

Livonia Public Schools
Mrs. Andrea Oquist, Superintendent

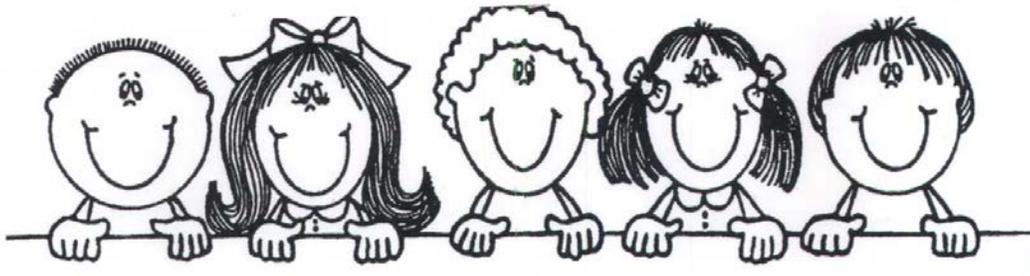


Stevenson Preschool

Parent Handbook
2018-2019

Instructor:

◆♥ Ms. Julie Foley ♥◆



◆♥◆♥◆♥◆♥ Stevenson High School◆♥◆♥◆♥◆♥

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Welcome to Stevenson Preschool

Hello!

I welcome you and your child to Stevenson Preschool! The center operates as part of Stevenson High School. The program was established over 25 years ago at Cass Elementary School as a training site for High School students in the child care field. The program moved to Stevenson High School in 1994.

I like to think of our preschool as a place that 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.

It is my role, as director and high school teacher, to 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 Foley

Preschool Director/High School Teacher

Program Goals

Stevenson Preschool is an Early Childhood Careers training program located in Stevenson High School, Livonia, Michigan. The Preschool has three main objectives:

The center's first objective is to enhance the total development of the children in our program. We will provide pre-kindergarten children, age 3 to 5, opportunities to develop physically, socially, emotionally and intellectually. We will encourage this development by providing a variety of developmentally appropriate equipment and educational activities.

The center's second objective is to provide students in Stevenson High School's Early Childhood 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 privilege of their future role as a parent, and to develop skills and attitudes necessary to prepare for a career in the early childhood profession.

The center's third objective is for the parents of preschool children to gain a better understanding of their child's total development, to gain awareness of the special needs of children and to learn how to contribute to the wholesome growth and development of their child.

Learning Environment

The preplanned 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 child. 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 and time to explore what interests them in our learning centers. Children will choose activities in the areas of art, math, science, large motor, small motor, dramatic play, music, and language arts. The children 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 and 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 time, etc. Large group activities will involve 15 children and small group activities will average 2-3 children per learning center. 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 1 preschooler in the classroom. Additional staff will be conducting observations or completing preparation of activities.

Guidance of the Child

The center uses positive guidance in order to affect the behavior of the children 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: do nothing to hurt yourself or another, participate in activities, use your inside voice inside the school, do the friendly thing, keep safe, walk, and use equipment and materials appropriately.

Early Childhood 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 young children, to keep them safe and present planned activities. The center preplans the curriculum that provides a framework for all classroom activities. As the children explore materials, complete activities, and interact with peers and adults, learning takes place. The staff promotes readiness, 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 program in child development and/or parenting. During their second year they will have the opportunity to work with your children. During this time the students will complete activities working toward a professional Child Development Associate certification (CDA). The high school students will study and practice the following competencies:

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 responsive to participant needs.
6. To maintain a commitment to professionalism.

Safety

Health and Safety

The safety of each child is of primary importance to each high school teacher and the director. Early Childhood trainees are directly responsible for maintaining a safe environment of their work site. Trained staff members are always in the childcare center or observation area and immediately available to assist with accidents. In the event of an accident, a parent is informed. Parents are responsible for providing complete information as to whereabouts during the class session, so that they can be contacted in case of an emergency. Children will only be released to those listed on the emergency card unless we have written parent notification. **Parents or guardians must sign their child in upon arrival and out when picking up!**

Health Policy

1. A health record of the child completed by a physician is required before the child can be admitted to the center. State of Michigan health forms will be provided.
2. State of Michigan Child information cards will be provided, and must be completed with **ALL** necessary information before the child can be admitted to the center.
3. Parents must inform the center immediately if their child has contracted a communicable disease and keep their child home during illness.
4. To prevent the spread of infection, parents should observe their children **BEFORE** sending them to school and to keep them home if any sign of illness are shown. The child may not return to the Center until he or she is able to participate in a normal school day.
5. The center cannot assume the responsibility of administering medication to your child. If the child is ill enough to receive medication, he or she should remain at home.
6. If your child should become ill during the day, you will be contacted by phone and asked to pick the child up as soon as possible.
7. In case of an accident where medical treatment is necessary, the Livonia Fire Department will be called and you will be notified immediately.
8. The teacher will file a written report of all injuries.

