



Northville Public Schools
Early Childhood Education and
Extended Day Programs

Family Handbook

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Facebook- NPS Early Childhood Education and Extended Day Programs
Instagram- @npseceedp
Website- <https://earlychildhood.northvilleschools.org>
Email- ECTeam@northvilleschools.org

Absences

Parents can report their child's absence by calling or emailing the classroom teacher on site or the Early Childhood office. Parents must pay for any space that is reserved regardless of attendance.

Due to the nature of children arriving to PM Kids' Club directly from their classroom, it is particularly important their absences are communicated by the parent. Vacations are not available for any of our school year programs.

Accident and Emergency Information

Our program uses contact information provided by families through the Eleyo registration process to populate their child's Child Information Record. When an accident or injury occurs, the information from the Child Information Record is utilized to contact the parents or the emergency contact person if the parents cannot be reached. In the event of an accident or injury requiring immediate medical attention, an ambulance will be called and the child will be transported to the nearest hospital (determined by ambulance driver). Teachers will inform parents via telephone call, email or in person at pick up of any minor injuries that occur while a child is at school. It is the parent's responsibility to review and update emergency information through their [Eleyo account](#).

Adding Days / Switching Days

Occasionally the need arises for families to add a day to their schedule. Arrangements **may be made only through the EC office and are dependent upon available space and staffing**. Families can request a drop-in day through Eleyo or by emailing ecteam@northvilleschools.org. Drop-in days are only available for School Day Preschool and Kids' Club, at a higher daily rate. Half Day Preschool and Parent-Child classes cannot accommodate added days. *Please note: Once the Drop-in request is submitted, refunds are not available.*

Summer: Add on days are not typically accommodated for days with Field Trips.

Switching days is not permitted (ie., attending Friday *instead of* scheduled Monday).

Admission

Registration occurs annually in March. Currently enrolled in-district families have placement priority before new families for both the school year and summer programs. Out of district and re-enrolling families with a new sibling will be placed on a space evaluated basis. If your child is placed in a class other than your first choice, we will maintain their name on a waitlist, if requested. **Summer registration programs require a separate registration.**

The placement of children in the Early Childhood and Extended Day programs occurs in the following order:

1. Families that are currently enrolled in our program
2. Age-eligible children living within the NPS district
3. Children with a waiver and children living out of district

Priority placement is given to NPS employees. Out of district re-enrolling families with a new sibling will be placed on a space evaluated basis. **All placements are dependent on meeting registration deadlines.**

The operation of ECEEDP programs are dependent upon sufficient enrollment and building space availability and subject to change.

Families will create an account in our [Eleyo system](#). Then register your child for the program of your choice (subject to availability and sufficient number of registrants). Additional forms will also be required such as the Family Information Form, Health Appraisal Form (signed and dated by a physician), Required Paperwork form including the Permission Forms. All required forms must be completed and returned at least one week prior to your child's start date.

Your child ***must be completely self-sufficient*** in all areas of toileting and meet any age requirements indicated in the specific program (see 'Toilet Learning' section). Birth certificates and proof of NPS residency must be provided upon request.

All prior accounts must be paid & be current for re-enrollment priority & placement status. Accounts with past due balances will be placed on a waiting list until current.

Allergies/Medical Conditions

Minor allergies should be listed in your child's Eleyo account and on their Health Appraisal Form. In the case of severe/life threatening allergies or medical conditions, we require the parent and physician to complete an Individual Emergency Health Care Plan (Allergy Action Plan) and/or Medication Prescription/Parent Authorization Form and submit it with a current picture of the child and required medications. This plan will be available in the classroom for the staff to reference. (If the allergy is food-related, see Food Service/Food Restriction).

Assessments

Child assessments are completed twice a year in all preschool programs through the Child Observation Record (COR) Advantage, which are shared with families during the Parent/Teacher Conferences. Through the process parents have the opportunity to have input in their child's individual goals. We track children's progress for a variety of reasons:

- to be assured that learning and development are taking place
- to make children's progress visible to parents
- to make adjustments in our teaching strategies

All preschool staff receive on-going training on COR Advantage. Our Early Childhood Specialist also supports teachers with assessment by facilitating regular 1-on-1 coaching sessions to review reliability of anecdotes and develop strategies based on data.

As part of our assessments, Early Childhood participates in a county wide project through Great Start Collaborative-Wayne called Help Me Grow, **Ages and Stages Questionnaire (ASQ)**. This project focuses on making sure each Preschool child is on track in their development and identifying areas where additional support may be needed to help them succeed. Once parents have submitted their answers on-line, the child's teacher will follow up with an individualized email to offer support and resources. Additional information will be made available to parents from the classroom teacher.

Child Protection Laws

The Child Protection Law requires professionals who work with children to report to Child Protective Services when they have reasonable cause to suspect abuse or neglect by a parent, guardian, or caretaker of a child. Early Childhood Education and Extended Day staff are mandated reporters and are trained annually in the procedure to follow if there is suspicion of child abuse or neglect.

