

Wayland Union Schools

Preschool Handbook 2023-2024



Wayland Union Schools
www.waylandunion.org
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Baker Elementary
507 W. Sycamore St.
Wayland, MI 49348
(269) 792-9208

Dorr Elementary
4159 18th St.
Dorr, MI 49323
(616) 681-9637

“The future of the world is in very small hands”
- Ellen Galinsky

We are glad you are considering Wayland Union Schools Preschool programs for your child! Our preschools promote learning through play by providing developmentally appropriate activities. We focus on the whole child to help them grow socially, emotionally, physically and cognitively. We offer both 3 and 4 year old programs at either Baker or Dorr Elementary schools. Our three year-old classes have a limit of 16 students. Our four year-old classes have a limit of 17 students at Baker Elementary and a limit of 20 at Dorr Elementary.

2023-2024 Preschool Programs & Rates

Dorr Elementary Programs:

- 4 year old Half Day AM (Mon, Wed, Fri) 9:05am - 11:45am
- 4 year old Half Day PM (Mon, Wed, Fri) 12:30pm - 3:15pm
- 3 year old Half Day AM (Tue, Thu) 9:05am - 11:45am
- 3 year old Half Day PM (Tue, Thu) 12:30pm - 3:15pm

Baker Elementary Programs:

- 4 year old Extended Day 3 Day (Mon, Wed, Fri) 9:05am - 3:20pm
- 4 year old Extended Day 2 Day (Tue, Thu) 9:05am - 3:20pm
- 4 year old Half Day AM (Mon, Wed, Fri) 9:05am - 11:45am
- 4 year old Half Day PM (Mon, Wed, Fri) 12:30pm - 3:15pm
- 3 year old Half Day AM (Tue, Thu) 9:05am - 11:45am
- 3 year old Half Day PM (Tue, Thu) 12:30pm - 3:15pm

Preschool Rates:

- 3 yr. old Half Day \$110/month (in-district*) \$125/month (non-district)
- 4 yr. old Half Day \$150/month (in-district*) \$165/month (non-district)
- 4 yr. old Extended Day 2 Days \$190/month (in-district*) \$210 (non-district)
- 4 yr. old Extended Day 3 Days \$280/month (in-district*) \$310 (non-district)

*In-district prices reflect the use of Gun Lake Casino revenue in-lieu of taxes reducing in-district pricing.

Requirements - Enrollment in our preschool requires that a child meet age requirements, which means the child needs to be either 3 or 4 by September 1st, 2023. *All children must be toilet trained to attend our school.*

Enrollment Procedure

Apply Online

Online registration for the 2023-2024 school year will begin on **Monday, February 27, 2023 at 9:00am**. At that time a Pre-Admission application will be placed on the homepage of the district website at www.waylandunion.org and on the Preschool page (click on the Early Childhood tab under *Departments* and then click *Preschool*.) Enrollment will be on a first come, first serve basis.

****Current preschool families and WUS district families will be sent an email with the pre-admission link in February. Priority will be given to in-district families prior to February 27, 2023.***

Completing the pre-admission application does NOT guarantee a spot in a classroom, but will allow us to contact you with the next steps and/or be placed on a waitlist. The online pre-admission form will save your spot in line for registration while you complete the forms and submit the enrollment fee.

What is the next step after I submit the pre-admission application?

Step 1: You will receive an email or text invitation from Brightwheel to connect to your child's profile and to set up your Brightwheel account.

Step 2: Within 5-7 business days, you will receive a confirmation email with an invite to complete enrollment forms and set up billing information. (**Please note:** your child is not enrolled until we have received your enrollment fee and the required paperwork is completed).

Step 3: Enrollment Fee - if there is an immediate opening, we will add an invoice into your Brightwheel account. If there is not an opening, you will be placed on a waitlist and no deposit is required.

Step 4: By the first day of school, please submit your completed Health Appraisal Form to the school.

