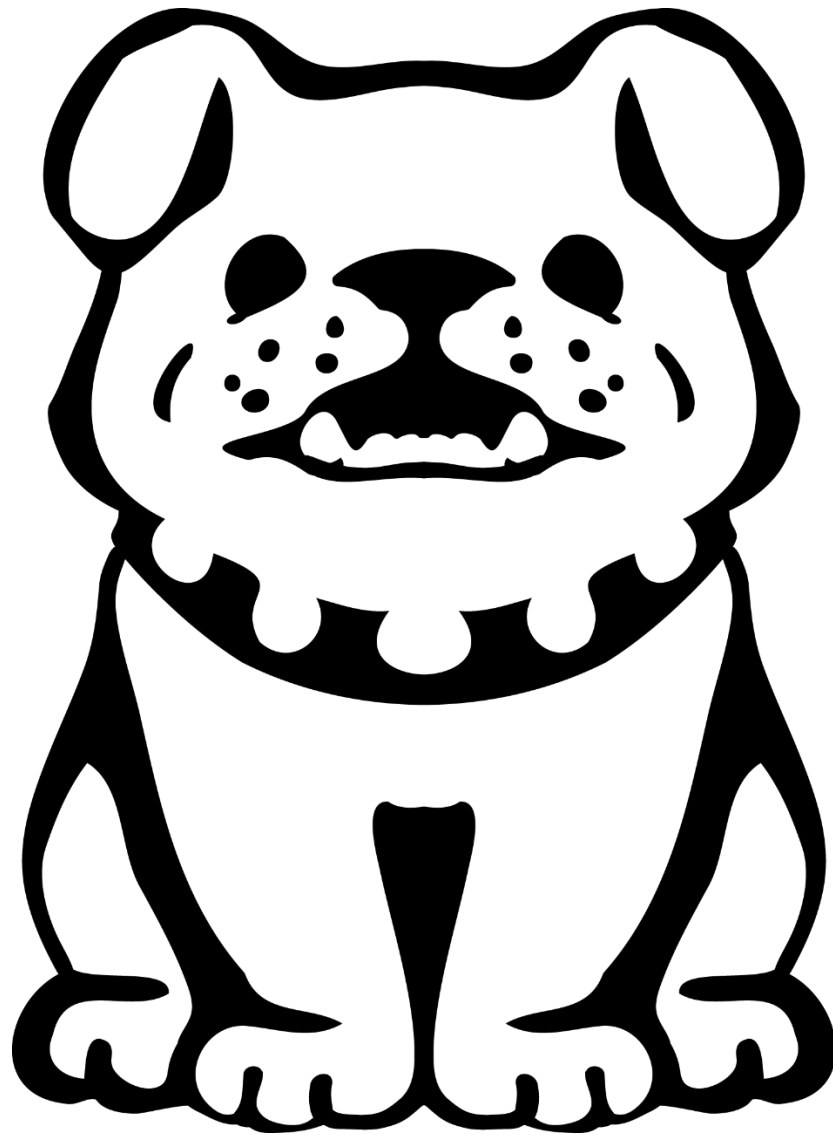


**Summerfield Early Child Education Center
Tuition-Based Programs**



**Parent/Student Handbook
2023-2024**

Summerfield Early Child Education Center
Tuition-Based Programs
232 E. Elm Street
Petersburg, MI 49270
(734)279-1013 ext. 240

OUR MISSION

Summerfield Early Child Education Center is a community partnership that focuses on providing a creative learning environment that is developmentally appropriate for children between the ages of 3 to 5. We provide a stimulating early education experience, which promotes each child's social-emotional, physical and cognitive development. Our goal is to support a child's desire to be a lifelong learner.

