



**Jenkins Early Childhood Learning Center
2014-2015
Parent Handbook**

**2801 Baker Rd.
Dexter, Michigan 48130
734-426-4091**

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PROGRAM DESCRIPTION

The Jenkins Early Childhood Learning Center is part of the Dexter Community Schools, ultimately responsible to the Board of Education and the Superintendent. Our Program is located 2801 Baker Rd. Dexter, MI 48130. Our phone number is 734-426-4091. The office is open 7:00am to 6:00pm Monday through Friday.

The Dexter Community Education Jenkins Early Childhood Learning Center is licensed by the State of Michigan's Department of Human Services Bureau of Children and Adult Licensing. We comply with all state regulations for preschools (safety, sanitation, supervision, equipment, etc.). A complete list of licensing regulations can be found here:

http://www.michigan.gov/documents/dhs/Child_Care_Center_Rules_419095_7.pdf

Dexter Community Schools guarantees access to all classes, programs, activities and services without regard to race, color, religion, age, sex, marital status, national origin, ancestry, or disability. Dexter Community Schools encourages the participation of persons with disabilities in its classes, programs and activities.

Welcome

Our merger with the center formally known as Generations Together was made possible by a very generous donation from Dexter's own Jenkins family in honor of their father, Phil Jenkins. This location is the perfect new home for our programs, which were rapidly outgrowing previous sites. With this conveniently located facility and expanded programs, we are pleased to offer Dexter Community Schools Staff and community members comprehensive, high-quality early childhood programs. Our new partnership with HighScope Educational Foundation will ensure our programs and curriculum are in line with the very latest research into early childhood development.

On behalf of Dexter Community Education, we would like to take this opportunity to welcome you and your child to the Jenkins Early Childhood Learning Center. We are pleased to offer a program designed to enrich, stimulate, and broaden your child's world.

~Kim Covert, Director, Community Education

~Gina Benson, Assistant Director of Childcare, Jenkins ECLC

ENROLLMENT

Eligibility

- The State of Michigan requires a child be 5 years old by October 1, 2014 in order to start Kindergarten that fall. Children in our 4-year-old program must be 4 years old by October 1st, 2014. We place children in classes with their kindergarten age group so they will be eligible to attend Kindergarten together the following fall.
- **Each child must be toilet trained in order to attend our preschool programming. If this is a concern for you, please talk to the Community Education Director.** The lavatories are adjacent to the classroom. Please make sure your child uses the lavatory at home before coming to school.

Delivering and Picking Up Your Child

Please be prompt in dropping off and picking up your child. **A late fee of \$5.00/minute (after a 5 - minute grace period) will be charged for extended care.** The Community Education Director will review all late fees. If someone other than the parent will be dropping off or picking up your child, please inform the teacher in writing. We will not release your child to anyone who is not listed on the Child Information Record.

Calendar, Center Hours, and Drop-in Care

We follow the Dexter School District calendar in regard to non-student days. Our closures are listed on the Fee Schedule that was distributed with your enrollment packet; this page is posted on our website.

The Center is open from 7:00am to 6:00pm. Full-year families may select schedules of *up to* ten hours per day within that time frame. We will accommodate occasional variations from scheduled hours whenever possible, but we schedule our staff according to enrollment and child schedule changes may not always be an option. Please give us as much notice as possible if you need to arrive earlier or pick up later than your regular schedule.

School Year Preschool classes begin and end at the following times:

Mornings: 8:30am--11:30am
Afternoons: 12:30pm--3:30pm
Full Day: 8:30am--3:30pm

Part-time families who need to add occasional days may do so with written notice, based upon availability. These will be billed in addition to your regular tuition. We cannot “swap” days within a week.

Continuous Enrollment

Children already enrolled in our programs have priority for enrolling in the next session. This includes our School-Year Preschool Program. Failure to make payment by the due date may result in loss of your child's priority status. However, no child will be excluded from preschool without prior notification from the Community Education Director to the parents.

Three-year-olds enrolled in our preschool will have priority in registering for our 4-year-old program the next year. Fall preschool enrollment opens in early March and parents will be notified of the exact procedure to reserve a space. Siblings of current students may also be registered at this time.