How do I know if I have a spot on the roster? Within 5-7 business days you will receive a confirmation email with instructions to secure your spot on either a classroom roster or on a waitlist. If we are able to offer you a spot right away, then an invoice will be added to your Brightwheel account for the non-refundable \$75 enrollment fee (\$100/family). If we need to add you to a waitlist, then you can join the list at no charge.

Enrollment Fee - A non-refundable enrollment fee of \$75 for one child or \$100 for two children is due upon registration. An invoice will be posted in your family's Brightwheel account and the payment will be processed online. We will only collect an enrollment fee if we can offer you a confirmed spot on the roster and will be applied to your first monthly payment. If the class you selected is full, you are welcome to join the waitlist at no charge. If an opening becomes available, then we will contact you to collect your enrollment fee to confirm your spot.

Tuition Payments - Families enroll at the beginning of the year for auto payments in their child's Brightwheel account. Payments are posted on the first of each month from September to May (9 months).

Tax ID # E386000391 - Expenses for a child in preschool, below the level of kindergarten, may possibly be deductible for child care purposes. You will need to confirm with your accountant if your family meets the tax requirements. You will need the tax ID number listed above. Please save all billing statements to use as tax documentation. WUS does not send yearly statements.

Withdrawal Criteria - If you would need to withdraw from the Preschool program, please give a one week written notice to the office in order to offer the program to another child. Upon withdrawal, any prepaid tuition will not be refunded. Please understand that the enrollment fee is not refundable.

Calendar - WUS preschools will begin the week of September 4, 2023 (after Labor Day) and end the week before Memorial Day, 2024. Scheduled breaks will follow the same as Wayland Union Schools for holidays and professional development days.

Immunizations/Health Appraisal - The Michigan Department of Health requires up-to-date immunization records. Before the first day of school, all students are required to submit a Health Appraisal (signed by a Doctor & dated Oct. 2022 - Sep. 2023).

Attendance/ Weather Closures - We request that you contact the school office if your child is going to be absent for any reason during the course of the school year. Regular attendance for each child is important. The child learns and develops from each experience in the classroom.

In the event of inclement weather we will follow the Wayland Union Schools cancellation policy. Preschool may or may not make up inclement weather days. This will be decided on an annual basis depending on several factors, such as, amount of days missed and District and building scheduling.

Licensing Notebook - Parents have access to the preschool's **Licensing Notebook** which is kept in the classroom.

1. The licensing notebook contains all of the licensing inspection and special investigation reports and related corrective action plans for the past five years.
2. The licensing notebook is available to parents during regular business hours.
3. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

Healthcare Policies

It is the policy of the Wayland Preschool adult staff working with the preschoolers to wash hands before eating and after restroom use according to the state hand-washing policy. It is the policy of the Wayland Preschools for adult staff to wear vinyl gloves when handling student body fluids. WUS Preschools meet current state mandated regulations when disposing of bodily fluids. This includes but is not limited to blood, vomit, mucous, saliva and urine/feces. It is the policy of Wayland Preschools to disinfect the following on a daily/weekly basis:

- Restroom - daily
- Sinks, drinking fountains - daily
- Cots used for naps in Extended Day preschool - daily
- All surfaces shared by children - weekly
- Toys - as needed

If a child's clothing is soiled, the clothing or items will be placed in a plastic bag and returned home. Protective gloves will be worn while handling items.

Medication Policy - R400.8152 Medication; administrative procedures. Rule 152

- Medication, prescription or nonprescription, must be given to a child by a child care staff member only.

- A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.
- All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all non-prescription topical medications described in sub rule (8) of this rule.
- Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.
- A child care staff member shall keep all medication out of reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.
- A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.
- A child care staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
- Topical non prescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.
- A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in sub rule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the childcare staff member administering the medication must be included.

Health/Immunization - Health forms are required and must be completed along with immunizations that are required for children ages 15 months through 4 years:

- 4 doses of DTP (Diphtheria, Tetanus, and Pertussis)
- 3 doses of Polio (OPV)
- 1 dose of MMR (Measles, Mumps, Rubella)
- Hib (Completed series or one dose given at or after 15 months of age)
- 3 doses of Hepatitis B - Required before entrance
- Varicella (Chicken Pox) If the child has already had Chicken Pox, the parents must submit a doctor's note stating when the child had them.