OUR STAFF

Candice Billau	Lead Teacher
Jen Liedel	Assistant Teacher
Lisa Ladd	Administrative Assistant - Elementary
Jodi Bucher	Elementary Principal

OUR PRE-K PROGRAM

4 (by Sept. 1st) – 5 years old*
Monday | Wednesday | Friday
8:00 AM – 3:00 PM
\$995 paid in full per session
\$331.67 Payment Plan**

OUR PRESCHOOL PROGRAM

3-4 years old*
Tuesday | Thursday
8:00 AM – 11:00 AM
\$300 paid in full per session
\$100 Payment Plan**

TUITION INFORMATION

Make checks payable to Summerfield Schools or pay via MY School Bucks as a guest account on the Summerfield website for a small fee.

PAYMENT PLAN SCHEDULE

**You may split the tuition into 3 smaller payments for a small fee. Please contact Lisa Ladd in the elementary office to enroll in the payment plan schedule prior to the first day of each session. Below are the payment due dates for each session.

Fall (Sept 5th—Nov 22nd)
Sept. 5th
Sept. 26th
Oct. 17th

Winter (Nov 27th—Feb 23rd)
Nov. 28th
Dec. 19th
Jan. 16th

Spring (Feb 26th—May 24th)
Feb. 27th
Mar. 19th
Apr. 16th

ENROLLMENT

Your child will be fully admitted when the non-refundable deposit is paid. All students recommended to be toilet trained to attend Summerfield Early Child Education Center programs.

The state requires that we have a child information card, a signed written permission to seek medical care, a health appraisal form that includes up to date immunizations and a physical (reviewed twice annually). Failure to have any of the above may result in removal from the program.

PROGRAM PHILOSOPHY

Summerfield Early Child Education Center serves families who work or live in Petersburg and surrounding communities. Our families represent the economic and social diversity of our community. Through our curriculum Summerfield Early Child Education Center aspires to teach character traits and equip children with the developmental skills necessary to build the total child (physically, emotionally, socially, intellectually) and prepare them for the next step in their educational career, kindergarten.

CURRICULUM

Creative Curriculum is comprehensive research based and features exploration as well as discovery, enabling children to develop confidence, creativity and lifelong critical thinking skills. This curriculum is developmentally appropriate practice and align with the ECSQ-PK.

ASSESSMENT

This will be done at least twice a year in written form. Any questions that you may have will be addressed by the teacher, either through an in-person conference, phone call or email, whichever is more convenient for the family. Our assessment tool is Teaching Strategies Gold and our screening tool is Battelle Developmental Inventory 2nd Edition.

REST TIME (full-day programs only)

Our full-day programs must provide a rest time during the school day for no longer than 60 minutes of the daily schedule. Children may bring a small blanket, small pillow and stuffed animal. All rest items must fit on the sleep area of the cot (48.5"x19"). Bedding will be sent home weekly on Friday to be washed. Soiled bedding is sent home as needed. Children will be given a choice of a quiet activity to complete individually if the child no longer requires a nap or if they have not fallen asleep within 20 minutes.

THINGS TO BRING

Please send in the backpack to school every day. Accidents happen, please provide your child with a change of clothing that we will keep in their classroom cubby. You will need to

replenish their change of clothing as needed. For full-day programs please send in a small blanket, small pillow and a stuffed animal for rest time. Full-day programs need to bring a morning snack, a lunch and afternoon snack (Please label or bag lunches and snacks separately). Half-day programs need to bring a snack.

Please label everything that your student brings to school: bags, notes, coats, boots, etc.

TRANSPORTATION

This is the parent's responsibility. If someone else other than a parent is picking up your child, please send a written note for the teacher.

ARRIVAL/DEPARTURE

Please use the entrance off Forrest Avenue in the back-parking lot. A turnaround type drive has been provided for easier drop off and pick up. We hope this helps to cut down on confusion in the hallways. It is not necessary to arrive before 8:00 AM to drop off your child. Our classes end at 11:00 AM or 3:00 PM. Please be prompt in picking up your child. The program reserves the right to assess late fees at the rate of \$5.00 per 10 minutes.

Parents and caregivers are asked to drop their students at the door for arrival. This will help your student successfully transition into the classroom. We welcome parents and caregivers into the classroom for departure.

Single parents: The program must have a court document stating that the child cannot be released to the non-custodial parent.