If a staff member is accused of abuse and/or neglect, they will be placed on administrative leave pending a full investigation including communication with the parent(s). If the investigation substantiates abuse and/or neglect, the staff member would be terminated and all necessary parties would be informed.

Cleaning and Sanitation

All of our classrooms adhere to the [NAEYC Cleaning, Sanitizing, and Disinfection Frequency Table](#). In addition to ECEEDP staff cleaning classrooms, we also have Grand Rapids Building Services (GRBS) support with cleaning on a daily basis.

Communication

Information is communicated through a variety of methods throughout our programs. Teachers use e-mail, Parent Boards, newsletters, formal and informal conversations to communicate information and keep families up-to-date on their child(ren). Early Childhood publishes a monthly communication, “The Family Connection” newsletter, which updates families on program-wide activities. Our program sends text messages regarding important information through Eleyo. The NPS district also utilizes ParentSquare®. By signing up, you will receive information via email regarding important district and building level information. Visit northvilleschools.org and click on the tab Resources/Email Subscription(ParentSquare). Then, click **Join Community Groups**, complete your contact information and check the box next to Early Childhood Education and Extended Day Programs.

Also visit the Early Childhood website: <https://earlychildhood.northvilleschools.org> where you will find information regarding registration, deadlines, pricing and other information about our programs. Translation into other languages is available on the website. Please let us know if your family has additional translation needs. (Also see ParentSquare®)

Conferences- (Parent/Teacher)

Conferences are held twice per year with Half Day Preschool and School Day Preschool families. Conferences provide an opportunity for teachers and parents to come together to discuss children’s growth, progress, accomplishments and experiences at home and school. Teachers are always available to schedule a time to conference with families both formally and informally as needed. A child assessment report is reviewed with parents at conferences along with supporting documentation and anecdotes.

Confidentiality/Student Files

Children’s records/information are kept electronically in our Eleyo system. The office staff, head teachers and special services staff have access to this information. Files are also maintained in each classroom which includes Health Appraisal Form, Health Exemption Form, Family Information Forms, Parent Licensing Notification Form, Observation Notes, Portfolios and Assessments. Families may

review their child's files upon request. Program and district staff as well as Licensing & Accreditation Consultants have access to classroom files.

Cultural Competency

Our program is committed to providing a safe, inclusive, and welcoming environment for all families. We recognize that each family is unique and has its own cultural background, values, and beliefs. We believe that by embracing diversity, we can create a rich and meaningful learning experience for all children.

Our program is guided by the following NAEYC standards for cultural competence:

1. **Promoting positive relationships among all children and adults:** We encourage open communication and collaboration among all families, staff, and children. We respect and value the diversity of each family and strive to create a welcoming environment for all.
2. **Implementing a curriculum that is responsive to children's backgrounds:** We recognize that children come from diverse backgrounds and have different experiences. We strive to create a curriculum that is inclusive and responsive to the needs of all children.
3. **Supporting the development of children's cultural identity:** We recognize that children's cultural identity is an important part of their overall development. We strive to create an environment that supports the development of children's cultural identity and promotes positive self-esteem.
4. **Providing professional development opportunities for staff:** We recognize that cultural competence is an ongoing process that requires continuous learning and reflection. We provide professional development opportunities for our staff to enhance their knowledge and skills in this area.
5. **Engaging with families and communities:** We recognize that families and communities are essential partners in promoting cultural competence. We engage with families and communities to better understand their needs and perspectives and to build strong relationships.

Curriculum

We implement [HighScope](#), a research-based curriculum centered around active learning that promotes independence, decision making, cooperation, creativity, and problem solving. The five basic principles of HighScope include active learning, positive adult-child interactions, a child friendly learning environment, a consistent daily routine and team-based assessment.

We are also inspired by the [Reggio Emilia Approach](#) and provide opportunities for children to experience Studio. We also use a holistic approach to social-emotional learning through [Second Step](#).

Our Early Childhood Specialist supports teachers to implement each of these elements with fidelity. We believe providing teachers with coaching support and on-going enriching professional development is essential to providing children with the highest quality preschool experience.

We provide opportunities for families to share their values, beliefs and experiences, allowing for teachers to individualize lesson plans and guide curriculum planning.

Discipline Philosophy

The Northville Public Schools Early Childhood views discipline as a learning process and adults serve in a supportive role. Staff members use positive guidance techniques in helping children move toward self-control and cooperation. Limits and expectations are clearly stated and are appropriate for each child's developmental level. All forms of negative discipline (as defined in the State of Michigan Licensing Rules R 400-8140) are prohibited.

Dual Enrollment

Children cannot be enrolled in more than one EC preschool program/location (Parent/Child, Half Day Preschool, School Day Preschool). We offer many program options designed to accommodate family needs.

Family Involvement

We welcome families to be involved in our programs. This can be done by spending time in the classroom, donating items, attending field trips, volunteering for fundraising, participating in family activities, and joining our Parent Advisory Group (PAG). Our PAG includes opportunities to provide input, plan events and learn from and with program staff and administration.

