



# **Imlay City**

## **Great Start Readiness Program (GSRP)**

# **Parent Handbook**

# **2020-2021**



### **Weston Elementary**

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[www.facebook.com/ImlayCityEarlyLearningCenter](https://www.facebook.com/ImlayCityEarlyLearningCenter)

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## **INTRODUCTION**

Welcome to Imlay City Great Start Readiness Program (GSRP). This GSRP Handbook is filled with information to ensure your child has a successful first year. Please take the time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year, and a means to avoid confusion and misunderstanding when questions arise. Please feel free to visit or email our GSRP staff with any questions.

## **GSRP PHILOSOPHY**

The Imlay City GSRP Preschool is pleased that you have enrolled your child in the school readiness program. The funding for this preschool program is from a grant awarded to the school district by the Michigan Department of Education. The following information is designed to assist you in making your child's preschool experience as productive and enjoyable as possible.

The Imlay City GSRP Preschool strives to meet the social, emotional, cognitive and physical needs of each child. We believe that by working and sharing together in play and through new experiences each child will broaden his/her experiential background in preparation for Kindergarten and years to come.

The Imlay City GSRP Preschool strives to provide a safe, healthy and happy environment for your young child. We anticipate starting them off in a positive, supportive program where they can become successful, confident and independent. As the school year progresses, we hope to form a partnership with you, striving toward the development of your child. Please feel free to come in and be a part of your child's preschool experience. The door is always open and parents are encouraged to participate in classroom activities. In order for our partnership to be a success, communication is a must. With this in mind, please feel free to call us any time you have a question or a problem. We will be happy to help in any way we can.

## **NOTICE OF NON-DISCRIMINATION**

Imlay City Schools does not discriminate on the basis of race, color, religion, national origin, creed, or ancestry, age, sex, marital status, height, familial status, arrest record or physical and mental disabilities in accordance with the Elliot-Larson Civil Rights Act (ELCRA) MCL 37.2206, Persons with Disabilities Civil Rights Act (PWCRS), MCL 37.1206, Title II, Title VI, and Title VII of the Civil Rights Acts of 1964, Title IX of the Educational Amendment Act of 1972, the Age Discrimination in Employment ACT and the Immigration Reform and Control Act of 1986 (8U.S.C., Section 1324A Et. Seq.) and Section 504 of the Rehabilitation Act of 1973.

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## **CURRICULUM**

Imlay City GSRP Preschool follows The Creative Curriculum® for Preschool. Creative Curriculum is a research-based curriculum that is play based and uses exploration and discovery-based learning experiences. Each individual child is given the opportunity to move through specially designed learning centers at his or her own level of interest and ability. Every activity is planned with one underlying goal in mind...to allow the freedom of each child to grow and explore through first hand experiences in a warm, secure, and stimulating environment. Through our program, each child is given the tools needed to encourage the growth of the whole child.

## **DEVELOPMENTAL SCREENING**

Each child enrolled in Imlay City GSRP Preschool will be assessed using Ages & Stages® developmental and social/emotional questionnaire. This screening will give the program a better understanding of where the child is developmentally.

## **CHILD ASSESSMENT**

During the school year, the form of assessment used will be Teaching Strategies GOLD®. Children will be continually assessed on a daily basis. As part of this assessment system, teachers will take on the following tasks:

- Observe and collect facts through observation and documentation using anecdotal notes as a method for recording.
- Evaluate by comparing a child's skills and behaviors to research-based indicators of learning and development.
- Summarize, plan and communicate, making use of the collected information to plan experiences and share with others.

Three data collection points are scheduled for October, February and May. Information at these checkpoints is then shared with parents via conferences or home visits.

## **FAMILY/SCHOOL PARTNERSHIP**

Children who are successful in school have strong and positive connections between family, school, and community. Parent involvement in the learning process strengthens learning at home and is linked to positive child outcomes. Parents are always welcome and encouraged to participate at the level they are most comfortable. We encourage parents to be involved by volunteering in the classroom, doing monthly family projects that are sent home with students, by attending field trips with their child, participating in home visits, parent-teacher conferences, attending parent meetings and serving on a local advisory meeting where decisions regarding GSRP are made. Several times a year, we send home a list of age appropriate activities that parents can do with their child. Parents will be notified well in advance about upcoming parent meetings and classes we will offer. Some examples of subjects we've covered in past parent meetings are: Love & Logic, Health & Nutrition, Budgeting and Kindergarten Readiness. We also send out a family calendar each month that includes all the different activities in and around our community.

