Welcome to

Great Ebenezer Church Child Care Center!



***“An Ocean of Knowledge”***



**“*Developed under a grant awarded by the Michigan Department of Education*.”**

**Mission Statement**

Our mission is to provide an exceptionally high quality initial educational experience for children. Along with educational expectations, we will promote cultural experiences that will increase their ability to perform a higher standard upon entering the next academic level of educational exploration. We will create a wholesome environment rich in spiritual and technological foundation and provide stimulating relationships for the social development of emerging personalities.

***18751 Fenkell Avenue***

***Detroit, MI 48223***

***(313) 273-3970***

***geccc@aol.com***

***Sponsored by Great Ebenezer Missionary Baptist Church***

***Dr. William H. Murphy Sr., Pastor***

***Bishop William H Murphy Jr., Co-Pastor***

***Debra Murphy, Executive Director***

***Beverly Jones, Directress***

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**Introduction**

Welcome to Greater Ebenezer Childcare Center Great Start Readiness Program (GSRP). We are delighted that you have enrolled your child with us. The teachers and staff at Greater Ebenezer Childcare Center support your decision to provide a high-quality education for your preschool child.

This handbook is filled with information to ensure your child has a successful first year. Please read this handbook and feel free to visit or email our early childhood staff with any questions. It shall be the policy of Greater Ebenezer Childcare Center to not discriminate on the basis of race, creed, color, national origin, age, sex, sexual orientation, marital status, or handicapped status in educational programs, activities or services.

**Philosophy**

We strive to ensure that your child’s future is filled with exploration, excitement and adventure on their educational journey. Early learning depends upon experiences which have a lasting impact on future educational success. We believe that play is a foundation of this learning. While engaging in play, children make choices, talk to one another, negotiate, and use imaginative creative expressions. It is these experiences which enable children to practice appropriate social and emotional skills. Independence, competence, and increased self-esteem grow in the process. We acknowledge that it is essential for children to feel safe, so they are able to make these choices. A nurturing, consistent environment enables the physical, emotional, social, and cognitive needs of each child to be met.

**GSRP Details**

The Great Start Readiness Program (GSRP) is a program funded by the State of Michigan specifically for four-year-olds. The program has a unique balance of learning opportunities for your child.

**Curriculum**

We follow *The Creative Curriculum® for Preschool -***Proven, research-based strategies for learning.** The Creative Curriculum emphasizes **adult-child interaction**, a carefully designed **learning environment** and a **plan-do-reviews process** that strengthens initiative and self-reliance in children and young people. Teachers and students are active in shaping the educational experience.

**The *Creative Curriculum* Approach: A balanced approach for young learners and the people who teach them.** The *Creative* Curriculum integrates all aspects of child and youth development. Using research–validated strategies, this approach enhances each young person’s growth in the foundations of academics as well as in social-emotional, physical, and creative areas. By adopting the Creative Curriculum – and learning to use it effectively - thousands of educators and caregivers worldwide are making a difference in the lives of children, youth, and families. Many of the activities that Creative teachers do in the classroom or center can also be done at home. For example, families can provide many different learning materials, often using everyday objects that cost little or nothing. Families can encourage their children to make plans, carry them out, and talk about what they have learned from the experience. Your child’s first role model is you.

**Application/Enrollment Process:** All new parents who are interested in enrolling their child in the preschool program should pick up an application package at the school. The application forms need to be filled out and signed by a legal parent or guardian. Parents must turn in the completed application form to the school during the application period announced each year. Parents may also submit application forms throughout the year in order to place their child on the waiting list. Current parents must also renew their intentions to keep their child in the school no later than the end of the regular application period, held each year, prior to the beginning of the next school year. Spots for existing students will not be held past this time.

**Admission**

Admission is based in many factors. This is not a first come first served basis program. We will start enrollment paperwork over the summer. Acceptance is based on the number of risk factors.