Children who do not have the required immunizations will not be permitted to attend school until the parent provides proof that all required immunizations have been received.

Exclusion Policy for Staff, Volunteers and Children Exclusion Policy for Children

Parents need to have a back-up plan for care when their child is ill. This may be a grandparent, friend or neighbor that can care for the child if the parent needs to work but cannot bring the child to the center or home.

Possible reasons we can call a parent to pick up a child or to exclude a child from care:

1. Fever – A child has a temperature of 101 degrees F or greater AND behavioral changes or other signs or symptoms. The child should not return until 24 hours of no fever, without using fever reducing medications.
2. Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by antibiotics or new foods a child has eaten, but call the parent to find out if this is the likely cause.

3. Vomiting – If the child has vomited two or more times. Exception: Some babies may burp/spit up following a feeding – this is not vomiting. A healthcare provider may also rule out an infectious cause.
4. Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a physician has determined it is not a communicable disease. Note: Rapidly spreading bruising or small blood spots under the skin needs immediate medical attention.
5. Crying and Complaining – Any time a child is not his/herself, is lethargic, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.

Exclusion Policy for Employees and Volunteers

Employees and volunteers are excluded when:

1. Diagnosed with a “Big Five” illness: Typhoid fever (Salmonella Typhi). Shigellosis (Shigella spp.). Escherichia coli O157:H7 infection (E. coli O157:H7). Hepatitis A (hepatitis A virus). Norovirus infection.
2. Jaundice has occurred within the last seven days.
3. Experiencing noro-like symptoms (vomiting and/or diarrhea). Note: employees and volunteers will stay home if ill with symptoms such as fever, cough and sore throat.
4. The employee or volunteer can return to work:
 - a. When diagnosed with a “Big Five” illness: After health department approval and medical documentation states the excluded person is free of symptoms and free of the infectious agent.
 - b. When excluded for jaundice: The excluded person has provided medical documentation stating that they are free of the Hepatitis A virus.
 - c. When excluded for noro-like symptoms: 24-48 hours after the last symptom of illness. No handling of food or food ware for 72 hours after symptoms have resolved.

Communicable Diseases If your child has signs of illness please do not bring him/her to school. If your child has signs of illness, we will call you to pick up your child. Your child will be isolated until you can return for pick-up.

PARENTS ARE REQUIRED TO REPORT ANY CASES OF CONTAGIOUS DISEASE IMMEDIATELY TO THE SCHOOL OFFICE.

If a communicable disease passes through the preschool classroom, it is the policy of the Wayland Union Preschool to notify parents that the disease has occurred as soon as it's reported to the teacher/office.

A child will be excluded from school when infected with any of the following diseases:

CHICKENPOX: Incubation period is 2 to 3 weeks. Children are contagious one to two days before rash to 6 days after eruption first appears. Early signs include mild fever at time of eruption that looks like water blisters. Children will be excluded until lesions are dry and crusted; at least one week after eruption first appears.

EYE INFECTIONS (Conjunctivitis & Pink Eye): Incubation period is variable. Child is contagious during the course of active infection. Early signs include red eyes & lids. Child will be excluded until drainage from eyes has cleared, or the physician approves the return.

GERMAN MEASLES: Incubation period is 14 to 21 days. Child is contagious one week to 4 days after onset of rash. Early signs include mild symptoms of head cold for 1 day or 2 days

followed by eruption on face and body, swollen glands behind ear. Children will be excluded until 5th day after onset of rash.

HEPATITIS A: Incubation period is 15 to 50 days with an average of 28 to 30 days. Child is contagious 2-4 weeks before onset of symptoms to one week after onset of jaundice. Early signs include abrupt onset with fever, tiredness, loss of appetite, nausea, and jaundice. Child will be excluded until physician's approval to return.

