



Early Childhood Education and Extended Day Programs

Parent Handbook

Programs

Parent/Child Pre-K
Half-Day Pre-K
Full-Day Pre-K
Wongertarten
Kids' Club
Club Mid



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Philosophy

Our program exists to meet the real needs of children, provide them the freedom to enjoy childhood & put their physical, emotional & intellectual well-being first. We recognize & respect each individual's learning style, thought process, cultural background & unique developmental level. We know children accomplish their best learning through play & social interaction.

THEREFORE, the child is our curriculum.

- The interests and skills of children determine classroom activities.
- We continually address children's social, emotional, physical and cognitive development through play experiences.

We honor and respect each individual's unique characteristics.

- We embrace individual differences.

We help to establish a community that is home to the child and family.

- We value each child's culture.
- We thrive in a cooperative, collaborative school atmosphere.

We believe that all children want to succeed.

- Mistakes are learning opportunities.
- We encourage and promote divergent thinking.
- We encourage children to engage in new challenges.

We know that children are capable, competent problem solvers.

- We practice skills of negotiation including "I" messages and conflict resolution.

We recognize that effective communication is the basis for every success.

- We listen to and respect children; what they say is important and valued.
- We use language, which enhance children's critical thinking skills.

With children we discover the empowering practical applications of being caring, life long learners.

- We all learn and make connections.

*We prepare the classroom environment to support these challenges.
Learning is not a "race" of information, but a "walk" of discovery . . .*

Approach

Our curriculum is child originated and teacher framed in approach. The role of the staff is to create an atmosphere of respect and autonomy: a climate in which there is a balance of reason, choice, trust, safety, spontaneity, appropriate limits, and challenge.

1. Children's comfort and success require flexible classroom management.

- a. Time schedules are always approximate.
- b. Routine (a sequence of activities) is "generally" predictable.
- c. Timing is responsive to children's needs.
- d. Program planning reflects the current interests of the group.

2. A wide variety of developmentally appropriate materials and experiences are offered.

- a. Children have unimpeded access to materials.
- b. Materials have many optional uses.
- c. The expectation is that children are often messy.

3. Classrooms are conducted in an atmosphere of emotional safety for all.

- a. Divergent thinking is encouraged and respected.
- b. Mistakes are learning opportunities.
- c. Our focus is on intrinsic motivation.

4. Respectful behavior is consistently modeled, taught and expected.

- a. Personal situations and mistaken behavior require individual attention.
- b. We recognize, accept, and deal with feelings as they arise.

Absences

Please call the site or Early Childhood office or classroom teacher to report any absences or deviations in scheduling. Parents must pay for any space that is reserved regardless of attendance. (Also see Vacation Time)

Accident and Emergency Information

Parents are required to complete **two copies** of the Child Information Record. Every space on the card **must** be completely filled in. **Please include cell phone and pager numbers.** When an accident or injury requiring professional attention occurs, the information on the Child Information Record is utilized to contact the parents or the emergency contact person if the parents cannot be reached. In the event of an accident or injury requiring immediate medical attention, an ambulance will be called and the child will be transported to the nearest hospital (determined by ambulance driver). Teachers will inform parents of any minor injuries that occur while a child is at school. It is the parent's responsibility to update emergency information as necessary.

Adding Days / Trading Days

Occasionally the need arises for families to add a day to their schedule. We understand that family emergencies come up from time to time. Arrangements **may be made only through the EC office or Head Teacher and are dependent upon available space and staffing.** An Add On Form must be completed and a higher fee is charged for added days. Parent/Child Pre-K and Half-Day Pre-K classes cannot accommodate added days. **Trading days** is not allowed. *Please note: Once the form is processed refunds are not available even if care is not used.*

Admission

The guidelines for placement of children in the Early Childhood programs are:

Pre-K Programs: First are those children living in the NPS district (Early Childhood Education families currently enrolled are placed first, new families are placed second); next children of NPS employees; and lastly children from outside the Northville Public Schools district.

School Age Programs: First children living in and attending an NPS district school (Early Childhood Extended Day families currently enrolled are placed first, new families are placed second); next children living within the Northville District not attending a Northville Public school; then children of NPS employees; lastly children who live outside the NPS district.