We recognize that parents are children's first and most important teachers. Your participation in parent education activities will help to build strong connections between home and school. Each year we offer valuable parent education opportunities targeted at developing early learning and later academic success. Your involvement is essential and valued. Please watch for information on parent education opportunities in the Family Connection newsletter or call the office for more information.

Fee Policies

Upon placement into the program, parents are required to pay the registration fee, which **is non-refundable**.

Program fees are available on our website: <https://earlychildhood.northvilleschools.org> Tuition and registration fees are reviewed annually and approved by the Board of Education.

Tuition is due by the 1st of each month, according to the child's program/schedule. Payments received after the 10th of the month will be assessed a \$50.00 late payment fee. Parents will receive a monthly invoice by the 20th of each month via email. Parents may elect to register for the automatic payment option in their Eleyo account via a credit card or checking/savings account.

Summer Kids' Club and Preschool Summer Camp tuition is divided in three installments due June 1, July 1 and August 1. A non-refundable charge to cover the activity and other fees, will be due at registration along with the registration fee.

Payments may also be made via check payable to Northville Public Schools. Always remember to include your child(ren)'s name(s) in the memo of your check. We are unable to accept cash payments. Parents may mail payments to NPS Early Childhood. A \$50.00 NSF fee will be assessed on any returned payments.

Accounts must be kept current. Accounts two or more weeks past due are subject to administrative withdrawal from the program and/or being placed on the waitlist for upcoming program registrations (example: summer to school year or school year to summer). After two payment failures or returned NSF payments will only be accepted by certified check.

Parents must pay for any space that has been reserved, regardless of attendance. There are no refunds or credits given when a child is absent during a period for which space has been reserved. Staff is scheduled in proportion to the number of children scheduled and must be paid whether or not children are present.

Refunds are given in accordance with the withdrawal policy.

Field Trips

Preschool

In keeping with our emergent curriculum philosophy, field trips are occasionally planned and align with children's interests. Consideration is given to maintaining class times and schedules as well as the additional cost to families. Transportation for all Preschool field trips is provided by parents. Northville Public Schools does not provide bussing. Parents are required to drive their own child and take all necessary safety precautions.

Classes may occasionally take children on planned walking field trips (short walks). Parent permission is required and is completed at registration.

Kids' Club

Field trips are arranged during summer programs. Summer Kids' Club families will receive a field trip calendar which includes the dates, times and location of field trips. Parent permission is required by completing the Summer Field Trip Permission Form.

Classes may occasionally take children on planned walking field trips (short walks). Parent permission is required and is completed at registration.

Financial Assistance/Scholarship

Financial Assistance may be available for families with children who are 4 years old by September 1st of application year and meet income guidelines. See *Preschool Program* on our website for a Scholarship Application and the current Income Eligibility Chart, [Preschool Program: Financial Assistance/Scholarship](#).

Food Service

Food Restrictions: Early Childhood requires food restriction information completed on the Eleyo registration in the case of allergies and/or special diet restrictions. The information must include the name of the substance causing the allergy, the severity of the allergy and substitutions in the food program, if necessary. This information will be forwarded to our Food Service Department and they will make the necessary food substitutions for snack, if applicable. Changes may require a two-week notice. (See Allergies)

Staff will address special feeding needs as required. Staff will document the type and quantity of food and provide this information to families upon request.

Lunch: Children enjoy lunch in our School Day and Half Day Preschool programs. Parents may send a healthy lunch from home or select the school lunch (additional cost may apply). The school lunch is ordered through the Nutrislice website or app. Once a lunch is ordered, refunds are not available. In the event that a child forgets their lunch, food will be available. This will consist of leftover snacks, cereal, milk and whatever else is on hand in the classroom. Food Service is only able to provide lunches for children who pre-order lunch. “Emergency” lunches are not available through Food Service.

Food and drinks must be sent in a lunch box or bag with the child’s name on it. Individual or loose items must have the child’s name and date marked on them. Food needs to be packed appropriately to maintain required temperatures. Refrigerators and microwaves are not available for lunches. Lunches brought from home should be nutritious and well balanced and meet the USDA’s CACFP (Child and Adult Care Food Program) guidelines.

Soda and energy drinks are not the best option for young children and will not be served if they are sent. Staff do not offer children younger than four years these foods: hot dogs: whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. Please wash fruits and vegetables prior to serving them. Parents are asked to follow the same guidelines.

Nutrition: EC programs provide meals & snacks that are nutritious, well balanced and appealing to children. Since appetites of young children are constantly fluctuating, it is understood that some days a child will be very hungry and other days will not want to eat much. Children are encouraged, but not forced, to eat foods that have been served to them. Menus are planned in advance and posted weekly in each classroom and on our EC website.. (See Parties/Treats/Holidays)

Half Day Preschool: parents provide a healthy morning snack and lunch from home.

School Day Preschool: EC provides a morning and afternoon snack and parents can bring or buy lunch.

Kids’ Club: a snack is provided each afternoon.

