



# PARENT HANDBOOK

## Preschool /Early Childhood Care

### DOOLEY CENTER

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ROSEVILLE, MI 48066

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# Mission

To provide a safe, nurturing environment where we aim to encourage a lifelong love of learning.

## Important Phone Numbers & Emails

### Director

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### Director of Elementary Instruction

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### Bookkeeper

Julianne Schultz                      586.439-7034                      [julianne.schultz@fraserk12.org](mailto:julianne.schultz@fraserk12.org)

Attendance Line                      586.439.7690

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# Welcome to Little Learners at the Dooley Center

The Dooley Center is the designated early childhood center for Fraser Public Schools. Each of the programs we have in our building offers young children an opportunity to grow in all areas of development, including socially, emotionally, intellectually, and physically.

## EARLY CHILDHOOD EDUCATION GOALS

Our main goal is for every child to develop a positive self-image and a positive attitude towards learning and school.

We work to assist each young child in their total development through activities that foster social, cognitive, physical, and emotional growth.

We strive to:

- Create a warm, secure environment
- Develop a feeling of self-worth
- Provide opportunities for independence
- Encourage sharing and cooperation
- Provide varied sensory experiences that enrich learning
- Provide opportunities to develop self-regulation
- Provide parents with helpful parenting information

# **PRESCHOOL CURRICULUM**

We use the research-based Creative Curriculum in our classrooms. This play-based curriculum focuses on exploration to build confidence, creativity, and critical thinking skills. Children often do not realize that they are learning. They just know that they get to play! While they are playing, they are exploring math and science concepts, participating in early literacy activities, creating process art, learning about bodies and how they move through music and outdoor/gym play, and developing a foundation of social and emotional skills that they can build from as they grow.

**The four main areas of development are:**

## **1) Social and Emotional**

- Achieving a sense of self
- Taking responsibility for self and others
- Behaving in a prosocial way

## **2) Physical**

- Fine motor (smaller muscles in hands/fingers)
- Gross motor (large muscles)

## **3) Cognitive**

- Learning and problem solving
- Thinking logically
- Representing and thinking

## **4) Language**

- Listening and Speaking
- Reading and Writing

## **SCHOOL CALENDAR**

A Little Learners calendar will be provided early in the year. This will include schedule differences from the Fraser Public Schools calendar. The Dooley Center does follow ALL Fraser Public School observed holidays.

## **SCHOOL CLOSINGS**

Our programs will follow the procedures of Fraser Public Schools regarding school cancellations due to weather conditions, mechanical failures, etc... Tune in to your radio station, WJR-760 AM or television for information. We will also send a district wide email notification or phone call using our School Messenger system.

## **ATTENDANCE**

Please call the attendance line at 586.439.7690 when your child will be absent. You may call this number 24 hours a day/ 7 days a week.

You will be prompted to leave a message stating your child's name, the day, reason for absence, and the class your child attends. This ensures that it will be properly logged into our attendance system.

## **Information/Emergency Forms**

All information forms that include emergency information must be completed in full for each child. If there is a change of information, for example a new phone number or employer, please inform the teacher and office.

Your child will only be released to persons specified on the form. Custody issues will be addressed through court documents. Copies of these will be kept in the office. Please make sure that the people designated for pick up on your child's form present a picture ID, which is necessary for the staff to release the child.

## **Ratios**

We are licensed by the State of Michigan and abide by the state determined maximum class sizes for our programs. Teacher to student ratios are as follows:

- 3 year old classes: 1 teacher:10 students
- 4 year old classes: 1 teacher:12 students

## **TOILET TRAINING**

All children must be fully toilet trained (no pull-ups) before attending our programs\*. Children must be independent in taking care of bathroom needs. We understand that children of this age may occasionally have a bathroom accident. In the event that your child does have a bathroom accident, we will assist your child with changing into dry clothes. If additional clean-up is needed beyond what the child is capable of, parents will be called. Continual accidents may be cause for dismissal or a pause from our programs. \*Children enrolled in Toddle Time do not need to be toilet trained in order to attend.

## **DISCIPLINE POLICY**

It is the policy of Fraser Public Schools to treat all children with kindness, concern, dignity, and love. Teachers and caregivers will not, under any circumstances, use any of the following punitive measures:

- Physical punishment
- Verbal abuse
- Isolation or segregation

The staff shall provide appropriate and reasonable guidelines for the children. Encouragement, good role modeling, open communications, and positive behavior support methods shall be used when disciplining children.

## **WITHDRAWAL POLICY**

When your child is enrolled in any of the Little Learners programs at the Dooley Center, it is expected that they will remain for the full year. However, if it should become necessary for you to withdraw your child, we ask that you give us a two-week notification in writing. This must be done before charges will be discontinued.