You may register your child for the program of your choice (subject to availability and sufficient number of registrants) by completing the APPLICATION/CONTRACT FORM and paying the registration fee (plus the first four weeks of tuition after August 1). In addition, all of the forms included in the Registration Packet must be completed and returned at least one week prior to your start date. These forms include Family Information Form, Health Appraisal Form (signed and dated by a physician), two copies of the Child Information Record and Permission Form.

Your child **must be completely self-sufficient** in all areas of toileting (with the exception of the Parent/Child Pre-K Classes) and meet any age requirements indicated in the specific program. (Also see Toilet Learning) Birth certificates must be provided upon request.

All prior accounts must be paid & be current for re-enrollment priority & placement status. Accounts with past due balances will be placed on a waiting list until current. (Also see Registration)

Allergies/Medical Conditions

Minor allergies should be listed on the Child Information Record and Health Appraisal Form. In the case of severe/life threatening allergies or medical conditions, we require the parent and physician to complete an Individual Emergency Health Care Plan and Medication Prescription/Parent Authorization Form and submit it with a current picture of the child and required medications. This plan will be available in the classroom for the staff to reference. (If the allergy is food related, also see Food Restrictions.)

Animals/Classroom Pets

Animals may be brought to visit a program with the Head Teacher's permission. Pets or visiting animals must have documentation from a veterinarian showing the animal is fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children. The animal must be in a cage to protect it and the students. Animals which cannot be caged may be brought to the building by a parent at the time they will be used and must be taken home at the conclusion of use. Head Teachers must be aware of student allergies and plan accordingly. No reptiles of any kind are allowed as classroom pets. *Please note:* Classroom pets are no longer permissible.

Assessments

See the "Curriculum Guide, pgs. 10 – 12," which is available on our website.

Child Protection Laws

Early Childhood is mandated by the Child Protection Law of Michigan to report to the Family Independence Agency any "suspected case of abuse, neglect, child sexual abuse or sexual exploitation." If abuse is suspected and the offender is thought to be a parent, a report will be made to the Family Independence Agency (FIA). When there is suspected abuse and the offender is thought to be someone other than the parent, staff will consult with the licensing consultant and make a report as advised. For the sake of the child, we recommend that the child remain in the center throughout any investigation. This might be the best stable environment for the child during this time. A copy of this law may be obtained from the director of the center. Please feel free to discuss any questions you have with the Program Coordinator.

Communication

Information is communicated through a variety of methods throughout our programs. Teachers use e-mail, Parent Boards, newsletters, verbal dialogue and Parent Logs to communicate information and keep families up-to-date on their child(ren). Early Childhood publishes a monthly communication, "The Family Connection" newsletter, which updates families on program-wide activities. Through LISTSERV® you will receive important district and building level information. Also visit the Early Childhood website: www.northville.k12.mi.us/earlychildhood where you will find information regarding registration, deadlines, pricing and other information about our programs. *If translation of information is required please let us know.* (See also LISTSERV®).

Conferences

Conferences are held twice a year, in the Fall & Spring, for Full-Day and Half-Day Pre-K families. Conferences provide an opportunity for teachers and parents to come together to discuss children's growth, progress, accomplishments and experiences at home and school. Teachers are always available to schedule a time to conference with families both formally and informally as needed. As part of the conference experience, families are offered an opportunity to observe in the classroom in the Fall and Spring. This provides parents with the opportunity to observe their child, the dynamics of the classroom "in action," and to touch base with the teacher on their child's progress & development.

Confidentiality/Student Files

Children's files are located in the EC office and maintained in a locked cabinet. Information includes contracts, written communications with families, legal documents, late pick up forms, and information relating to children's education, social progress and behavior issues. The office staff, head teachers and special services staff have access to these files. Families may review their child's file upon request. Files are also maintained in each classroom which includes Health Appraisal/Exemption Forms, Family Information Forms, Observation Notes, portfolio work and assessments. Teachers, support staff, special services staff, and Licensing & Accreditation Consultants have access to classroom files.

Discipline Philosophy

The Northville Public Schools Early Childhood views discipline as a learning process through which healthy self-attitudes are fostered. Mistakes are viewed as opportunities for learning and logical consequences are utilized. Staff members use positive guidance techniques in helping children move toward self-control and cooperation. Limits and expectations are clearly stated in positive statements and are appropriate for each child's developmental level. Reasons are given whenever possible. A choice of *appropriate* behaviors is offered to allow children to participate in the decision-making process.

Dual Enrollment

We do not allow children to be enrolled in more than one EC preschool program (Half-Day Pre-K and Full-Day Pre-K). Enrollment in EC school-age programs (Kids' Club and Wondergarten) is allowed.