Summer Kids’ Club and Preschool Summer Camp: program provides a breakfast and afternoon snack daily with a bring or buy lunch option. Lunch option for summer programs is for the entire summer.

Handicap Access (ADA)

Our facilities meet Americans with Disability Act (ADA) accessibility requirements. Access to buildings, toilets, sinks, drinking fountains, outdoor play space and all classrooms and therapy areas are licensed and approved through the State of Michigan.

Illness

When a child becomes too ill to participate in regular activities or shows symptoms of a contagious disease, parents will be contacted to pick up their child. If the parent cannot be reached, the

emergency contact person will be called to take the child home. The child will remain in the classroom until the parent or emergency contact person arrives. It is important that arrangements are made to pick children up promptly (within 30 minutes). **Children must be free of any illness listed below without aid of medication for 24 hours (a full school day for preschool) before returning to school.**

The following symptoms will be considered evidence of communicable disease:

- | | |
|--|---------------------------------------|
| 1. FEVER – any temperature over 100 degrees F (even less if the child acts tired or out of sorts). | |
| 2. RASH – exclusion from school until the cause has been determined by a physician or designated health care professional to be non-contagious | |
| 3. Unusually pale or flushed skin | |
| 4. Sore throat | 8. Any draining sore |
| 5. Red or watery eyes, or conjunctivitis | 9. Diarrhea |
| 6. Persistent cough | 10. Lice, Scabies or Ringworm |
| 7. Upset stomach or vomiting | 11. Any and all communicable diseases |

Returning to school after an illness: Your child should remain at home until the contagious period of an illness has ended. This is for the health and safety of all of the children. Your child may return if:

1. There have been no symptoms of illness for 24 hours (without the use of medication).
2. The child has been on prescribed medication, such as antibiotics, for at least 24 hours.
3. A physician's statement is provided verifying that a condition (rash, cough, etc.) is no longer contagious.

Any cases of infectious diseases must be reported to your child's teacher. Other parents will be notified and a report will be submitted to the county health department. The child's name is not given in the class notification. A child must remain at home until the infectious period of the disease/illness has ended and the disease is no longer communicable.

EMS will be contacted whenever school officials deem it necessary.

Immunizations and Physicals

As a licensed center, we are required to have current health information on all students enrolled. Early Childhood must have a Health Appraisal form on file. This form must be completed by a physician with physical information as well as immunization dates. It must be submitted to the office prior to the start of classes. Children in Kids' Club should have a Health Appraisal on file at their school and a Health Exemption Statement should be on file in the EC office.

Physicals must be updated every 24 months for children 33 months to 6 years of age. Immunization records must be updated according to the schedule provided by the Wayne and/or Oakland County Health Dept. A Health Appraisal form must be completed for this information. Records are reviewed annually in the fall. Throughout the school year, children may be excluded from our programs if the records we have on file are not current.

Please refer to Appendix B for current immunization information.

Immunization Waivers

Michigan school districts are not permitted to distribute immunization waiver forms and can only accept the forms from the County Health Department. Parents are encouraged to contact their child's medical provider to arrange for any needed immunizations or their County Health Department of residence to arrange for an appointment for the educational session required to obtain the waiver. To schedule an appointment in Wayne County call 734-727-7125. For Oakland County call 248-858-1280.

Families of children who are considered "under-immunized" (due to a medical condition or because of their family's beliefs regarding immunizations) will be notified if a vaccine-preventable disease occurs in their classroom for which their child is susceptible. If applicable, the child must be removed from the class for the duration of the contagious period (*per County health guidelines*).

ECEEDP does not reimburse tuition costs for absences when a child is out sick. Long term medical situations are reviewed on a case by case basis when a written request is submitted to the Program Coordinator.

Inclusion

We believe that each child is unique and that all children can learn. Our programs provide inclusive settings that support the whole child and recognize their varied abilities, interests, needs, and learning styles. We believe that diverse classroom experiences have value for all children. Our staff receive ongoing training on diversity and the importance of providing inclusive learning environments.

Key Fob

Early Childhood Education and Extended Day uses a security system requiring the use of key fobs to access many of our programs. Two key fobs will be programmed and registered per family (only for those enrolled in Before/After Care) at the beginning of the school year or at the time of enrollment and will become your personal property. Allowing an unauthorized individual to use your fob may result in loss of fob access. You may utilize your fob for building entry during program hours for drop off and pick up. Key fobs may be programmed for more than one building based on child(ren)'s program location and will only provide access before and after school hours (7-8:30 a.m and 4-6 p.m.).

Summer programs may have extended access. Key fobs are automatically deactivated at any time program enrollment is discontinued. Key fobs can be reactivated when returning to any EC program including summer. Parents must complete the Key Fob agreement at the time of registration. Please swipe key fobs individually, no "piggy backing", so admittance into our buildings can be tracked. For security purposes, please report any lost or stolen key fob to the ECEEDP office by emailing at: ecteam@northvilleschools.org. Replacement fee for a lost key fob is \$20.00. See link below. Families will be responsible for reimbursing the district if a fob is lost.

