

Welcome



# Friel Early Childhood Center



## Parent Handbook

Bendle Public Schools  
4469 Greenley St.  
Burton, MI 48529  
810-591-3606

*www.Bendleschools.org*  
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Dear Parents,

Welcome to Friel Early Childhood Center (FECC)! We look forward to getting to know you and your child, and we are delighted that you have chosen our center. We are licensed by the State of Michigan, Bureau of Community and Health Systems (formerly the Department of Human Services).

It is our goal to provide your preschool child with a nurturing and educational environment with an emphasis on the development of Kindergarten readiness for Pre-Kindergarten children. We strive to cultivate skills that grow your child socially, emotionally, physically and cognitively.

Our licensed facility is open January-December from 6:30 am to 6:00 pm for working parents who need extended hours of care.

Please read this handbook thoroughly so that you will be acquainted with us. We believe communication is key to assisting you with the growth of your child and bringing about the best preschool experience. You will find our policies and procedures inside as well as other important key elements about FECC.

Sincerely,

Genie Trevithick  
Director  
gtrevithick@bendleschools.org

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## Mission Statement

The focus of Friel Early Childhood Center is to provide an early learning foundation in developing the entire child socially, emotionally, physically and intellectually.

The early childhood experience will provide a consistent and healthy environment filled with age appropriate activities that inspire creativity, intellectual knowledge and broaden each child's horizon.

This state licensed center is planned and administered by degreed teaching staff experienced in early childhood education. A licensing notebook is available to all parents which contains all licensing inspections and special investigation reports and related corrective action plans.

## Goals for the Child

1. To provide your child a foundation for future academic success.
2. To offer appropriate play experiences that add to the developmental needs of the child.
3. To supply opportunities for meaningful play that is based on the child's individual needs, interests and abilities that will build an important foundation for future skills and academic pursuits.
4. To give opportunities for being with other children in a setting conducive to the development of wholesome social relationships.

## Goals for the Parents

1. To give opportunities to meet with other parents and teachers who have the same interests and needs of the child as their common goal.
2. To provide quality care for the child while the parents are away.
3. To offer a peace of mind to parents while their children are away.

## Objectives

1. To focus on the development of the whole child within an age appropriate setting that incorporates the child's social, emotional, physical and intellectual attributes.
2. To provide enrichment and recreational activities that supplement the educational aspect.
3. To assist parents in feeling good about their child's experience while they are away, knowing the child is safe, secure and well taken care of.
4. To instill an environment that teaches mutual respect and value of others through word and deed.
5. To endow each family's confidentiality as it relates to their child and any concerns they may have.

## Admissions/Registration Policy

1. Enrollment shall be open to any child provided the center can meet the needs of that child and the child is bathroom independent (no pull ups allowed).
2. Children must be between the ages of 3 years by time of enrollment and be bathroom independent to 5 years old.
3. Enrollment shall be granted without discrimination in regard to sex, race, creed or political belief.
4. Tuition, all fees and forms are due prior to starting the program.
5. Completed registration form and registration fee(s) must be provided annually.
6. The registration enrollment fee is non-refundable (\$20 for one child and \$30 for family).

## Withdrawal Policy

1. Withdrawal because of behavioral or other problems will be made only following a conference with the parents and a discussion of the child's needs. (See discipline policy on pages 16 & 17).
2. Other situations requiring the student's withdrawal should be dealt with between the parent and Director (such as illness, moving, late fees or non-compliance of the center's policies).

## Rates for Service

There is a \$20 (for one child) and \$30 (for family) non-refundable annual registration fee that is due at the time of enrollment and annually at re-registration.

All families will be considered either part time (up to 4 hours of care each day) or full time (4 hours and over each day).

### Charges

- Those attending less than 4 hours \$15.00
- Those attending 4 or more hours \$25.00

Each additional child will receive a 20% discount within the same attendance hours and pay schedule.

The established schedule is required to be followed and paid for once established even if child is absent. If additional hours or days are desired, it must be discussed with the director of the program first.

Late pick up fees: Any child not picked up by their scheduled time or the 6:00 pm closing hour will be charge \$1 per minute after this time.