HEPATITIS B: Incubation period is 45-180 days with an average of 60 to 90 days. Child is contagious for a prolonged period of time. Early signs include loss of appetite, abdominal discomfort, nausea, vomiting, and jaundice. Child will be excluded until physician's approval to return.

IMPETIGO (STAPH Infection): Incubation period is 1 to 10 days. Child is contagious while sores are draining. Early signs include blister-appearing sores on the skin. Children will be excluded until under medical care, lesions healing and no new lesions appear.

INFLUENZA: Incubation period is 1 to 5 days. Child is contagious 1 to 2 days before onset, to 4 to 5 days thereafter. Early signs include fever, chilliness, headache, prostration, cough, and runny nose. Children will be excluded until symptoms subside.

MEASLES (Hard Measles or Rubella): Incubation period is 8 to 13 days with an average of 10 days. Child is contagious from the beginning of cold symptoms until 4 days after the rash appears. Early signs include moderate fever, puffy watering eyes sensitive to light. Lining of cheeks studded with bluish white spots. 1 to 2 days later a rash appears. Child is excluded until a minimum of 7 days after the appearance of rash.

INFECTIOUS MONONUCLEOSIS: Incubation period is 4 to 6 weeks. Child is contagious for a prolonged period (virus may persist in saliva for one year after infection). Early signs include fever, sore throat and enlargement of glands in the neck. Child is excluded until physician's approval to return.

MUMPS: Incubation period is 14 to 21 days with an average of 18 days. Child is contagious 6 days before swelling appears, up to 9 days after. Early signs include swelling of salivary glands in the neck below and in front of ears. Child is excluded until swelling and fever have gone down, usually one week after appearance of symptoms and with physician's approval.

PEDICULOSIS (Head lice): Incubation period is several days or weeks. Child is contagious until lice and eggs (nits) are destroyed. Nits on the hair shaft more than 1/2" from the scalp are no longer alive. Early signs include severe itching of the scalp. Child is excluded until completion of treatment and nits removed from the hair.

RINGWORM OF SKIN & SCALP: Incubation period is 4 to 14 days. Child is contagious as long as lesions are present. Early signs include circular patches of dry skin on any part of the body; patchy baldness on the scalp. Child is excluded as directed by the physician or other evidence the student is being treated.

SCABIES: Incubation period is several days or weeks (eggs hatch in one week). Child is contagious until mites and eggs are destroyed. Early signs include extreme itching of skin where mites have burrowed under skin. Child is excluded until completion of treatment.

STREP RASH (Scarletina or Scarlet Fever): Incubation period is 2 to 5 days. Child is contagious for 1 to 2 days if treated, 10 to 21 days if untreated. Antibiotic treatment is important to prevent complications. Early signs include sudden onset, usually with fever, sore throat, vomiting, headaches, and fine rash. Child is excluded until physician's approval to return.

WHOOPING COUGH (Pertussis): Incubation period is 7 to 21 days. Child is contagious one week before to 3 weeks after onset of cough. Early signs include a series of violent coughs with whoop. Children are excluded until a minimum of 5 days after a minimum 14-day course of antibiotics is completed.

HAND, FOOT AND MOUTH DISEASE: Incubation period is 3 to 5 days. Child is contagious during the acute stage of illness longer (viruses persist in stool for several weeks). Early signs include sudden onset of fever, sore mouth, lesions (blisters) on inside of cheeks, gums, side of tongue; may last 7 to 10 days. Also occur on palms, fingers, soles of feet, or buttocks. Child is excluded during the acute stage of illness or as directed by a physician.

COVID: If your child is showing any of the following symptoms, it is recommended that you reach out to your healthcare provider and ask if your child should be tested for COVID; sore throat, uncontrolled cough, difficulty breathing or shortness of breath, diarrhea, vomiting, or abdominal pain, severe headache, loss of taste or smell, and other symptoms as the CDC updates their Covid website.

Staff Health and Communicable Disease - A staff member or any volunteer help will be excluded from school when infected with any of the same communicable diseases listed above.