<https://northvilleschools.revtrak.net/district/#/v/replacement-key-fob>

When someone other than a parent without a key fob is picking up a child, parents should make sure they are listed on the Child Information Record and have the phone number to the classroom to use for admittance.

Late Fees

All children are expected to be picked up at the closing time of the program. Parents arriving late will be charged \$1.00 per minute. After the third late occurrence, parents are required to submit a written plan for on time pick up. Future late pick-ups could result in disenrollment.

Licensing

This center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at: www.michigan.gov/michildcare.

Medications

Only prescription medication in its original container will be administered. The prescription label must indicate the physician's name, child's name, instructions and the proper name and strength of the medication. Medicine will be given in accordance with these instructions. Medication will be administered only if accompanied by written authorization from a physician. The parent or guardian must also sign a medical plan or our Medication Prescription/Parent Authorization Form. Any other forms required by individual building policies must also be completed. Over the counter medication may be given if the Medication Prescription/Parent Authorization Form is completed by a physician and signed by the physician and parent. Medication will not be given unless the appropriate forms are completely filled out and signed. Medication will be administered by the staff or designee and a record of the time and amount given will be maintained. All medications are stored in either a lockbox, with the exception of life threatening medication which the teacher carries with them in a fanny pack.

If your child has life-threatening allergies or a medical condition, please contact the EC office to complete an Individual Emergency Health Care Plan or Allergy Action Plan. All Individual Emergency Health Care Plans are reviewed by the NPS district nurse. We will need this on file along with a recent picture of your child. For the safety of your child all current information should be on file before starting in the program. The Individual Emergency Health Care Plan or Allergy Action Plan will need to be updated yearly.

NAEYC Code of Ethical Conduct and Statement of Commitment

All Early Childhood preschool staff are required to follow the [NAEYC Code of Ethical Conduct](#).

Negotiating Differences

If you have any concerns that involve operating practices, curriculum, or student issues, we suggest you do the following:

1. Talk directly to your child's Head Teacher, if you are not satisfied...
2. Talk directly to the EC Program Coordinators, if you are not satisfied...
3. Talk to the Asst. Superintendent for Instructional Services, if you are not satisfied...
4. Talk to the Superintendent of Northville Public Schools.

Off-Site Child Care by Staff Members

The Northville Public Schools Early Childhood does not recommend or endorse employees for outside baby-sitting positions. Employees of our department work with children in the classroom in a supervised setting. Any outside baby-sitting positions accepted by employees are completely separate from, and are not associated with, the Northville Public Schools or Early Childhood in any way. In these situations, the employee is not supervised or insured by NPS or Early Childhood.

Further, staff members are discouraged from accepting off-site child care positions and are not permitted to discuss or arrange off-site child care jobs while working at or on the premises of Northville Public Schools. Staff members may never transport children to or from any of the Northville Public Schools Early Childhood programs.

Outdoor Play

The amount of time spent outside will vary according to the weather, but it is important to remember that outdoor play is fun, educational, exciting and an important part of their day. Children will go outside whenever it is not raining and the temperature with wind chill is 10 degrees or above (“real feel” temp). On days of high heat, children will go outside early in the day and only for short periods of time and water is always available. Children will not be allowed to remain indoors while their class is playing outdoors. School-age programs will follow elementary guidelines for outdoor play.

Please pay careful attention to the weather and always send appropriate outdoor clothing and products. During the colder months it is expected you send your child with a coat, mittens or gloves, snow pants, hat and boots. During warmer months it is expected that parents send their child with labeled sunscreen and bug spray (permissible by parent during registration process). If your family is in need of any outdoor clothing or products, please reach out to our office and we can provide you with appropriate resources.

ParentSquare®

The NPS district also utilizes ParentSquare®. By signing up, you will receive information via email regarding important district and building level information. Visit northvilleschools.org and click on the tab Resources/Email Subscription(ParentSquare). Then, click Join Community Groups, complete your contact information and check the box next to Early Childhood Education and Extended Day Programs. The EC department will use this email as our primary notification to send information to subscribers about registration, timelines for returning paperwork, payments, school closures and emergencies, etc.

Parties/Treats/Holidays for School Day and Half Day Preschool Programs

If you would like to celebrate your child’s birthday at school, please plan this special day with your child’s teacher. A parent wishing to bring food for a special occasion (e.g. birthday or holiday) may ask the child's teacher about quantity, storage facilities and potential classroom allergy concerns. All foods from home must either be whole fruits or commercially prepared foods in factory sealed containers. (See Nutrition in Food Services).

Our celebrations may look different from elementary school parties. Our curriculum is not built around holidays, but we do believe in the importance of family traditions and see them as a way to strengthen the connection between home and school. All holiday celebrations involve children in hands-on activities. We encourage each family to share traditions, recipes for holiday foods, and any special items that reflect their heritage and history. For this reason, each class will celebrate in its own unique fashion. Celebrations are planned by the teacher based on conversations and observations of children. The goal is to offer children consistency and experiences that allow them to be engaged in the process.

