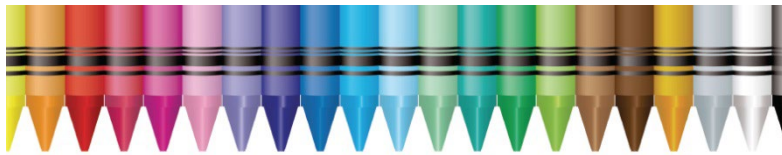


CHURCHILL PRESCHOOL

PARENT HANDBOOK

Ms. Julie Tuck,
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Churchill High School



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Welcome to Churchill Preschool!

Hello!

I would like to welcome you and your child to Churchill Preschool!

Churchill Preschool is a training site for high school students in the child care field. The program has been in operation for more than 40 years.

We like to think of our preschool as a place where children, parents, and high school students experience personal growth and develop a sense of community; a place where everyone is considered unique and accepted; a place where laughter, play, and learning are cherished.

In my role as director and high school teacher, I administer a center focused on development of both the preschool child and the high school student. I am pleased to have the privilege and challenge of each position.

Sincerely,

Ms. Julie Tuck,
Preschool Director/High School Teacher

Educational Philosophy

The preschool program at Churchill strives to educate the whole child: physically, intellectually, socially, and emotionally.

Our staff has studied the research of leading psychologists and educators, which is reflected in planning educational experiences and interactions with preschool students.

We recognize that each child is a unique individual, brought to us by a unique family. We recognize and respect each family's diversity, and work in cooperation with the family to provide support for the young child.

Children learn best when their efforts to develop are supported both at school and at home. We emphasize the needs of each child, and provide educational opportunities for each child to learn at his or her own pace. Numerous open-ended activities and explorations invite children to observe, explore, investigate, and experiment. As a result, children will learn to think critically, solve problems, and make decisions. Learning becomes an active process, both physically and mentally.

Our classroom environment is designed to encourage this active learning process through the use of active, quiet, group, one-on-one, and independent learning times throughout the day. Our goal is to provide a preschool experience that will help a child grow into a responsible, independent, and caring person.



Program Goals

Churchill Preschool is an Early Childhood vocational training program located in Churchill High School. Churchill Preschool has three main objectives:

1. To enhance the total development of the children in our program.

We will provide pre-kindergarten children, aged three to six, opportunities to develop physically, socially, emotionally, and intellectually. We will encourage this development by providing a variety of developmentally appropriate equipment and activities.

2. To provide students in Churchill High School's Childcare Professional classes experience in observing and interacting with preschool children.

Students are given opportunities to gain insight into human development; to gain experience in planning and assisting with activities of young children; to become aware of the responsibilities and privileges of their future roles as parents; and to develop skills and attitudes necessary to prepare for a career in the early childhood profession.

3. For parents of preschool children to gain a better understanding of their child's total development.

Working together with parents, we encourage awareness of the needs of preschool children, and learn how to contribute to their total growth and development.

Learning Environment

The curriculum provides the framework for all classroom activities. As the children explore materials, complete activities, and interact with peers and adults, learning takes place. We promote readiness, skill development, and provide appropriate information about the world around us through the presentation of various topics and themes.

Materials in the program will be safe and age appropriate for the children. The classroom is structured to help each child feel welcome and encouraged to explore. Furniture and equipment is child-sized, safe, and accessible. During the school day, children will be provided group activities, as well as time to explore what interests them in our learning centers. Children will choose activities in the areas of art, math, science, large and small motor, dramatic play, music, and language arts. They will develop initiative and self-direction as they acquire information about the world around them, both through self-discovery and teacher guidance.

Groupings and Group Sizes

Children benefit from a variety of experiences. Certain regular periods of each day will emphasize opportunities for self-selection, spontaneous play, and learning activities. Other time periods offer teacher-directed group activities, which the children are encouraged to join. Other parts of the schedule involve regular daily routines such as snack time, clean up, etc. The Center considers every segment of the day to be important in the total program, each offering the children unique opportunities for growth and learning.

Staff ratio will be 1 teacher per 2 preschoolers in the classroom. Additional staff will be conducting observations or completing preparation of activities.

Discipline/Guidance of the Child

The center uses positive guidance in order to affect the behavior of the child enrolled. The staff is instructed in the use of positive guidance techniques. We praise acceptable behavior and use positive statements to encourage children to follow the rules. We want the child to understand that we value him/her as an individual, but his/her behavior in a particular situation may not be appropriate at that time.

The child is encouraged to participate in all activities and make a variety of activity choices during the class session. If the child has difficulty in behaving in an appropriate manner, he/she may be removed from the group for a few minutes so that he/she can regain self-control and understand what is expected of him/her.