COMMUNICATIONS

A weekly newsletter will be sent informing parents of upcoming events and updates on what we are learning. The program uses the Seesaw classroom app, information will be sent home explaining how to sign up for this. Information and pictures of the students will be posted here. If for some reason you need another form of communication, please let the teacher know. We can make other arrangements.

ATTENDANCE

Attendance Policy In order to participate in the Summerfield Early Child Education Center programs, your child will be required to attend on a regular basis. Extended or unexplained absences not related to sickness or family emergency can result in dismissal from the program. To report your child's absence, Seesaw message the teacher directly or call 734-279-1013 ext. 240 and leave a message.

DAILY SCHEDULE

We believe that young children best learn by guided exploration through play in various direct instruction. Therefore, our schedule reflects a balance of exploratory learning, small group work and daily large group sessions. The teacher also asks for the children's input in the selection of their interest in planning and classroom activities.

Arrival/Attendance

As children arrive, they will wash their hands first then check in for class. There will be select activities for them to choose from. We will start our day when all the children have arrived.

Large Group (Circle Time)

Focusing on music and movement, cooperative games, and events meaningful to children. (Whole group instruction time)

Choice Time

A period of time where children are able to have uninterrupted play time within the classroom interest areas.

Clean-up

Students and teachers clean up together.

Small Group

Activities focusing on academic skill building objectives. (Small group instruction time)

Daily Read-Aloud

Meals

The students will eat meals as a group, children finish at their own pace. Students will read book or quiet activity on the circle carpet while they wait for the friends to finish.

Gross Motor/Outdoors

Children have free choice outdoor activities on the preschool playground supervised by their teachers. The playground is located near the parking lot by the main entrance of the elementary school. This playground is specifically designed for preschool age children only.

Rest time (for full-day programs only)

Weekly lesson plans and daily schedules are available in the classroom.

MEALS

We are asking parents to provide their child's meals while at school. Please follow the guidelines below when preparing your child's meals.

Full-day Programs

Morning Snacks

Lunch

Afternoon Snacks

Half-Day Programs

Snack

Five Components of a Meal

1. Milk (6 fluid ounces)
2. Meat or Meat Alternative
 - a. Lean meat, poultry or fish (1.5 ounces)
 - b. Tofu, soy products, or alternative protein products (1.5 ounces)
 - c. Cheese (1.5 ounces)
 - d. Large egg (3/4)
 - e. Cooked dry beans or peas (3/8 cup)
 - f. Peanut butter, soy nut butter, other nut butter or seed butter (3 Tbsp)
 - g. Yogurt, plain/flavored or Unsweetened/sweetened (6 ounces or 3/4 cup)
 - h. Peanuts, soy nuts, tree nuts or seeds (3/4 ounce = 50%)
 - i. No more than 50% of the requirement
 - ii. 1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry or fish
3. Vegetables (1/4 cup)
4. Fruit (1/4 cup)
5. Grains (1/2 ounce equivalent)

Lunch & Snack Guidelines

1. Please provide one item from all five components for lunch.
2. Please provide two items for each snack time. Select two of the five components when providing the items for snack. Only one of the two components may be a beverage.
3. Must be unflavored low-fat (1 percent fat or less) or unflavored fat-free (skim) milk for children two through five years old.
4. Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
5. Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
6. At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.
7. Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

BIRTHDAY TREATS

We love to acknowledge your child's birthday but ask that all food items brought to school to share with the classroom meet our wellness policy guidelines. Also, they must be individually packaged. A wonderful alternative to sending a treat for a birthday would be pencils, erasers, bookmarks, etc.

NUTRITION PLAN

The purpose of our Nutrition Plan is to provide the best possible nutritional information to our staff, families, and children in our care, in order to encourage healthy eating habits that will last a lifetime. By providing ongoing educational materials from MyPlate, CACFP, etc., we reinforce the importance of eating healthy, while staff model healthy eating along with our students at snack time. Our plan meets the needs of children, families, and staff by offering helpful reminders of how eating quality foods can benefit our bodies. Helpful seasonal menu guidelines encourage trying new foods that can be exciting and fun!