If a teacher feels that your child should be withdrawn from a program, a meeting with the parents/guardians, staff members, the Director, and Assistant Superintendent (if necessary) will be scheduled before a final determination will be made.

The following circumstances may also result in your child being dismissed from our program:

- Failure to pay for services in a timely manner.
- Returned Checks.
- Failure to provide verification of current immunizations and/or necessary documents from the Michigan Health Department.
- Failure to provide the office with a current Health Appraisal signed by a physician.
- Dropping off a child prior to the program's designated starting time and leaving them in an unsupervised situation.
- Chronic late pick-ups.
- Continual behavior that is disruptive to others, dangerous or destructive.
- We reserve the right to an immediate disenrollment due to unforeseen circumstances.

## **CHILD CUSTODY**

Unless our office is given a copy of a court order granting custody to only one parent/guardian, and/or restraining the other parent/guardian from contact with the child, our staff does not have legal authority to withhold the child from the legal parents/guardians.

If a parent/guardian who does not have legal custody arrives to pick up a child, the staff can refuse to release the child, relying on the court order in the files.

Both parents/guardians must be listed on the information card whether or not they are together. If you have no information on the parent/legal guardian, you need to write NO INFORMATION, and sign and date that area.

## **PROTECTIVE SERVICES**

All school personnel have a legal obligation to report any suspected incidents of child abuse. Any time possible neglect, physical abuse, or sexual abuse comes to our attention, we must follow through by notifying Protective Services. That agency will then talk with the child and then make contact with the parents.

## **VOLUNTEER SUPERVISION POLICY**

Any visitor to the classroom needs to sign in at the front desk. All volunteers will be supervised while children are in our care at the center. A staff person will provide the supervision. The staff person will have a line of sight observation at all times. The volunteers will not be allowed to take children out of the room or be alone with the children at any time. Volunteers will not be allowed to escort children to the restroom.

All volunteers will sign a Self Certification statement attesting to the following:

- I have not been convicted of a crime falling under a listed offense, as defined in section 2 of the sex offenders registration act, 1194 PA 295, MCL 28.722
- I have not been convicted of child abuse or child neglect
- I have not been convicted of a felony involving harm or threatened harm to an individual within the last 10 years.

Volunteers also will have an iChat criminal history background check.

## **ARRIVAL AND DISMISSAL**

Only students and staff are allowed in the building, unless prior arrangements have been made. All others will enter the building through the main doors and wait to be let in to the main office.

Make every effort to get your child to school on time. It can be disruptive for staff and students, as well as your child missing valuable learning time, when a child is late for class. We understand that this may happen on a rare occasion. If you are having difficulty consistently getting your child to class on time, please speak with staff so that we may work on possible solutions together.

Your child's safety is important to us here at the Dooley Center. To comply with licensing rules, and for safety, we ask for identification when anyone picks up your child who we may not be totally familiar with. Always have your identification on you when picking up your child. New staff and substitutes may not be familiar with you or with any other person authorized to pick up your child.

**We cannot release children to anyone who is not on their information card. Please list all people who may pick up your child and advise them that they will need to show identification.**

## ILLNESS POLICIES

- Children with signs of illness should be kept home to ensure the health and well-being of others.
- Staff reserves the right to refuse admittance to any child who appears ill.
- Children should remain home if running a fever. A child must be fever free for 24 hours without the benefit of medication (i.e. Tylenol) before returning to school.
- Children who are vomiting should remain home and free from vomiting for 24 hours before returning to school.
- In general, any child must be symptom free for 24 hours before returning to school and feel well enough to concentrate and participate in class.
  - Examples include vomiting, diarrhea, constant runny nose with abnormal yellow or green color or thick nasal discharge, shortness of breath or wheezing, a cough that disrupts normal activity, earache, headache, sore throat, has yellow or green discharge from eyes, unexplained rash.
- Children who have been diagnosed with an infection and have been placed on medication may return to school 24-48 hours after medical treatment has begun.
- If your child becomes ill while in our care, they will be separated from the group to prevent further spread of the illness to other children. Parent or emergency contact person will be required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parent or other designated person.
- Children with a contagious disease must remain home until the communicable stage has passed and feel well enough to concentrate and participate in class.
  - Examples include chicken pox, influenza, vomiting, diarrhea, colds, pink eye, strep throat and head lice.
- If your child develops a contagious disease or rash of any kind during the school year, please call your child's school. It is mandatory for us to report these illnesses to the Macomb County Health Department on a weekly basis.
- Rash and communicable diseases will require documentation from a physician that you are clear to return to school.
- Please notify the office at (586) 439-7600 of the specific diagnosis and provide doctor's instructions and notes to the Main Office upon the student's return. We encourage you to turn in medical notes to the Main Office to medically excuse any absences due to illness or injury. It is important to note, however, that all absences are logged for documenting a student's whereabouts during school hours, whether medically excused or not.

