



GSRP PARENT HANDBOOK

2021-2022



Parents & Guardian

Welcome to Bambi Land Learning Center Great Start Readiness Program. Our program is designed to serve children and their families. It allows children to explore active learning through the Highscope curriculum, which has been implemented in the GSRP classrooms. We believe that children learn by actively interacting with their peers and appropriate materials. This program provides developmentally appropriate experiences and materials, which is essential for life-long learning. The student will have the opportunity to interact freely with other children under the direction of qualified staff to promote the child's social and emotional growth. Facilitates development of a positive self-image and creates excitement and curiosity for learning. We are always dedicated to providing a quality preschool education to your child. Our staff strives to provide an atmosphere which promotes the positive physical, social, emotional and intellectual development of young children

This handbook was designed to provide you with important information regarding our programs, policies and procedures. Please feel free to contact our office at (313) 914-4894 or (313)749-7422

We look forward to working with you and your child.

Sincerely,

Faten Fawzi

Director of Bambi Land Learning & Development Center

The Great Start Readiness Program (GSRP) is Michigan's State-Funded Preschool Program for 4 year old, Children with factors which may place them at risk of educational failure, before they are eligible for Kindergarten. Each classroom has a lead and associate teacher who meet credentials specified by the state School Aid Act.

All classrooms use a research based, curriculum and comprehensive child assessment tools.

The program operates 4 days in a row, seven hours per day. For more information about program requirements visit www.michigan.gov/GSRP.

Policies & Procedures:

Bambi Land Policy:

Exclusion:

Bambi Land Learning Center provides services to all children who are eligible for the GSRP program. Children under Bambi Land Care will not be excluded or expelled because of the need for additional developmental, medical or behavioral support, assistance with toileting, or staff attitudes and /or apprehensions.

Illness:

- A. If your child has fever of 100 and up, has coughing diarrhea, or vomiting must stay home.
- B. Children, staff and volunteers must be fever free for 24 hours before returning to school.

Attendance:

To ensure proper academic and social learning throughout the day, it is important for children to attend school every day.

- A. Drop and pick up: Parents are asked to remain with their child until the teachers arrive to greet the class. The children will proceed to enter the classroom with the teachers.. At dismissal time, one of the teachers will greet the parents to come to the classroom to sign their child out, check the parent board for messages and information and to hear special announcements from the teacher.

- B. If your child will be absent or late, we ask that you please call the center and inform your child's teacher as early as possible.
- C. If your child has been absent for three days without informing the office, the program director or the lead teacher will contact you.
- D. When your child has reached more than five consecutive absences and we were unsuccessful to reach you, the lead teacher and program director will make a home visit.
- E. Quiet time: is mandated by licensing regulations, for children at the center for more than five hours. Children will be given an opportunity to rest for an hour during the day.

Procedures:

Bambi Land Learning Center provides:

- High quality program to meet children's developmental needs.
- Our program runs from September through June (four days a week Monday through Thursday, 8:30-3:30)
- Transportation
- Three healthy meals (Breakfast, Lunch & pm snack)
- Parent workshop

Program Overview:

A. Philosophy Statement

Our Program believes:

- All Children are unique in different way.
- Children learn best through their own active hand-on experiences at home and in school.
- Each child is respected and has the right and deserves the opportunity to achieve his/her full potential.
- The needs of the child go beyond just being educated; our program addresses the child's social, emotional and physical growth.

B. Curriculum:

The Highscope Curriculum is the chosen educational approach in our classroom. It offers High-quality education because:

1. Children are recognized as “active learners”
2. It offers an organized environment that allows children to choose their own materials and activities.
3. The daily classroom routine is consistent and predictable.
4. It supports adults observing & encouraging children.
5. It builds a solid foundation for success in school and life

Developmental Screening:

Bambi Land Learning Center (GSRP) will utilize the Ages and Stages Questionnaires (ASQ). The ASQ is a series of 21 questions to be completed by the parent during the first home visit. The questions are designed to screen the developmental performance of children in the areas of communication, gross motor skills, fine motor skills, problem solving, and personal-social skills. Our teachers use the ASQ score to develop individual goals for each child to meet throughout the school year.