Throughout the school year, our program will offer additional educational nutrition information in our newsletters, bulletin boards, posters and other communications to our children, families and staff. We also encourage healthy habits that include getting proper rest, exercise and well-checks from your doctors on an ongoing basis.

HAND WASHING

Students and Staff will wash their hands to limit the spread of illnesses and/or germs in the classroom. The hand washing procedures are used and posted by the sinks per licensing.

CLOTHING

Due to the fact that your child will be involved in a variety of activities, please dress your child in clean comfortable clothing. We do not want to take the chance of having any "special" clothing ruined. We will also play outside daily (weather permitting), so please make sure they are supplied for the weather/temperature.

WEATHER

Please be advised that if Summerfield School is delayed due to inclement weather, our morning class will begin at 9:00 am. If school is cancelled, our class will be cancelled. Delays and cancellations for Summerfield Schools are announced on T.V. stations 11, 13, and 24 plus Facebook – Summerfield Elementary. It will also scroll on the school's web site (<http://summerfield.k12.mi.us>). The teacher will post Seesaw announcements to update parents. We may add an additional day(s) to the end of the school year if exceeds state allotment.

PARENTS OR SPECIAL GUEST VISITING

If you are coming to visit your child's classroom or confer with a teacher, we ask that you contact the office or teacher in advance to arrange an appointment. In ALL cases parents or visitors must stop at the office to receive a "VISITORS PASS". This will enable us to know who is in the building to maximize the security and safety as well as to contact you for an emergency. A license/photo ID will be required. All volunteers must complete the Volunteer Release Form before visiting our classroom.

CHILDREN WITH DISABILITIES

Our early child education programs are available for all children ages 3-5 years. Our programs are designed to meet the educational and developmental needs of all children. We offer peer to peer social groups for children with disabilities that are serviced through the Monroe County ISD. The ISD services are integrated within our classroom as much as possible. Our programs use Creative Curriculum to guide instruction. Instruction is also guided based on the individual needs and IEP goals. Our programs offer a least restrictive environment for many children with disabilities. To maximum extent appropriate, children with disabilities are educated with children who are not disabled. Our programs participate in co-planning with the preschool special education team. Program staff will work with families closely when a referral for a special education evaluation may be needed. Program staff will discuss the reason for a referral and the referral process with the families ensuring they wish to move forward with a referral prior to placing a referral into the Special Education Team.

MEDICATION POLICY

Every effort should be made to have all medications administered before and/or after school by the parent or guardian. However, if that is not the case then the following procedures must be followed:

1. Medications must be hand-delivered to the teacher.
2. The parent or guardian must provide a completed **Medication Release Form**. This written permission includes:
 - The name of the medication
 - Date, time, dosage and route to be administered
 - Phone number where the parent or guardian can be reached in case of emergency
 - Signature by medical professional
3. Over the counter medication must be in the original container. (Must follow same procedure as prescribed meds.)

4. Summerfield Early Child Education Center Staff will administer the medication as indicated, in the presence of another staff member then document on the Medical Release Form.

Medications are stored in an area that is out of reach of children and accessible only to trained, designed staff.

TOPICAL, NON-PRESCRIPTION MEDICATION

Licensing requires an annual written parent or guardian permission for topical, non-prescription medications such as sunscreen, insect repellents, diaper ointment and baking soda (for bee stings). Staff will provide prior notification of application when necessary.

COMMUNICABLE DISEASE

Any child with a communicable disease that has any of the following symptoms will be sent home immediately and will be excluded from preschool until he/she is symptom free for the last 24 hours and without fever or pain medication for 24 hours.

The symptoms are as follows:

- Fever of 100.4 degrees
- Diarrhea (runny, watery, or bloody stools)
- Vomiting
- Unusual spots or rash
- Eye discharge (thick mucus or pus draining from the eye, or pink eye)
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health and safety of the other children.

If your child has a communicable disease, they will be excluded from preschool until the family provides a written physician's permission to return to school.