Child Care Licensing Requirements

The Jenkins Early Childhood Learning Center is licensed by the State of Michigan's Department of Human Service Bureau of Children and Adult Licensing. We comply with all of the state's regulations for preschools (safety, sanitation, supervision, equipment, etc.) As an early childhood parent, it is important that you be aware that we are required by law to:

1. Have on file for each child before he or she starts school:
 - Completed health form (with immunization record and record of physical examination dated within year of school start date)
 - Child Information Record for every child before he or she starts school
 - Child Placement Contract
 - Signed Acceptance of Policy Notifications
2. Release your child only to persons listed on your Child Information Record.
3. Hold fire and tornado drills and post exit routes and tornado cover locations in each classroom.
4. Notify parents if another child in the class has contracted a communicable disease.

Program Ratios

- Infants and Toddlers (ages 6 weeks to 2 ½ years): up to 12 children with 3 teachers per room (1:4)
- Toddlers and Preschool (ages 2 ½ years to 5 years): up to 24 children with 3 teachers per room (1:8)

OUR PROGRAMS

Infants

Daily Schedule

Young infants have greatly varying schedules. We feed infants and put them to sleep on demand. Somewhere around 6 months of age many infants develop a more regular daily schedule. We provide older infants with a smooth routine that balances active and quiet play and divide children into small groups based on their activity levels.

Goals

Each infant has a primary caregiver who provides most of the child’s basic care throughout day as well as writes daily notes home to parents. This encourages secure attachment as well as supporting increasing independence as children grow. Physically, infants develop motor and cognitive skills at different rates. As infants develop, we provide activities that encourage them to lie on their stomachs, sit, crawl, pull to a stand and walk as they demonstrate interest and ability. We provide developmentally appropriate toys that are safe for oral exploration, and activities that encourage children to explore and act on their environment.

Special Considerations

We follow the Safe Sleep guidelines established by the American Academy of Pediatrics. These recommendations include no bumper pads or blankets in the cribs. Children are placed to sleep on their back or side unless medically indicated otherwise. Infants may use pacifiers; we recommend parents concerned about warmth provide a “sleep sack” for their infants. You can find more information about the Safe to Sleep campaign at this link: <http://www.nichd.nih.gov/sts/Pages/default.aspx>

Toddlers

Daily Schedule

A typical morning may consist of gathering time, work time, small and large group time, as well as outside time. Lunch is followed by a nap or rest time. After nap we provide snack, and typically offer small group time and outdoor play to close out the afternoon. Throughout the day we provide a balance of quiet and active activities and we can adjust our plans to accommodate the group’s needs on any given day.

Goals

The toddler years include huge developmental leaps. Our activities promote social, physical and cognitive development at each child’s individual pace. We balance teacher-initiated and child-directed activities. Teachers are present to support children’s learning and activities are open-ended, designed to provide varying levels of challenge and different types of success.

Preschoolers

Daily Schedule

A typical class session may consist of greeting time, outside time, work time, and snack time , as well as small group and large group activities. The program will provide daily activities and relationships that offer opportunities for the developmental growth of each child in the following areas:

- physical development, including large and small muscles
- social development, including self-concept
- cognitive development

Three-Year-Old Goals

The focus of the 3-year-old Preschool Program emphasizes language, activity, and movement with major emphasis on large muscle activity. Appropriate activities include dramatic play, wheel toys and climbers, puzzles and blocks, and opportunities to talk and listen to simple stories. Children of all ages need uninterrupted periods of time to become involved, investigate, select, and persist in activities. Our teachers create an environment that is stimulating to young children and work to facilitate children's engagement in challenging activities.

Four-Year-Old Goals

The focus of the 4-year-old Preschool Program is to work towards getting students ready for Kindergarten with the following developmental milestones in mind:

Entering Kindergarten, a typical Kindergartner will:

- Recognize and write first name
- Express/communicate needs, wants and ideas
- Be able to identify some uppercase letters
- Sing the ABC song
- Respond to a question with a response that is on topic
- Pay attention and listen to a story
- Distinguish between letters and numerals
- Follow 2-3 step directions
- Retell a story using picture clues
- Count to 20
- Use pictures, letters or words to express a thought (written representation)
- Hold a writing tool with appropriate grip

DISCIPLINE

Expectations

It is the expectation of the Jenkins Early Childhood Learning Center that students will meet certain behavioral standards. Each child is expected to treat others as he or she would like to be treated, to treat the staff and school property with respect, and to be aware of and follow classroom rules.