## **MEDICATION**

A medicine release form must accompany every prescription before any staff are able to give medication to a child. All medicines must be in the original prescription container with the student's name and directions on the label. We CANNOT dispense over the counter medications without a doctor's note.

## **Health Forms**

A current copy of your child's immunization records must be completed and on file before your child may attend any of our programs. A complete physical must be obtained from your child's physician on our green health forms. This form must be completed and on file within 30 days of the first class in our program. This health form expires two years from the date of the doctor's signature.

Several times a year a report of student immunization records must be sent to the Macomb County Health Department. Any student not up to date on his/her immunizations, according to the Health Department, will receive a letter in the mail detailing what shots are needed. You have two weeks to comply or we will have to exclude your child until the requirements are met. Whenever your child's immunization records are updated, please notify the office.

## **HAND WASHING**

The State of Michigan requires us to follow the following hand washing procedures:

- Have a single service towel available
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees
- Moisten hands with water and apply soap
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds
- Rub areas between fingers, around nail beds, under fingernails, under jewelry, and back of hand
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel

Hands shall be washed with soap under running water. The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

## **Cleaning and Sanitizing**

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent.
- Rinse area/surface with clean water.
- Submerge, wipe, or spray the article or surface with a sanitizing solution.
- Let area/surface air-dry.

### **Sanitizing Solution:**

Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions.

## **Handling Bodily Fluids**

### **Universal Precautions/Blood Borne Pathogens**

### **Bloodborne Pathogens – OSHA Standard – Universal Precautions**

All employees will view the OSHA "Bloodborne Pathogens" video upon hire and annually thereafter. The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include:

- Staff will put on gloves
- Clean up bodily fluid/diaper
- Wash area with soap and water, rinse, and sanitize area
- Wash hands of child
- Take off gloves and wash hands

## **Controlling infections**

- See Universal Precautions above.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized.
- Other toys and equipment will be washed immediately if dirty, or on a daily basis when dirty.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed daily if used by different children or weekly if used by one child.
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note.
- Children who become ill will be moved away from other children until they are picked up.

## **EMERGENCY PROCEDURES**

- Small bumps, cuts and injuries:
  - Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice applied to them. Parents will be notified with an Ouch Report at the end of the day. Please sign and return.
- Larger bumps, cuts and injuries:
  - Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice applied to them. Parents will be notified with a phone call & an Ouch Report at the end of the day if the child is staying at school. Please sign and return.
- Serious injury/Incident:
  - First aid and/or CPR will be performed. 911 will be called if warranted. Parent/guardian will be contacted. If the parent /guardian is not available, the person listed on the emergency card will be called. An incident of this nature would include, but is not limited to, head injuries, injuries requiring medical attention, allergic reactions, seizures, asthma attacks, fever, vomiting, etc. An incident report will be filled out. Please sign and return.
- Other Incidents:
  - if a child is involved in an incident, staff will notify the parent. If appropriate, a meeting will be scheduled to discuss the incident.

### Emergency Closure/Evacuation or Man Made Disasters:

- Parents or emergency contacts will be contacted to pick up their student as soon as possible. If necessary, students will be bussed to a nearby school. Parents will be informed immediately with an email and a phone call through the school messenger.

\*The staff will be in charge of locating and keeping an eye on children, including those with special needs. If leaving the room/building, staff will hold the child's hand during the emergency and assist as appropriate for the child.

### Tornado/Fire:

- Students will be escorted to designated areas. Parents will be contacted by email and a phone call through the school messenger.

### School Closure (Extreme weather, building problems):

- If Fraser Public Schools are listed as closed on the radio or television, then the Dooley Center is also closed. If only the Dooley Center is closed then a school messenger will be sent out as soon as possible.

## PARENT/GUARDIAN RESPONSIBILITY

- Parents will file all court or restraining orders with the front office. Unless a copy of a court order granting custody to only one parent and/or restraining the other parent from contact with the child is on file at the Dooley Center, staff does not have the legal authority to withhold a child from their legal parent.
- If the staff believes a parent is under the influence of drugs or alcohol the child will not be released. The police may be notified to ensure the child's safe transport home.
- Parents are fully responsible once a child has been duly released from the Preschool or Child Care room. The staff is no longer responsible for the child's safety.
- Encourage your child to use all supplies and equipment for their intended use and to return these to their designated storage areas.
- Parents will keep emergency forms up-to-date with full names and phone numbers for all emergency contacts. In order for your child to participate in a program at the Dooley Center, Child Care licensing mandates that all emergency forms must be completed in

full. Failure to do so causes us to be out of compliance. All information is strictly confidential.

- Parents will dress their child for the weather and with the understanding that outdoor play is an integral part of our program.

