will be indicated by "Allergy Alerts" posted outside classroom doors and a note will be sent home to families of children in that classroom. If an allergy is life-threatening, every effort will be made to restrict the food in the child's classroom(s).

## **PARENT INFORMATION**

This section contains various pieces of information parents will find helpful while their child/children are attending World of Wonder Programs.

### **Parent Responsibilities**

- Sign children in and out daily for Child Care—(Person must be 18)
- Check in child's folder daily
- Keep all records up to date
- Send children in appropriate clothing and shoes
- Keep tuition payments current
- Let staff and the Main Office staff know of changes in schedule
- Ensure your son/daughter adheres to the acceptable Student Code of Conduct

### **Arrival and Dismissal Procedures**

The only people other than a child's custodial parents/guardians who are authorized to take the child from World of Wonder are those people designated in writing on the Child Information Record (Emergency Card). You may list as many people as you wish, provided they are legal adults, 18 years or older. **PLEASE ENSURE THAT THE PERSON PICKING UP YOUR CHILD HAS ID WITH HIM/HER.** Staff may ask for an ID at any time if they do not recognize the adult.

A Family Code can also be used by the person picking up your child in the absence of parent(s)/guardian(s). This is another method of security and a way of identifying the person authorized to pick-up. You should select a code word(s) that is unique but easy to remember. The Family Code may be requested when telephone inquiries are made by family members. World of Wonder/Ellen Street Campus staff will not release children to a person who is visibly impaired due to a medical condition, alcohol consumption, substance abuse, prescription drugs, or other causes. In the event the parent or legal guardian is impaired, the Director or a designated Teacher will call people listed on the Child Information Record.

The placement of children in a classroom is based on where each child's individual needs will best be met. At opening and closing of Child Care Programs, children of similar age groups will be combined for brief periods each day. The continuity of care is important to your child's development, so every effort is made to minimize disruptions in care.

## **Classroom Visitors and Volunteers**

Parents are welcome and encouraged to visit and volunteer in our school. All visits and volunteering needs to be preplanned with your child's teacher. For the safety of our children, we require that you stop in the office first to sign-in and get a "Visitor's Badge."

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. Volunteers are **NOT** to discipline students. While volunteering in the classroom should any uncomfortable situation occur, including the need for discipline, volunteers should seek help from a staff member. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is appropriate for the parent to direct their concern to the classroom teacher and/or the World of Wonder Director.

Parents, grandparents, and others of significance to the children are encouraged to volunteer in the classroom and to attend field trips. We encourage volunteers to find areas in the classroom where they are comfortable and relate to the children at their level. Interesting careers, pets, hobbies, or other ideas may be introduced to the children in a classroom with teacher approval.

Volunteers who are not welcome are those who have been convicted of child abuse/neglect or a felony involving harm or threatened harm. All school volunteers must be cleared through the I-CHAT (Internet Criminal History Access Tool) process. I-CHAT forms are available in all school offices.

## **Family Communication**

At the beginning of each school year, teachers will ask families for the best methods to communicate with them—phone, text, email, notes sent home, in-person. If a child's parents are divorced, separated, or not-living together, each parent has the right to communication from the child's teacher providing court documentation to the contrary has not been provided to World of Wonder. In the case of a guardianship, all communication will be directed to the guardian of record as listed on paperwork filed with World of Wonder. Teachers will make every effort to meet the needs of all types of families.

## **Confidentiality Policy**

Outside of the World of Wonder Early Childhood Programs at the Ellen Street Campus, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, unless otherwise provided for by law.

As a visitor or volunteer, you may observe children at WoW who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the child. Our Confidentiality Policy protects every child's right to privacy. Employees of WoW's Early Childhood Programs are strictly prohibited from discussing anything about another child with you. We also ask that you do not share anything you observe or hear about another child. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the WoW Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our programs have the right to privacy and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting World of Wonder.