Completed forms required for admission into the GSRP programs:

* Disclaimer
* Head Start Waiver Form
* Emergency Card (Child Information Card)
* Parent Contract
* Most Current Tax Return/W2’s/Child Support Letter/DHS Approval Letter
* Birth Certificate
* One proof of residency
* Policy & Procedures Statements
* Family Intake and Profile
* Licensing Parent Notification
* Risk Factor Document
* Health Appraisal Form (Current Physical and Immunization Record)

All required forms must be fully completed before a child can attend the GSRP program. Completed forms are to be returned to Ebenezer Childcare Center Registration Office. **Reminder:** The GSRPprogram is not first come/first serve; it is based on the family need. Families will be contacted by mail and/or phone if their child was accepted into the program; all other enrollees will be placed on a wait list.

Greater Ebenezer Child Care Center

***18751* Fenkell**

**Detroit, MI 48223**

**Phone Number:**

 ***(313) 273-3970***

 ***geccc@aol.com***

If you have any questions regarding the application process – **See Ms. Beverly**

**Admissions Policy:** The program will charge tuition (based on Wayne County RESA listed price list) and will not discriminate in its student admissions policy or practices on the basis of intellectual ability, measures of achievement or aptitude, status as a handicapped person, or any other basis that would be illegal if used by a school district.

After a family has submitted an application, the child is placed on a list of applicants. Enrollment is determined by the quintile each family is in according to the paperwork submitted for each of the seven risk factors which include: low family income, diagnosed disability or identified developmental delay, severe or challenging behavior, primary home language other than English, parent/guardian with low educational attainment, abuse/neglect of child or parent, environmental risk factor. Enrollment will begin in July of each year, after the State has confirmed their approval of the budget.

**Operating Hours**

The GSRP runs Monday through Friday from 8:00 a.m. – 3:30 p.m. The GSRP programs follow the regular school calendar. We have an open-door policy which will allow authorized adults to visit the classroom, but due to Covid Policy, must call ahead for visit and must wear a mask.

**Attendance**

Since regular attendance is necessary for academic progress, students are expected to develop habits of prompt and regular attendance. Every parent must sign their child in and out daily. The parents must sign or place initials daily to show that they agree with the information on the time and attendance records.

**Emergency School Closing/Snow Days**

On rare occasions, Greater Ebenezer Childcare Center may determine if it is necessary to dismiss school early after the regular school day has begun because of threatening weather conditions or other emergencies. Please be sure to watch the local news for school closings. We will attempt to contact you with the information listed on the emergency card, through text and phone call. If we are not able to contact you, we will contact someone listed on your emergency card. We normally close when DPS closes.

**Forms**

**Emergency Card** – Pleasebe sure to fillin all the information. In the event of an emergency the childcare staff will contact you or someone you have designated on this card. Please be sure to update card throughout the year as changes occur, particularly phone numbers or work locations. Your child will be released only to those persons listed on the card and need to be 18 years or older. **LEAVE NOTHING BLANK.** Do not put N/A on the form only unknown or none.

**Health Appraisal (Current Physical, Immunization Record) –** This form must be completed on both sides and signed by your physician. Physicals are valid for one year. Immunization records are to be kept up to date. Turn into the office a copy of any immunizations your child may have received while in our care. Be sure to inform the lead teacher of all health concerns regarding your child.

**Policy & Procedures Statement –** This signed form indicates you have read the Parent Handbook and agree to abide by all policies and procedures of the Greater Ebenezer Childcare Center GSRP program. You give your permission for school personnel to discuss information relevant to your child.

**Medication Form** – This form is required whenever your child needs medication while in our care. The form is to be filled out by the physician and parent for all medication the student may take prescription or over-the-counter medicine. It is important for the form to be filled out completely so the staff can administer any medication. For over-the-counter medicine a Nonprescription Medication Consent Form is available.

**Licensing Parent Notification –** This center maintains a licensing notebook of all inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. This information may be viewed by the parent upon request. For more information regarding Greater Ebenezer Childcare Center licensing status please visit [**www.michigan.org/michildcare**](http://www.michigan.org/michildcare)**.**

**Illness and Vacation**

The GSRP program is state funded. We understand that your child may become ill during the school year. Please contact us if your child will not be in attendance. If a child misses 20 days of the program, we have the right to remove you from the program and put another child in your spot.