## **COMMUNITY PARTNERSHIP**

If a need should arise, please let a member of our staff know. We can connect families with community services/resources to meet the needs. In our Early Learning Center, we have a pamphlet called Quick Connect that has many local resources including food pantries, utility assistance, etc. and is available to our families.

## **HOME VISITS**

Two home visits are mandatory for each child enrolled in GSRP, one in the fall and one in the spring. We do not come to your home to judge what we see. The purpose of a home visit at the beginning of the school year is to meet the preschooler and the family. During this meeting the preschoolers get a chance to meet and familiarize themselves with their new teachers. The parents, on the other hand, are able to ask any questions that they need answered and complete any additional forms during the visit. At the spring home visit, parents will get a registration packet to enroll their child in Kindergarten or Kindergarten. Teachers will help fill out the packet (if help is needed), answer any questions regarding the registration process and give suggestions of things parents can do with children at home to help prepare them for their next year of school.

## **PARENT-TEACHER CONFERENCES**

Parent Teacher Conferences are used to further communicate a preschooler's progress during the school year. Parents and teachers get to meet twice a year and discuss what is being taught in class, ask questions that they might have about how their child behaves, and how their child is progressing overall. Parent-Teacher Conferences are quick and like home visits, they are mandatory for all GSRP children.

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## **COMMUNICATION**

Teacher/Parent communication is important. We have several ways we communicate with parents about their child's day. Examples are: phone calls, texting, emails, FB groups, etc. We also have translation services available for parents who don't speak English. We send materials home in both English and Spanish. If parents are separated, we send materials to both parents. If the child sees both parents during the week, we send materials home to each parent on the days the child will see that parent.

## **ADVISORY COMMITTEE**

All parents are invited to participate in the decision making process to plan, develop, implement and evaluate how our programs function. This is called the Advisory Committee for Imlay City Early Learning Center, GSRP and Imlay City Preschool and meets 3 times a year. Communication will be sent home to notify parents of these meetings.

## **LICENSING NOTEBOOK**

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all corrective action plans. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

## **CHILD RECRUITMENT**

The Imlay City GSRP Preschool's recruitment begins in the spring of each year preceding the start of the program. Income for each family must be verified before determining that a child is eligible to participate in the program. The MDE Income Verification form along with other eligibility documents are put in the child's official file. Documentation based on the seven risk factors is also completed at the intake. Parents may be told they are on a waiting list and if expected funding is maintained, will be formally considered for enrollment using the GSRP prioritization process once the funding of the program has been finalized. Tiered income eligibility ensure that GSRP finds and provides services to its target population and focuses on those most at risk.

## **ELIGIBILITY**

The Great Start Readiness Program was designed to provide high-quality preschool to children at risk for low educational attainment in the school year before they are eligible for Kindergarten. We must consider many factors in determining placement, including:

- Child must be 4 years old by September 1<sup>st</sup> of the year he/she begins school.
- Family income must be verified
- Assessment and family information (Eligibility Factors) must reflect that the child has the greatest need as compared to the other children who are screened.

We begin taking application at our Preschool Registration in April. We accept applications anytime thereafter at Imlay City Early Learning Center located in Weston Elementary. Once the State School Aid Bill has been signed and allocations/awards have been announced, enrollment begins. Generally, this is sometime in late July or early August. A letter of acceptance will be mailed to the parent/guardian of a child enrolled into our program beginning in mid to late August.

## **REFERRAL POLICY**

Imlay City GSRP Preschool provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. After the evaluation process, Imlay City GSRP Preschool in correlation with the Center for Exceptional Children and Build Up, will enroll the child in the appropriate program to meet the needs of the individual child. To inquire about the procedure or programs, a parent should contact the Consortium for Exceptional Children at (810)724-9853.

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## **CULTURAL COMPETENCE PLAN**

Imlay City Early Learning Center strives to make all children feel welcome, included and valued regardless of gender, ability, ethnicity, language or background. Our staff participates in at least 3 hours of cultural competence professional development annually. We provide written materials in both English and Spanish. In our classrooms we have books on different cultures, family and job situations. Our classroom toys and materials are labeled in both English and Spanish. We have food boxes in our kitchen that demonstrate different ethnicities. We encourage parents to visit our classroom and bring things from their culture to share with our students and staff.