## **Personal Belongings**

Children/families are requested to leave gum, candy, money, or other valuables at home. Never leave items of value in the child's locker or school bag. Please discourage your child from bringing toys or other "prized" possessions to WoW except on special occasions deemed appropriate by the teaching staff. An inappropriate social goal for early childhood is the sharing of equipment and materials as a part of the learning experience. Our focus at WoW is based on turn-taking instead. It is understood that many young children do have an object of special attachment, such as a blanket or stuffed toy, that helps to ease the transition from home to school and that a child might not be ready to share. These items will be kept in the child's locker but are available to comfort in times of need. Teachers will help other children to understand and respect such feelings.

Staff will do their best to keep up with children's belongings but cannot accept responsibility for the loss or damage of personal possessions. Labeling all personal belongings helps to avoid loss.

## **Backpacks/Book Bags**

Each child will need to bring a book bag or backpack to school every day to carry home their art creations, papers, and teacher notes.

## **Field Trips**

Written authorization is required for a child to participate in field trips, other than campus walking outings on the Ellen Street Campus. Sufficient notification will be given in advance of a scheduled field trip along with any cost and/or items needed. Volunteers will be invited to come along (provided that you have been cleared via I-CHAT). Field trips add to classroom education by relating life activities to learning experiences.

For field trip purposes, each classroom has a bag with all of the emergency contact information for the children in the class. Each bag also contains a first aid kit with other supplies to help with wait times. Lead Teachers are also required to have a cell phone with them at all times for emergency purposes only.

Fenton Area Public Schools Bus Transportation Service is utilized for classrooms with children age four and older. For children younger than age four, classes will rely on parent transportation for field trips.

## **Handling of Complaints**

WoW is committed to provide a high-quality program that meets, to the greatest extent possible, children's and families' needs. In case of concerns, first discuss the situation with your child's teachers. If the problem is not resolved, discuss the situation with the Director. Every effort will be made to achieve resolutions that are in the best interest of the child, family, and World of Wonder.

## **Licensing**

World of Wonder maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/miChild\\_Care](http://www.michigan.gov/miChild_Care)

## **PAW--Parents Active in WoW**

You are encouraged to become an active participant in your child's education. Our family/parent organization, **PAW--Parents Active in WoW**, is always looking for YOU to help with special events taking place during the year. **PAW** also serves in an advisory capacity to our preschool classes and our Great Start Readiness Program (GSRP). **PAW** meets on a scheduled monthly basis to discuss a variety of topics proposed by the Director and you--PAW members. **PAW's** other tasks include gathering information from WoW families and coordinating events and activities at our Ellen Street Campus. If you are interested in attending a PAW meeting, please speak to your child's teacher or check our WoW Calendar of Events for dates and times. Child Care is provided.

There are many ways to be involved here at WoW including

- noticing signs and notes written and posted by teachers requesting parent help with projects that can be done at home
- letting your child's teacher know that you are available to help and in what capacity
- sharing your knowledge, talents, and/or community resources with our learning community here at World of Wonder

## **CULTURAL COMPETENCE INFORMATION AND POLICIES**

World of Wonder celebrates the diversity of our families regardless of gender, ability, ethnicity, language, or background and follows an Equal Education Policy (as stated on the back of the cover of this handbook). Sharing information with WoW Staff allows you/us to embrace our differences and learn about new traditions, holidays, foods, religions, etc. Through our Reggio-Inspired Philosophy, we embrace children's learning based on their interest in their cultures, lifestyles, community, etc.

We acquire our information about our families' diversity from our families, cultural centers, books, websites, community organizations, experts, etc. World of Wonder thinks it is important for children in our programs to experience that they are part of a bigger world than our small-town community so they can truly become a member of the global community as they grow up.

All WoW Staff members receive training about the equal treatment of all children in our programs regardless of differences. If your family does not feel as if they are being accepted by WoW Staff and treated equally, please contact the Director.

The following sections pertain to how World of Wonder addresses culturally sensitive events.

### **Celebrating Birthdays**

If you would like to celebrate your child's birthday in class, please plan this in advance with your child's teacher. If you DO NOT want your child's birthday to be celebrated at school, please let the teacher know in advance. Each classroom has its own protocol of how they celebrate special events.