Rules for the children are simple:

1. Do nothing to hurt yourself or another.
2. Participate in activities.
3. Use your inside voice inside the school.
4. Do the friendly thing.
5. Keep safe.
6. Walk.
7. Use equipment and materials appropriately.

Discipline Policy for Churchill Preschool

We practice positive discipline, which entails teaching children acceptable behavior without harming them physically or emotionally. This involves:

- Having reasonable expectations for behavior.
- Letting children know how you want them to behave.
- Taking steps to encourage good behavior and prevent misbehavior.
- React to misbehavior in appropriate ways.

Discipline/Guidance of the Child: Student Instructors

Giving Choices

- Giving children opportunities to make decisions for themselves to help prevent power struggles between teacher and child.

Setting an Example

- Young children learn by imitating adults. Student instructors must provide children with a positive example to follow. Student instructors will not be allowed to work in the preschool if they:
 - Use inappropriate language around the children;
 - Engage in behavior that does not put children first;
 - Are not prepared with materials.

Redirection

- Redirection involves steering a child who is misbehaving or upset to a different acceptable activity.

Example: A child is throwing a block. Student instructors may try saying, "Remember our rule: blocks are for building, not throwing. If you want to play a throwing game, you may toss these bean bags into a bucket."

Consequences

- Consequences are events that occur as a result of a particular behavior. At our center, when children continue to be disruptive, they may be given a time out.

Time Outs: A time out is a short period of time in which the child must sit apart from other children and activities. Time outs are based on the child's age. If a child is four years old, he will receive a time out that is a maximum of four minutes (no longer). The child will be told why they are in time out.

What constitutes a time out? If a child has been warned and continues to exhibit inappropriate behavior (hurting another child, using inappropriate language, damaging property, etc.), a time out will be given.

Consistency

- Consistency means acting predictably in similar situations. This does not mean that your response is always the same regardless of the circumstances. Consistency lets others know what to expect.

Schedules and Routines

Hours of Operation

Churchill Preschool starts the third week of September and ends the last week of May.

Children attend two days per week, from 8:40-10:40 a.m., on either Monday/Wednesday or Tuesday/Thursday.

Daily Routine

Circle Time: 15 minutes

Active/Dramatic Play: 15 minutes

Art: 15 minutes

Story Time: 10 minutes

Snack: 15 minutes

Math/Science: 10 minutes

Music/Sensory/Language: 15 minutes

Times are approximate and are adjusted to meet the daily needs of the children.

Our class schedule coincides with the high school calendar. Preschool will not meet on days when the high schools have in-services, exams, half days, etc. Our schedule is not affected by the elementary school calendar. Vacation schedules coincide with the Livonia Public Schools calendar.

In the event of severe weather conditions which may prevent the center from opening, please check the local news channels. If Livonia Public Schools are closed, we will be closed. Call ahead to make sure staff have arrived and that there are no problems. Likewise, should severe weather conditions make it necessary for the center to close early, you will be notified by the center so you can make appropriate arrangements for picking up your child.

Enrollment

Placement and Eligibility

Requirements for Entrance

1. **Three years of age by September 1 of year of entry.**
2. Meet health requirements as listed in the State of Michigan Child Care Licensing guidelines.
3. Completion of required forms and contracts for Churchill Preschool Center operations.
4. Submit proper application forms prior to May 15 for possible placement in the fall.
5. Agree to tuition payments as scheduled.
6. **Child is toilet trained (no diapers or pull ups, few accidents).**

Factors Affecting Placement

1. Vocational child care training component of the program.
2. Traditional educational standards establishing the class must be representative of different ethnic, occupational, family, and income groups residing in the Livonia Public Schools area.
3. Readiness of the child.
4. State licensing requirement affecting the number of children and qualified staff ratios.
5. Capacity of the program to meet individual needs of the participating child and family members.

When considering the placement of children with special needs, the well-being and safety of the child, as well as the capacity of the program to meet the needs of the family will be considered.

Tuition

April 15 - \$40 Non- refundable Admission Fee

(This payment secures your child's placement for the upcoming school year)

Due first day of fall session - \$185.00

(This payment covers the first semester)

Due first day of winter session - \$185.00

(This payment covers the second semester)

Total Yearly - \$410

In case withdrawal from the program is necessary, prepaid/unapplied tuition will be refunded. No refund of tuition is made at the end of the year of enrollment (after April 1).
Admission fee is not refundable.

Child Care Professional Students

Role of the High School Practicum Teacher

Each day, the high school staff and head teacher are committed to doing the best possible job to educate the preschool students, keeping them safe and present in planned activities. The center preplans the curriculum that provides a framework for all classroom activities. The staff promotes readiness and skill development and provides appropriate information about the world around us through the presentation of various topics and themes.