Ongoing Child assessment;

Bambi Land Learning Center (GSRP) utilizes the Child Observation Record (COR) Advantage Assessment system. COR Advantage is the leading research backed assessment for all children from birth to kindergarten. The assessment is widely accepted by most states, aligned with state standards and the Head Start Early Learning Outcomes Framework.

Built on 36 items that are proven by research to best prepare children for school success. With the fewest items of any early childhood assessment, COR saves teachers time and keeps them focused on what matters most. Teachers can use the valuable insight that they put in to the tool to create individualized lesson plans and detailed reports on child and classroom progress. The online tool's in-the-moment support increases the accuracy of teacher's scores; delivering consistent data administrators can rely on to meaningfully guide their program to the next level. COR Advantage measures 34 items across these 8 major areas of growth and development, with two additional items specifically designed to support English Language Learning.

COR Advantage focuses on stages of development rather than age and therefore is appropriate for children with special needs.

Guidance on Wayne RESA's Sample GSRP Daily Routines

The Michigan Department of Education outlines certain required parts of the GSRP classroom schedule in the GSRP Implementation Manual, and those parts are to be followed with whichever of the approved curricula an agency chooses to use. As per the GSRP Implementation Manual, children must engage in the sequence of planning, 60 minutes of uninterrupted choice time, cleaning up, and recalling. They must engage in a separate and discreet small group time in the morning.

To increase children's literacy development so that all children will be reading at grade level by 3rd grade, The Michigan Department of Education expects every child in every classroom every day to engage in the Essential Instructional Practices in Early Literacy. To support that goal, Wayne RESA is requiring at least two Read Aloud or Book Times each day:

- one read aloud with reference to print each day and
- one read aloud with a focus on vocabulary and comprehension each day.

Michigan's Child Care Licensing Rules requires children play outside daily, and the Technical Assistance manual goes on to say that child in care for a full day go out twice a day. Great Start to Quality further clarifies at least 30 minutes outside per 3 hours in attendance. Therefore, there is a morning and an afternoon Outside Time in the Daily Routine

Daily Routine 21-22

MINUTES	PART OF THE DAY	EXPLANATION
15	Greeting/Breakfast	Children read books, work puzzles, write in journals, etc.after eating, or if they choose not to eat.
15	LargeGroup Time	Message Board conveys news of the day. Adults and children participate in Movement AND Music activities and cooperative games .Children contribute the iron ideas.
10	PlanningTime	Children plan what they will do at Work Time .Plan <i>in Small I Groups</i> using a variety of strategies and props .Encourage planning <i>where, with whom & what</i> .
60	WorkTime	Children <i>always</i> initiate activities and carry out the iron intentions. Adults play with the mind encourage problem-solving with materials and during social conflict.
10	CleanupTime	Children and adult cleanup together. Children make many choices .Adults accept children's level of involvement and support children's learning.
10	RecallTime	In <i>Small Groups</i> children reflect on what they did at Work Time using a variety of props and strategies .Adults are unhurried in the approach.
15	SmallGroupTime	Adults plan experiences based on children's interests & development. Children explore and work with materials in individual ways and talk about what they are doing.
45	OutsideTime	Children choose how to play with a variety of materials outdoors. Adults play with children & support problem-solving with material and during social conflict.
10	LunchPrep&Hand washing	Children assist in preparation and setup .They choose where to sit.
45	Lunch&Bathroom	Family-style: children serve themselves; choose whether to eat and what to eat. Adults sample the food, and support conversation .Children assist with cleanup.
70	Quiet Time	Sleeping or quiet, solitary, on-your-own-cot play. Includes time for preparation, and for putting line a way after Quiet Time.
20	SnackTime	Time to Wake, go to the bathroom and wash hands and eat snack. Adults eat and converse with children at snack.
45	OutsideTime	Refer to morning descriptions.
15	SmallGroupTime	Refer to morning descriptions.
45	Plan/Work/Cleanup /Recall	Refer to morning descriptions .This is an abbreviated sequence including ALL components.
430	7hours,10minutes	SCHOOLDAY

All parts of the Daily Routine must be conducted every day. Transitions are incorporated into each part of the day.

Licensing Rules for Child Care Centers, R 400.8170: “A center operating with children in attendance for 3 or more continuous hours per day shall provide daily outdoor play.”