## **CONFIDENTIALITY**

Child and family records will not be disclosed without written consent of parents or legal guardians, except as needed when child abuse or neglect is a concern. Confidential information is shared only with staff members who need the information to perform their jobs.



## **ATTENDANCE POLICY**

School is important no matter what age the student. Regular attendance at school, even in preschool, not only helps your child to grow and mature in all areas of development, but it also teaches them the value of education and the importance it has in their lives. Please make every attempt to be sure that your child comes to school every day and is **on time** for the start of class. However, when a child is sick, it is best for everyone, including the child, to stay at home and rest. A child not feeling well cannot be expected to participate in the busy daily activities in our classrooms.

When attendance issues arise, GSRP Teachers will make an effort to communicate with the child's guardian/caregiver in order to offer support and guidance in the matter. Please communicate with your child's teacher about any attendance problems that may arise. This would include transportation problems, family member illness, or any major change in the child's home life. GSRP Staff understand that situations may arise that prevent a child from attending school consistently and would like to be able to offer support to the child (& family). In the event a child has extended 2 weeks of unexcused absences, GSRP reserves the right to drop the child from the program.

For families that migrate during the winter months due to employment, your child's spot will be held for 6 weeks (24 school days). If your child does not return to school within the 6-week window, your child's spot will no longer be held.

## **HEALTH APPRAISAL/IMMUNIZATIONS**

The State of Michigan requires a health appraisal and record of immunization for each child to be on file. Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Waivers must be obtained at the local Health Department. Any questions about immunizations or waivers should be directed to the Lapeer County Health Department, 810-667-0391.

## **CHILD ILLNESS**

Children who are ill are asked to remain home. If your child becomes ill while at school, the parent or emergency contact person will be notified. If your child has any of the following symptoms, they must remain home for 24 hours without symptoms and cannot return to school until all symptoms have cleared up. An illness is defined as:

- A temperature of 99.6 degrees or more
- Diarrhea or vomiting
- Any undiagnosed rash
- Colored discharge from nose, eyes or ears
- Persistent cough

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## **COMMUNICABLE DISEASES, CASUAL CONTACT AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of a group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease such as diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments, or highly  
– transient pests such as lice.

In the event that your child has head lice, it is important that the school office be notified. Any student suspected of having these communicable conditions will be excluded from school. Parents must bring their child into the office and be checked before returning to the classroom. Students must be treated and all bugs and/or nits must be removed before returning to the classroom. Any removal from school will be for the contagious period as specified by the Lapeer County Health Department.

## **EXCLUSION POLICY**

Children will be excluded from the program if there are injuries or contagious illnesses that endanger the health and/or safety of others. Children will not be excluded because of the need for additional developmental, medical or behavioral support, assistance with toileting, or disabilities.

## **WEATHER POLICY**

When Imlay City Schools are closed because of inclement weather, there will be no GSRP Preschool on that day either. If school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

- Radio Stations: 760AM, 950AM, 1230AM, 1380AM, 1450AM, 96.9FM, 103.1FM, 107.1FM, 107.9FM
- Television Channels: 2, 4, 5, 7, 12, 25
- Websites: [www.clickondetroit.com](http://www.clickondetroit.com), [www.wnem.com](http://www.wnem.com), [www.wxyz.com](http://www.wxyz.com), [www.abc12.com](http://www.abc12.com), [www.nbc25.net](http://www.nbc25.net)

Parents and students are responsible for knowing about emergency closings and delays. Power Announcement is a communication system that will deliver messages to your telephone, cell phone, e-mail, pager and/or PDA. Maintaining the accuracy of contact information will be the responsibility of parents. A computer will be available in the school office for this purpose.

## **FIRE DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

## **TORNADO DRILLS**

Tornado drills will be conducted using the procedures provided by the State. The alarm system for tornados is different from the alarm system for fires and consists of intermittent ringing of the regular school bell.

## **LOCKDOWN DRILLS**

Lockdown procedures will be reviewed with students. Specific instructions on how to proceed during an emergency may vary depending upon the situation.