“I Am The Child”



I am the child
All the world waits for my coming
All the earth watches with interest
To see what I shall become
Civilization hangs in the balance,
For what I am, the world tomorrow will be.

I am the child
I have come into your world,
About which I know nothing.
Why I came I know not. How I came I know not.
I am curious; I am interested.

I am the child
You hold in your hand my destiny
You determine largely,
whether I shall succeed or fail.
Give me, I pray you,
Those things that will make for happiness.
Train me, I beg you,
That I may be a blessing to the world.

Mamie Gene Cole

Parent Responsibilities

Role of Parent

Parents are viewed as partners in their child's education. There will be several opportunities to partake in your child's education. Your participation is encouraged and welcome. Research indicates that when teachers, parents and families work together children benefit. Parental involvement in their child's education has repeatedly been 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 arrival/pick up
- ◆ Please be attentive to your child and their teachers when picking up or dropping off. **(Please put down your cell phone)**
- ◆ Supervise children while at center before and after school.
- ◆ Return initial enrollment forms by date specified in the placement letter.
- ◆ Complete required forms at registration time
- ◆ Pay tuition on time (*check preferred*).
- ◆ Notify center in advance when child will not be in school.
- ◆ Pick up child promptly when notified of child's illness.
- ◆ Issues involving the children and center are not to be discussed with the students-in-training at any time. If a problem arises, a prompt report to the head teacher will get attention.

Communication to Center

If you need to contact us, call Monday through Friday between 8:00 a.m. and 3:00 p.m. If your child is ill and will not be attending school please text or call before the class session begins.

School Phone number: (734) 744-2660

Cell Phone number: (313) 729-9740

Attendance Policy

1. Parents are required to notify the center when their child will be absent. **The Director's phone number is: (313) 729-9740 text messages accepted.**
2. The Child must be brought to the center and picked up 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 and the persons listed on the child information card.
5. Parents must sign their child in and out on the attendance clip board located in your child's cubbie.

Parent Communication

Newsletters will be distributed by email as necessary to inform parents of events pertaining to preschool activities. Parents should check their child's tote bag daily.

Parking

Cars can be parked in the bus loop area on the east side of the school.

Transportation

Each parent is responsible for transporting his or her own child to and from school. We do not make arrangements between parents.

A Message to Parent:s**“The Needs of Children”**

- ◆ Give continuous, consistent, loving care – It’s as essential for mind’s health as food is for the body.
- ◆ Give generously of your time and understanding – playing with and reading to your child matters more than a tidy smooth running room.
- ◆ Provide new experience and bathe your child in language from birth onwards – they enrich their growing mind.
- ◆ Encourage your child to play in every way, both by themselves and with other children – exploring, imitation, constructing, pretending and creating.
- ◆ Give more praise for effort than for achievement.
- ◆ Give your child ever-increasing responsibility – like all skills, it needs to be practiced.
- ◆ Remember that every child is unique – so suitable handling for one may not be right for another.
- ◆ Make the way you show disapproval for your child’s temperament, age, and understanding.
- ◆ Never threaten that you will stop loving them or give them away; you may reject their behavior but never suggest that you might reject them
- ◆ Don’t expect gratitude; your child did not ask to be born – the choice was yours.

Dr. Mia Kellmer Pringle, Hutchinson (1975)

Preschool Points of Interest

First Week of School

An orientation day will be scheduled prior to the first day of regular preschool. Required forms will be collected, emergency information, etc. The child's parent or guardian needs to accompany the child on that day. See Parent Responsibilities section for further information.

During the first week parents may remain with the child in the preschool if the child is apprehensive about staying at school without them. Young children often require the presence of a parent while 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 garments, return their painting aprons, print their own names, keep their belongings in their tote drawer, etc. We also suggest that each child carry a tote bag or backpack (labeled with his or her name), to school so that projects or belongings can be cared for independently.

Please Do Not Let Your Child Bring:

Money, toy guns, cars, sharp objects, marbles, candy, gum, or food. Some items are unsafe and it is very sad when "treasures" are lost.

Appropriate Dress

1. Comfortable, durable, play clothes are suggested. Children may get paint on their clothes, so please remember this when dressing your child for school.
2. Each child should have a complete change of clothing, labeled with name in a bag. This change of clothing will be kept at the Center for emergencies. The clothing will be returned to you at the end of the year.
3. Dress your children appropriate for the weather.
4. Children should wear gym shoes or shoes with rubber crepe sole for safety reasons.
5. If your child should wear boots to school, please have a pair of shoes in your child's tote bag.

Food provided-- Snack

Parents should bring in two large bottles of 100% juice and two snack items.

A nutritious snack will be served by the center each preschool session. Children will be served 100% juice or milk and another food item such as a fruit, vegetable, cracker, cheese or cereal.

Foods served at snack time will represent at least two different food groups. Children are encouraged to try all snacks. Children are never forced to eat their snack. Also, we encourage each child to use good manners, serve him/herself, and clean up. In the case of food allergies, the parent needs to contact the staff and make arrangements with us for meeting the child's needs.