**Serious Accident/ Injury/Illness Procedure**

In the event of a medical emergency or accident, we will contact 911 and then attempt to contact the parent by telephone. A parent will be contacted by telephone to take the child home or meet to reunite with their child at a local hospital. If the parent/guardian cannot be reached, we will contact the person(s) listed on the Child Information Card designated as Emergency Contact(s). You have agreed to authorize Greater Ebenezer Childcare Center to contact your family doctor or to take whatever emergency medical measures are deemed necessary for the care and protection or your child while enrolled in our program. For minor injuries and illnesses, we will administer first aid as needed and inform the parents by telephone and incident form.

**Drop Off and Pick Up**

Parents (or a designated adult) must accompany each child into the program room each day, to sign the child in for the day. Parents must also have a designated adult pick them up. Sign-in and sigh-out sheets must ***ALWAYS*** include the time and signature of person dropping off or picking up for the day. **Any designated person, other than the parent or guardian, will be required to show identification at pick-up.**

**The GSRP staff will not, under any circumstances, release a child to an individual who is not on the child’s emergency card. Phone calls by parents to add people to the card are not acceptable. Personals picking up a child must provide picture identification. Please be sure to keep emergency cards updated with current phone numbers, including area codes.**

**Conferences/Assessments**

The GSRP staff will communicate regularly with parents about the progress of their children. We will host parent teacher conferences two times a year. During this time, we will be presenting the assessment piece we used. The child observation record (COR) is used to track and access your child’s growth. We will also go over the developmental screening we conduct on your child in September and again in April. We conduct a developmental assessment called ASQ; Ages and Stages Questionnaire.

**Medical**

Regulations require us to maintain information on each child:

* Child Information Record
* Health Appraisal
* Shot Records

For the protections of all children and staff, a child my not attend if there is evidence of any of the following symptoms:

* Temperature of over 99°
* Intestinal disturbance accompanied by diarrhea or vomiting
* Any undiagnosed rash
* Sore or discharging eyes or ears
* Profuse nasal discharge

If the child has been exposed to any contagious disease, such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, or scarlet fever, please report this to the Center immediately. If a child develops any of these symptoms while at the Center, s/he will be isolated. A parent will be contacted to take their child home. **IT IS THE RESPONSIBILITY OF THE PARTENT TO BE SURE THAT THERE ARE ALTERNATIVE ARRANGEMENTS AVAILIBLE IN THE EVENT THAT THEY CANNOT RICK UP AND ILL CHILD.** There may be occasions to provide a doctor’s permission to return. Or further information please visit [**www.michigan.com/mdch**](http://www.michigan.com/mdch).

**Immunizations**

No student may be admitted without proof of current immunizations as well as a physical. Parents who need help to find out about community resources, which offer assistance in obtaining free and/or low-cost immunizations, should call the school for more information. Page 12

**Immunization Requirements:**

State laws require that all students (PreK-12) are immunized against diphtheria, tetanus, whooping cough, measles, rubella, and polio. The child’s grade upon enrollment in our school will determine whether the mumps immunization is required for admission. • Parents must provide documented evidence of all immunizations no later than the first day of school. • No child will be permitted to attend school unless he/she is fully immunized or has begun his/her immunization schedule. • The only exception to these requirements is for children whose immunizations are medically contraindicated or children whose parents file each year a written objection based upon religious or philosophical objections.

**Hand Washing Policy:**

Upon arrival at the center, children must wash their hands. Per Childcare licensing, hand washing means to cleanse the hands with soap and warm water for at least 20 seconds. Guidelines for hand washing shall be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

**School Illness**

Temporary care for an ill child: They will be separated from the children and will be placed in the office until a parent picks them up. A child may also be excluded if he/she exhibits any other condition which may be considered contagious to others. **A child must be excluded until he/she is fever free for 24 hours without the use of medication or unless the doctor provides a written note.**  If your child has an undiagnosed rash, we need a doctor’s note to return to class. If a child becomes ill or shows the above symptoms the parent/guardian will be called, the sick child will need to be picked up within the hour. After notifying the parent/guardian and a sick child has not been picked up in a timely manner, other persons listed on the emergency card will be notified. We would appreciate a phone call and information about your child’s illness, should your child not feel well enough to attend school. We ask that you follow these rules in order to help keep everyone healthy.