Toddlers are just beginning to learn self-discipline skills such as self-control, emotional regulation, and delay of gratification (turn taking, sharing, etc.). We set up our environment and activities to reduce frustrations at this age. To guide children toward appropriate behaviors when they are frustrated, we use redirection, distraction, modeling, and other developmentally appropriate techniques. We encourage children to verbalize their feelings, needs, and goals and help them find words and other solutions where needed.

Preschoolers are able to understand and remember rules but are just beginning to work out problems for themselves. They are also able to understand that there may be consequences as a result of their actions. Preschoolers in the Dexter Community Education Preschool Program will discuss rules of the classroom with the teacher and will be gently guided to develop problem-solving skills. They will work with the teacher to solve a problem. When a problem arises, the teacher may also redirect the child's energies to a more productive activity if he/she is misbehaving. Should a child “harm” another child he/she will have “time away” as developmentally appropriate from the larger group where the child will review the class rules with the teacher. If a persistent problem occurs, parents will be notified.

Dismissal from Program

A child who presents a danger of harm to himself/herself or others may be dismissed from the program. A child who does not have the required forms on file and/or does not have the required immunizations may be dismissed from the program.

HEALTH POLICIES

If your child has a fever or **seems sick**, please do not send him or her to school. Children who are sick need to stay home if they will not be able to concentrate sufficiently for learning, or if they may cause others to become sick. If your child becomes ill at school you will be contacted to come and get him or her. If your child will be absent from class, please notify the classroom teacher. **We apply the same exclusion policies to staff and volunteers to prevent the spread of illness and notify classroom families when a member has a communicable diagnosis.**

Symptoms Requiring Exclusion from Care

To help reduce the spread of illness to students and staff, please keep your child home for the following reasons:

1. Fever – Your child should be fever-free (without being medicated) for 24 hours before returning to school (Fever-free being defined as a temperature below 100 degrees F).
2. Rash – Check with a doctor before bringing a child to school with a rash.
3. Vomiting – A child may return to school after s/he has not vomited for 24 hours and is back on a regular diet.
4. Diarrhea – A child who has liquid stool more than one time in 24 hours (without explanation such as antibiotics or new food introduction) should stay home. Children may return to school after being diarrhea-free for 24 hours.
5. Cough/Cold – A child with a severe or frequent cough and a runny nose is likely not to feel well enough to concentrate sufficiently on learning. He/she would benefit from more rest and fluids at home.
6. Doctor Recommendation – If a child has been prescribed an antibiotic, check with the doctor to see if he or she needs to be on medication 24 hours prior to returning to school.

Communicable Diseases and Illnesses

Please watch for the following diseases or conditions:

<i>Rubella (“German” measles)</i>	<i>Chicken Pox</i>	<i>Hepatitis A (infectious)</i>
<i>Pinkeye (conjunctivitis)</i>	<i>Head Lice</i>	<i>Ringworm</i>
<i>Roseola (“Red” measles)</i>	<i>Mumps</i>	<i>Strep Throat</i>
<i>Impetigo</i>	<i>Scabies</i>	<i>Pertussis (whooping cough)</i>

Children and staff with these diseases cannot be admitted to school. Any individual showing signs that might indicate the beginning of the disease will be sent home to allow the development of symptoms and to protect others. If your child has any of the above conditions, please notify the ECLC office. We inform parents of existing communicable illness and symptoms to watch for via signs posted in the classrooms, email, and written notes or flyers that we send home.

Medical Emergencies

The Dexter Community School district has a full time nurse who is available during the school day. School personnel or the nurse may administer minor first aid. In the event of an emergency, we will immediately call for the necessary medical assistance and then contact the parents and/or persons indicated on the Child Information Record.

Parent Notification Plan for Accidents, Injuries, Incidents, and Illnesses

In the event of **minor injuries** such as a small scrape on the knee, staff will apply first aid, complete a written incident report for parents, and relay the information verbally at pick-up time.

In the event that a child begins showing **possible symptoms of illness** (lethargy, fussiness, elevated temperature, loss of appetite), we will call the parent or send an email just to touch base and see if there may be another explanation, and to give the parent a heads-up that something may be progressing.