**If you would like to view the Department of Human Services rules and regulations, a copy is located in our office.**

## **OUR PROGRAMS**

### **Toddle-Time**

Toddle Time is designed for toddlers (18 months through 3 years of age) and their parent/caregiver. It's aim is to provide quality time interacting with other children of the same age. The program consists of art activities, story time, free play, music and movement activities, and snack time. Parents/caregivers are required to participate in all activities with their child. Parenting information regarding early childhood development will be provided every month. **Please see below for more information.**

### **Traditional Preschool**

This is a tuition-based preschool program. We help children to build the critical thinking and problem-solving skills they'll need to succeed in kindergarten and beyond. Teachers plan lessons to deepen understanding of basic concepts through exploration, investigation and play. Children gain confidence by trying out new things independently and with the support of their friends. Children develop skills in math, literacy, science, social studies, art, music, and physical education, all while continuing to foster social and emotional development. **Please see below for more information.**

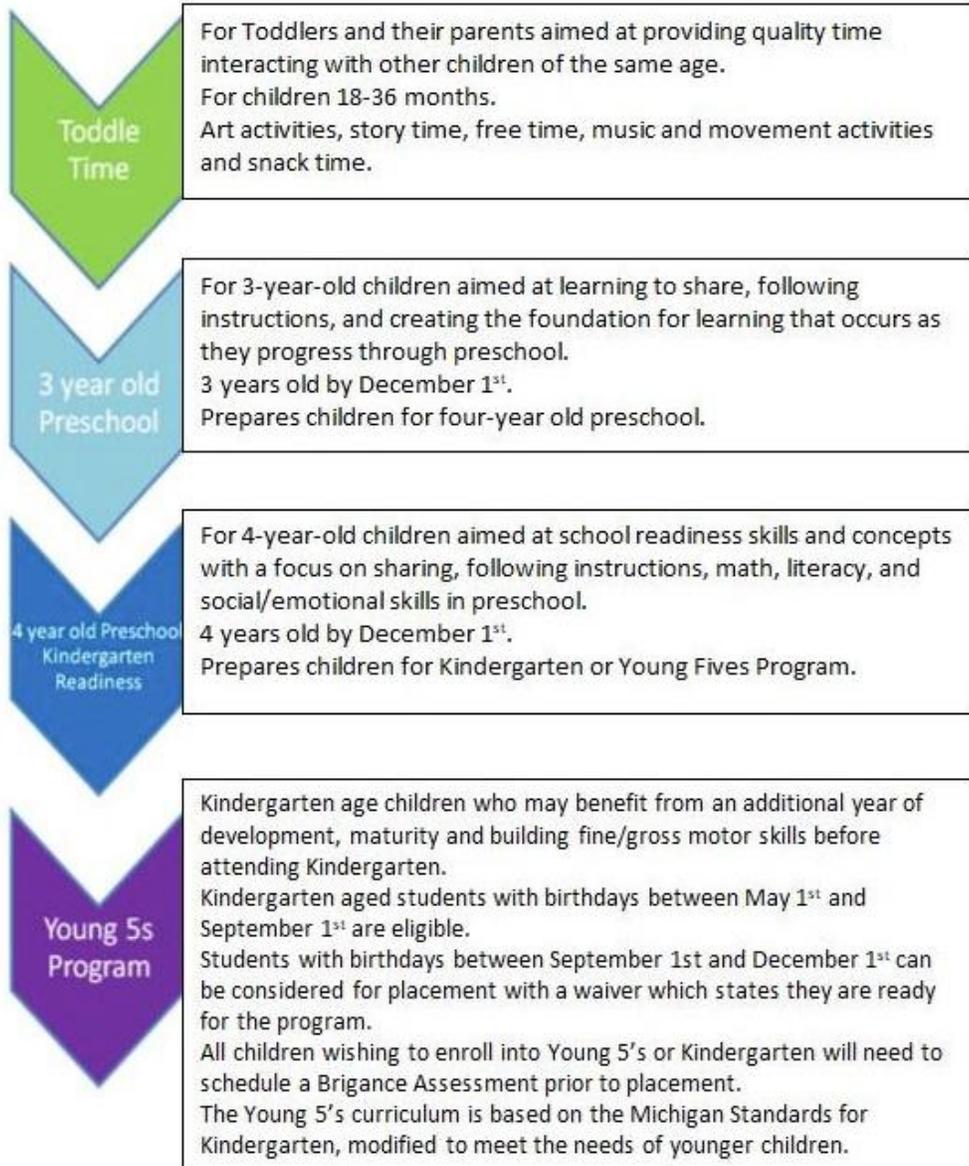
### **Early Childhood Care (childcare)**

This program is less structured than our traditional preschool and GSRP programs. Our childcare program weaves the values of education into the childcare experience. Through arts and crafts, circle time, role play and working with early literacy and math concepts, your child will remain intellectually stimulated in a pressure-free, nurturing environment. **Please see below for more information.**

## **Great Start Readiness Program**

This program, funded by a grant from the state of Michigan, has specific goals of helping children receive a quality preschool education. GSRP mirrors the educational goals of our traditional preschool program. The program is designed to encourage intellectual, social and emotional growth. **Please see below for more information.**

## A child's progression through our **EARLY CHILDHOOD PROGRAMS**



Ask your child's teacher what program would be best for your child.

