

bl  min' preschools

PARENT HANDBOOK



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*"We believe that learning is holistic in nature.
At Bloomin' Preschool, we educate the whole child in
an environment that nurtures your child's social, emotional,
physical, and intellectual development."*

Program Admission Policy

Children are admitted into the Bloomfield Hills' School District's *Great Start Readiness Program* on the basis of age and educational risk factors.



Children who are eligible for the program must be four years old on or before October 1st of the school year and meet a minimum of two risk factors identified by the Michigan Department of Education.

All applications and information will be reviewed. The information obtained from the the application process will be used to determine need and placement. All information received will be kept confidential.

Parents will be contacted by phone in August informing them of their placement. Those children not accepted in the first round of enrollment will be placed on a waiting list for consideration should program openings occur.

Placement is based on need (determined by qualifying factors indicated on application) not on first come-first serve basis.

Program Withdrawal Policy

If it should become necessary to withdraw your child from the Bloomfield Hills School District's *GSRP* program please notify your child's teacher of their last day of attendance. Written notice shall be provided to the teacher two weeks in advance, with explanation of voluntary withdrawal.

Confidentiality Policy

To be confidential is to be entrusted with someone's personal information and not share it with others. GSRP staff must respect families', children's and colleague's privacy. All information and documentation necessary for GSRP enrollment will only be shared with the lead teacher and supervisor and enrollment office for verification of eligibility and state reporting only. Documentation is stored outside the classroom in a locked location. Confidentiality also includes sharing any other information regarding a GSRP child including but not limited to, all child/family information and records, private conversations with a parent, or developmental information. The GSRP lead teacher may discuss confidential information with other GSRP staff only if they need to know the information to complete their job responsibilities. Employees should never discuss confidential information with anyone other than employees of Bloomin' Preschools. Confidential information should not be removed by any employee unless approved by the supervisor.

Grievance Policy

Bloomin' Preschools strives to provide a positive nurturing environment for all, however at times concerns may arise. If you have any concerns please bring them to the attention of your classroom teacher. If you are unable to resolve your concerns through your classroom teacher, the building supervisor may be contacted. Bloomin' Preschools will work together with our families to arrive at a suitable resolution for all parties.



If you feel that Bloomin' Preschools is in violation of a licensing regulation, reports may be made to the Department of Human Services.

Arrival and Pick Up Policy

Children must arrive on time for their classes. The teachers have a full day planned for the students and it is very disruptive when children arrive in the middle of an activity. Additionally, transitions can be difficult for children when they arrive in a situation that is already ongoing.



Building Entrance

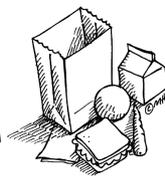
The main entrance to the preschool remains locked throughout the day. If you are not arriving during preschool drop off and pick up times you will need to use your personal access code to enter the building. Please check in with the office and obtain a visitor's badge if you remain in the building for an extended period of time.

Parking Policy

During drop off and pick up you can park along the curbside to drop your child at their classroom. When using curbside parking **ONLY** park on the right hand side of the driveway. Using both sides of the driveway creates a dangerous situation for our children. If you plan on remaining in the building for an extended period of time please use the parking lot.

Lunch Policy

Students enrolled in Lunchin' Kids, full day Preschool and the Infant/Toddler program will have the opportunity to purchase lunch through the elementary lunch program. A lunch calendar will be sent home each month. School lunches this year are \$3.15 and milk is \$0.60. Please let your child's teacher know if he/she is getting a lunch. All children attending during our lunch **MUST** sign a lunch agreement stipulating you will provide a healthy lunch. Lunches provided from home must be labeled with child's name.



Snack Policy

A healthy snack will be served daily with 100% fruit juice. Please make your child's teacher and the office aware of any food allergies. Snack for the day will be posted in each teacher's classroom.

Allergy Policy

If your child has an allergy to food or another substance you are required to supply all food consumed at snack and lunchtime from home. Additionally, you are required to complete a Medication Authorization, Food Allergy Questionnaire and Food Allergy Action Plan. All forms and medication must be submitted prior to your child's start date.