In the event of **apparent illness** or **more serious injuries** such as, but not limited to head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, loss of consciousness, fever, vomiting, or incidents involving lost children, physical discipline of a child, or other health and safety concerns, we will telephone the parent immediately. In the event that the parent is not immediately reachable, we will contact the person(s) listed on the child's emergency card. Following a serious incident or injury, staff will produce a written incident report, one copy to be placed in the child's file, one sent home to parents, and one sent to licensing if required.

GENERAL POLICIES

Fees and Payments

At the beginning of each school year, parents are given a payment schedule for tuition fees. These are based on the length of program (year-round or school-year) and vary depending on which sessions your child attends. Parents are responsible for making payments by the dates listed on the payment schedule. We will place monthly statements in your parent mailbox at the center. Checks should be made payable to “**Dexter Community Education.**” If there are extraordinary circumstances and you are unable to make full payment by the due date, please contact the Community Education Director to make arrangements.

Tax ID Number

If you are claiming Child Care Credit on your federal income tax, the Dexter Community Schools Tax ID number is 38-6007821.

Confidentiality

We do not share information about your family or child without parental consent. We cannot discuss personal circumstances of other children with you and we ask that you respect this policy in your conversations with staff.

The staff will keep in confidence all information that is legally confidential and will keep in confidence all information regarding children. You may obtain confidential information about your own child through the Freedom of Information Act (FOIA) procedures. Information about the procedure is available at the school office.

We do ask that you refrain from discussing issues or problems about your child when children are present. We are happy to arrange a time to discuss these issues with you privately. We appreciate your understanding in this matter.

Meals

Jenkins ECLC provides morning and afternoon snacks with milk or juice for children (ages older infants and up) who are present at those times. We also offer toddlers and older children a hot lunch menu, at no additional cost to families, which must be pre-ordered. Parents can select which days on the menu they want their child to have hot lunch. Parents who do opt not to take a hot lunch on any given day are responsible to provide a sack lunch for their child. Children may bring a portable breakfast from home if they prefer, e.g., yogurt or a breakfast bar.

Parents of children with food allergies and other food preferences must put this information in writing for our staff. Families are responsible for providing alternate snacks and/or lunch whenever their child cannot eat the foods listed on our menu.

Parents of infants are responsible to provide all prepared bottles, snacks, meals and beverages. Older infants may eat the center snack and beverage with parental consent.

Items from Home

Toddlers and older children should bring a small blanket from home for rest time. These will be sent home weekly for laundering. Children may also bring a favorite stuffed animal or other “lovey” for self-soothing. We request that **all items from home** be labeled with your child’s name or initials. Children may bring favorite toys from home on special “show and share” days; your child’s teacher will let you know when those happen.

Diapers

Parents are responsible for providing all diapers and wipes for infants and toddlers. Children must be potty trained to join the preschool programs. Children who need to use a pull-up during rest time may do so; children will be responsible for putting them on and removing them after rest. Our preschool ratios are planned with toilet independence in mind. Please bring a complete change of clothes for occasional accidents.

Inclement Weather

Our school-year preschool program follows the Dexter Community Schools closure policy. DCS may cancel school if weather conditions make travel by car or bus difficult, or if buildings have lost power or water. In the event of bad weather, the most difficult roads will be checked for safety of bus travel. School closing decisions are usually made by 5:00am or 5:30am.

If the weather looks questionable or if power lines are down in the area, local media list school closings. Announcements are made in the morning on several area radio stations, including WAAM (1600AM) and WJR (760 AM.) Dexter also notifies several TV stations including WJBK (channel 2), WXYZ-TV (channel 7), and WDIV (channel 4). An automated district phone message and/or email will also be sent.