## **TODDLE-TIME**

Toddle Time is designed for toddlers (18 months through 3 years of age) and their parent/caregiver. It's aim is to provide quality time interacting with other children of the same age. Classes meet weekly for 1 ½ hours. To ensure quality one-on-one time with your child and to accommodate space, only one parent per enrolled child may attend. It is necessary to make childcare arrangements for other children.

The program consists of art activities, story time, free play, music and movement activities, and snack time. Parents/caregivers are required to participate in all activities with their child. Parenting information regarding early childhood development will be provided every month. Parents will provide snacks.

Billing will occur on a monthly basis. Bills will be emailed the 1st of the month with payment due by the 10th of the month. If bills are not paid, the bill will be considered past due and a \$10.00 late fee will be added to the bill. The final month's tuition (May) will be collected upon enrollment in addition to a one time registration fee.

It is expected that the student will enroll for the entire year. We cannot give tuition refunds for days absent. We reserve the right to withdraw a child from the program for non- payment of a bill.

## **TRADITIONAL PRESCHOOL**

This is a tuition-based half day program. Children are enrolled in either the morning session or the afternoon session. Each class runs for 2 ½ hours. Three year old classes meet 2 days/week on Tuesdays and Thursdays. Four year old classes meet 3 days/week on Mondays/Wednesdays/Fridays. It is expected that children will be picked up at the end of class, unless arrangements have previously been made to attend childcare after class.

Children must be 3 years of age before December 1 of the current school year to attend our 3 year old classes.

Children must be 4 years of age before December 1 of the current school year to attend our 4 year old classes.

## **CLASS SIZE**

- 3 year old classes: 12 children with 1 qualified teacher and 1 classroom aide
- 4 year old classes: 16 children with 1 qualified teacher and 1 classroom aide

## **FEES AND TUITION**

Tuition is based on a flat rate for 2 or 3 day programs. Billing will occur on a monthly basis. Bills will be emailed the 1st of the month with payment due by the 10th of the month. If bills are not paid, the bill will be considered past due and a \$10.00 late fee will be added to the bill.

The final tuition (May) will be collected upon enrollment in addition to a one time registration fee. Your first school year payment will be tuition for the month of September and due September 1st.

It is expected that the student will enroll for the entire year. We cannot give tuition refunds for days absent. We reserve the right to withdraw a child from the program for non- payment of a bill.

## **SNACK**

Preschool families provide a healthy snack for their own children each day. This should be in a disposable bag labeled with your child's name. (Please no lunchboxes for snacks) Our preschool classrooms are peanut and tree nut restricted. Snacks should not contain these ingredients. Gummies (fruit snacks) and candy/chocolate are not allowed in the classroom.

## **SUPPLIES**

- All children will need a FULL SIZE school backpack
- All children will need a change of clothes in a labeled ziploc bag. This should include a shirt, pants, underwear, and socks.

## **FIELD TRIPS**

Field trips in Traditional Preschool are for parent/caregiver and preschool child (no other siblings and one adult). Bussing is not available and children must be accompanied by an adult. Field trips are not mandatory but they are part of the classroom curriculum. On the day of a field trip, no regular class time will be held at the Dooley Center. Classes will meet at the field trip site. If you are unable to attend the field trip no refunds will be made for that day nor will field trip fees will be refunded.

## **EARLY CHILDHOOD CARE (ECC)**

This childcare program provides a healthy, comfortable, and safe environment where children can learn, play and relax. We encourage good self-esteem, sharing, and cooperation. We provide a wide variety of age appropriate activities that foster socialization skills. All children must be 3-5 years of age on or before December 1 of the current school year in order to enroll in the childcare program in September of that year.

Our daily schedule includes, but is not limited to, the following activities:

- Free Play
- Snacks
- Gross Motor Activities
- Art Activities
- Lunch (provided by parent)
- Nap time (1:00 – 2:30 p.m.)
- Story Time

### **BREAKFAST/LUNCH**

You are more than welcome to send breakfast with your child in the morning. Families are responsible for providing lunch and a beverage for their child. Please do not send pop or candy in your child's lunch. Each child will be encouraged to eat their lunch and be given assistance as needed. Please send foods that are nutritious and well balanced. You will be notified if your child is not eating their lunch.

### **SNACKS**

A nutritious snack will be served each morning and afternoon. We are in compliance with licensing guidelines on all food served in childcare. A schedule of available snacks will be posted. Please let us know if your child has any allergies. Examples of typical snacks would be cheese, crackers, bagels, juice or milk.