**Medication**

Medication will not be given to any child unless the parent completes the Medication Permission Form. All medication must be given in the original container with the child’s name, date, type of medication, amount and the times of dosage to be given clearly noted on the label. Parents are required to give the medication to a staff member so it can be stored properly. Staff will record the date, time dispensed and the amount dispensed each time medication is administered. If medication requires food with it, crackers will be given. Medication left at Greater Ebenezer Childcare Center without instructions or that has expired will be discarded.

**Medical Emergency**

In the event of a medical emergency or accident, we will first attempt to contact the parent. You have agreed to authorize Greater Ebenezer Childcare Center to contact your family doctor or to take whatever emergency medical measure are deemed necessary for the care and protection of your child while enrolled at Greater Ebenezer Childcare Center. For minor injuries we will administer first aid as needed and inform the parents verbally or through written notification.

**Child Abuse Policy**

All staff of Greater Ebenezer Childcare Center are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected, it will be reported to the Michigan State Central Registry.

**Daily Routine**

Our program is carefully planned to meet the needs of the children. Each Childcare classroom will include physical, cognitive (including math and science), language, literacy, communication, interpersonal skills and relationships, creative arts, dramatic play and construction according to the interest of the child(ren). Below is a sample of a daily routine:

* Greeting/Message Board/Morning Snack
* Large Group
* Small Group/Tooth Brushing
* Planning Time
* Work Time
* Recall Time
* Outside/Indoor Play
* Lunch
* Rest Time
* Outside Time
* Small Group/ Story Time
* Large Group Time/ Supper/Dismissal

**Items from Home/ Birthdays**

Please do not send toys or personal items from home. We will not be responsible for lost or broken items. We will make sure that your child’s birthday is recognized, however, outside treats/food are not permitted.

**Dress**

Have your child wear clothing that is comfortable and appropriate for indoor and/or outdoor play and messy activities. Students wear red shirts and tan bottoms. Child(ren) must wear closed-toes shoes year-round. Keep in mind the changeability of the weather in Autumn and spring and provide a sweater or jacket, once cold weather arrives, head covering, mittens, gloves, snow pants and boots will be necessary when going outside daily. Please label all your clothing with your first and last name. Please provide an extra change of clothes.

**Outdoor Time**

Greater Ebenezer Childcare Center is required by the State of Michigan to provide daily outside time year-round weather permitting. We will use our best judgment to determine outside time. Please dress your child for seasonal temperatures. If your child is well enough to attend school, he/she will be expected to participate in all classroom activities including outdoor time.

**Rest Time**

G.S.R.P. students will have a rest-time each day. We will provide a sheet and blanket for cots. Children are not required to sleep but are required to rest on a cot and/or participate in a quiet activity for at least an hour daily.

**Toileting**

**Preschool Toileting:** Childrenenrolled in programs serving 4-year-olds are expected to be toilet trained. If a student is not fully toilet trained, there will need to be a plan in place for the teacher to be notified of the current status of potty training. We will work with all the families. Please ensure we know your child is not potty trained prior to the first day of school.

**Nutritious Lunch/ Snacks**

*Preschool nutrition* is extremely important to your child’s *healthy* physical and *mental* development! A proper balance of **healthy snacks** and *healthy* *lunches* will make your child(ren) feel great, provide healthy productive energy, as well as improve their concentration, development and individual dispositions.

Our program provides well-balanced meals to the children free of cost. Food service will also work with food allergies and religious preference. Please ensure the Program Director is aware of any allergies and/or religious preference prior to the start of school.

“In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at 800-877-8339; or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer (Rev. 82012)”

**Staff & Volunteers**

Within Greater Ebenezer Childcare Center, all children under our supervision are provided high quality educational experiences. We are committed to ensuring all staff and volunteers undergo an interview and screen process prior to their contact with youth in our facility. Outlined below are the required guidelines use to facilitate the screening process of all staff and volunteers.