If the Dexter Community Schools are closed for weather, all **school-year preschool** programs are also cancelled for the day. Circumstances permitting, our **year-round programs will remain open.** *In the event that severe weather makes travel unsafe for staff and families or there are related building issues that require closure, Jenkins ECLC will issue its own alert to media outlets and via our automated email and phone system.*

Emergency School Closings

Jenkins ECLC may close school early due to facility issues such as loss of power or water. In the event of an early closure, we will notify parents and hold the children in the classrooms until parents arrive. Announcements will be made via media outlets and through the District’s automated system. Please make sure the Jenkins ECLC office has daytime phone numbers of parents or another responsible adult who can be contacted in the event of an emergency school closing. These adults need to be listed on the Child Information Record on file. There are no make-up days or refunds for days cancelled for inclement weather, water or power outage or “snow days.” Staff members are scheduled for these days and will be paid

HELPFUL INFORMATION FOR ENROLLED FAMILIES

Backpack: Children ages toddlers and up should bring a backpack or fabric bag large enough to carry schoolwork, snow clothes, and other items. Please check the backpack daily for correspondence from your child's teacher or Dexter Community Education.

Snacks: Snacks will be offered in the morning and afternoon. A calendar will be provided each month. Parents are allowed to sign up for a snack day and should bring nutritious, nut-free snacks, drinks, cups, and napkins. Children with allergies should bring their own appropriate snacks.

Allergies: Please notify your child's teacher in writing of any allergies. If you need to leave an epi-pen with the teacher, you will be asked to fill out a permission slip with instructions. All preschool staff are CPR and First Aid certified and are trained in the use of epi-pens.

Clothing: Children should wear comfortable play clothes for indoor and outdoor activities. Please label all hats, mittens, jackets, etc. You may wish to send an extra set of clothes in a large Ziploc baggie with your child's name on it.

Special Pick-Up Arrangements: If your child's pick-up arrangements vary from their standard, parents must notify us in writing and the person picking up must be on the emergency card.

School Pictures: School pictures will be taken in the fall for our records. Parents have the option of purchasing a package if they wish.

Book Orders: During the school year parents will have the opportunity to purchase inexpensive books appropriate for preschoolers through a book club. Flyers will be sent home. Book club sales help to build our classrooms' libraries.

Hearing Screening: If parents have any concerns please let the teacher know and we will arrange for a hearing screening by the district's speech and language therapist.

Donations: We will try to expose your preschooler to as many art mediums as possible. We are therefore always on the lookout for a variety of household items. We will contact you when we need various items throughout the year.

Conferences: Please contact your child's teacher with any concerns you have during the year. Each teacher will be happy to set an appointment to talk with you personally. Parents of 4-year-olds will have scheduled conferences in November and again in late spring, during which parents will receive a report of the child's progression.

QUESTIONS?

If you have any questions or need further clarification regarding any preschool procedures or issue, please contact Jenkins ECLC at 734-426-4091.

STATE OF MI EARLY CHILDHOOD IMMUNIZATION REQUIREMENTS

(this chart lists early childhood requirements only)

Vaccine	Age/grade	Comments
Diphtheria, Tetanus, Pertussis (DTaP)	Day Care, Head Start	2-3 months: 1 dose. 4-5 months: 2 doses. 6-14 months: 3 doses. 15 months - 6 years: 4 doses, 1 dose must be on or after 4th birthday.
Hepatitis B	Day Care, Head Start, K-12	2-3 months: 1 dose. 4-5 months: 2 doses. 15 months through 18 years: 3 doses.
Hib	Day Care, Head Start	2-3 months: 1 dose due. 4-14 months, 2nd dose due. 1 dose after or on 15th month or completed series earlier.
Measles, Mumps, Rubella (MMR)	Day Care, Head Start, K-12	1 dose after 1st birthday 4 years through 18 years: 2 doses on or after 12 months.
Pneumococcal	Day Care, Head Start	2-3 months: 1 dose. 4-5 months: 2 doses. 6-15 months: 3 doses. 16-18 months: 4 doses OR age appropriate complete series. 19 months - 4 years: 1 dose on or after 24 months OR age appropriate complete series.
Polio	Day Care, Head Start, K-12	2-3 months: 1 dose due. 4-14 months: 2nd dose due. 15 months to 4 years: 3rd dose due. K-12 - 3 doses, 1 dose must be on or after 4th birthday.
Varicella	Day Care, Head Start, K-12	15 months - 4 years: 1 dose on or after 12 months. 4 years through 18 years: 1 dose if given on or after 12 months OR 2 doses if initiated on or after 13th birthday.
Source: Michigan Department of Community Health - Immunization Program 3423 N. Martin Luther King Jr. Blvd. Lansing, 48906		