### **NAP TIME**

A rest period must be provided for each child in our care during afternoon hours. Naptime, from 1:00 – 2:30 p.m. daily, can be a very difficult time of day for some children. We ask for your support in encouraging your child to rest at the proper time. Children may have a quiet activity if they find it difficult to nap. We will provide a cot for your child to sleep on. You must provide a blanket and a pillow for your child. Linens should be taken home weekly to be washed. Your child may also bring a rest time stuffed animal or a similar object that would be comforting from home to further promote the importance of rest/nap time.

## **CLOTHING**

Please bring a complete change of clothes for your child (pants, shirt, underwear and socks for each season). Accidents do happen and we want to be able to keep the children as comfortable as possible. Also please check periodically to see if your child has outgrown the clothing you have brought.

Unless it is extremely cold or raining, we will go outside to play every day. Please make sure that your child has appropriate outside play clothes. We will play in the snow if it isn't too cold. Be sure to include a jacket, hat, scarf, gloves, boots, and leggings.

Please LABEL everything with your child's name. We cannot be responsible for all the things that come in every day. It builds independence if your child can identify clothing, blankets, lunches (anything from home) because their name is on it. It makes it easier for us to help them too.

## **ATTENDANCE**

Weekly attendance records will be kept for each child. Staff will log children in and out on the attendance app. A parent or designated person must be with the child upon arrival and departure.

## **LATE PICK-UP/OVERTIME FEE**

- Contact the office or Early Childhood Care classroom if you have an emergency situation and cannot reach our site by 6:00 pm.
- At 6:02 pm, if we have not received a notification from a parent/guardian the following procedures will be implemented:
  - The parent will be called.
  - The person (other than parent) identified on the emergency card to be notified in an emergency situation will be notified.
  - If that emergency person is unavailable, the other names on the emergency card will be called. Please provide the caregivers with phone numbers for all persons listed on the emergency card.
  - If we are unable to contact anyone whose name appears on the emergency card by 6:30 pm, we must contact the police department.
- Our Child Care license expires at 6:00 pm. A late charge of \$15.00 per 1/4 hour (15 minutes) will be added to your bill for each child. A child will be dropped from the program following the second late pick-up.

**EMERGENCY CARDS NEED TO BE KEPT UP TO DATE.**

## **SCHEDULE INFORMATION**

- Only registered children will be allowed to enter EARLY CHILDHOOD CARE. We do not have drop-in childcare.
- Schedule must be submitted at registration.
- Changes to the schedule need to be approved by the bookkeeper based on space available.
- Children will be put on a waiting list if space is not available.

**We want your child's childcare experience to be positive. Please contact us with any questions or concerns. It is important for us to work together to make the home/childcare relationship a positive one!**

## **GREAT START READINESS PROGRAM (GSRP)**

GSRP is a school readiness program designed to prepare children for kindergarten and to pave the way for success in school.

### **ELIGIBILITY**

- Children must live in Macomb County.
- Children must be 4 years of age by December 1st of the current school year.

### **CLASS SIZE**

Maximum class size is 18 students per class with 2 teachers.

### **PROGRAM HOURS**

Classes meet Monday through Thursday and are full day classes.

### **TRANSPORTATION**

Bussing is available for Fraser Public School District families only.

### **ADDITIONAL INFORMATION**

- Funded through a State of Michigan grant.
- Parents must provide proof of income.
- Meals are included.
- Parent participation and home visits are required.

## **Registration for GSRP**

Before we are allowed to enroll a student into Fraser Public Schools the State of Michigan requires the following documents:

- New Student Registration
- Proof of Residency
  - Home purchase closing papers or
  - Mortgage documents or
  - Apartment/House current rental lease (Note: Renters must get notarized signature of property owner/management on attached Verification of Residency Affidavit.
- ALSO one proof of the following utilities
  - Gas
  - Electric
  - Cable
  - cell phone
- Parent Identification
  - Driver's license
  - State ID
  - Passport
- Proof of Custody (when applicable)
- Original Certified Birth Certificate
  - Order online at [www.vitalcheck.com](http://www.vitalcheck.com)
  - Go to courthouse of the county where the child was born
  - Contact State of Michigan Vital Records by phone at (517) 335-8656
- Current Immunization Records (by State Law a child may not start at a new school without proof of immunization)
- Current Health Appraisal Physical signed by a physician
- Concussion Form
- Pesticide Form
- Licensing Form
- Program measurement Form
- Parent Agreement
- Proof of income

Once all documents have been presented to the office, necessary copies have been made, and signatures obtained, an appointment will be made with the parent/guardian to review guidelines and determine if the child will qualify for the GSRP Program.