Pictures

Teachers take photos of children and use them in a variety of ways (i.e., newsletters, anecdotal notes, documentation), as does our program (i.e., newsletters, advertisement, district/program social media). Parent permission for use of their child's photo is determined during the registration process. Individual pictures of students are taken annually in the fall in all preschool classes.

Playgrounds

Each of our preschool locations has a playground for children to utilize. Children enrolled in Kids' Club utilize the elementary school playgrounds (they are not required to meet the same standards as licensed childcare centers). All playgrounds are inspected routinely and maintained by qualified NPS staff.

Ratios

Licensing rules require us to maintain designated staff to child ratios. Northville Public Schools Early Childhood has taken into account the lower NAEYC and NSACA recommended ratios in an effort to offer quality programs. We make every effort to operate with the following ratios.

	<u>Licensing</u>	<u>Northville Public Schools ECEEDP</u>
3-4 Year Olds	1:10	1:10
4-5 Year Olds	1:12	1:10
Mixed age 33 months – 5 years	N/A	1:10
6+	1:18	1:15
12+	1:18	1:18

Rest Time

Preschool children in care for more than five hours require a rest time. Each child is provided with their own cot and cots are sanitized weekly. Children that do not sleep will be offered a quiet activity to do (i.e. book, puzzle, small manipulatives) on their cots. After 45 minutes children will be provided with an opportunity to move to an alternative space (a table, another space within the building, etc.). Licensing rules do not require a rest time for school-age children.

Safety Drills

Classrooms will practice a variety of safety drills throughout the school year. These drills will include: fire, severe weather, and ALICE drills. These drills will acquaint the children with the locations they will go to and the procedures to follow during an emergency.

Schedule Changes / Withdrawal

A permanent change to add days or change days to the schedule of School Day Preschool and Kids' Club children may be made on an availability basis. A two-week notice (10 business days) is required and must be submitted in writing for any changes or withdrawal. Families are permitted to change a schedule two times per school year (Sept.-June). A third or any subsequent changes will incur a \$25.00 processing fee. Families are eligible for a tuition refund for days already paid beyond the required notification.

Any summer schedule changes occurring after the date designated by the EC office, will incur a \$75.00 processing fee per child.

Schedule of Operation (Calendar)

A program calendar is available on the [Early Childhood website](#) at the beginning of each school year. Each program calendar provides days of operation and days the program is scheduled to be closed.

Schedule Options

All programs, with the exception of the Parent/Child class, require a minimum of two regularly scheduled attendance days weekly.

School Closings/Snow Days

All ECEEDP programs will be closed whenever the Northville Public Schools are closed due to inclement weather or other emergency situations that may arise.

If an individual school is closed for any reason (i.e. lack of water or heat), all Early Childhood programs offered in that particular building will be canceled that day as well. Parents are advised to have an alternate plan in place before such emergencies occur. ParentSquare®, robo calls and or text messages will be utilized to communicate school closings.

Accounts will be charged for school closures/snow days.

School Emergencies

Please visit the link below to view our most current emergency procedures.

[School Emergencies](#)

Security

Please use only the designated entrance to enter and exit the building each day. A controlled access system is in place during the school day. Upon entering a building, all parents/visitors are expected to report to the office prior to proceeding to their destination within the building. All NPS ECEEDP staff are expected to wear their ID badge for easy identification. (See Key Fob)

Sign In and Out

Staff will release a child only to a parent or designated adult, 18 years or older, listed as an authorized pickup on the Child Information Record. Parents escort children to the classroom door and are required to sign children in each morning and out each afternoon, indicating the time. Photo ID may be required. Early drop offs are strictly against policy.

Please note that a child shall be released to either parent unless a court order prohibits release to a particular parent. A copy of the order specified must be kept on file on site and at the EC office.

Kids' Club staff are not permitted to let your child walk home. Kids' Club students are not allowed anywhere in the building other than approved Kids' Club areas. Please do not permit your child (escorted or not) to go to his/her classroom before or after regular school hours. Once you sign your student out of our program, please remain with your child. Again, this is important in maintaining building security and assuring that all students are adequately supervised.

*A fee of **\$1.00 per minute** is assessed when children are picked up after the designated ending time of the class/program. Late pick-ups and early drop-offs are strictly against policy. A written reminder will be sent after three late pick-ups. Three late pick-ups are grounds for dismissal from the program.*

Staff Screenings

All potential Early Childhood employees are required to undergo a comprehensive background check involving a search of records by both the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

In addition, reference checks are completed prior to hiring and medical screenings are required within 30 days of hire.

Studio

Each of our locations has a dedicated Studio space where small groups of children visit with their Studio teacher. In Studio, children are introduced to a wide variety of artistic materials and projects are student-led and collaborative. Studio teachers support children's interests by extending projects and allowing children to build upon their previous knowledge and experiences.

Support Services

We work closely with other departments in the district including Special Services, Food Services, ELL, Transportation, etc. to meet individual children's needs to the extent possible. Examples: IEP participation, Medical Plans/Food Allergies, Behavior Plans, Social Work intervention.