1. All staff and volunteers shall always provide appropriate care and supervision of children.
2. All staff shall be of a responsible character and suitable to meet the needs of children.
3. Both of the following shall be developed and implemented:
4. A written screening policy for all staff and volunteers, including parents. The written screening policy shall include when a staff member cannot be present at the center
5. A written policy regarding supervision of volunteers, including volunteers who are parents of a child in care. The written volunteer supervision policy shall include when a volunteer shall not have unsupervised contact with a child in care.
6. A criminal history check using the Michigan department of state police internet criminal history access tool (ICHAT), or equivalent, for a person’s state of official residence, shall be completed before making an offer of employment to that person. A copy of the ICHAT shall be kept on file at the center.
7. A staff member shall not be present in the center if he or she has been convicted of any of the following:
8. A listed offense, as defined in section 2 of the sex offender’s registration act, 1994 PA 295, MCL 28.722.
9. Child abuse or child neglect.
10. A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
11. Documentation shall be on file at the center that a volunteer has not been convicted of any of the following before having unsupervised contact with children:
12. A listed offense, as defined in section 2 of the sex offender’s registration act, 1994 PA 295, MCL 28.722.
13. Child abuse or child neglect.
14. A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the center.
15. A staff member shall not be present in the center until there is documentation from the department of human services on file at the center that he or she has not been named in the central registry case as the perpetrator of child abuse or child neglect.
16. Documentation from the department of human services that a volunteer has not been named in a central registry case at the perpetrator of a child abuse or child neglect shall be on file at the center before having unsupervised contact with a child in care.
17. If a staff person has resided outside of this state as an adult within the 10 years immediately preceding the date of hire, a criminal history check equivalent to Michigan department of state police internet criminal history access tool (ICHAT) and the department of human services central registry clearance shall be requested for all states of previous residence during those 10 years. The out-of-state request and any responses shall be kept on file at the center.
18. The documentation shall be updated every 2 years at renewal and upon request by the department and shall be kept on file at the center.
19. A written plan to ensure compliance with section 3 of the child protection law, 1975 PA 238, MCL 722.623, shall be developed and implemented.
20. A written statement shall be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the information:

(a) The individual is aware that abuse and neglect of children is against the law

(b) The individual has been informed of the center’s policies on child abuse and neglect.

(c) The individual knows that all staff are required by law to immediately report suspected abuse and neglect to children’s protective services.

1. All staff and volunteers will have verification of communicable tuberculosis test and training in CPR.
2. All staff and volunteers will receive sixteen hours of professional development annually on topics relevant to their job responsibilities.

**Confidentiality**

Due to the sensitive nature of information, staff will always keep information confidential. It is imperative that you keep sensitive information confidential. Any informational about children or their families must be shared on a “need to know” basis only. Thus, be very sensitive about discussing children’s developmental needs and family information in public places such as the hallway. Also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great early care and education.

**Students Records and Confidentiality**

Student Records The school records of all students will be kept confidential and will be maintained on site at the school. The parent/guardian of the students, who are under the age of eighteen, are entitled to review their child’s school records upon written request and in the presence of school staff. In situations where the parent of a student is divorced or separated, each parent, custodial and/or non-custodial, has an equal right to review the child’s records unless a court order specifies otherwise.

Personal school records will not be furnished to any other person (except school staff) unless there is written consent from the student’s parents or from a student who has reached Page 13 the age of the majority. Release request forms are available in the admissions office. This is to ensure the student's records are kept confidential at all times!

Parents should also obtain a copy of their child’s student records from all the previous schools attended. This will help the academy learn more about the specific educational needs of each student. If parents do not have such records, we will request that they sign a release form so that the academy may request past records directly from the schools.

**Parent Involvement**

A quality early childhood program following the GSRP model conducts a minimum of two home visits and two parent-teacher conferences annually for every child and family. In promoting a partnership between parents and teachers, home visits provide the means for observing children in their home environment and encouraging parent involvement. Please be kindly informed, home visits **ARE NOT** optional, and the meetings offer the opportunity for the discussion of progress, goals, support and strategies that the Lead Teacher, Associate Teacher, and parents can provide. Maintaining this link strengthens the parent teacher partnership, learning at home and creates positive experiences for the child. Parental involvement also takes place at the center for parent teacher conferences and as needed per the request of the parent. Parental feedback and participation in the child’s education is a necessary component to the collaboration process.