Tuition payments are due in advance by 6:00 pm on Friday for the following week's care. Unpaid or overdue fees may result in suspension of child care until full payment is received.

Because the FECC is licensed by the State of Michigan we are approved to accept payment assistance through the Department of Human Services for those families who qualify. Parents are responsible for whatever balance DHS does not cover. (Continued on next page)

## *Rates for Service (continued)*

Tuition fees that are not paid in full by 6:00 pm on Friday are considered past due and a charge of \$15 will be assessed. If tuition fees are underpaid and/or overdue child care will be suspended.

Tuition fees can be paid for by: check, cash or credit card (Visa, MasterCard & American Express). A non-sufficient (NSF) check return fee of \$15 will be charged for each check returned from the bank and could result in payment being requested by cash only.

## *Release Procedures*

Children will be released only to those persons whose names are listed on the enrollment form unless otherwise notified. Identification will be required of person picking up the child. Parents are to notify the office in writing in advance if a person not listed on the enrollment form is to pick up the child.

A station will be provided for parents to sign in and sign out their child. This is a requirement each day upon arrival and upon dismissal.

## *Absences*

Absences will not be deducted from your child's tuition due to staffing requirements by state licensing according to proportion of scheduled children per classroom and adult/child licensing ratios.

Vacations--Each family will be allowed one consecutive calendar week (Monday-Friday) vacation credit per child's schedule. You must notify the office and classroom teacher 2 weeks prior to the vacation week.

## *Center Schedule*

### *Daily Program Schedule*

6:30-8:00 am	Children Arrive
8:00-8:30 am	Individual Choice Play
8:30-9:00 am	Circle Time (calendar, weather, songs, colors, shapes, pledge, sharing)
9:00-9:40 am	Centers
9:40-10:10 am	Table Time (letters, numbers and writing)
10:10-10:45 am	Story
10:45-11:45 am	Outside
11:45 am-12:30 pm	Lunch
12:30-2:00 pm	Rest Time
2:00-2:30 pm	Music & Movement, Puppets & Plays, Arts & Crafts, etc.
2:30-3:00 pm	Table Time (social studies, science, discovery)
3:00-3:20 pm	Afternoon Snack
3:20-3:50 pm	Review and Wrap Up
3:50-4:30 pm	Large Muscle Room/Gym
4:30-5:10 pm	Centers
5:10-5:30 pm	Free Choice Play
5:30-6:00 pm	Clean Up and Dismissal

## *Staff*

All employees of FECC are qualified and certified according to the State of Michigan early childhood licensing standards which promote developmentally appropriate practices in early childhood settings. All staff have been processed through fingerprinting and background checks as required by the State of Michigan as well as been cleared through criminal abuse and neglect registry.

All staff members take an active part in keeping in touch with the latest advancements in the field of early childhood development by participating in continuing education training, certified CPR/1st Aid and Blood Borne Pathogens training.

All volunteers must have documentation on file at the center that he/she has not been convicted of a listed offense as defined in Section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722, child abuse or neglect, or a felony involving harm or threatened harm to an individual. All volunteers are required to follow Bendle Public Schools volunteer procedures.

## *Curriculum*

FECC believes in a well rounded and balanced approach to early learning. While there are many good philosophies valuable within curricula, our stance is in using both a child centered learning and teacher guided approach. Teachers observe the children to discover each child's needs, strengths, interests and previously learned knowledge and skills and use this information to plan new experiences and to develop teaching methods.

It is FECC's goal to allow your child to learn and grow at their readiness rate, but also to encourage them to be challenged in learning, so that they are prepared for their next step in their avenue of lifelong learning. Ultimately, setting the foundation for them to grow up into being responsible adults and successful citizens later in life.