### **Holidays**

World of Wonder exposes children to a variety of celebrations throughout the year to be respectful and inclusive of the cultural diversity of our children. If you have a particular cultural celebration or practice you would like to share information about, please contact us with your request. If there is a holiday/cultural celebration in which you would like your child NOT to participate, please let your child's teacher know. We respect your right to choose which holidays/celebrations in which your child participates/does not participate.

## **Religious Beliefs**

Students will be excused from participating in practices that are contrary to their religious beliefs. Please inform staff of your specific concerns so alternate activities may be planned for your child.



# **BEFORE & AFTER SCHOOL CHILD CARE**



# **PROGRAMS**

# **BEFORE AND AFTER SCHOOL CHILD CARE PROGRAMS**

## **Criteria for Admission**

The Fenton Area Public Schools World of Wonder Before and After School Programs are available for all district children at the Ellen Street Campus. Placement can be reserved with payment of the registration fee and first session's tuition (as space is available).

## **Hours of Operation**

School Age: Monday-Friday 6:30 AM to 8:15 AM and 3:45 PM to 6:00 PM

WoW Early Childhood Programs: Monday-Friday 7:00 AM-5:30 PM

## **Sample Daily Schedule of Activities**

### **AM Schedule**

6:30 AM Free-Choice Activities

7:00 AM Ellen Street Preschool go to Preschool Care Classroom

7:15 AM Team Time (defined as time for small group activities and jobs)

8:15 AM Elementary students depart on busses to schools

### **PM Schedule**

3:45 PM Elementary students are  
transported to WoW

4:00 PM Students arrive on busses/Snack Time in cafeteria  
(snacks provided by parents)

4:20 PM Outdoor Time

5:00 PM Free Choice, "Team Time" and clean up

6:00 PM End of Child Care for the day

Childcare will be available for district half days. Families enrolled in Child Care will be advised of additional costs/days available as the dates arise.

\*Child Care is **not** available during Winter and Spring breaks.

\*In case of inclement weather, Child Care will be closed when Fenton Area Schools are closed.

\*Summer Camp (Child Care) may be available at the Ellen Street Campus. Information will be given as the year draws to a close.

## **Late Fees**

Please pick your child up on time. If you anticipate being late, please call World of Wonder at 810-591-8349. Child Care closes promptly at 6:00 PM. Late fees will be assessed in **10-minute increments at a rate of \$1 per minute. Being late on more than three occasions could result in termination from the program.**

## **Breakfast & Snacks**

Breakfast will be provided for elementary students at their elementary school upon arrival. Breakfast for Preschool Care will be provided by families. Afternoon snacks are provided by the parents for each child. Please make sure your child knows what has been packed for an after school snack, so that it will not be eaten with their school lunch or snack during the school day. Information regarding packing healthy is included in your Child Care Registration Packet (Better School Healthy Snack Food List).

## **Half-Days or Non-School Days**

Hot lunch is **not available** on half days or non-school days. Lunch must be provided by the parents if your child is in our care during this time. See information provided by Child Care Staff in advance of half-days or non-school days to sign up your child to be in Child Care. Registration (sign-up) and payment arrangements must be made prior to the half-day or non-school day.



# GSRP

## **GREAT START READINESS PROGRAM**

The Great Start Readiness Program (GSRP) is a FREE four-year-old preschool program funded through the State of Michigan Department of Education for those who qualify.

### **Criteria for Admission**

- Children must be 4 years old, but not yet 5 years old, on or before September 1<sup>st</sup> of the program year. However, if a child's birthday is between September 1<sup>st</sup> and December 1<sup>st</sup>, a signed letter of understanding that GSRP is a one-year program will allow a child to attend GSRP for the current program year.
- Families must meet the income eligibility guidelines as stated by the current year's GSRP Grant requirements
- Families will be admitted to WoW's GSRP based on financial need first with risk factors taken into consideration if all else is the same/similar
- Per GSRP Grant guidelines, families whose income is at the high end of the income eligibility guidelines will be asked to pay a small portion of their children's tuition. This sliding fee scale/policy will be discussed with each family individually at their initial interview including the amount and the schedule of payments. Since the sliding fee scale changes each year with the passing of new GSRP grant guidelines, please see the GSRP Family Services Coordinator or your child's GSRP teacher.