## **Registration for All Tuition Based Programs**

**Step 1:** Schedule an appointment to turn in registration paperwork. The link to schedule an appointment can be found on our website. <http://dooley.fraser.k12.mi.us> You may pick up the forms at the Dooley Center or you may complete them online and print them to bring in to your appointment. You may also email them to [melissa.laseck@fraserk12.org](mailto:melissa.laseck@fraserk12.org).

- Student Data Form
- Medical/Allergy Questionnaire
- Completed Health Appraisal-doctor's signature required (dental not required)
- Concussion Awareness
- Statement of Varicella Disease (Chickenpox)- if applicable
- Little Learners Program Policies
- Notice of licensing notebook
- Pesticide advisory
- Child Information Sheet
- Copy of up-to-date Immunization Record (must be in prior to the start of school)
- Your child's Original Birth Certificate (we will make the copy)
  - Can be ordered online at [www.vitalchek.com](http://www.vitalchek.com)
  - Can be obtained from the courthouse of the county where the child was born
  - Can contact State of Michigan Vital Records by phone at (517) 335-8656

**All forms are needed in order for a child to attend our programs.**

**Step 2:** Complete the Dooley Center online registration that is emailed to you once step 1 is complete. If you have any problems registering online, please call:

- Bookkeeper-(586) 439-7034
- Dooley office (586) 439-7600
- Or email [melissa.laseck@fraserk12.org](mailto:melissa.laseck@fraserk12.org)

**All registrations will be pending until step 2 is complete.**

**Step 3:** Review our Little Learners Handbook. This can be found online or is available in our office to view.

## Registration for Early Childhood Care

- You must register for this childcare program separately from preschool. You will be adding a new contract.
- During online registration, the parent/guardian will choose the days and times that are needed for childcare.
- Completing the online registration process does not guarantee a spot in EARLY CHILDHOOD CARE. If space is available, you will be emailed that your contract was approved. Any changes to the schedule would need approval.

### ADDITIONAL REGISTRATION INFORMATION

- Invoices will only be sent electronically.
- Once online registration forms are processed, a family will have to wait for approval of the schedule submitted. This process can take a few days once the registration forms are received. Once approved please use the provided link at registration to access your account.

Registration for Early Childhood Care will continue throughout the school year if space is available and providing enrollment does not exceed the limit established by the State of Michigan licensing regulation.

- **Children must be registered to use EARLY CHILDHOOD CARE. Children who do not have a preapproved schedule may not attend EARLY CHILDHOOD CARE.**

### SCHEDULE INFORMATION

- Only registered children will be allowed to enter EARLY CHILDHOOD CARE. We do not have drop-in childcare.
- Schedule must be submitted at registration.
- Changes to the schedule need to be approved by the bookkeeper based on space available.
- Children will be put on a waiting list if space is not available.

# **FEES & TUITION**

**Toddle Time:** A yearly \$35 non-refundable registration and materials fee is charged for each child. The final month's tuition payment is also collected at the time of registration. This tuition payment will be deducted from the final tuition fee (May).

**Traditional Preschool:** A yearly \$60 non-refundable registration fee is charged for each child. An additional \$15 non-refundable registration fee is charged if registering for both Traditional Preschool and Early Childhood Care. The final month's tuition is also collected at the time of registration. This tuition payment will be deducted from the final tuition fee (May).

**Early Childhood Care:** A yearly \$60 non-refundable registration fee is charged for each child (unless the student is also enrolled in Traditional Preschool). A yearly \$100.00 security deposit is also collected at the time of registration. This deposit will be deducted or refunded at the end of the contract.

## **Tuition Fees**

<b>Tuition Programs</b>	<b>2024-2025 Rates</b>
3 year old Traditional Preschool- 2 days per week	\$120/ month
4 year old Traditional Preschool – 3 days per week	\$150/month
Toddle Time (18-36 months)	\$50/month
Early Childhood Care (3-5 yrs)	\$5.25/hour

## **PAYMENTS**

- Parents/legal guardians need to submit payment based on the schedule provided at the time of registration.
- Invoices are sent monthly for Traditional Preschool and Toddle Time and every two weeks for Early Childhood Care.
- Parents/legal guardians that do not make their payments on time could lose their spot in Preschool and/or Early Childhood Care. They will be contacted if this situation occurs.
- If the account is not kept current or is chronically delinquent, we reserve the right to terminate care until full payment is made or permanently terminate childcare.
- Families with overdue accounts from the previous school year must pay the balance in full before current year registration will be accepted. We reserve the right to deny preschool/childcare services when payment is delinquent.

All questions and concerns should be directed to our bookkeeper at (586)439-7034.

### **Special Circumstances/Financial Difficulties**

If encountering special circumstances or financial difficulties, contact must be made with the bookkeeper at (586) 439-7034 and/or the Director (586) 439-7600 prior to billing due date. It may be possible to make arrangements to avoid discontinuance of services.