## PHYSICAL ACTIVITY

A consistent daily routine must include appropriate amounts of time each day for children to have outside time where adults intentionally support and extend children's plans. Programs provide equipment and materials for active play. Children are required to have outside play time (weather permitting) for ½ hour in the morning and ½ hour in the afternoon each day.

## HEALTH/NUTRITION/FOOD

The GSRP collaborates with the Imlay City Schools Food Service to provide all GSRP children a well-balanced meal that follows child and adult care food program nutritional guidelines. Families will be asked to complete a free and reduced lunch application to determine eligibility. Parents should notify teachers of any food allergies and or dietary restrictions.

A nutritious breakfast, lunch and snack are provided to all GSRP preschool children, free of charge. Meals will be served family style in the classroom. Children will actively participate in the meal process; such as passing out paper products, pouring drinks and serving food.

Parents sending a lunch from home are encouraged to send a high quality, nutritious lunch along with a drink (no soda, please). **Weston Elementary is a peanut-free school. We do not allow any foods with obvious peanut products in our school. No peanut/tree nut can be brought into our school.** If there is a child with a severe allergy to peanuts, we may have to be more restrictive.

Parents are encouraged to participate in a Health and Nutrition Class that the MSU Extension puts on in our center annually. This class teaches parents about the importance of physical activity and nutrition. This class coincides with a six-week health and nutrition program where the MSU Extension comes to our center and teaches our students about the importance of physical activity and nutrition. During this class, students make a nutritious snack they get to eat at the end of each class weekly.

## PEANUT RESTRICTION

Individuals with severe peanut allergies can have life-threatening reactions from even a small amount of peanut or peanut oils/residue left on a surface. Any exposure to peanuts may cause a serious reaction that requires emergency medical treatment. To reduce the chance of this occurring, we ask that you do not send any peanut or peanut containing products to school with your child. Our peanut restriction will be enforced before, during and after school hours.

While we are aware that this may cause some inconvenience in preparing lunches and snacks, that inconvenience is far outweighed by the potential severe risk for our allergic students. Please carefully read and review all food packaging prior to sending food items to school. In our peanut restriction efforts, our building staff will closely monitor food brought in to the building. If a peanut or peanut product item is identified, that item will be placed in a Ziploc bag, with a reminder of our restriction, and sent back home. If this item is a large part of a child's lunch,

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we have some peanut-free healthy food items in our cafeteria that will be used as a replacement. We ask that if you are using a peanut alternative, please label the item so that our staff is aware of your child's peanut-free food.

Food labeling can be confusing when deciding if a food or snack is safe to send to school and peanut free. The Federal Food Allergen Labeling and Consumer Protection Act (FALCPA) requires that packaged food products that contain nuts as an ingredient must list the word "peanut" or "tree nut" on the label. Here are some helpful tips:

- If a food label says "Processed in a facility that also processes peanuts" or "processed on a machine that also processes peanuts", it is okay to bring to school for lunch or snack.
- If a food label says "May contain traces of peanuts", "Contains peanuts," or "May contain peanuts", It is not okay to bring to school for lunch or snack.

## **TEETH BRUSHING**

Students are encouraged to brush their teeth after eating. GSRP students are provided a toothbrush, toothpaste and time to brush their teeth during the school day.

## **MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured. Medication must be conveyed to the school office directly by the parent. This should be arranged in advance. Medication **MAY NOT** be sent to school with a student.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to send a note to the child's teacher as to the medication schedule, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication in the office.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

## **MEDICAL EMERGENCIES**

In the event of a medical emergency, the program director will take the necessary steps to obtain prompt medical care for the child.

These steps may include:

- Contacting parent or guardian
- Contacting an emergency contact on ID card
- Contacting child's physician
- If we cannot contact you or the physician, we will do one or any or all of the following: Call another physician, call 911, or have the child taken to an ER in the company of a staff member. Any expenses incurred in obtaining emergency medical care will be borne by the child's family. Preschool staff is current in CPR/First Aid per licensing requirements.

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## **ACCIDENTS/INJURIES/INCIDENTS/ILLNESS REPORTING**

Notification will occur at pick up time for minor injuries. Incidents such as a minor scrape on the knee will require staff to apply first aid, complete an incident report, and notify a parent at pick up time verbally and provide a written injury report. Notification will occur immediately via telephone call to parent for serious injuries or incidents. If we are unable to reach parent, the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents, such as, but not limited to, head injuries of any kind, injuries requiring medical attention, allergic reactions or rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member or volunteer, alleged sexual contact between children or between a child and staff, volunteer, etc.