### **Exclusion Policy**

Children will not be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions. If situations arise, meetings between teachers, the director, and parents will be held to discuss the situation and strategize solutions.

### **Notice of Program Measurement**

World of Wonder is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family
- Observe children in the classroom
- Measure what children know about letters, words, and numbers, etc.
- Ask teachers how children are learning and growing

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact:

- World of Wonder Staff-
  - World of Wonder Main Office, 810-591-8349
  - Marissa Cobleigh, Director, 810-591-8354
  - Ann Majchrowski, GSRP Assistant Director, 810-591-8350
- The MDE Office of Great Start, Preschool and Out-of-School Time Learning at:
  - [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov)
  - 517-241-7004
  - 608 W Allegan, PO Box 30008, Lansing, MI 48909

## **Needs Assessment**

Each family who completes a GSRP application packet at World of Wonder, completes a needs assessment. This assessment is used by GSRP staff to connect families to needed resources. Our GSRP Assistant Director can also assist in providing needed resources to families. In addition, GSRP staff attends a Genesee County Resource Fair each year to learn about resources available in our county and forward information to our families.

GSRP staff will maintain confidentiality of all information received through this needs assessment and disseminate the information needed in such a way to protect each family's privacy and dignity.

## **Home Visits**

Teachers will visit each GSRP family twice during the school year—once, at the beginning of the school year to address the start of school and again, at the end of the school year to address the current year’s progress and family needs for next year (including appropriate placement of Young Fives or Kindergarten). If a family does not want a visit at their home, teachers, and family members (including GSRP child) can meet at a mutually agreed location (examples include: meeting at school, at a local restaurant, in the park, etc.)

At the beginning of the year home visit topics of discussion include (but are not limited to): welcoming the family/child to our program; beginning of the year paperwork; introduction/discussion of ASQs; information sharing regarding the GSRP and his/her adjustment to attending school; other pertinent information regarding the family’s GSRP child; food allergies, medication needed at school; classroom policy and procedures; and the discussion of the importance of rituals and routines.

End-of-the-year home visit discussion includes (but is not limited to): 3<sup>rd</sup> COR Checkpoint Report, second ASQ results; Transition to Young Fives/Kindergarten Report; child’s progress—year in review; questions and concerns expressed by the family and/or teachers; appropriate placement of the GSRP child for next year including completion of all registration requirements for Fenton Area Public Schools (FAPS), if child will be attending FAPS next year OR information/assistance in registering for Young Fives/Kindergarten in another district.

## **Parent-Teacher Conferences**

Families and teachers will meet for Parent-Teacher Conferences twice per year—in November and March—at the end of the first two COR Checkpoints. Parent-Teacher Conferences will be held at World of Wonder with all of each class’ teaching teams as arranged by teachers and families.

At Parent-Teacher Conferences, topics covered include: child’s progress, ASQ results, social-emotional supports, COR Checkpoint Reports, and any questions or concerns teachers and/or families have as well as additional information/relevant topics of interest to our GSRP families.

## **Parent Advisory Meeting/Data Sharing/Year in Review Update**

In May of each year, WoW holds a Parent Advisory Meeting inviting all GSRP families to attend. Dinner and Child Care are provided. Information as to the date of this meeting is sent home to all GSRP families. Information discussed at this meeting includes (but is not limited to): a yearly review of activities at WoW; data review of ASQs; COR Advantage 1.5 data; discussion of topics of interest to staff and families; input from families about ways to improve our GSRP classes.

Data shared with families is obtained from the Genesee Intermediate School District (GISD) Data Analysis Team; the Great Start Collaborative Parent Coalition; the Literacy: Birth to 3<sup>rd</sup> Grade and School Readiness Action Team; and GSRP staff at World of Wonder.

To find out more about how data is gathered and used in GSRP at WoW, contact the WoW Main Office at 81-591-8349.

## **Transition to Young Fives/Kindergarten Parent Workshop**

In May of each year, WoW invites every preschool family—including GSRP families—to attend a Transition to Young Fives/Kindergarten Parent Workshop where topics of transition to the next grade level will be discussed and concerns/questions of parents will be addressed. Light refreshments and Child Care are provided to allow as many families to attend as possible.