Parent(s) are also strongly encouraged to attend the following: 1. Data Analysis Team Meeting which is made up of teaching teams, supervisor, parents, Early Childhood Specialist/Stakeholders will meet three times per year to do the following: Analyze aggregated program and child outcome data, set goals and monitor progress toward goals and Kindergarten Readiness. 2. GSRP Local Advisory Committee meetings to instill confidence in parents as active group members and decision makers. Includes representation from GSRP teaching staff, one parent for every 18 enrolled children. The focus will be on local considerations, including recruitment/enrollment, Preschool Program Quality Assessment (PQA) results and child outcome data and will meet twice per year. During the mid-year meeting Kindergarten Transition is also discussed. Parent Responsibilities: Ensure your child attends preschool regularly. Attending Parent Involvement events. Events are orchestrated to improve parenting skills and preparation in meeting each child’s needs. Additionally, the sessions provide parents with parenting tools and supportive information. Read GECCC communication and stay informed of all GECCC updates and events.

**Program Dismissal**

The following circumstances may result in a child being dismissed from the Greater Ebenezer Childcare Center GSRP program:

* Incomplete registration forms, including health appraisals and/or no immunization record
* Harm or threatened harm to any child, staff member, or volunteer
* Verbal or Physical abuse
* Inappropriate touching or sexual conduct
* Profanity, obscene language or gestures
* Bullying, teasing, and ongoing name calling
* Inappropriate parent conduct

**Program Withdrawal**

Two weeks' written notice is required to withdraw from the GSRP program. Please notify the Program Director if your child is withdrawing from the program as soon as possible.

**Child Abuse & Neglect Policy:**

Act No. 238 of 1975, as amended in 1998, states in Section 3: “A physician, coroner, dentist, registered dental hygienist, medical examiner, nurse, a person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, certified social worker, social work technician, school administrator, school counselor or teacher, law enforcement officer, or regulated childcare provider who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse to the department. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff of a hospital, agency, or school of his or her finding and that the report has been made, and shall make a copy of the written report available to the person in charge. One report from a hospital agency, or school shall be considered adequate to meet the reporting requirement. A member of the staff of a hospital, agency, or school shall not be dismissed or otherwise penalized for making a report required by this act or for cooperating in an investigation.” By law, CPS must keep their referral sources confidential. Any physical marks or injuries should be noted. If photographs of injuries need to be taken, usually the police will take them. When there is “reasonable cause” to suspect that a child has been abused or neglected, it should be reported to CPS. It is their job to investigate and determine the seriousness of the incident. If you are not sure, call. They will advise you as to whether or not you have sufficient reason to report. When you call to report an incident: CPS checks their computer to see if there is a prior record of abuse or neglect. Usually CPS will tell you whether or not they plan to investigate the case. If they expect to investigate, they will give you a number for the case. The case is assigned to a worker who has 24 hours to investigate the case. It is very important that the student feel he/she can safely return home after reporting the incident. If the student is fearful of his/her safety at home, the principal, counselor, or social worker should explore alternatives with the student so that a safe place can be arranged for the student to go after school. The police will also want to be involved in this process.

CPS Office The Adult Medical Services

3040 West Grand Blvd., 4-250

 Detroit, MI 48202

(313) 664-6900

**Discipline Policy**

It is our goal to provide a safe and caring environment for all children in our programs. Our policy regarding behavior follows developmentally appropriate practices and expectations. The conflict Resolution steps followed by HighScope

* Respect the rights and property of others.
* Act in a courteous and cooperative manner.
* Use acceptable and appropriate language.
* Be responsible for their actions.
* Follow caregiver instructions.

Staff will use re-direction, logical consequences and talking with the child to correct inappropriate behavior. All of these methods help to encourage self-control, self-direction and cooperation.