## **DISCIPLINE POLICY**

Positive methods of discipline will be utilized by our staff in order to foster self-control, self-direction, self-esteem, and cooperation in our students. Our goal is to provide a safe environment for all children.

Please review the following rules with your child:

- We keep our hands and feet to ourselves.
- We take care of our things.
- We are nice to each other.

Consequences for not following the above rules are:

1. Verbal Warning: The child is warned that his or her behavior is inappropriate
2. Redirection and/or time out to discuss inappropriate behavior and regain composure.
3. Logical consequences, such as restriction from some activities.
4. Conference with parents to discuss further action.

## **REPORTING CHILD ABUSE/NEGLECT**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Imlay City GSRP Program are mandated reporters under this law.



### **BUSSING POLICY**

Preschool and kindergarten students will not be let off the bus at their designated stop unless there is a responsible, authorized person to receive them (**hand-to-hand contact must be made**). In the event no one is there, they will be returned to their school, providing staff is present. Otherwise, they will be taken to the bus garage.

### **FIELD TRIPS**

There will be opportunities for field trips throughout the year. You will be notified ahead of time for all field trips. Parents **MUST** chaperone their child on all field trips and ride the bus with their child. We ask that you reserve this special time for you and your child and leave other siblings at home.

### **REST TIME**

Children in GSRP are required to have a rest time each day. Rest mats, a pillow and blanket are provided for children to use. Rest mats are cleaned daily and bedding is laundered every weekend. Children are not required to sleep, but are required to rest on a mat and/or participate in a quiet activity for at least one hour each day.

### **TOYS FROM HOME**

For the safety of all children, toys from home are not allowed at Imlay City Preschool. We provide a wide variety of materials for children to discover and manipulate. In the event a child brings a toy or other personal belongings to school, the early childhood program assumes no responsibility if the item is lost or damaged.

### **WHAT TO WEAR TO SCHOOL**

When dressing your child, please think of your child's comfort and provide simple clothing that is free of complication. Children will often be involved in messy activities, movement, and outside play. Dress your child according to the weather; we will be going outside everyday (weather permitting). For safety reasons, shoes with backs are highly recommended for the playground. We suggest play clothes and rubber soled shoes with socks, and boots in the winter. Your child will need to bring a backpack to school each day to carry their folder, finished projects, etc. An extra set of clothing (including underwear and socks) should be left at school to be used, if needed. **Please be sure to put your child's name in all his/her belongings.**

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## **BIRTHDAYS**

Birthdays are special to young children. When it is your child's birthday, we ask that instead of an edible treat you bring in a non-edible gift to pass out. Due to allergies, it is hard to coordinate special treats. Examples of non-edible gifts include: stickers, pencils, bubbles, etc.

## **TRANSITIONING**

We feel it is important to help our preschool students transition into Beginnergarten or Kindergarten. Starting the April before they start Beginnergarten or Kindergarten, we start slowly introducing them to things they will do in the fall. Some things we do include eating breakfast in the cafeteria, visiting music, art, gym and library and visiting Beginnergarten and Kindergarten classrooms. We also send home materials for parents that includes activities they can do with their child and things they can talk about with their child in order to prepare them for the transition.

# Sliding Fee Scale of Tuition

Lapeer County Intermediate School District  
 2020-21 Great Start Readiness Program (GSRP)  
 Sliding Scale of Tuition  
 Tuition for the 2020-21 School Year:

All children enrolled in a GSRP must meet income eligibility guidelines, as put forth by the State of Michigan and outlined in the GSRP Implementation Manual. Each subrecipient (program) will assure that all family financial information will be kept confidential.

For the 2020-21 school year:

- Families whose total income is up through 250% above Federal Poverty Level (FPL) pay no tuition to attend GSRP. \*\*
- Children in foster care, those experiencing homelessness, and children with an individualized education program (IEP) recommending placement in an inclusive preschool setting are automatically eligible for GSRP and must be considered within the lowest quintile (0 – 50% Federal Poverty Level (FPL) for prioritization.
- Subrecipients will be responsible for collecting tuition from families, keeping a record of tuition payments received, how tuition funds were spent, and submitting those ledgers to the ISD.
- Families whose income is above 250% Federal Poverty Level will pay the following tuition: (Subject to finalization of Legislative Language, whether over 250% of FPL will be allowable in 2020/2021.)