Extra Care

During some school breaks and half-days, Kids' Club & Wondergarten are available by **SPECIAL SIGN-UP**. Sign-up sheets are posted in the classrooms. A deposit is required for enrollment. **Please pay attention to registration deadlines.** A minimum number of students are required & space is limited.

Field Trips

See the "*Curriculum Guide*," pg. 12, which is available on our website,

Family Involvement

We welcome families to be involved in our programs. This can be done by spending time in the classroom, donating items, attending field trips, volunteering for fundraising, participating in family activities, and joining committees. Committee discussions include school improvement goals, policies, and curriculum issues. We encourage families to share their ideas and availability with their classroom teacher. Please call the office if you would like to get involved.

We recognize that parents are children's first and most important teachers. Your participation in parent education activities will help to build strong connections between home and school. Each year we offer valuable parent education opportunities targeted at developing early learning and later academic success. Your involvement is essential and valued. Please watch for information in the Family Connection newsletter or call the office for more information.

Food Restrictions

Early Childhood requires completion of the Food Restriction Form in the case of allergies and/or special diet restrictions. The information must include the name of the substance causing the allergy, the severity of the allergy and substitutions in the food program, if necessary. When the completed Food Restriction Form is returned to the EC office, it will be forwarded to our Food Service Department and they will make the necessary food substitutions for breakfast and snack, if applicable. Changes may require a two-week notice. (Also see Allergies)

Illness

When a child becomes too ill to participate in regular activities or shows symptoms of a contagious disease, parents will be contacted to take their child home. If the parent cannot be reached, the emergency contact person will be called to take the child home. The child will remain in the classroom until the parent arrives. It is important that arrangements are made to pick children up promptly (within 30 minutes). EMS will be contacted whenever school officials deem it necessary. Sick children recover fastest in a comfortable home environment. It is very uncomfortable for children who are sick to remain at school, and such a situation may compromise the health of other children. The following symptoms will be considered evidence of communicable disease:

- | | |
|--|---------------------------------------|
| 1. FEVER – any temperature over 100 degrees F (even less if child acts tired, listless or out of sorts).
Child must be fever free without aid of medication for 24 hours before returning to school. | |
| 2. RASH – exclusion from school until the cause has been determined by a physician or designated health care professional to be non-contagious | |
| 3. Unusually pale or flushed skin | |
| 4. Sore throat | 8. Any draining sore |
| 5. Red or watery eyes, or conjunctivitis | 9. Diarrhea |
| 6. Persistent cough | 10. Lice, Scabies or Ringworm |
| 7. Upset stomach or vomiting | 11. Any and all communicable diseases |

Any cases of infectious diseases must be reported to the office immediately. Other parents will be notified and a report will be submitted to the county health department. The child's name is not given in the class notification. A child must remain at home until the infectious period of the disease/illness has ended and the disease is no longer communicable.

Returning to school after an illness: Your child should remain at home until the contagious period of an illness has ended. This is for the health and safety of all of the children. Your child may return if:

1. There have been no symptoms of illness for 24 hours (without the use of Tylenol/aspirin).
2. The child has been on prescribed medication, such as antibiotics, for at least 24 hours.
3. A physician's statement is provided verifying that a condition (rash, cough, etc.) is no longer contagious.

Please demonstrate good judgement when illness dictates keeping your child home.

Immunizations and Physicals

Licensed centers are required to have current health information on all students enrolled. Early Childhood must have a Health Appraisal form on file. This form must be completed by a physician with physical information as well as immunization dates. It must be submitted to the office prior to the start of classes. Children in Kids' Club and Wondergarten should have a Health Appraisal on file at their elementary school and a Health Exemption Statement should be on file in the EC office.

Physicals must be updated every 24 months for children 33 months to 6 years of age. Immunization records must be updated according to the schedule provided by the Wayne and/or Oakland County Health Dept. A Health Appraisal form should be completed for this information. Parents who object to physical examinations or immunizations because of religious and/or personal beliefs may request an exemption waiver by providing the necessary written statements, subject to the approval of the designated Health Dept. Exemptions/waivers are available at the Early Childhood office. Records are reviewed annually in the fall. Throughout the school year, children may be excluded from our programs if the records we have on file are not current. State law requires children to have at least one dose of each of the following vaccines to be registered into a program. To continue in a program they must stay current with additional doses: Measles, Mumps, Rubella; Polio; Diphtheria, Tetanus, Pertussis; Haemophilus Influenza Type B; Hepatitis B; Varicella (Chickenpox) and Pneumococcal Conjugate.