Child Care Centers Technical Assistance and Consultation Manual, R 400.8170: “Rationale: Open spaces in outdoor areas encourage children to develop gross and fine motor skills in ways that may be difficult to duplicate indoors. Unstructured physical play is a developmentally appropriate outlet for reducing stress in children’s lives. Cold weather does not make children ill. Studies have indicated that children who are taken outdoors, even during cold weather for short periods of time, have fewer incidences of respiratory illnesses. Infectious disease organisms are less concentrated in outdoor air than indoor air. Exposing the skin to sunlight promotes the production of the vitamin D that growing children require. Being outdoors in the fresh air helps children to stay healthy....Every child benefits from outdoor play—every day. *For children in care for a full-day, it is recommended that they go out twice a day.*

Parent Involvement:

Bambi land welcomes your family into our community and invites you to become active parents with us as we teach and care for your child. When Parents and teachers join in partnership an optimum learning environment can be created. Also Bambi Land Learning Center has an open door policy for parent to come and volunteer, our program will provide ample opportunity for parents to gain volunteer hours in and out of the classroom throughout the year. Every family is expected to participate in some capacity for continued enrollment. Here are some ways families can get involved:

- Having informal day-to-day conversations with teachers.
- Communicating with notes, emails and phones
- Participate in parent/teacher conferences; advisory meetings; special events for parents and families
- Sharing ideas or items related to the culture of the family that can be shared.

. To be a classroom, volunteer you must have the following on file

- Valid Photo ID
- Live fingerprint
- TB test

All volunteers are asked to sign in and out and will never be left alone with children in the care of Bambi Land Learning Center.

Home visits:

Home visits are a mandatory part of our program. Home visits are scheduled in advance and last approximately one hour, two times a year by teaching staff. This is a great opportunity to talk and ask any questions you may have. It is a positive experience for children, parents, and staff. Home visits strengthen the coordination of your child's learning experience between home and school.

Parent/ Teacher conferences:

Parent/ Teacher conferences are an important part of the communication process between parent and teachers. Twice a year, the teaching staff will set a specific time to meet with you.

As a parent, you will have the opportunity to review anecdotal notes, records and examples of your child's work. It is great time for you to ask any questions and discuss specific concern as well.

Local Advisory Committee:

The parent advisory committee consists of the Bambi Land Learning Center Teaching Team and Program Parents. The (PAC) meets minimally three times a year and there must be at least one parent for every 18 students enrolled. The first meeting occurs as an annual orientation/ training to instill confidence in parents as active group member and decision makers. Subsequent meeting that are held throughout the school year focus on local considerations including recruitment/

enrollment, Preschool Program Quality Assessment (PQA) results, child outcome data, and transition activities.\

Data Analysis Team:

The Data Analysis Team leads a team meeting that is made up of the program supervisor, teaching teams and parents. The meetings are held minimally three times per school year. During the meeting the attendees analyze the GSRP program and child outcome data. They set goals and continuously monitor the progress toward goals. Information is then disseminated to the local GSRP advisory committee, school board, parents and the public.

School Readiness Advisory Committee (SRAC), Great Start Collaborative (GSC) Parent Coalition

Legislation requires GSRP sites to provide for active and continuous participation of parents of enrolled children. A high-quality GSRP supports parents as active decision makers, both developing and implementing training to instill confidence in parents as active members of an advisory committee. Each Intermediate School District (ISD) is also required to have GSRP parent representation on the regional Great Start Collaborative (GSC) Parent Coalition; working with other committed parents to support early childhood practices in the community. These GSRP parents, in turn, act as liaisons to local Parent Advisory Committees, sharing ideas and activities in person, virtually (e.g., Skype) or through emailed reports. Another opportunity involves participation in a school readiness advisory committee convened as a workgroup of the GSC that provides for the involvement of classroom teachers, parents or guardians of program participants, and community, volunteer, and social service agencies and organizations. The advisory committee annually reviews and makes recommendations regarding the GSRP components. The advisory committee also makes recommendations to the GSC regarding other community services designed to improve all children's school readiness.

Sliding fee scale

The Great Start Readiness Program is a state-funded preschool program through the Michigan Department of Education. There is no cost or fee for students meeting the required criteria. Families that are eligible for the GSRP program but are over the income guidelines will be charged based on a sliding scale fee schedule determined by Wayne- RESA. Upon acceptance into the program

families will be informed by the center of the amount of monthly tuition required to be paid and when and where these payments are to be mailed.