Hand Washing Protocol for Students - R400.8143 Health Care Policies: Health practices and policies including procedures for the following:

Children enrolled in preschool and their caregivers follow a prescribed method of hand washing as approved by the U.S. Center of Disease Control. The procedure is as follows:

- WET: Wet hands.
- SOAP: Use soap; preferably antibacterial.
- SOAP/LATHER: Lather well beyond wrist.
- WASH: Work all surfaces thoroughly including wrists, palms, back of hands, fingers and under fingernails. Rub hands together for at least 15 – 20 seconds.
- RINSE: Thoroughly rinse with clean water assuring that the child does not touch the sides of the sink.
- DRY: Dry hands completely using a towel to turn off water faucets and protect hands from re-soiling.

Additional Policies & Procedures

Accidents, Injuries - Parents will be notified of any accidents, injuries or other incidents by phone, written note or email by preschool staff. In the event of serious injury or illness, parents will be notified immediately by school staff via phone.

Evacuation Procedures For Natural Disasters And Man-Made Disasters - Fire Drills, Tornado Drills, Evacuation Drills and Lock-Down Drills: Children in the preschools will practice all drills with the school. The procedures are practiced in a calm and orderly fashion so children are not frightened. They will be told this is a drill. The drills become common so children are not frightened in the event of an actual emergency. Students will be reunited with families if an evacuation takes place. Families will be notified for reunification by phone and/or by the district's student information messaging system. Staff will provide individualized support as needed, for all children including those with special needs. See Wayland Union Schools critical Incident Management Handbook—which is posted in all classrooms—for the complete protocols.

WUS District Employee Policy - All staff are thoroughly checked through the Michigan State Police Criminal Record Response System and/or have been fingerprinted and show no history or background of child abuse. All staff involved with children will not have a record of a felony. All staff members also receive a public sex offender registry (PSOR) clearance before having contact with students and are made aware of the center's policies on child abuse and neglect.

Volunteers - all supervised volunteers receive a public sex offender registry (PSOR) clearance before having contact with students and are made aware of the center's policies on child abuse and neglect. Unsupervised volunteers will be screened through the child care background system.

Child Protection Law - A plan has been developed and implemented to assure compliance with the provisions of 1975 PA 238, MCL 722.621 also known as the Child Protection Law. The person suspecting the abuse is required by law to report the information to the local protective services agency. This shall be done immediately and a completed 3200 form shall be sent in to the agency within 72 hours. A listing of the local telephone numbers are as follows:

Child Protective Services

Daytime telephone: 1-855-444-3911

According to PA 15 (MCL 722.11 et seq.), child care organizations are required to give oral and written notice to certain parents or legal guardians of children under the organization's care in the event of a special investigation that the department of human services classifies as high risk in abuse or neglect is the suspected cause of a child's death or severe physical injury or in the event of sexual abuse or sexual exploitation.

Field Trips - Preschool classes may have the opportunity to go on a field trip. If there is a cost to the trip, parents would be asked to help support by sending in no more than \$10. Any trip involving transportation will be posted, in advance, on the class bulletin board. Extra helpers are always needed on field trips. In addition, classes may walk to locations within the community. Holidays will be observed and various activities are planned. Parents may be invited to participate. All volunteers are screened using the public sex offender registry (PSOR).

Pest Management - WUS has a pest management protocol in place. Parents will be given advance notice of a pest management treatment via email and a notice in the classroom. These notices will also be placed on the WUS website.

Snacks/Nutrition Policy - Parents are also asked to send a snack to school for their child. We encourage families to bring healthy snacks and lunches to school if they choose to bring their own from home. Parents of Extended Day students must provide lunch for their child. Parents can either send a healthy lunch from home or secure a lunch through the WUS food service program. Students in Extended Day programs may receive free or reduced priced meals if their family is eligible. Parents may complete a form for free or reduced priced meals offered through our food service. These meals meet federal nutrition guidelines.