Birthdays are special celebrations for preschoolers. We enjoy wishing each child a "Happy Birthday" by making a special crown and singing our birthday song. If you wish to send a healthy snack for the child to share with his/her friends, please contact us a week in advance so that we can arrange the schedule. We are happy to make it a "special day" for each child.

Schedule and Routines

Hours of Operation

- Stevenson Preschool will start the school year during the first week of October and end the last week of May.
- Tuesday, Wednesday and Thursday
8:35 a.m. to 10:25 a.m.

DAILY ROUTINE*

Arrival Time/ Table Game Activities ... 10 minutes

Opening Circle Time ... 10 minutes

Group Writing Activity... 10 minutes

Choice of Activities... 20 Minutes

Snack ... 10 minutes

Drop Everything and Read ... 10 minutes

Group Music ... 10 minutes

Choice of Activities... 20 minutes

Group Story Time ... 10 minutes

*Times are approximate and 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 secondary in-services, exams, half days, etc. Our schedule is not affected by the elementary school calendar. Vacation schedules coincide with Livonia Public Schools calendar.

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

Enrollment

Placement and Eligibility

Requirements for Entrance:

1. Three years of age by September 1st of year of entry.
2. Reside in Livonia Public School District.
3. Meet health requirements as listed in the State of Michigan Child Care Licensing guidelines.
4. Completion of required forms and contracts for the Stevenson Preschool Center operations.
5. Submit proper application forms prior to May 15th for possible placement in the fall.
6. Agree to tuition payments as scheduled.
7. Child is toilet trained (no diapers/few accidents)

Factors Affecting Placement:

1. Early Childhood Education- child care training component of 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 serve the needs of the family will be considered.

Tuition

October 1st -- \$285.00 (*payment for first semester*)

January 15th --\$285.00 (*payment for second semester*)

Total Yearly \$570.00

**Influence**

Drop a pebble in the water,
And its ripples reach out far;
And the sunbeams dancing on them
May reflect them to a star.

Give a smile to someone passing,
Thereby making his morning glad;
It may greet you in the evening
When your own heart may be sad.

Do a deed of simple kindness;
Though its end you may not see,
It may reach, like widening ripples,
Down a long eternity.

Joseph Norris

Stevenson Preschool Application

33500 Six Mile Rd.,
Livonia, Michigan 48150

PLEASE PRINT

Today's date _____ Birth Date of Child _____

Child's Name _____

Name you would like used on your child's nametag. _____

Home Address _____

number street city zip code

Child lives with: _____

Resident Phone _____ . Cell/Pager _____

Email Address _____

Additional Contact Person's name _____ phone _____

Responsible Parents Name _____

Father's full Name _____ Occupation _____ Employer _____

Business Phone# _____

Mother's full Name _____ Occupation _____

Employer _____ Business Phone# _____

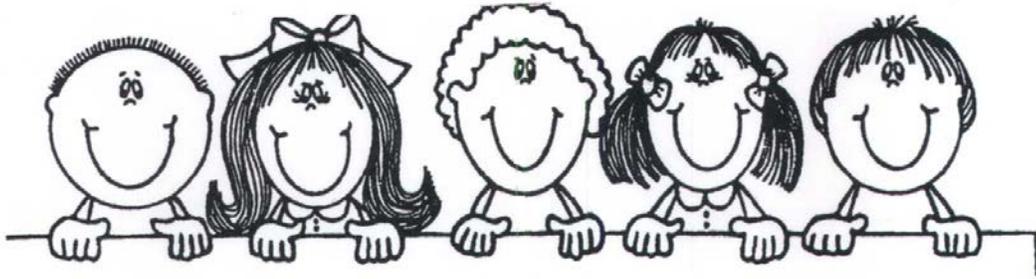
Print the names and birth dates of your children (Oldest to Youngest) _____

Why do you wish to place your child in our preschool program?

Please list any special talents of parents _____

Please list anything you would be willing to help with next year? _____

Please list any known allergies or food restrictions due to preferences



Stevenson Preschool Program

Enrollment Policy

Livonia School District residents will have first priority to fill openings for the Stevenson Preschool.

In selection and admission of children into the preschool program operated by Stevenson High School, it will be the policy to base selection decisions upon the following criterion:

- a) Preference will be given to children of Livonia School District residents
- b) Age appropriateness of the child
- c) Children who were in the prior year program.
- d) Children that had siblings in the previous years.
- e) Children of parents who worked in the Franklin Preschool previously.

In order to enroll in the program children will need to be three years of age on or before September 1st of the current school year.

Preschool Schedule and Tuition

Your child will attend preschool 3 days per week in the morning. The tuition rate for the 2017-2018 school year will be set at \$600.00. Please note that our rates continue to be low!

Payments will be made in 3 installments

First Semester	\$285.00	Due October 1 st
Second Semester	\$285.00	Due Jan. 15 th



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. The 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 and may be referred to the Associate Superintendent Employee Services and District 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.