The high school staff members have successfully completed a one-year program in child development and parenting. During their second year, they will have two hours of early childhood education per week. In these sessions, high school students will work toward a professional Child Development Associate certification (CDA). They will study and practice the following competencies (Phillips, 1991):

1. To establish and maintain a safe, healthy learning environment.
2. To advance physical and intellectual competence.
3. To support social and emotional development and provide positive guidance.
4. To establish positive and productive relationships with families.
5. To ensure a well-run, purposeful program that is responsive to participant needs.
6. To maintain a commitment to professionalism.



Health and Safety

Safety

The safety of each child is of primary importance to each high school teacher and director. Childcare trainees are directly responsible for maintaining a safe environment at their work site. Trained staff members are always in the childcare center or observation booth, and are immediately available to assist with accidents. High school students are never left unattended with the children.

In the event of an accident, a parent is informed. Parents are responsible for providing complete information regarding their whereabouts during class, so they can be contacted in the event of an emergency. Children will only be released to those listed on their emergency card, unless we receive advance written notification from a parent/guardian.

Parents/guardians must check their child out during pick up.

Health Policy

1. A health record of the child (completed by a physician) is required before the child may be admitted to the center. State of Michigan health forms will be provided.
2. State of Michigan child information cards will be provided. These cards must be completed with **ALL** necessary information before the child may be admitted.
3. Parents must inform the center immediately if their child has contracted a communicable disease. Students must remain at home during illness.
4. To prevent the spread of infection, parents should observe their child *before* sending them to school, and keep them home at any signs of illness. The child may not return to school until he/she is able to participate in a normal school day.
5. The center cannot assume the responsibility of administering medication to your child. If a child is ill enough to warrant medication, he/she should remain at home.
6. If your child should become ill during the day, you will be contacted to pick up the child as soon as possible.
7. In case of an accident requiring medical treatment, the Livonia Fire Department will be notified, and you will be contacted immediately. If your child is transported to the hospital, an adult will accompany him/her.
8. A written report of any injuries will be filed by the teacher.

Emergency Procedures

In the event of an accident or emergency, parents/guardians will be contacted immediately. If we are unable to reach the parent/guardian, we will contact those listed on the child's information form. The parent/guardian will be responsible for any expenses incurred. **For your child's benefit, please keep all emergency phone numbers updated with preschool staff.**

Children with Special Needs

The preschool staff will get to know the individual needs of each child enrolled in the program. If needed, an emergency plan will be discussed with the parents to determine the best way to support the child in the case of an emergency.

Tornado/Disaster/Lockdown Procedure

In the event of a tornado or disaster warning, children will be taken to the interior room of the building (room E-508). They will remain there until the all-clear signal is sounded.

Churchill High School conducts routine lockdown drills throughout the year. The preschool will participate in these exercises and will remain in room E-508 during these drills.



Parent Responsibilities

Role of Parent

Parents are viewed as partners in their child's education. There will be several opportunities to join in on your child's education. Your participation is encouraged and welcome. Research indicates that children benefit when parents, teachers, and families work together. Parental involvement in their child's education has repeatedly shown to be a significant factor in determining a child's success in school. Positive parental attitudes toward school and learning correlate with a child's attitude toward later learning.

Parent Responsibilities

- Prompt drop off/pick up
- Escort child to center and remain until session begins
- Supervise children while on property, before and after program
- Assist with emergency information fan out, if necessary
- Return initial enrollment forms by date specified in placement letter
- Complete required forms at registration time
- Pay tuition promptly
- Notify center in advance when child will not be at school
- Prompt pick up in the event of child illness
- Issues involving children and/or the center are not to be discussed with students-in-training at any time. All problems must be directed to the head teacher.

Communication to Center - 734-744-2650, ext. 46508

Ms. Tuck can be reached by phone Monday through Friday, between 8:20 a.m. and 1:30 p.m. If your child is ill and will not be attending school, please call before class begins.

Attendance Policy

1. Parents are required to notify the center when their child will be absent.
2. The child must be dropped off and picked up promptly at the scheduled time.
3. A parent or other responsible adult must accompany the child to and from the center.
4. For the child's protection, the child will not be released to anyone other than the parent or persons listed on the child information card.
5. Parents must check their child in and out on the attendance board, located by the entrance door.

Parent Communication

Newsletters will be distributed as necessary to inform parents of events pertaining to preschool activities. Parents should check the Parent Bulletin Board and children's tote drawer daily.

Parking

Cars are to be parked in the small staff lot, located on the south side of the building. Please do not park on the curb, as doing so may block buses.

Transportation

Parents are responsible for transporting children to and from school. We do not make arrangements between parents. Parents will also be responsible for transporting children to and from any field trips.

Points of Interest

First Week of School

An orientation day will be scheduled on the first day of regular preschool. Required forms (emergency information, etc.) will be collected at that time. The child's parent/guardian must accompany them to the orientation. See "Parent Responsibilities" for further information.