Surveys

Family Surveys are sent out in the spring to families currently in our programs. These surveys are very important as we use the information to improve our programs and help establish our School Improvement Goals.

Suspension/Removal

Preschool Programs - The goal is always to limit or eliminate the use of suspension, expulsion and other exclusionary measures. If a child poses a threat to the physical, emotional, or mental health of him/herself, other children, adults or demands an inordinate amount of adult attention/supervision, he/she may be suspended and/or may be removed from the program.

Prior to exclusion, individual support plans are developed and implemented by program administration and district specialists. These plans are shared with families.

Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child. If exclusionary measures must be taken, the program offers assistance to the family in accessing services and an alternative placement.

The following are grounds for administrative dismissal of a child from any (Preschool or Extended Day) of our programs:

1. Tuition is late for two weeks or more.
2. Repeated failure of parents to comply with the policies of NPS Early Childhood.
3. The presence of a child who poses a threat to the physical, emotional or mental health of him/herself, other children, adults or who demands an inordinate amount of adult attention/supervision.
4. Failure to provide up-to-date health and immunization records in accordance with the policies of the Wayne or Oakland County Health Departments.
5. More than three failures of a parent or authorized substitute to pick up a child/children by the scheduled ending time of the program/class.

We acknowledge that this policy complies with federal and state civil rights laws.

Time of Operation

Regular **Kids' Club** is in session from 7:00 a.m. until the start of school and from school dismissal until 6:00 p.m., Monday through Friday. Kids' Club follow the Northville Public Schools calendar and are only in session on school days. During school breaks and half-days, "Extra Care" Kids' Club services *may* be available **by special sign up only**. Sign up links for these days will be emailed to families by their child's teacher and will be available on our EC website. Please pay careful attention to the days and deadlines.

For **Parent/Child, Half Day Preschool, and School Day Preschool classes** schedules, please see the individual class times and Daily Schedules under "[Frequently Asked Questions](#)" on our EC website.

A summer full day program (7:00 a.m. - 6:00 p.m.) is offered during the summer months for Kids' Club and a Preschool Summer Camp.

The Early Childhood programs do not operate on days when school is canceled due to an emergency situation (i.e. snow days) or emergency conditions. Care will not be provided during some holidays and teacher professional development days.

Toilet Learning

All children must be self-sufficient in all aspects of toileting. "Pull-ups" are not allowed, including at nap/rest time. Children must be self-sufficient in all toileting hygiene matters. This does not pertain to the Parent/Child classes where parents remain present throughout the session.

We understand children may have an occasional accident. Repeated accidents (more than 2 per week) will be handled with a problem-solving meeting with the staff and families. If sufficient progress is not made, additional steps will be taken up to and including transition out of the program. Please remember to dress children in clothing promoting self-sufficiency.

Transitions

Here are a few tips to make each transition a little smoother for you and your child:

From Home to School

1. Talk to your child in advance about what will be happening and alert him/her of any schedule changes. Reassure your child as often as necessary that you will be back. If someone else will be picking him/her up, make sure your child knows it. Please do not promise a specific time.
2. Establish a "routine" with your child each morning at school: i.e. help your child put away his/her belongings, get involved in an activity, or have a special way of saying good-bye. When you are about to leave, give your child a 3-minute warning (an advance warning helps in most situations with children).
3. Let your child know when you are leaving rather than "sneaking away"! Though it may be easier for you to leave while your child is not watching, it is more difficult for your child.
4. Once you have said you're leaving, do it without hesitation. A teacher will take as much time as necessary to comfort your child. You are welcome to call the classroom to ask how your child is doing.

Note: Older children still need an established routine and a warm good-bye! A rushed beginning always makes the day more difficult.

From School to Home

1. If your child is not ready to leave, please give him/her a timeframe (2-3 minutes). This gives your child the opportunity to finish an activity, say good-bye to a friend, give a teacher a hug or put on his/her outerwear without being rushed.
2. Help your child clean up the materials she/he is using. This will help reinforce taking responsibility for one's own materials.
3. Once three minutes or so have elapsed, tell your child it's time to leave and then follow through. If your child is still reluctant, you can say, "It's time to leave now. You can come by yourself or I will help you," and then do it.
4. Avoid telling your child that you will leave without him/her. It's a threat that you can't follow through on and is often frightening for young children.

Transportation

Preschool

Children enrolled in ECIP may be transported via school bus to one of our EC programs. Staff are expected to walk the child to the bus and/or greet the child from the bus. Staff are responsible for signing children in/out of the classroom to ensure accurate attendance.

Kids' Club

Children enrolled in Kids' Club may be transported via a shuttle bus to or from Silver Springs from the ALPS programs. Kids' Club staff are expected to facilitate and supervise this transition.

Children with special needs or physical challenges will be assisted, as needed, by an adult.

Families must complete the Transportation Permission Form. To ensure a home-to-school connection teachers will connect with families via email and/or phone calls.