Should disruptive behavior occur, the following steps will be followed:

1. The teacher talks with the child, the teacher observes and documents incidences to determine frequency and severity of behavior.
2. Teacher will notify parent/guardian of the inappropriate behavior and seek input and support; teacher will continue to observe and document behavior.
3. Program Director and teacher will speak to parent/guardian and seek permission for referral of the family.
4. Program Director and teacher will follow-up with parent/guardian regarding referral.
5. If the family is actively involved in the referral process and the extreme and persistent behavior continues, the child will be suspended for a time determined by the Program Director. If the behaviors after the suspension and re-entry, the Program Director and teacher will meet with the parent/guardian to decide further course of action. If the family has not initiated and/or is yet actively involved in the referral process, the child will be suspended. At this point the child’s behavior inhibits the safe and secure feeling of all in the classroom.

A child may be suspended from the program due to:

* Hitting or kicking staff, or other children.
* Disruptive behavior.
* Threaten bodily injury to staff or other children.
* Documented evidence of unsuccessful adjustment.
* Parental threats of injury to staff, children or volunteers.
* A child who has not been able to adjust to behavioral recommendations may be dismissed from the program. We follow the conflict resolution/no suspensions.

**Grievance Policy:**

* Grievance should be raised directly and confidentially with the Center’s Office Management.
* The grievance will be dealt with at the earliest possible opportunity.
* If the problem is not resolved then the matter must be addressed in writing to the Center Director.
* The Center Director will follow up with a phone call. If the above steps are unable to resolve the matter; Our WRESA Early Childhood Specialist will become involved. All matters will be treated confidentially.

The Program Director/Owner may assign an investigator to gather relevant documents, interview witnesses, and make a recommendation as to necessary action. If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The district recognizes that determining whether a particular action or incident is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of incident, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students and parents are expected to act responsibly, honestly, and with the utmost candor whenever they present discrimination allegations or charges against fellow students, a staff member, or others associated with the district, or third parties.

**Referral Policy:**

If an educational referral is needed families will be given the Wayne County Help Me Grow – Referral Glossary to follow up with programs offering services in Wayne County which is directly linked to the ASQ (Ages and Stages Questionnaire).

If family concerns arise regarding additional needs please discuss with the **Program Director/Owner- Ms. Beverly Jones** who will provide guidance and assistance regarding additional community service information as well as follow-up within one week of the documented concern to ensure family needs are addressed and adequately met.



**Parent Notice of Program Measurement**

Greater Ebenezer Child Care Center 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:

• Greater Ebenezer Child Care Center, 18751 Fenkell, Detroit, MI 48223 ~ 313-273-3970

• The MDE Office of Great Start, Early Childhood Education and Family Services, at

 o mde-gsrp@michigan.gov,

 o 517-373-8483, or

 o 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.

\* Provided to parents upon enrollment and/or included in the GSRP Parent Handbook.

Greater Ebeneezer Child Care Center



Prek Parent Handbook Acknowledgement Form 2022-2023

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , state that I have read and fully understand the policies/procedures and expectations set in the Prek Parent Handbook. I will abide by these policies, and I understand the consequences of not adhering to the guidelines set forth in Greater Ebenezer Child Care Center's Prek Parent Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Signature Date

Greater Ebeneezer Child Care Center





**2017-18 School Year Calendar**

***October 1*** 1st day of School - **Welcome Families!**

***October 6 Parent Meeting/Meet ‘N Greet @ 9:00 AM***

**November 23-24** School Closed-Thanksgiving Holiday

**December 1, 8, & 15** Parent Teacher Conferences (On-Going Fridays @ Convenience of the Parents)

**December 25 – Jan. 6** School Closed-Christmas Break

**January 8** School Reopens

**February 2, 9, 16, & 23** 2nd Home Visits (On-Going Fridays @ Convenience of the Parents)

**January 15** School Closed-MLK Holiday

**March 30- April 6** School Closed-Spring Break

**April 9**  School Reopens

**April 2018**  Parent Meeting- Kindergarten Round Up

**April 13, 20 & 27**  Parent Teacher Conference (On-Going Fridays @ Convenience of the Parents)

**May 2018** 2018 High Scope International Conference- Professional Dev.

**June 28** Last day for Students

**June 29** Last Day of School for Teachers