## **Staff**

The GSRP grant requires that lead teachers possess a valid Michigan teaching certificate, including an Early Childhood Endorsement (ZA). An associate teacher must possess a Child Development Associate degree (CDA), or Associate Degree in Early Childhood. If there is a third staff member in a GSRP classroom, this teaching assistant shall meet the requirements of a Child Care professional. All staff members are required to possess current CPR and First Aid training, TB, medical & FIA clearance, as well as complete a fingerprint and background check conducted through a local police agency.

## **Hours of Operation**

The GSRP grant provides full-day and half-day (morning and afternoon) classes, Monday through Thursday. Grant funding mandates the program operate at least 30 weeks and 120 days per year, approximately mid-September through May. Before and after school Child Care is available between and 6 PM for those families whose children need additional care.



## Class Times

### Half-Day

AM Class--8:15 AM to 11:15 AM

### Full-Day

8:15 AM to 3:15 PM

## Sample Daily GSRP Schedules

<b>Half- Day Class</b>	<b>Full-Day Class</b>
8:15 AM Outside Time	8:15 AM Outside Time
8:45 AM Family Style Breakfast	8:50 AM Lockers & Bathroom
9:05 AM Bathroom Break	9:00 AM Family Style Breakfast
9:20 AM Large Group	9:45 AM Large Group Time
9:40 AM Small Group	10:05 AM Small Group Time
10:00 AM Work Time	10:20 AM Planning
10:45 AM Clean-Up Time	10:25 AM Work Time
11:00 AM Review/Recall	11:25 AM Clean-Up Time
11:05 AM Read Aloud	11:35 AM Review/Recall
11:15 AM Dismissal	11:55 AM Bathroom & Hand Washing
	12:05 PM Family Style Lunch
	12:35 PM Rest Time Prep
	12:45 PM Rest Time
	12:55 PM Rest/Nap Time
	1:35 PM Rest/Nap Time Clean-Up
	1:45 PM Planning/Work Time/Snack
	2:05 PM Read Aloud
	2:25 PM Outside Time
	3:00 PM Dismissal

## **Rest Time**

The following are guidelines for providing a Rest Time for children in our Full-Day GSRP classes:

- Rest Time is a one-hour period of time in the afternoon after Lunch and Lunch Clean-Up.
- Alternate activities for children who are not asleep after the first 30 minutes of Rest Time will be provided. Each classroom provides their own activities.
- A description of each classroom's Rest Time will be discussed at the first Home Visit including how parents can support Rest Time at home; how children transition into and from Rest Time; how children are awakened if they are still sleeping when the class moves to another activity; what children are expected to do to assist in making Rest Time and Rest Time transitions happen smoothly in the classroom; and other questions/concerns from families and classroom teachers.

WoW will provide a blanket for each child AND will launder blankets on Friday each week to be ready to use for class on Monday (or next scheduled GSRP school day). GSRP children may bring a pillow or small stuffed animal/doll with which to cuddle during Rest Time.

## **Late Pick-Ups**

It is expected that children will be picked up on time. Any child still with us 5 minutes past dismissal will be taken to the Ellen Street Campus Main Office. Repeated late pick-ups may result in Child Care fees being charged.

# MULT-AGE TUITION PRESCHOOL CLASSES



## **MULTI-AGE PRESCHOOL CLASSES**

### **Criteria for Admission**

We offer two-day, three-day, or five-day AM or PM preschool programs for children who are 33 months or older. All children are expected to be potty trained. Depending on birthdate, children may attend preschool for two or three years before attending Kindergarten. We also offer before school and after school Child Care between 6:30 AM and 6:00 PM.