Licensing

All EC Programs are licensed by the State of Michigan Department of Human Services. A Licensing Notebook is maintained for each of our eight (8) licensed sites. These Notebooks are kept on-site at each location. Licensing Notebooks contain the following information:

- *Inspection Reports*
- *Special Investigation Reports*
- *Corrective Action Plans*

Licensing Notebooks are available for review during our office business hours of 7:00 a.m. – 5:00 p.m. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at: www.michigan.gov/michildcare.

LISTSERV®

NPS offers a district email service. By signing up for this service, parents/community members can receive essential district and building level information via email and receive periodic updates on emerging district issues. Sign up by going to www.northville.k12.mi.us/listserv. A list of available subscriptions and privacy statements may be viewed. The EC will use this email notification to send emails to subscribers to inform about registration, timelines for returning paperwork, payments, etc.

Meals

Children enjoy lunch in our Full-Day Pre-K and Wondergarten programs. Parents may send a lunch from home or buy the school lunch for an additional cost. To purchase a school lunch: Please indicate the days you would like to buy lunch for your child on the monthly menu. Submit the menu and payment by check (*payable to Northville Public Schools*) to your child's teacher by the deadline. Wondergarten and Full-Day Pre-K staff will coordinate with Food Service staff to complete the order. Once a lunch is ordered, refunds are not available. In the event that a child forgets their lunch, food will be available. This will consist of leftover snacks, cereal, milk and whatever else is on hand in the classroom. Food Service is only able to provide lunches for children who preorder lunch. "Emergency" lunches are not available through Food Service.

All foods and beverages brought from home need to be labeled with the child's name and date. Food needs to be packed appropriately to maintain required temperatures. Refrigerators and microwaves are not available for lunches. Lunches brought from home should be nutritious and well balanced and meet the USDA's CACFP (Child and Adult Care Food Program) guidelines. Visit www.mypyramid.gov/kids for more information. Staff do not offer children younger than four years these foods: hot dogs: whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

Medications

Only **prescription** medication in its **original** container will be administered. The prescription label **must** indicate the physician's name, child's name, instructions and the proper name and strength of the medication. Medicine will be given in accordance with these instructions. **Medication will be administered only if accompanied by written authorization from a physician.** The parent or guardian must also sign the Medication Prescription/Parent Authorization Form. Any other forms required by individual building policies must also be completed. Medication will not be given unless the appropriate forms are completely filled out and signed. Medication will be administered by the staff or designee and a record of the time and amount given will be maintained.

If your child has life-threatening allergies or a medical condition, please contact the EC office to complete an Individual Emergency Health Care Plan. If medication is required a Medication Prescription/Parent Authorization Form must also be completed. We will need this on file along with a recent picture of your child. For the safety of your child all current information should be on file before starting in the program. The Individual Emergency Health Care Plan will need to be updated yearly. All students with life-threatening medical conditions are encouraged to wear a medical alert bracelet.

Negotiating Differences

If you have any concerns that involve operating practices, curriculum, or student issues, we suggest you do the following:

1. Talk directly to your child's Head Teacher, if you are not satisfied . . .
2. Talk directly to the EC Assistant Program Coordinator, if you are not satisfied . . .
3. Talk directly to the EC Program Coordinator, if you are not satisfied . . .
4. Talk to the Asst. Superintendent for Instructional Services, if you are not satisfied . . .
5. Talk to the Superintendent of Northville Public Schools.

Nutrition

EC programs provide meals & snacks that are nutritious, well balanced and appealing to children. Since appetites of young children are constantly fluctuating, it is understood that some days a child will be very hungry and other days will not want to eat much. Children are encouraged, but not forced, to eat foods that have been served to them. Menus are planned in advance and posted weekly in each classroom.

- **Club Mid** program provides a snack each afternoon.
- The **Kids' Club** program provides a snack each afternoon.
- **Wundergarten** children have a "bring or buy" lunch option each day.
- The **Half-Day Pre-K** programs serve a snack each class.
- The **Full-Day Pre-K** classrooms offer breakfast and afternoon snack daily with a "bring or buy" lunch option.
- **Parent/Child Pre-K** families may bring a snack from home.