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## Examples of Curricular Goals

### ***Language/Literacy Experiences***

- Letter/word writing
- Phonemic awareness
- Name recognition/writing
- Rhyming/word families
- Reading print
- Concepts of print in books

### ***Math Skills***

- Number recognition, writing
- One to one correspondence
- Measurement
- Patterning, sorting, counting
- Concepts of more or less
- Estimation

### ***Science Concepts***

- Colors
- Insects, animals
- Seasons
- Five senses
- Magnets
- Nature
- Matter (liquid & solid)

### ***Creative Play/Art***

- Explore basic elements of art
- Dramatization
- Creative play themes/Cooperation
- Songs/Poems/Events
- Imagination
- Sensory

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## Examples of Curricular Goals (continued)

### *Physical Development/Gross & Fine Motor Skills*

- Jumping, hopping, running, climbing & throwing
- Coordination/balance
- Drawing
- Hand/eye coordination

### *Cognitive/Social/Emotional Development*

- Sense of self
- Responsibility of self and others
- Cooperative play

## *Center Visits*

We welcome you to visit our center anytime to have an opportunity to observe the classroom programs and to see the facilities, activities and equipment that are available to the children. Please stop by the office and check in for a visitor's pass.

## *Medication Procedures*

Medication, prescription or nonprescription (including topical ones-including sunscreen, insect repellent, etc.) shall be given by an adult caregiver only when prior written permission is given by parent (forms are available through the center). All medication must be in their original container and clearly labeled for the named child. The medication must also have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication. All medication will be given only by these directions.

In an effort to reduce problems when medication is changed or discontinued, no more than one months supply of the medication will be kept at the center. It is the parent's responsibility to notify the center when medication has been discontinued. The parent will be expected to pick up any remaining medications or authorize the Director to dispose of it.

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It is the parent's responsibility to notify the center when a child's medication has been changed. A new medication form must be filled out.

Parents are required to inform staff if their child was given medication before arriving at school.

## *Clothing & Personal Possessions*

Children should wear play clothes that can be worn for arts and crafts projects, floor activities, water and sand play as well as for outdoor recreation. No flip flops or open toed shoes are allowed.

Clothing should be appropriate for weather conditions. We go outdoors daily except during extremely cold or rainy weather. Fresh air and exercise are important to your child's health, so please see that proper clothing is supplied. Children that need to stay indoors due to special circumstances must have a physician's note.

Please leave the following items at the center:

- A change of clothing for accidents. If the child needs to use the change of clothes, please replace these items on the next scheduled school day.
- Children who attend during the scheduled rest time will need a small blanket and foldable mat for rest time with the child's name visibly marked on it. These blankets will be sent home periodically for laundering. For a feeling of security, they may bring a favorite cuddly toy to nap with them.

## Health Policy

Children will not be admitted to the program without a current physical and an up to date record of immunizations. The State of Michigan requires that all children be immunized for certain diseases. There are no exceptions to this policy.

It is **important** that every parent cooperates fully with the center's health policy. Our regulations are designed to protect the well being of all children and to guard, as much as possible, against avoidable absences for health reasons. When there are symptoms of illness or other indications that a child is not well enough for group activities, arrangements must be made for his/her care at home.

Please do not send your child to school if he/she has a fever, unexplained rash, diarrhea, vomiting, excess coughing and cloudy/green discharge from the nose or any possible communicable disease. A child with a fever/vomiting cannot return to school until the fever/vomiting has subsided for 24 hours. It is better for your child to rest and recover than to come to school on these days.

If a child becomes ill at school, the parent will be notified. It is the responsibility of the parent to contact another adult listed on the authorized pick up list if they are unable to pick their child up. It is expected that a sick child be picked up within a reasonable amount of time to assure the needs of the child are met in a timely manner.

Exposure to communicable diseases and/or any infectious illnesses of other family members should be promptly reported so that the center may be alerted to early symptoms. Parents of your other classmates will be notified when a child has been exposed to a communicable disease.

## Health Policy (continued)

If your child has head lice, the child must be picked up from school immediately, begin treatment and take other precautions to rid the home of the infestation. We follow a nit-free head lice policy. Children that have been sent home/absent due to lice must be checked by the Director before they can return to the center.

A child diagnosed with pink eye must be on medication for 24 hours before returning to school.

A child with a rash must be diagnosed by a doctor and bring a note from the doctor stating that they are cleared to return to school.