Programming	Up Through 250% Federal Poverty Level	251% - 300% Federal Poverty Level	301% - 350% Federal Poverty Level
½ Day Programming	GSRP Eligible – No Tuition	\$10 / month	\$20 / month
Full Day Programming	GSRP Eligible – No Tuition	\$20 / month	\$40 / month

Please note: Only 10% of the total ISD enrollment can be over 250% Federal Poverty Level. Each of the children in this 10% must also have at least one risk factor other than income level. Please notify the ISD if you anticipate enrolling a child in this category, as we need to monitor the number of students. Subject to finalization of Legislative Language, whether over 250% of FPL will be allowable in 2020/2021.

If an ISD utilizes the option to serve more than 10% of their students between 251% and 300% FPL, or serve children over 300% above poverty level, the ISD must contact MDE and be able to provide documentation of due diligence to identify and enroll all children at or below 250% FPL

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Effective July 1, 2020 to June 30, 2021

Household Size	Up to 300% Federal Poverty Level			Up to 350% Federal Poverty Level		
	Annual	Month	Week	Annual	Month	Week
1	38,280	3,192	738	44,660	3,724	861
2	51,720	4,311	996	60,340	5,030	1,162
3	65,160	5,430	1,254	76,020	6,335	1,463
4	78,600	6,552	1,512	91,700	7,644	1,764
5	92,040	7,671	1,770	107,380	8,950	2,065
6	105,480	8,790	2,031	123,060	10,255	2,370
7	118,920	9,912	2,289	138,740	11,564	2,671
8	132,360	11,031	2,547	154,420	12,870	2,972
For each additional member	13,440	1,119	258	15,680	1,306	301

3/4/2020

## GRIEVANCE POLICY

The goal of the Imlay City GSRP program is to provide a high quality educational experience and care for all students. We believe that each student and family is entitled to a warm welcome and caring environment where all students can learn and develop as they play.

All families are encouraged to express their concerns or problems about the GSRP program to the classroom teachers at any time. This may be through conference, letter or email. Imlay City GSRP believes all students and parents are entitled to courtesy and prompt, careful attention to any concerns or grievances that may occur. We welcome suggestions on how to improve our program and will give serious attention to any concern. We anticipate that most concerns will be resolved quickly and in the best interest of the student, family and staff.

To achieve this, we have the following procedure:

- **Step 1-** Any person(s) who has a grievance about any aspect of the Imlay City GSRP program, should first discuss his/her concern with the student's teacher.
- **Step 2-** If there is not a satisfactory outcome after Step 1, or if the problem recurs, the person(s) should put the grievance in writing to the principal. This written grievance should state the concern, the date in which the incident occurred, who was involved, and a suggested solution. We anticipate most grievances to be resolved in either Step 1 or Step 2.
- **Step 3-** If step 3 is necessary, the person(s) filing the grievance, the staff member(s) involved, and principal will set up a meeting. An agreed written record of the discussion will be made. All of the parties present at the meeting sign the record and receive a copy of it. A signed record signifies that the grievance has been resolved and the procedure has concluded.

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## **NOTICE OF PROGRAM EVALUATION**

Imlay City GSRP 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 a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.

Ask teachers how children are learning and growing. Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact:

- Jenny Buhl-Hagey, Weston Elementary School Principal, 810-724-9812
- The MDE Office of Great Start, Early Childhood Education and Family Services,  
[mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov), 517-373-8483, 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909