Families who participate in the bring lunch option are asked to send a healthy balanced meal. Food and drinks must be sent in a lunch box or bag with the child's name on it. Please include an ice pack if items must stay cold since refrigeration is not available. Individual or loose items must have the child's name and date marked on them. Soda and energy drinks are not the best option for young children so they will not be served if they are sent. (See also Meals/Snacks and Parties/Treats/Holidays)

Off-Site Child Care by Staff Members

The Northville Public Schools Early Childhood does not recommend or endorse employees for outside baby-sitting positions. Employees of Early Childhood work with children in the classroom in a supervised setting. Any outside baby-sitting positions accepted by employees of Early Childhood are completely separate from, and are not associated with, the Northville Public Schools or Early Childhood in any way. In these situations, the employee is not supervised or insured by NPS or Early Childhood.

Further, staff members are discouraged from accepting off-site child care positions and are not permitted to discuss or arrange off-site child care jobs while working at or on the premises of Northville Public Schools. **Staff members may never transport children to or from any of the Northville Public Schools Early Childhood programs.**

Open Door Policy

Enrolled families may visit their specific classroom at any time during the program's regular hours of operation. (See also Visits)

Outdoor Play

Children will go outside whenever it is not raining and the actual temperature is **20°F or above and wind chill is above 10°F**. On days of high heat, children will go outside early in the day and only for short periods of time. Water is always available. The amount of time spent outside will vary according to the weather, but it is important to remember that outdoor play is fun, educational, exciting and not harmful! **Children will not be allowed to remain indoors while their class is playing outdoors for any reason.** Please pay careful attention to the weather and always send appropriate outdoor clothing. School-age programs will follow elementary guidelines.

Parties/Treats/Holidays for Full-Day Pre-K and Half-Day Pre-K Programs

If you would like to celebrate your child's birthday at school, please plan this special day with your child's teacher. A parent wishing to bring food for a special occasion (e.g. birthday or holiday) may ask the child's teacher about quantity, storage facilities and potential classroom allergy concerns. All foods from home must either be whole fruits or commercially prepared foods in factory sealed containers. (Also see Nutrition)

Our celebrations may look different from elementary school parties. Our curriculum is not built around holidays, but we do believe in the importance of family traditions and see them as a way to strengthen the connection between home and school. All holiday celebrations involve children in hands-on activities. We encourage each family to share traditions, recipes for holiday foods, and any special items that reflect their heritage and history. For this reason, each class will celebrate in its own unique fashion. Celebrations are planned by the teacher based on conversations and observations of children. The goal is to offer children consistency and experiences and allow them to be engaged in the process.

Pictures

Class pictures of students are taken annually in the Fall for Full-Day Pre-K, Half-Day Pre-K, and Parent/Child Pre-K classes.

Playgrounds

Children enrolled in Kids' Club/Wondergarten utilize the elementary school playgrounds. These playgrounds are inspected routinely by qualified NPS staff. They are not required to meet the same standards as DHS licensed centers.

Registration/Re-enrollment

Re-enrollment occurs annually in late Winter for all families currently enrolled in an EC program. Currently enrolled families have enrollment priority before new families for both the summer and fall programs. A registration period is held annually in the early Spring, after re-enrollment. **Summer programs require a separate registration form.** (See also "Admission" for Placement Priority)

Schedule Changes

A change to add days or change days to the schedule of Full-Day Pre-K, Wondergarten, and Kids' Club children may be made on an availability basis. A two-week notice is required and must be submitted in writing. (See also Withdrawal)

Families are permitted to change a schedule two times per school year (Sept.-June). A third or any subsequent changes will incur a \$25.00 processing fee. All changes require a two-week notice in writing.

All schedule changes for the summer programs incur a \$50.00 processing fee.

Schedule Options

All programs, with the exception of the Parent/Child Pre-K class, require a minimum of two regularly scheduled attendance days weekly.

School Closings/Snow Days

All Northville Public Schools Early Childhood programs will be closed whenever the Northville Public Schools are closed due to inclement weather or other emergency situations that may arise.

If an individual school is closed for any reason (i.e. lack of water or heat), all Early Childhood programs offered in that particular building will be cancelled that day as well. Parents are advised to have an alternate plan in place before such emergencies occur.

Accounts will be charged for the first three school closures. A credit will be issued to accounts in the event school is closed more than three days.