Plan for someone to be able to pick your child up within one hour after a phone call is made. That name should be on your enrollment card. Your child may be excluded from the other children so that they do not infect them.

EMERGENCIES

In the event of an emergency or accident, the following steps will be taken:

1. Someone will stay with the child at all times and first-aid will be administered.
2. Parents or guardians will be notified immediately.
3. If the accident is serious, 911 will be called and the child will be transported by ambulance to the nearest hospital. The director or the child's teacher will accompany the child in the ambulance.

4. With any injury requiring medical attention, an injury report will be filled out by the teacher and signed by the director. This report will be given to the parent/guardian explaining to them how and what happened. We ask that the parent/guardian signs the report. The report is kept on file, and a copy is given to the parent/guardian.
5. A serious injury requiring hospitalization will be reported to our Licensing Consultant within 24 hours, and a written report will be filed within 5 days.
6. An Emergency Management Guide is available for other emergency situations. This is located near the exit door for quick reference.

FIRE/TORNADO DRILL/SAFETY DRILL

We will have drills throughout the year according to the state guidelines. Exit routes/procedures are posted in the classrooms.

CULTURAL PLAN

We are committed to respecting the diversity of the families and their cultural needs. Diversity and opinions as well as culture are embraced. We respect and support the development of all children, their family dynamics and structure. We believe that a strong sense of community is healthy to the thriving family. We incorporate family diversity by sharing family photos and talking about each child's family dynamics.

DISCIPLINE/TERMINATION

It is an important objective of our Pre-K and preschool programs to teach our students appropriate group behavior, and to develop a sense of cooperation and self-discipline.

If behavioral problems occur, the following steps will be taken as needed, until the problem is resolved:

1. The lead teacher and/or assistant teacher will talk to the student, explaining the behavior that is expected.
2. If the talk does not have the desired results, the student will be removed from the class activity for a period of up to 5 minutes. The student will be given options for a quiet space or activity to work on managing their feels and behavior. If necessary, the teacher will again guide the student through their emotions to help them regulate their own behavior and return to the class activity.
3. Parents will be notified if unacceptable behavior is repeated. Parents may be asked to come to the school and remove their child in cases when the child does not respond to the above disciplinary steps.
4. If inappropriate behavior continues, it may be determined that the student is not psychologically, emotionally, or socially matures enough to benefit from our program. For that child's benefit, and for the good of the entire class, he/she may be asked to remain out of the class until the next session.

WITHDRAWAL POLICY

If your child needs to withdraw from a session for any reason, it must be done within the first two weeks to receive a prorated refund.

REFUND POLICY

We do not refund for any absences or days cancelled due to weather conditions.

STAFF TRAINING

The Summerfield Early Child Education Center staff will have at least one member that is certified in CPR and first aid. All members will be in-serviced via video, workshops, written and/or verbal communication regarding licensing rules, and sanitation procedures.

STAFF SCREENING

To ensure the safety of the children, all staff will be required to have a background check by the Monroe County Sheriff's Department and the Family Independence Agency. Any person convicted of child abuse, neglect, or a felony involving harm or threatened harm, will be unable to participate in the pre-school as a staff member or volunteer. If a staff member is convicted of any of the above mentioned at any time, they will be immediately dismissed.

HELP US HELP YOUR CHILD ADJUST TO PRE-K & PRESCHOOL

- Inform the teacher of any change in address or telephone number.
- Provide clothing simple enough for your child to manage him/herself.
- Notify the teacher if your child loses anything.
- Mark your child's coats and boots and teach your child to recognize his things.
- Let the teacher know of any situation that may affect your child's school day.
- Have your child use the bathroom before he/she leaves for school or enters class.
- Never threaten or scare your child with what the teacher might do to him/her.
- Help protect your child's health and the other children as well. Do NOT send your child if he/she has a sore throat, swollen glands, nausea, or vomiting, skin rash or sores, persistent cough, chills, inflamed eyes, flushed face of fever, ear or tooth ache, or diarrhea.

Thank you for support and involvement in your child's education. Please do not hesitate to contact Candice Billau or Jodi Bucher with any questions or concerns.