# Classroom Routines

## DAILY SCHEDULE

8:50-9:00	<b>Arrival/Sign-In</b> – Children enter the classroom at their own pace. Parents are encouraged to stay until children are ready for them to leave. Children start off writing their names at tables. Once all children have arrived and sign-in is complete they go to carpet for Large Group (music and movement).
9:00-9:10	<b>Large Group/Music &amp; Movement</b> – All adults and children participate in activities planned around children’s interests, developmental levels, music and movement, cooperative play and projects; and events meaningful to children.
9:10-9:45	<b>Breakfast/Dress for Outside</b> - Children have choices about where to sit and what to eat. Adults eat with the children. Meals are served family style. As children finish eating, they clean up their spot, use the bathroom, wash their hands and get dressed to go outside.
9:45-10:15	<b>Outside Time</b> – Children have many choices about how they play outside. Adults supervise children for safety and also join in their active outdoor play, supporting children’s initiatives and problem solving.
10:15-10:30	<b>Take off Coats/Literacy Time</b> – Adult reads a book that children choose. Children participate by asking and answering questions related to the book.
10:30-10:35	<b>Planning Time</b> – Children indicate their plans to adults and other peers in a place where materials are visible.
10:35-11:35	<b>Work Time/Free Choice</b> – This is one hour of uninterrupted Free Choice Time. Children always initiate activities and carry out their intentions. Children make many choices during this time such as where they are going to play, what they will play and what materials will be used. During work time, adults participate as partners in child-initiated play and encourage children’s problem solving both with materials and during times of social conflict.
11:35-11:40	<b>Cleanup Time</b> – Children and adults clean up together. Children make choices during clean up. Adults accept children’s level of involvement and skill while supporting their learning.
11:40-11:45	<b>Recall Time</b> - Children choose work time experiences to reflect on, talk about and share. Adults provide a variety of materials and strategies to maintain interest as they follow children’s lead and encourage children to share.
11:45-12:05	<b>Small Group Time</b> – An adult-initiated learning experience based on children’s interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.
12:05-1:15	<b>Bathroom/Prepare for Lunch/Lunch/ Brush Teeth</b> – Family-Style meals support children doing things for themselves. Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in of their own chairs.
1:15-2:15	<b>Quiet / Resting Time</b> – Resting is a time for sleeping or quiet, on-your-own-mat play. Children are not required to sleep but must stay on their mat. Children may choose to read a book or play with a manipulative quietly.
2:15-2:45	<b>Wake-up/Snack/Work Time</b> – (refer to AM descriptions)
2:45-3:30	<b>Bathroom/Backpacks/Dress for Outside/Outside Time</b> – (refer to AM descriptions)
3:30-3:40	<b>Good-bye Song/Dismissal</b> – Adults and children sing a good-bye song then adults bring children to buses.

## 2020-2021 Calendar Imlay City GSRP & Tuition Preschool

2020

<b>September 4</b>	No School - <b>Childcare Open</b>
<b>September 7</b>	No School - <b>Childcare Closed</b>
<b>September 8</b>	Preschool 1st Day Last Names A-L
<b>September 9</b>	Preschool 1st Day Last Names M-Z
<b>September 10</b>	All Preschoolers Attend
<b>September 15</b>	<b>1st Tuition Preschool Payment Due</b>
<b>November 2, 4 &amp; 5</b>	Parent/Teacher Conferences, Times TBA
<b>November 5</b>	Early Dismissal 12:10PM - <b>Childcare Open</b>
<b>November 6</b>	No School - <b>Childcare Open</b>
<b>November 13</b>	No School - <b>Childcare Open</b>
<b>November 15</b>	<b>2nd Tuition Preschool Payment Due</b>
<b>November 25</b>	No School - <b>Childcare Open</b>
<b>November 26-27</b>	No School - <b>Childcare Closed</b>
<b>December 16</b>	Preschool Christmas Party
<b>December 17</b>	Preschool Pajama Day
<b>December 21-23</b>	No School - <b>Childcare Open</b>
<b>December 24-25</b>	No School - <b>Childcare Closed</b>
<b>December 28-30</b>	No School - <b>Childcare Open</b>
<b>December 31</b>	No School - <b>Childcare Closed</b>

2021

<b>January 1</b>	No School - <b>Childcare Closed</b>
<b>January 18</b>	No School - <b>Childcare Open</b>
<b>February 15</b>	No School - <b>Childcare Open</b>
	<b>3rd Tuition Preschool Payment Due</b>
<b>February 22 - 26</b>	Home Visits/Parent Meetings
	No Preschool - <b>Childcare Open</b>
<b>March 29 - April 2</b>	Spring Break - No School - <b>Childcare Open</b>
<b>April 15</b>	No Preschool - <b>Childcare Open</b>
	<b>Final Tuition Preschool Payment Due</b>
<b>May 3</b>	Parent/Teacher Conferences
<b>May 5</b>	Parent/Teacher Conferences
<b>May 27</b>	Last Day of Preschool