About Wayland Union Preschool

Preschool plays an important role in a young child's growth and development. Children learn socialization skills that are so important for future peer relationships. They learn there is more than just "me" and that others have needs and feelings too. Children learn to share their toys, their space, their thoughts, and their love. They learn rules and limits in relation to their

surroundings. Research indicates that children exposed to early intervention related to reading have success as they progress throughout the educational process. Our Preschool programs offer this through experiences in alphabetic knowledge, print awareness, book knowledge, phonemic awareness, oral language and vocabulary, written expression, comprehension and reading motivation. Our teachers introduce alphabet letters using the same tactile approach as used in Young Fives and Kindergarten. Children learn that letters are in their name and will begin to write their names. Children learn about numbers and counting, they learn to cut, paste and paint. Children will have the opportunity to develop these skills and many more.

Daily Activities - Daily sessions follow a routine which becomes very familiar to the children. In general, each session will have circle time, stations, choice play, snack time, small group activities, and large group activities. Extended Day preschool will also include rest time, lunch, outdoor recess and/or gym time. Students will focus on all areas of development: communication, fine/gross motor, social-emotional, cognitive and problem solving. Circle time consists of learning concepts such as calendar, daily schedule, show and tell, songs and themes are introduced or reviewed. Circle time encourages listening and language skills, turn taking, and self-esteem.

Parent/ Teacher Conferences - Preschool conferences are held in the fall and spring. The conferences will be used to share the progress of your child. Please call the teacher for an additional conference if needed. It is important to keep good, open communication by phone, notes or email. By working together with your child's teacher, you are helping your child to become their own special individual person.

Evaluation Of Students - Your child is developing important skills and mental abilities while playing games and learning songs and rhymes. Teachers will use the following criteria to assess children both in the fall and spring:

- Gross Motor development -- Does your child run, jump, and climb easily and with coordination?
- Fine motor development -- Does your child have good control using a paintbrush, crayons, and puzzles?
- Cognitive development -- Does your child understand the concepts of yesterday, today, and tomorrow?
- Number correspondence -- This is different from counting. It occurs when a child understands "I have one block here. How many will I have if I add one?"
- Pre-reading -- Can your child rhyme? "What sounds like *block*?" "Clock!"
- Attention span -- Can your child sit still during story time? Does he/she concentrate for long periods of time when building with blocks (or another activity), or does he/she move quickly from one activity to another?
- Relationships with others -- Does your child play well with other children? How does he/she respond to conflict? Can he/she take turns?
- Relationship with the teacher -- Does he/she feel comfortable asking for help when help is needed?
- Emotional development -- How does he/she handle transitions during the day? If he/she cries when mom leaves, does he/she bounce back quickly?
- Phonemic Awareness—can your child identify some uppercase and lowercase letters and associate the sound with the corresponding letter?

Discipline Procedure - There are times in the classroom when children will need to adjust their behavior to ensure a happy and safe environment for all children. The staff will use developmentally appropriate positive methods of discipline which encourage self-control, self-direction, self esteem, and cooperation. By using positive methods of discipline the children have a chance for growth learning new skills for life. When a child is behaving in a manner that is inappropriate, the teacher will:

- Ask the child to stop the behavior and explain (briefly) why the behavior must cease.
- If the behavior continues in excess, the child will sit in the quiet chair for 2 minutes to readjust direction.
- If the behavior still continues, the child is asked to take time out in the quiet chair for 3-5 minutes. While in the quiet chair, the child must be seated quietly.
- If persistent problems continue, a phone call may be placed home or a parent conference may be required to aid in resolving the problem.
- The schools reserve the right to suspend a child from the program as a last resort if behaviors are chronically disruptive or continually inappropriate.