Enrollment:

Eligible Families may enroll their children if:

1. The child turns 4 Years old on or before September 1st.
2. The family must meet the income guidelines.
3. Application forms should be completed by the child's parent/guardian at Bambi Land Child Learning Center.
4. Verification of birth must be provided to the office prior to enrollment.
5. Current proof of income must be provided upon request.
6. Copy of the child's Health card.
7. Enrollment is open during the month June, July and August.

Referral Policy

Referrals for children that may have special needs will always be discussed with the family first. Whether the program staff or the family is bringing the concern, the process of referral will be explained. Concerns will be documented; an observation will be requested. Staff will develop a plan and try various strategies.

Confidentiality:

1. Every aspect of the children/parent records is considered confidential. GSRP will not disclose any information, not even enrollment status, to anyone without a written release of information from parent/ legal guardian.
2. GSRP Staff are not allowed to share any child's information regarding child behavior or academic progress with another child parents.

School calendar:

A current school calendar is given out each year during orientation and copies of the calendar are available within the classroom.

August 26	Parent Orientation
Sep07→09	Home Visit
Sep 13	First Day of School
Sep 20	1 st COR begins
Sep 22	Field Trip (Apple Orchard)
Oct 06	Breakfast with Dad
Oct 20	Harvest Day
Oct 22	Parent's Meeting
Nov 23	Fall Feast /
Nov 24, 25	NO GSRP
Dec 10	1 st COR Due
Dec 11	2 nd COR begins
Dec 16- 17	Parent / Teacher Conferences
Dec 23→ Jan 02	NO GSRP
Jan 03	Back To School
Jan 17	NO GSRP Martin Luther King
Jan 25	Multicultural Day
Feb 21→ 23	Winter Break

Feb 24, 25	2 nd Home Visit
Feb 28	Museum Steam
March 1→25	Reading Month
March 14	Field Trip (Henry Ford Library)
March 15	2 nd COR Due
March 17	3 rd COR begins
March 18	Parent Meeting
March 22	Cat in the Hat
March 28→April 03	Spring Break
April 04	Back to School
May 2-3	Eid Holiday (No School)
May 06	3 rd COR Due
May 13-20-27	Parent / Teacher Conference (Fridays)
May 23	Kindergarten Transition
May 30	Memorial Day
June 09	Picnic Day (last day).

Dates are subject to change upon published notice.

Food/Nutrition:

Bambi Land provides a snack for children in GSRP according to the USDA guidelines. Make sure food allergies are communicated clearly on enrollment forms and to classroom teachers so that special accommodations can be made. Meal-time can be a social learning time where children are encouraged to try new foods. Good table manners and eating habits are encouraged. All parents must complete the Parent Providing Food Agreement included in the enrollment pack. Bambi Land participates in the Child & Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program.

Through this program, you can be assured that your child is getting balanced, nutritious, free meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life. Our meals and snacks meets the USDA meal pattern requirements listed below.

<u>BREAKFAST</u>	<u>LUNCH & SUPPER</u>	<u>SNACK</u>
<ul style="list-style-type: none"> • Milk • Fruit or Vegetable or Juice • Grain/Bread 	<ul style="list-style-type: none"> • Milk • 2 Fruit/Vegetable servings • Grains/Bread • Meat or Meat Alternate 	<p>(serve 2 from 4 food groups below)</p> <ul style="list-style-type: none"> • Milk • Fruit/Vegetable • Grain/Bread • Meat or Meat Alternate

Attendance:

It is very important that the child has regular attendance to ensure proper academic and social learning throughout the day. Also because of our small class sizes and long waiting list we ask that all parents agree to the following attendance rules.

- 1) If your child will be absent or late we ask that you please call the center and inform your child’s teacher as early as possible.

2) If your child has been absent for three consecutive days a phone call will be placed to the child's parent inquiring about the absence.

3) When your child has reached more than five consecutive absence and all phone call attempts have been unsuccessful the lead teacher and center director will make a home visit.

Weather policy /outdoor play:

Bambi Land Learning Center believes that outside time is as important as inside time and view outdoor activities as learning extensions of the classroom. Please dress your child for full participation of the daily schedule.