### **Hours of Operation**

Preschool hours are generally:

8:45 AM to 11:45 AM MWF Classes

9:00 AM to 12:00 PM TWTh Classes

8:30 AM to 3:30 PM Full Day/5 Day Classes

### **Sample Preschool Schedule of Activities**

- 9:00 AM Outside Time
- 9:20 AM Bathroom and Hand Washing
- 9:30 AM Large Group Time
- 9:50 AM Small Group Time
- 10:10 AM Planning Time
- 10:15 AM Work Time (Free Choice-Child-Initiated)
- 11:10 AM Clean-Up
- 11:20 AM Recall/Review
- 11:25 AM Prepare for Dismissal
- 11:30 AM Dismissal

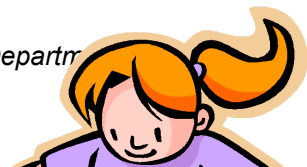
### **Late Pick-Ups**

It is expected that children will be picked up on time. Any child still with us 5 minutes past dismissal will be taken to the Ellen Street Campus Main Office. Being late on more than three occasions could result in dismissal from the program.

## **Parent-Teacher Conferences**

Families and teachers will meet for Parent-Teacher Conferences twice per year—in November and April to discuss each child’s progress with his/her family. Parent-Teacher Conferences will be held at World of Wonder with all of each class’ teaching teams as arranged by teachers and families. At Parent-Teacher Conferences, topics covered include: child’s progress, ASQ results, social-emotional supports, COR Checkpoint Reports, plans for transition to next year’s class/grade, and any questions or concerns teachers and/or families have as well as additional information/relevant topics of interest to our preschool families.

# PARENT-CHILD PLAYGROUPS



# JumpStart

## FREE Parent-Child Play Group

- ▶ For Fenton district residents
  - ▶ For at-risk children birth-age 5
- ▶ For families without access to other early childhood programs
- ▶ Utilizes **PAT ~Parents As Teachers**, a nationally recognized curriculum

Class offerings will include:

- Play-Based Activities
- Literacy Activities
- Sensory Play
- Small & Large Motor Activities

# WonderWorks



## **Fee-Based Parent-Child Playgroups**

- ▶ \$68 per 4-week session
- ▶ Families must pre-register for individual sessions

Weekly playgroups include:

- Music & Movement Playgroups
- Art & Sensory Playgroups
- Story Time Playgroups
- Gross Motor Playgroups
- Yoga Playgroups



## WORLD OF WONDER CONTACT INFORMATION

### Mailing Address:

World of Wonder (WoW) Early Learning Programs  
Ellen Street Campus  
404 W Ellen Street, Fenton, MI 48430

### Phone Numbers:

Main Office: (810) 591-8349  
Director: (810) 591-8354  
Fax: (810) 591- 8366

### Staff Name

### Position

### E-mail

#### Office

Mrs. Marissa Cobleigh	Director	<a href="mailto:mcobleigh@fentonschools.org">mcobleigh@fentonschools.org</a>
Miss Amber Brown	Office Manager	<a href="mailto:abrown@fentonschools.org">abrown@fentonschools.org</a>
Miss Debbie Olmstead	Office Clerk	<a href="mailto:dolmstead@fentonschools.org">dolmstead@fentonschools.org</a>

#### Parent-Child Playgroups

Ms. Ann Majchrowski	JumpStart Coordinator	<a href="mailto:amajchrowski@fentonschools.org">amajchrowski@fentonschools.org</a>
Ms. Ayn Zitzman	JumpStart Assistant	<a href="mailto:azitzman@fentonschools.org">azitzman@fentonschools.org</a>
Mrs. Kim Weingartz	WonderWorks	<a href="mailto:kweingartz@fentonschools.org">kweingartz@fentonschools.org</a>