## Food Policy

Breakfast and lunches need to be provided for children receiving full day care. Please label your child's meal with their name. No refrigeration is provided, so please make sure you are preparing accordingly or providing a cold pack within the packed meal. Also, please package your child's drink within the lunch container. Milk or non-sugary drinks are preferred. FECC does not provide any meals.

Parents must provide an afternoon snack (if in attendance 3-3:30 pm). Water will be provided unless parent prefers to provide milk or non-sugary drink.

If your child arrives after the designated times for breakfast and lunch, you are responsible for feeding them prior to your arrival.

## *Transportation Policy*

Transportation will be available for Bendle Headstart families only to and from the Friel Early Childhood Center to and from South Bendle where the Headstart program resides.

All other families are responsible for transporting their children to FECC for the tuition based preschool.

## *Student Conduct*

Parents, please review the following expectations with your child to help ensure their time with FECC is pleasurable.

- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative and follow the instructions of their teacher(s).
- Appropriate and acceptable language is expected.
- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their place when done.

## *Parent Responsibilities*

- Fill out registration forms completely and keep all information current.
- Pay tuition and fees on time.
- Read all communication in teacher/parent newsletters and bulletin boards.
- Make alternative arrangements if your child is ill.
- Properly sign your child in and out of the program each day.
- Keep the staff informed of any changes or incidents in the home that may result in a change in behavior or attitude at school.
- Listen to concerns of the staff regarding your child and work out an agreeable solution.
- Label all of your child's clothing and property, including breakfast, snack and lunch.
- Pick your child up by the end of their program on time.
- Parent volunteers must have a background check and clearance before volunteering at our center.

## *Discipline Policy*

FECC maintains a positive discipline policy which focuses on prevention, education, nurturing and consistency. We stress the Golden Rule of treating others as we want them to treat us. Our goal is to guide children's behavior to ensure their safety and to assist them in developing self-confidence, self-worth, self-control, self-discipline and sensitivity in their interactions with others. Our strategies include but are not limited to:

- Modeling positive behavior.
- Stating clear limits and involving children in setting those limits.
- Having appropriate expectations for children according to their development.
- Teaching children to express their feelings in appropriate ways.
- Teaching children problem-solving and conflict resolution skills and applying them in their interactions with their peers.
- Respecting and reflecting children's feelings.
- Allowing children to experience natural and logical consequences to their behavior.

Any physical or emotional punishment is prohibited. When it becomes necessary to discipline a child, these steps are followed:

1. Talking to the child to help him/her see how he/she is misbehaving.
2. Restating original direction to be sure child understood.
3. Removing the child from the activity being disrupted.
4. Separating the child from the entire group.
5. In severe situations parents may be called

Please be aware that any violent behavior that is directed toward another student or staff member will result in dismissal from the program.

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## *Discipline Policy (continued)*

If a child's behavior causes chronic disruption, the following three-step plan is in place to handle the situation:

1. The parent is notified verbally and/or in writing about the behavior or incident causing the disruption.
2. If the behavior continues, a meeting will be arranged between the Director, the teacher and the parents.
3. If a child receives a third behavior related incident report, the child may be suspended or removed from the program. At that time, the Director, the teacher and the parents will meet to determine the conditions of reinstatement if that is an option.
4. It is our goal to provide a safe and pleasant environment for all children. The discipline policy above is implemented for children displaying chronic and disruptive behavior.

## *Miscellaneous*

### *Hours of Operation*

The Friel Early Childhood Center is open at 6:30 am and closes at 6:00 pm Monday through Friday. FECC is closed for the following holidays:

Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Memorial Day and July 4th. Also, all snow days as mentioned below.

### *School Closings*

We operate within the Bendle Public Schools calendar. If Bendle Public Schools are closed due to inclement weather, mechanical problems, etc., the FECC will also be closed. Credit will be for unscheduled school closings.

These closings will be broadcast on local radio and television stations. Separate phone calls are not made to individual families. There may be exceptions during these closings when the center will be open. This will be noted on the above media notifications that say "preschool open". If this is not listed along with Bendle Public Schools closing then everyone will know that the center is closed.