Infectious Illness Policy

Please do not bring your child to school with any of the following symptoms:

1. Fever
2. Earache
3. Sore throat
4. Red or runny eyes
5. Sneezing or discharge from the nose
6. Persistent cough
7. Swollen glands
8. Abdominal cramps and/or diarrhea
9. Rash of any kind
10. Nausea or vomiting



Children who have been ill **must be** symptom free for one full school day before returning to school.

Parents, whose child shows any symptoms or indications of a communicable illness, should contact the school immediately. Parents must have written permission from a licensed physician before children are to return to school. Classroom equipment (including toys) will be cleaned and sanitized upon discovery of any communicable illness.

Infectious Illness Policy (continued)

Children who become ill while in our care will be isolated, and their parents or emergency contact person will be notified so that the child can be picked up promptly.

Please report to the teacher/office if your child will not be attending school due to illness; be specific with symptoms of the illness.

Medication Policy

Medication will be administered provided we have written authorization on file. The medication must be sent in its original container only, which will include the physician's name, child's name, instructions, name and strength of medication.



In order to administer **prescription medication** a form must be completed by the child's physician and the legal guardian. It may be helpful to bring medication forms with you when visiting your child's physician to avoid delay in administering medication.

Non-prescription medication must have a form completed by the child's legal guardian. **NO EXCEPTIONS!**

It is very important to inform your child's teacher whenever your child is on medication or under a doctor's care. Certain medication and medical issues can affect their mood and/or appetite.

Discipline Policy

Expectations for children enrolled in our programs include the following;

1. Show respect toward others and property.
2. Be kind to others with words and actions.
3. Toys that promote violent behavior should remain at home.



Our staff will encourage good behavior and praise good behavior. Patience and understanding are our primary goal. The following are the guidelines our staff will follow if disciplinary action is necessary:

1. Redirect the child as necessary.
2. Provide choices for the child.
3. Confer with the parent, teacher and supervisor as needed.

At our Conant and Lone Pine location our staff will also encourage children to be a good world citizen by the promotion of the 12 PYP attitudes.

- | | |
|-------------|--------------|
| Respect | Integrity |
| Cooperation | Curiosity |
| Creativity | Appreciation |
| Tolerance | Commitment |
| Confidence | Empathy |
| Enthusiasm | Independence |



Hand Washing Procedures

This procedure will be followed every time a staff member washes her hands.

1. Use soap and running water
2. Rub hands vigorously
3. Wash all surfaces, including:
 - ✓ back of hands
 - ✓ wrists
 - ✓ between fingers
 - ✓ under fingernails
4. Rinse well
5. Dry hands with a paper towel
6. Turn off water using a paper towel instead of bare hands

Cleaning & Sanitizing Procedures

This procedure will be followed every time a staff member cleans equipment. The surface area or item will be:

1. Washed using SOAP and WATER
2. RINSED with clean water
3. SANITIZED with Quat



All classroom materials and equipment are cleaned on a weekly basis. A cleaning log is maintained and posted for parents to view.

Communication Procedures

We have several ways of disseminating information to our families. We want families to take full advantage of our various forms of communicating. Below you will find information on our many ways of keeping you informed.

Information Board

The main entrance to the preschool contains white boards. Each month we list our building events and any important reminders for our families.

Communication Procedures (continued)

Shutterfly

Teachers use Shutterfly as a way to communicate classroom lessons and activities. A calendar with important dates is also available through classroom Shutterfly accounts. Additionally, teachers create picture albums which parents can add to throughout the year. A permission slip will be provided inviting each family to join their classroom Shutterfly account. Once it is signed and returned you will receive an invitation by email from Shutterfly.

Daily Folders

Each child will receive a "take home" folder at the beginning of the school year. These folders will go home at the end of each day and need to return with your child upon their next school day. Teachers will distribute pertinent notes and school work via their classroom folders. Additionally, any information or items that need to be returned to the teacher can be done using the folder.

Daily Message Boards

Each classroom keeps current a daily message board. The message boards contain tidbits of activities your child participated in throughout the day. These tidbits of information are great conversation starters for the dinner table! As you pick up your child, take a look at the board to see the fun and interesting activities your child shared with the class.