Sign In and Out

Please use only the designated entrance to enter and exit the building each day. In order to provide adequate security in each building, only the designated entrance will be unlocked. Note that this is the only exit to be used as well, so that locked doors are not left ajar.

A parent or designated adult, 18 years or older, must walk the child into his/her classroom and notify the teacher of his/her presence. Parents must sign children in and out on the appropriate clipboard. Parents are asked to spend a few moments in the classroom (e.g. helping child put away coat and belongings) to ease the transition from home to school.

Club Mid, Kids' Club and Wondergarten staff are not permitted to let your child walk home. Kids' Club and Wondergarten students are not allowed anywhere in the building other than approved Kids' Club/Wondergarten areas. Please do not permit your child (escorted or not) to go to his/her classroom before or after regular school hours. Once you sign your student out of our program, please remain with your child. Again, this is important in maintaining building security and assuring that all students are adequately supervised.

*A fee of **\$1.00 per minute** is assessed when children are picked up after the designated ending time of the class/program. Late pick-ups and early drop-offs are strictly against policy. A written reminder will be sent after two late pick-ups. Three late pick-ups are grounds for administrative dismissal from the program.*

Staff Screenings

All Early Childhood employees are required to complete the following screenings:

- Michigan New Hire Operations
- Department of Justice (I-9 Form)
- MI State Dept. of Human Services Clearance
- Department of State Police Fingerprint Scan (Required for new employees and required for all employees by July 1, 2008.)
- Criminal Conviction Record Release
- Medical Screenings (Physical and TB Test)
- Submit copy of Driver's License

Support Services (Special Needs)

We work closely with other departments in the district including Special Services, Food Services, ELL, Transportation, etc. to meet individual children's needs to the extent possible. Examples: IEP participation, Medical Plans/Food Allergies, Behavior Plans, Social Work intervention.

Time of Operation

Club Mid is in session from school dismissal until 6:00 p.m. Regular **Kids' Club** is in session from 7:00 a.m. until the start of school and from school dismissal until 6:00 p.m., Monday through Friday. **Wondergarten** is in session for a.m. Kindergarten students until the end of the school day and p.m. Kindergarten students from the start of the school day until p.m. Kindergarten begins. Club Mid, Kids' Club and Wondergarten follow the Northville Public Schools calendar and are only in session on school days. During school breaks and half days, Extra Care Kids' Club and Wondergarten services *may* be available **by special sign up only**. Sign up sheets for these days are posted in the classroom. Please pay careful attention to the days and deadlines. (See also Extra Care)

For Full-Day Pre-K, Half-Day Pre-K, and Parent/Child Pre-K schedules please see the individual program calendars.

A full-day program (7:00 a.m. - 6:00 p.m.) is offered during the summer months for Kids' Club and Full-Day Pre-K. A partial day, eight-week program is offered for preschool. (See Registration/Re-enrollment)

The Early Childhood programs do not operate on days when school is cancelled due to an emergency situation (i.e. snow days) or emergency conditions.

Toilet Learning

All children must be self-sufficient in all aspects of toileting. "Pull-ups" are not acceptable, including at nap/rest time. Children must be self-sufficient in all toileting hygiene matters, including wiping. This does not pertain to the Parent/Child Pre-K classes where parents remain present throughout the session.

We understand children may have an occasional accident. Repeated accidents (more than 2 per week) will be handled with a problem-solving meeting with the staff & families. Please remember to dress children in clothing promoting self-sufficiency. Overalls & belts can be difficult for children to manage.

Transitions

Parents are often bewildered by a child who has a difficult time during the transition from home to school ("*I don't want to go to school!*" or "*I don't want you to go to work.*") only to return later to a child who doesn't want to leave school! Your child is most likely letting you know that s/he is comfortable in both settings. Here are a few tips to make each transition a little smoother for you and your child:

From Home to School

1. Talk to your child in advance about what will be happening and alert him/her of any schedule changes. Reassure your child as often as necessary that you will be back. If someone else will be picking him/her up, make sure your child knows it. Please do not promise a specific time.
2. Establish a "routine" with your child each morning at school: i.e. help your child put away his/her belongings, get involved in an activity, or have a special way of saying good-bye. When you are about to leave, give your child a 3-minute warning (an advance warning helps in most situations with children).
3. Let your child know when you are leaving rather than "sneaking away"! Though it may be easier for you to leave while your child is not watching, it is more difficult for your child.
4. Once you have said you're leaving, do it without hesitation. A teacher will take as much time as necessary to comfort your child. You are welcome to call the classroom to ask how your child is doing.