### **REFUNDS**

Licensing guidelines for preschool children require us to provide staff based on the number of children enrolled, therefore, we cannot give refunds for days your child is absent. There are no exceptions, including trips or long illnesses. When signing up for a Little Learners program it is the expectation that the student will be enrolled for the full school year.

### **CHECK RETURNED**

If your bank returns a check, you will be required to pay that amount with cash, money order or Credit Card. A \$20.00 fee will be added to the total. If there is a second occurrence within a six-month period, you will be required to pay that amount and any further payments with cash, money order or Credit Card. A \$20.00 fee will be added to the total. A third occurrence may result in discontinuation of services.

## HEALTH SERVICES

American Red Cross	586-756-7600
Nights, Sundays, Holidays	1-800-552-5466
Children's Hospice International	1-800-242-4453
Department of Human Services – Mt Clemens	586-469-7700
Sterling Heights	586-254-1500
Warren	586-427-0600
Detroit Institute for Children (physical, neurological & developmental deficits)	313-832-1100
Epilepsy Foundation of MI	248-351-7979
Healthy Kids (health insurance for pregnant women of any age & children under age 19)	1-888-988-6300
Immunization Clinic-Mt Clemens	586-469-5372
St Clair Shores	586-466-6800
Warren	586-465-8537
Karmanos Cancer Institute (Main Clinic)	1-800-527-6266
Macomb County Health Department	586-469-5520
Maternal and Infant Support Service (New Haven)	586-749-5173
Maternal & Child Home Visits (Mt Clemens)	586-469-5520
St Clair Shores	586-466-6800
Warren	586-465-8090
Macomb County MSU Extension	586-469-5180
Expanded Food/Nutrition Ed. Prog.	586-469-6432
Food Information Hotline	586-469-5060
MiChild (low cost health insurance for children of working families) <a href="http://www.mi.gov/michild">www.mi.gov/michild</a>	1-888-988-6300
National Cancer Institute (formerly Michigan Cancer Foundation)	1-800-4-CANCER
New Haven Medical Center	586-749-5173
Optometric Institute & Clinic of Detroit	313-832-2088
Planned Parenthood of SE MI	586-758-2100
Poison Control Center—Children's Hospital	1-800-222-1222
Recuperation Place @ Mt Clemens General Hospital (day care for sick children)	586-493-8548
Tri-County Dental Health Council	248-559-7767
WIC (Women, Infant & Children)	586-469-5471

Little Learners Program Policies

Please initial that you have read each of the following statements. This form can also be found in the Parent Handbook.

\_\_\_\_\_ I understand that the tuition for Traditional Preschool is due on the 10th of each month.

\_\_\_\_\_ I understand that that a schedule must be provided for Early Childhood Care

\_\_\_\_\_ I understand that failure to make payments in a timely manner may result in my child being dropped from the program

\_\_\_\_\_ I understand that if I am late picking up my child I may be charged a \$15.00 late fee for every 15 minutes I am late. This fee will be added to my invoice.

\_\_\_\_\_ I understand that I will make preschool and childcare staff aware of any changes with phone numbers, addresses, e-mail address and information pertaining to my child.

\_\_\_\_\_ I understand I must provide local emergency contact information.

\_\_\_\_\_ I understand the illness policy, which includes a child being fever/diarrhea/vomit free for 24 hours without medication before returning to school.

\_\_\_\_\_ I understand that additional illness policies may be in place based on the current requirements from MCHD, MDHHS and Michigan Child Care Licensing.

\_\_\_\_\_ I will ensure staff are aware of any allergies, medications, and special needs that my child may have and will have my child's immunization record on file at the school.

\_\_\_\_\_ I understand the parents provide transportation to and from all field trips and there are no refunds for preschool tuition if I cannot attend.

\_\_\_\_\_ I understand the toilet-trained policy and procedure.

\_\_\_\_\_ I understand that my child may be photographed or videotaped during their time in the program. These photos or tapes may be used in newsletters, the FPS website or FPS TV channel.

\_\_\_\_\_ I am being made aware of a Licensing Notebook. I understand that: (i) The licensing notebook is available for parents to review during regular business hours, (ii) The licensing notebook contains all the licensing inspection reports, special investigation reports and related corrective action plans for the last 5 years, (iii) Licensing inspection reports, special investigation reports and related corrective action plans for at least the last 3 years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

\_\_\_\_\_ I understand that all child care and preschool staff have been cleared through a comprehensive background check.

\_\_\_\_\_ I understand that all classrooms are peanut and tree nut restricted classrooms. I will not send to school items that contain peanut or tree nut products.

\_\_\_\_\_ I have read the Parent Handbook found on Dooley's website under information: <http://dooley.fraser.k12.mi.us> and I agree to the policies described within it. A copy of this handbook can also be viewed in the Dooley Center office.

Child's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_