## *Miscellaneous (continued)*

### *Emergency Numbers*

Parents will be notified in writing or by phone of any accident, injury or illness that takes place during their child's time at our center. Parents must keep all phone numbers current as well as emergency contacts and their phone numbers. Failure to do so may result in dismissal from the program.

### *Rest Time*

Preschool children are required to rest during the day if they are at the center for a full day program. Your child will be asked to observe the quiet time if they are in care during rest time. Parents must provide a foldable, cushioned mat with a cleanable surface.

### *Bathroom Independence*

All children must be able to use the bathroom independently. Pull ups are prohibited. FECC does not have an infant license, therefore, our staff are unable to change diapers/pull ups. Please make sure your child is wearing clothing they can easily get in and out of for use of the bathroom.

### *Field Trips*

If field trips are taken prior permission will be obtained from parents by use of a permission slip. Children will be transported by Bendle Public School bus. Field trip costs are extra and not included in tuition. A limited number of parents may volunteer and must pay for any additional costs as the children do.

### *Signing In and Out*

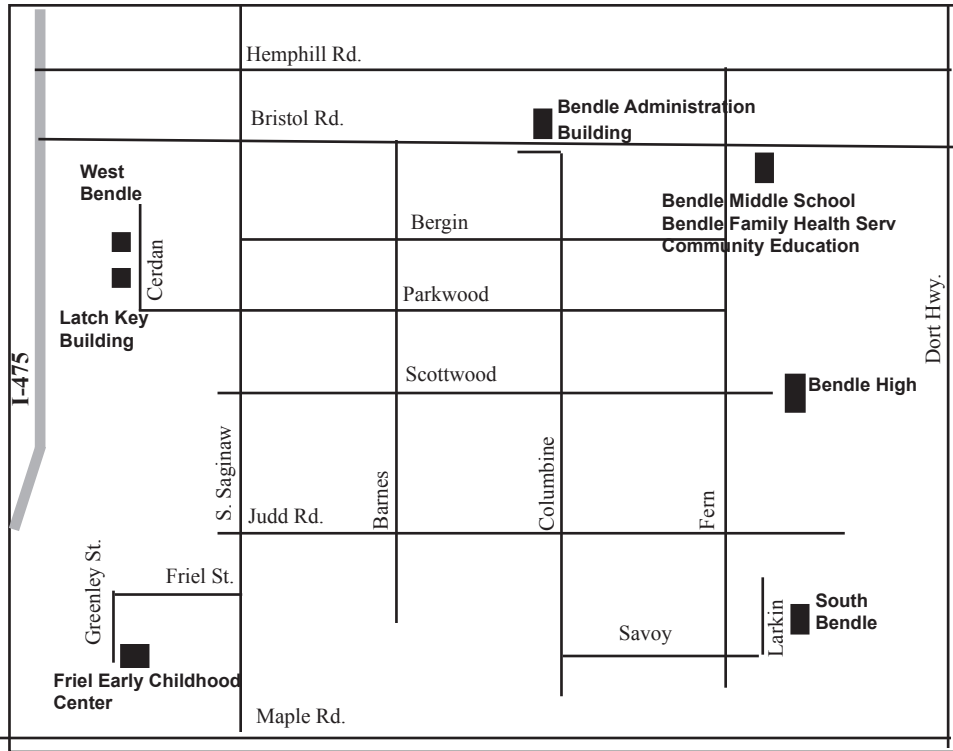
Children must be accompanied by their parent into the appropriate classroom and sign their child in. Parents (or designated pick up adult) must come into the classroom and sign out their child at the end of their day. There are no exceptions.

### *Parent/Teacher Conferences*

Once a year, teachers offer conferences for families of Pre-Kindergarten students to discuss their progress (and kindergarten readiness) which is assessed through portfolio assessments and teacher observations.

# Bendle Public Schools Map

## Parental Agreement



I hereby confirm that I have received a parent handbook, have read it thoroughly and asked any questions that I may have regarding its content.

Furthermore, I agree to abide by the Friel Early Childhood Center's policies and procedures as outlined within the parent handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

This form must be signed and returned with all required registration information before child(ren) can begin attending FECC.