#### Great Start Readiness Program

Ms. Ann Majchrowski	GSRP Assistant Director	<a href="mailto:amajchrowski@fentonschools.org">amajchrowski@fentonschools.org</a>
Ms. Becky Duncan	GSRP Lead Teacher(Full-Day)	<a href="mailto:bduncan@fentonschools.org">bduncan@fentonschools.org</a>
Mrs. Lynn Perrera	Associate Teacher	<a href="mailto:lperrera@fentonschools.org">lperrera@fentonschools.org</a>
Miss Paxton Butka	Associate Teacher	<a href="mailto:pbutka@fentonschools.org">pbutka@fentonschools.org</a>
Mrs. Susan LeDuc	GSRP Lead Teacher(Full-Day)	<a href="mailto:sleduc@fentonschools.org">sleduc@fentonschools.org</a>
Miss Kasie Stout	Associate Teacher	<a href="mailto:kstout@fentonschools.org">kstout@fentonschools.org</a>
Miss Savannah Moore	Teaching Assistant	<a href="mailto:smoore@fentonschools.org">smoore@fentonschools.org</a>
Ms. Denise Swanson	GSRP Lead Teacher(Full-Day)	<a href="mailto:dswanson@fentonschools.org">dswanson@fentonschools.org</a>
Miss Michelle Meloche	Associate Teacher	<a href="mailto:mmeloche@fentonschools.org">mmeloche@fentonschools.org</a>
Ms. Courtney Payne	GSRP Lead Teacher (Half-Day)	<a href="mailto:cpayne@fentonschools.org">cpayne@fentonschools.org</a>
Miss Debbie Olmstead	Associate Teacher	<a href="mailto:dolmstead@fentonschools.org">dolmstead@fentonschools.org</a>
Miss Broghan McIntyre	Assistant Teacher	<a href="mailto:23mcintyre@fentonschools.org">23mcintyre@fentonschools.org</a>

#### Tuition Preschool

Miss Michelle Schneider	WonderWay Lead Teacher	<a href="mailto:mschneider@fentonschools.org">mschneider@fentonschools.org</a>
Miss Megan Baize	WonderWay Assistant Teacher	<a href="mailto:mebaize@fentonschools.org">mebaize@fentonschools.org</a>
Miss Tina Gates	Discovery Cove Lead Teacher	<a href="mailto:tgates@fentonschools.org">tgates@fentonschools.org</a>
Mr. James Olmstead	Discovery Cove Lead Teacher	<a href="mailto:jolmstead@fentonschools.org">jolmstead@fentonschools.org</a>
Mrs. Trudy Iverson	TWTh Lead Teacher	<a href="mailto:tiverson@fentonschools.org">tiverson@fentonschools.org</a>
Miss Andrea Lucsy	TWTh Assistant Teacher	<a href="mailto:alucsy@fentonschools.org">alucsy@fentonschools.org</a>
Miss Ann Majchrowski	TTh Lead Teacher	<a href="mailto:amajchrowski@fentonschools.org">amajchrowski@fentonschools.org</a>
Miss Jean Publow	TTh Assistant Teacher	<a href="mailto:jpublow@fentonschools.org">jpublow@fentonschools.org</a>

#### Before & After Care Programs

Miss Andrea Lucsy	School Age Childcare	<a href="mailto:alucsy@fentonschools.org">alucsy@fentonschools.org</a>
Miss Savannah Moore	Preschool Childcare	<a href="mailto:smoore@fentonschools.org">smoore@fentonschools.org</a>
Miss Paxton Butka	Preschool Childcare	<a href="mailto:pbutka@fentonschools.org">pbutka@fentonschools.org</a>

## NO WAY - THE HUNDRED IS THERE

The child  
is made of one hundred.  
The child has  
a hundred languages  
a hundred hands  
a hundred thoughts  
a hundred ways  
of thinking of playing, of speaking.

A hundred, always a hundred  
ways of listening  
of marveling,  
of loving,  
a hundred joys  
for singing and understanding  
a hundred worlds  
to discover  
a hundred worlds  
to invent  
a hundred worlds  
to dream.

The child has a hundred languages  
(and a hundred hundred hundred more)  
but they steal ninety-nine  
The school and the culture  
separate the head from the body.

They tell the child  
to think without hands  
to do without head  
to listen and not  
to speak  
to understand without joy  
to love and to marvel  
only at Easter and Christmas.

They tell the child  
to discover the world already there  
and of the hundred  
they steal ninety-nine.

They tell the child  
that work and play  
reality and fantasy  
science and imagination  
sky and earth  
reason and dream  
are things  
that do not belong together.  
And thus they tell the child  
that the hundred is not there.

The child says  
"No way - The hundred is there"

Loris Malaguzzi (translated by Lella Gandini)