Curriculum - The Preschool program is based on creating a “developmentally appropriate curriculum” for every student, both individually and in a group setting. A “developmentally appropriate curriculum” is one in which play, exploration, and socialization are an important part of the learning process. While the children are playing and exploring, we will be working on shapes, colors, numbers, number relationships, social skills, name recognition, letter formation, pre-reading, pre-writing, etc. Preschool is an important opportunity for your child to develop positive attitudes about school. The following areas are addressed in the Curriculum:

Social Emotional Development:

- Follow a routine.
- Adjust to new situations.
- Demonstrate self control by keeping hands and feet in their own space.
- Take turns with equipment and share materials.
- Play individually, parallel or cooperatively with peers in age appropriate ways.
- Ask for help from an adult and peers when needed.
- Accept rules and consequences.
- Take care of materials.
- Use appropriate social manners.
- Be accepting of the feelings and needs of others.
- Take redirection and make appropriate choices.
- Respond appropriately when spoken to.
- Stay focused on and complete given tasks.
- Show pride in work.
- Display self-confidence.
- Make and express choices, plans, and decisions.

Physical Development:

Gross Motor: Choose activities that emphasize cooperation.
 Control movement of his/her body in relation to objects.
 Develop awareness of and name body parts.
 Develop fundamental motor skills (jumping, throwing a ball, running, galloping)
 Begin to develop ball skills.

Fine Motor: Develop and control muscles needed for use of crayons, pencils, zippers, etc.
 Develop finger, thumb, and whole hand coordination.
 Develop hand-eye coordination.
 Strengthen coordination and endurance of hand motion.
 Be exposed to sensory-tactile activities.

Cognitive Development:

Language/Literacy: Learning Without Tears Program

- Be able to recognize first name, as well as some uppercase and lowercase letters.
- Scribble messages as part of playful activity.

Experience oral reading daily.
Follow a three-step direction.
Participate in circle time.
Be able to sit relatively still during large group times.
Respond to oral language.
Develop concepts of print (front and back of book, words, and letters).
Express wants / needs and responds verbally.
Be exposed to finger plays and poems.
Be exposed to descriptive language.
Know author and illustrator.
Begin to understand rhyming sounds.

Mathematics

Name the eleven basic colors.
Count to 20.
Name the six basic shapes.
Understand value and one-to-one correspondence up to 10.
Recognize size differences (long/short, more/less).
Sort by color, size and shape.
Understand spatial relationships (through, over/under).
Learn to identify and extend patterns.

Science

Be aware that there are living and nonliving things.
Employ their senses.
Explore movement of objects (sink/float, push/pull).
Name many nature items.
Use simple equipment (magnifying glass, ruler).
Understand safety habits.
Learn about characteristics of each season.

Social Studies

Understand that classmates are members of different ethnic groups.
Be able to cooperatively play different roles.
Use dress-up clothes to represent others in the community.
Be able to talk about family dynamics.
Be able to tell events from his/her past.
Develop respect for others and their property.
Distinguish between real and imaginary.

Self-Help:

Dress themselves for outdoor play.
Discuss and be responsible for personal health.
Zip Coat, button buttons and begin to tie shoes.

Community Resources

- Emergency Medical Service: 911
- Community Resources: 211
- Allegan General Hospital: 1-269-673-8424
- Holland Community Hospital: 1-616-392-5141
- Pipp Hospital 1-269-685-0700
- Mi-Child Insurance
 - Free health care for Pregnant women, babies and children under 19
 - 1-888-988-6300
- Allegan Co. Community Mental Health-On Point (Anxiety, divorce, depression)- 1-269-673-6617
- Poison Control: 1-800-222-1222
- Sylvia's Place – (domestic assault and abuse of women and children) 1-269-673-8700
- Pathways Psych. Assoc. (Plainwell, MI) – 1-269-685-6365
- Vision & Hearing Clinic – Free screening during Spring Break – 1st full week of April
 - Allegan County Health Dept. 1-269-673-5411
- Allegan County Health Clinic – 3255 122ND Ave, Allegan, MI 49010 / 269-673-5411

Written Information Packet Documentation

A written information packet has been provided at the time of enrollment. The packet included all the following information (R 400.8146 (1-2)):

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- Fee policy.
- Discipline policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, and illnesses.
- Transportation policy, if applicable.
- Medication policy.
- Exclusion policy for child illnesses.

Your signature in Brightwheel will certify that you have read and received all of the above items located in the information packet above.