Note: Older children still need an established routine and a warm good-bye! A rushed beginning always makes the day more difficult.

From School to Home

1. If your child is not ready to leave, please give him/her a timeframe (2-3 minutes). This gives your child the opportunity to finish an activity, say good-bye to a friend, give a teacher a hug or put on his/her outerwear without being rushed.
2. Help your child clean up the materials s/he is using. This will help reinforce taking responsibility for one's own materials.
3. Once three minutes or so have elapsed, tell your child it's time to leave and then follow through. If your child is still reluctant, you can say, "It's time to leave now. You can come by yourself or I will help you," and then do it.
4. Avoid telling your child that you will leave without him/her. It's a threat that you can't follow through on and is often frightening for young children.

Tuition Payment Procedure

Upon registration, parents are required to pay the registration fee, which **is non-refundable**. **All fees are due on the first of the month or the 1st four weeks of tuition (after August 1st)**. A \$25.00 late fee will be assessed if payment is not received in the Early Childhood office within ten (10) days of the due date. A fee will be assessed for early drop-offs or late pick-ups, a practice that is strictly against policy. A \$25.00 NSF fee will be assessed on any returned checks. Refunds are given in accordance with the withdrawal policy. **Parents must pay for any space that has been reserved, regardless of attendance.** There are no refunds or credits given when a child is absent for any reason during a period for which space has been reserved. Staff is scheduled in proportion to the number of children scheduled and must be paid whether or not children are present.

Tuition Payment Procedure (continued)

Please make payments by check or money order payable to Northville Public Schools or by signing up for EZ-EFT (Electronic Funds Transfer - automatic direct payments from your checking or savings account). *See our website for more information on the EFT.* Always remember to include your children's names in the memo of your check. Parents may mail payment to NPS Early Childhood, pay in person at our office, or drop their payment in any of three drop boxes located at Main Street, Ridge Wood, or Thornton Creek. **We are unable to accept cash or credit card payments.**

Vacation Time

With the exception of Full-Day Pre-K, programs operate according to the NPS calendar. Fees are not assessed during school vacation periods. **Additional vacation time free of charge is not permitted.**

The **Full-Day Pre-K** program operates on a different calendar. Days and times of operation are indicated on the Full-Day Pre-K Calendar. Fees will not be assessed during the times the center is closed. **Full-Day Pre-K Vacation Policy:** Children enrolled during the school year period are permitted one week of vacation time without charge (a child enrolled five days per week has five vacation days, a child enrolled two days per week has two vacation days, etc.). Children enrolled after the start of the school year will have their vacation days prorated.

Summer Programs Vacation Policy: Children enrolled for the entire summer program (June through August) are permitted one week of vacation time without charge. Parents need to notify the EC office in writing 2 weeks prior to using their allotted vacation days. Accounts will be credited in August.

Volunteers / Visitors

Early Childhood staff are required to supervise all volunteers including parents. Criminal and DHS screenings are required for any volunteers to be independently responsible for children.

Visits

The Northville Public Schools Early Childhood has an open-door policy for parents of children enrolled in the program. Parents are welcome to stop by and observe in their child's classroom at any time during the day. Visits can be unannounced or arranged in advance if a parent would like to participate in a particular activity, such as a field trip. Observing and/or participating in the classroom can provide additional insight into a child's school experience. Periodic visits may also make school adjustment go more smoothly. Classroom teachers can offer hints on how to make a smooth departure after a visit.

Withdrawal

NPS Early Childhood must be notified **in writing two weeks** in advance of withdrawal or schedule changes. Families are allowed two schedule changes during the school year. Additional changes will incur an additional schedule change fee of \$25.00. Families are eligible for a tuition refund for days already paid beyond the required notification. (See also Schedule Changes)

The following are grounds for administrative dismissal of a child from NPS Early Childhood:

1. Tuition is late two weeks or more.
2. Repeated failure of parents to comply with the policies of NPS Early Childhood.
3. The presence of a child who poses a threat to the physical, emotional or mental health of other children, or who demands an inordinate amount of adult attention/supervision.
4. Failure to provide up-to-date health and immunization records in accordance with the policies of the Wayne or Oakland County Health Departments.
5. More than three failures of a parent or authorized substitute to pick up a child/children by the scheduled ending time of the program/class.