Parents may remain with their child in the preschool if the child is apprehensive about staying at school without them. Young children often require the presence of a parent when making their initial adjustments to preschool.

Promoting Independence

In order to promote independent functioning, children are allowed to make as many decisions as possible within the established limitations. Children are encouraged to do such things as: replace materials in the proper place; dispose of paper plates in the proper receptacles; hang their own jackets; return their painting aprons; print their names; keep their belongings in their tote drawer; etc. We also suggest that each child bring a tote bag or backpack (labeled with his/her name) to school so that projects and belongings can be cared for independently.

Please do not allow your child to bring:

- Money
- Toy guns
- Cars
- Sharp objects
- Marbles
- Candy, gum, or food

Appropriate Dress

1. Comfortable, durable play clothes are suggested. Children may get dirty, so please remember this when dressing them for school.
2. Each child should have a complete change of clothing, labeled with his/her name, in a bag or shoebox. This change of clothing will be kept at the center for emergencies. The clothing will be returned at the end of the year.
3. Children should be dressed appropriately for the weather.
4. Children should wear gym shoes, or shoes with rubber soles. If your child wears boots to school, please be sure to bring a change of shoes in his/her bag.

Food Provided: Snack

A nutritious snack is provided during each session by the center. Children will be served water, along with items such as fruit, vegetables, crackers, cheese, or cereal. Please note that on rare occasions, we may have sweets as a special treat. If you do not want your child to have sweets, please inform us of this at the beginning of the school year.

Food served at snack time will represent at least two different food groups. Children are encouraged to try all snacks, but are never forced to eat their snack. We also encourage each child to use good manners, to serve him/herself, and to clean up their space. In the case of food allergies, parents MUST contact the staff to make arrangements for meeting the child's needs.

Birthdays are special celebrations for our preschoolers. We enjoy wishing each child a happy birthday by giving them a special treat and singing our birthday song. If you wish to send a special treat for your child to share with the class, please contact us a week in advance so we can arrange the schedule. We are happy to make it a special day for each child!

It is the policy of the Livonia Public Schools Board of Education to forbid any acts of discrimination in all matters dealing with students, parents, employees, or applicants. Livonia Public Schools reaffirms its policy of equal education and employment for all persons without regard to race, religion, color, national origin, sex, age, marital status, height, weight, or handicap that does not impair safety or necessary performance.

Inquiries concerning the application of Section 504 and Title IX legislation at the Livonia Public School District may be referred to the Director of Employee Services, or the Director of Operations.

Any unresolved concerns may be appealed through the school district appeal process.

LPS encourages both male and female students to obtain training for nontraditional jobs.

Churchill Preschool Application

734-744-2650, ext. 46508
8900 Newburgh Rd. Livonia, MI 48150

Please print.

Today's date: _____ Child's birthdate: _____

Child's name: _____ Female ___ Male ___

Name you would like used on your child's name tag: _____

Home address: _____
Number Street City State Zip Code

Child lives with: _____

Resident phone: _____ Cell: _____

Email address: _____

Additional contact: _____ Phone: _____

Father's full name: _____ Occupation: _____

Employer: _____ Business Phone: _____

Mother's full name: _____ Occupation: _____

Employer: _____ Business Phone: _____

Names and birthdates of your children (oldest to youngest): _____

Have any of your other children attended Churchill Preschool? If yes, please list name(s).

What do you hope your child will gain from this preschool experience? _____

Who will be transporting your child to/from preschool? _____

Has your child attended a nursery or preschool program before? If yes, where? _____

Which session would you like your child placed in (circle)? Mon/Weds Tues/Thurs

Please list any known allergies or food restrictions: _____

Additional comments: _____

Churchill Preschool Program: Enrollment Policy

Livonia Public School District residents will have first priority to openings at Churchill Preschool.

In selection and admission of children into the Churchill High School preschool program, decisions will be based upon the following criteria:

- a) Preference will be given to children with the Livonia Public Schools district.
- b) Age appropriateness of child.
- c) Children who were in the program the prior year.
- d) Children who have had siblings enrolled in the program in previous years.

In order to enroll in the program, children must be three (3) years old by September 1 of the current school year. Children must be potty trained.

Preschool Schedule and Tuition

Your child will attend school two (2) days per week.

The tuition rate for the 2020-21 school year is \$410.

Payment Schedule

Admission Fee: \$40 – Due April 15 (for following year enrollment)

First Semester Tuition: \$185 – Due first day of fall session

Second Semester Tuition: \$185 – Due first day of winter session

*Please submit the \$40 registration fee with application.
Checks may be made payable to Livonia Public Schools.*

Churchill Preschool Photo Release

I allow my child to have his/her picture taken and used in classroom-related brochures, websites, news publications, etc.

Parent Signature

Name of Child

Date