Vacation Time

Programs operate according to the NPS calendar. Fees are not assessed during school vacation periods. **Additional vacation time free of charge is not permitted.**

Fees will not be assessed during the times the program is closed except for emergency closing. (see School Closings/Snow Days). **School Day Preschool programs will be closed for Spring Recess.**

Summer Programs Vacation Policy: Children enrolled for the entire summer program (June through August) are permitted one week of vacation time without charge. Parents need to notify the EC office **in writing 2 weeks prior** to using their allotted vacation days. Accounts will be credited in August.

Vehicles

Idling vehicles (including cars and buses) are discouraged in school parking areas (except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures).

Volunteers / Visitors

Early Childhood staff are required to supervise all volunteers including parents.

Visits

The Northville Public Schools Early Childhood has an open-door policy for parents of children enrolled in the program. We provide various opportunities to encourage family involvement, including visits in the classroom. Families are welcome to visit their child's school at any time during normal operating hours either prearranged or unannounced. We encourage families to set up visits with their child's teachers, especially for special events. If you are unable to visit your child's classroom and would like to be involved, please reach out to your child's teacher for additional involvement opportunities.

Waivers – Preschool Age

According to Michigan Law, if a child residing in Northville Public Schools is not five years of age on September 1 of applicable year but will be five years of age no later than December 1 of that same year, the parent or legal guardian of that child may enroll the child in Kindergarten for that school year if the parent or legal guardian notifies the school district in writing not later than June 1, that he or she intends to enroll the child in Kindergarten. If a child becomes a resident of the Northville Public Schools after June 1, the child's parent or legal guardian may enroll the child in Kindergarten for that school year if the parent or legal guardian submits this written notification not later than August 1 under this subsection.

To align our Preschool programs with Michigan Law, Preschool placement for 3, 4 and 5 year old children will follow the same process outlined above for Kindergarten entry. This will assure that children participating in the Early Childhood Preschool program are aligned with the age eligibility requirements for Kindergarten entry.

If your child's birthday falls between September 1 and December 1, your child may be affected by this law.

Withdrawal

See Schedule Changes/Withdrawal.

PARENTS

VACCINES REQUIRED FOR CHILD CARE AND PRESCHOOL IN MICHIGAN



Whenever infants and children are brought into group settings, there is a chance for diseases to spread. Children must follow state vaccine laws in order to attend child care and preschool. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect your child from other serious diseases is to follow the recommended vaccination schedule at www.cdc.gov/vaccines. Talk to your health care provider to make sure your child is fully protected.

	2-3 months	4-5 months	6-15 months	16-18 months	19 months—4 years	5 years
Diphtheria, Tetanus, Pertussis (DTaP)	1 dose DTaP	2 doses DTaP	3 doses DTaP		4 doses DTaP	
Pneumococcal Conjugate (PCV13)	1 dose	2 doses				
<i>H. influenzae</i> type b (Hib)	1 dose	2 doses		1 dose at or after 15 months or Age-appropriate complete series	None	
Polio	1 dose	2 doses			3 doses	
Measles, Mumps, Rubella (MMR) *	None			1 dose at or after 12 months		
Hepatitis B *	1 dose	2 doses			3 doses	
Varicella (Chickenpox) *	None		1 dose at or after 12 months or Current lab immunity or History of varicella disease			

These rules apply to children who are the above ages upon entry into child care or preschool. During disease outbreaks, incompletely vaccinated children may be excluded from child care and preschool. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www.michigan.gov/immunize.
*If the child has not received these vaccines, documented immunity is required. All doses of vaccines must be valid (correct spacing and ages) for child care and preschool entry purposes.

Updated March 1, 2017

NON-DISCRIMINATION POLICY

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of age, sex, race, color, national origin, religion, height, weight, marital status, handicap or disability. The District reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 USC SS2000d et seq.; And 42 USC SS2000e et seq.; Title IX of the Education Amendments of 1972, 20 USC SS1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC S794; the Americans with Disabilities Act of 1990, 42 USC SS12101 et seq.; Michigan's Handicappers' Civil Rights Act, MCL SS37.1101 et seq.; and the Elliott-Larsen Civil Rights Act, MCL SS37.2101 et seq.

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex or Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin should be directed to:

Title VI

Aaron Baughman
Asst. Supt./Instructional Services
Northville Public Schools
405 West Main Street
Northville, MI 48167-1583
248-344-3520

Title IX

Michael Zopf
Asst. Supt./Finance and Operations
Northville Public Schools
405 West Main Street
Northville, MI 48167-1583
248-344-3510

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Elizabeth Santer
Director of Special Services
248-344-3530

Northville Public Schools
405 West Main Street
Northville, MI 48167-1583

The Early Childhood Education and Extended Day Programs Office is located in
Ridge Wood Elementary School, Six Mile just West of Ridge Road.

Our programs are located in eight buildings within the Northville Public Schools
District: Amerman, Old Village School, Moraine, Ridge Wood, Silver Springs,
Thornton Creek, and Winchester.

Revised:

August 2016
June 2017
October 2018
August 2019
August 2020
August 2021
August 2023
June 2024