Per Michigan Licensure rules "a center operating with children in attendance for 5 or more continuous hours a day shall provide daily outdoor play,(two times a day) unless prevented by inclement weather or weather that could result in children becoming overheated

Bambi Land Learning Center, consider the following as inclement weather or excessively chilled."

- Heavy rain
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees.

Rest Time policy:

Programs that operate five or more hours must have quiet/rest time. The rest time will be at least 60 minutes, while accommodating for the individual needs of children.

Quiet activities will be provided for children of resting and that do not sleep.

Children may bring their own blanket to assist them in resting. Children will assist with setting up and cleaning up as their abilities allow. Soft music will be played, the lights will be turned off and staff will provide a comforting, supervising presence while children rest. Each child will be provided an individual to rest on.

Medication Policy:

Bambi Land Learning Center follows licensing rules and GSRP's policies for dispensing medication. A current physician / parent medication authorization form must be on file. All medications must be in the original container with current date, expiration date, child's name, medication's name dosage and method of administration.

Accident and emergency policies

1. Fire drills shall be practiced with the children monthly.
2. Tornado drills will be practiced during the tornado season which is April through October.
3. In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled in the parking lot or closest safe space nearest to the center.
4. In the event of a tornado warning, the children will be taken to their assigned safe zone. Blankets and a portable radio and flashlight, with extra batteries for both, are always kept in the tornado shelter area. The attendance form and emergency contact information will be brought along.
5. If a child is injured while in the care of Bambi Land Learning Center, the parent/guardian will be notified or next emergency contact. The date, time and information associated with the incident will be documented. The report will be shared with parent.

Conflict Resolution/Child Discipline:

Bambi Land Learning Center believes that discipline can be a learning opportunity; the staff will use positive methods of discipline, which encourages self-control, self-direction and self-esteem. When a conflict occurs among the children, or with a child, staff at Bambi Land will follow the six steps to conflict resolution when dealing with classroom behavior issues.

- Approach calmly, stopping any hurtful actions. Place yourself between the children, on their level; use a calm voice and gentle touch; remain neutral rather than take sides.

- Acknowledge children's feelings. Say something simple such as “I see you are mad”.
- Gather information. Ask, “What's the problem?”
- Restate the problem: “So the problem is...” Use and extend the children’s vocabulary,
- Ask for solutions and choose one together. Ask “What can we do to solve this problem?” Encourage children to think of a solution but offer options if the children are unable to at first.
- Be prepared to give follow-up support. Acknowledge children’s accomplishments, e.g., “You solved the problem!” Stay nearby in case anyone is not happy with the solution and the process needs repeating.

Policy for reporting abuse/ neglect:

All information concerning children and their families will be kept confidential. Bambi Land staff member are required to follow the WAYNE RESA child protection law procedures and sign a written statement agreeing to follow the requirements.

GSRP staff member are required to inform the director and report any suspected abuse or neglect human services (DHS).

GSRP staff member are required to have training on child abuse and neglect.

GSRP staff, volunteer will sign a statement certifying that they have not been convicted of any child abuse or neglect.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body.
- Severe verbal reprimands.
- Improper clothing relating to size, cleanliness, season.
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol.

Grievance policy

If you have a concern we encourage you to talk with us as soon as possible. Please follow the procedure given below which is designed to promote constructive dialogue at each step.

- If your concern pertains to practice building staff, or guidance techniques, please address the issues with your child's teaching team first.
- If you are not satisfied with the outcomes, please contact your site director. The site director will respond to your concern as quickly as possible.
- If after following each step you feel the concern is still not solved Bambi Land will work with Wayne RESA Early Childhood Specialist to resolve the matter.

Passive Consent notice of program evaluation

Bambi Land Learning Center is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP).

Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers or ask the teachers how children are learning and growing.
- Information from you and about your child will not be shared with other

1ST LOCATION:

13510 W WARREN AVE

DEARBORN, MI 48126

Contact (313)749-7422 /(313)478-4009

Bambilandchildcare@gmail.com

www.bambilandchildcare.com

2ND LOCATION:

25229 W WARREN AVE

DEARBORN Heights, MI 48127

Contact: (313)914-4894/ (313) 478-4009

Bambilanddevelopmentcenter@gmail.com

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