Bloomin' Preschools Listserv

Signing up for our school listserv will guarantee you have the most up to date information concerning Bloomin' Kids. At the end of each week an email is sent to all families who are part of our listserv. This email contains information about school events, school policies and procedures PTO opportunities & District news.

To sign up for our listserv follow the simple instructions:

1. Go to our website at <http://Bloomin.Bloomfield.org>.
2. On left hand side choose your school's parent email list.
3. Enter your EMAIL ADDRESS and NAME.
4. Click SUBSCRIBE.
5. You will then receive an email. Click the link to complete the registration process.

Tornado Procedures

In case of a tornado, students will not be sent home. Children will be taken to an appropriate emergency station, until we have been notified that the danger has passed. Tornado drills are practiced monthly during tornado season. Please see posting in your child's class and note nearest emergency station.

Fire Procedures

In case of fire, an alarm will sound. Children will exit the building with their teacher at the nearest safe designated emergency exit. The supervisor will do a final search of the building before joining staff and children outside. Parents will be notified to pick up their children. Fire drills are practiced monthly. Please see the posting in your child's classroom and note nearest emergency exit.



Severe Weather Procedures

In case of severe weather, the supervisor will announce severe weather conditions to the teachers. All staff/students who are outside will immediately return to their classrooms. Classroom activities shall continue as usual. Children will not be dismissed during a SEVERE WEATHER WARNING unless they are picked up by their parent/guardian by checking out through the school office prior to departure.



Accident Procedures

In case of an accident, the staff person will identify the injury or illness and then contact the first aid/CPR person in the building. In case of serious injury, the staff will take the following steps:

Immediately call 911. (EMS) The certified first aid/CPR staff member will remain with the injured person.

1. The EMS personnel will determine if the injured party needs to be taken to the hospital.
2. The parents will be contacted once the situation is under control.
3. Within six hours of the incident, the building supervisor will notify the Assistant Superintendent.
4. Within three days, an accident report shall be submitted to the Department of Human Services.

Emergency School Closing Procedures

The decision to close school is normally made prior to 5:45 a.m.; however, in case of rapidly changing weather conditions, the decision could be made as late as 6:45 a.m. Families will be notified via our phone message system. You will receive an automated phone call from the District. Please keep current the phone number you wish to receive calls.

Licensing Notebook Policy

A notebook containing licensing and registration inspections, renewal inspections, special investigations and corrective action plans is available in the main office. Our office hours are Monday-Friday from 8am-5pm.



Staff Requirements

Staff is required to have a criminal history check as well as an FIA clearance. Lead Teachers are required to have a degree in Early Childhood Education or a related field. All Lead Teachers, Child Care and Infant and Toddler staff are required to be certified and keep current their CPR and First Aide certification. Infant and Toddler staff have annual training in safe sleep practices and shaken baby syndrome.

Helpful Hints

To help ensure that you and your child have a pleasant experience, please abide by the following policies:

1. Dress your child appropriately. Remember that the children use paint, glue, markers, etc. They also go outside when weather permits, therefore, have outdoor gear available everyday your child attends class.
2. Children play hard, so please have an extra set of clothes (include underwear and socks) available for your child everyday your child attends class. Check with your teacher as to where articles should be placed.
3. **Please keep information on your emergency card in the office current.**
4. Leave your child's personal toys or books at home. They can be lost or damaged at school and frequently create a disturbance in the classroom, especially weapon-type toys.
5. Check your child's folder and/or bag daily. Important papers and information are distributed by way of your child's classroom folder/bag.
6. **Please LABEL all of your child's belongings.**

Volunteer Opportunities

There are many opportunities for families to become involved within their child's class. You can volunteer your time helping during class, assisting with classroom parties or chaperoning and driving on class field trips.

All volunteers working more than four hours per week at Bloomin' Preschools are required to have completed an FIA clearance, volunteer statement, physical and TB test. Volunteers will not be allowed to supervise children without a district employee present.

Parents volunteering to drive on field trips must have a FIA clearance, Volunteer Statement form and a Volunteer Field Trip Driver Form accompanied with a copy of their driver's license on file in the Bloomin' Preschools office.

