

ZEELAND PUBLIC SCHOOLS (UPDATED: 5/2025)



Early Childhood Center 2025-2026



Parent Handbook





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Welcome to Zeeland Public Schools.

We are excited to have your family at the Early Childhood Center (ECC). Please review this handbook carefully so we can partner with you in providing the best care for your child.

ZPS Preschool Philosophy

Our goal is to provide a child-centered care facility that surrounds children in an environment of warmth, security, nurture, and enrichment. We use play, movement, music, and age-appropriate activities to develop caring relationships with your child and maximize their strengths for growth. We encourage children to make choices and ask questions as they develop joy and curiosity for learning. We help them grow in self-confidence, self-control, and respect for themselves and others.

We know partnering with parents is critical to our program; we will work together to share the experience of your child's continuing development. We believe all young children are unique, differing in their social, emotional, physical, and cognitive needs, and have the right to learn at their own developmental pace. We respect and honor cultural differences and practices, and seek to celebrate each family's traditions.

Registration

ZPS ECC is licensed by the State of Michigan. Enrollment is open to the community. We provide programs for children ages 3-5. Staffing and group sizes comply with state regulations.

Fee-based programs require a non-refundable registration fee of \$50 annually. Tuition-free programs do not require a registration fee. Enrollment will be complete when the following required forms are on file:

- Health Appraisal Form
- Immunization Record
- Child Information Card
- Signed Payment Contract

All forms are to be updated every 12 months, or when immunizations are updated.

Withdrawal Policy

Parents/guardians should notify the classroom staff of intent to withdraw their child from the program at least two weeks prior to the withdrawal date. Parents/guardians should leave a forwarding address or school contact for another school program if the child will be enrolling elsewhere.

Hours of Operation

Class schedules and hours vary depending on days and age. Programs run within the ZPS district calendar dates. You will be provided with a calendar of instructional days aligned with your child's weekly class schedule.

Arrival and Dismissal

ZPS ECC operates classrooms with staggered start and end times. Arrival and departure locations are arranged convenient to the class location and daily schedule of activities. Confirm expectations for drop-off and pick-up with your child's teacher.

Authorization for Pickup

Under no circumstances will children be released to anyone other than adults listed on the Child Information Card. If another person is to pick up the child, changes must be made to the information card. Staff must be verbally notified, as well as in writing. Ensure the person picking up your child brings photo identification.

Parents are expected to pick up on time. Late fees will be assessed for a late pick-up.

If your child is not picked up on time ZPS staff will:

- Call the parent/guardian.
- Call another identified person listed as an emergency contact.
- Hold the child for 30 minutes before calling emergency authorities.
- A fee of \$10.00 will be charged for late pickup.

Contact Information

If your family changes residence, telephone numbers, or wishes to add/delete an "Emergency Contact" person, notify the classroom staff or ECC office immediately.



Attendance

Regular attendance is important for your child's developing school success habits. If it is necessary for your child to be absent, notify the office by 9 AM on the morning of the absence to report the reason for the absence. We are required to document absences and report this information to the Ottawa County Health Department. Please see the ZPS policy regarding attendance for more details.

Preschoolers who are absent from class for 10 consecutive or cumulative school days without parent notification to the program may be dropped to make space for a child on the waiting list. Multiple attempts will be made to contact families before this occurs. Staff will work with parents to support a child's return to school.

School Closure and Delays

When ZPS closes due to inclement weather, preschool will also be closed. 2-hour delays for the district result in the cancellation of AM preschool. All-day programs will begin under the 2-hour delay rule (add two hours to the starting time of the class time. PM classes will run as usual.

Power Outages/Loss of Heat

In the event of a power outage or loss of heat, the ECC Director will determine if evacuation is necessary. Staff and students will follow district evacuation procedures. Parents/guardians will be notified by phone, email, or text.

Weather Policy

Send your child to school with all appropriate outdoor clothing (coats, hats, mittens, snow pants, boots, etc.) Your child may go outside in light rain, snow, sleet, and wind. Please plan accordingly. It is important to LABEL all outdoor clothing with your child's name.

The State of Michigan "Family Independence Agency" states, *"Playing outdoors in cold weather does not cause illness in children. Colds, flu, and illness are caused by viruses and bacteria. Children confined in warm, stuffy rooms with several other children have greater exposure to germs causing sickness."*

- Frequent exposure to fresh air, exercise, and sunshine increase a child's general fitness and resistance to infections.
- During active play outdoors, viruses and bacteria are dispersed into a larger, more mobile air space **decreasing** the risk of spreading to others.
- Physical activity actually increases the air exchange in children's lungs and improves blood flow throughout the body giving germs shorter contact with respiratory surfaces."

Billing/Tuition Information

Invoicing occurs through RevTrak. You will be invoiced monthly. Payments are due by the 5th of each month. Electronic payment options are available, but may incur a processing fee. Checks should be made to ZPS Preschool. Late payments will result in a \$15 late fee. Returned checks due to NSF will be assessed a \$20.00 fee. Tuition is due monthly (September-April), by semester, or in full before classes begin. Refunds will not be issued for absences. In the event payments become delinquent, our office will contact you to review payment expectations. Delinquent accounts will result in your student being dismissed from the program.

Newsletters & Communication Folders

Monthly updates from the classroom teacher will be sent home. Please take the time to read these. Your child will also bring a communication folder from school to home daily. The purpose of the folder is clear communication. Teachers may provide additional links to share classroom information.

You may follow along with schoolwide updates throughout the year on Instagram (@earlychildhood_zeeland) or Facebook.

Parent Involvement

ZPS believes parental involvement is crucial to the success of our programs. You are our most important resource! We encourage parent participation. There is an open invitation for you to participate in activities, and share your unique home culture, throughout the year to enhance our classrooms.

Volunteers & Visitors



All adults in contact with children will be supervised by ECC staff at all times. Volunteers and visitors will not be allowed to leave the room with children or be unsupervised in our hallways or learning spaces. Volunteers and visitors must complete a district background check prior to their first visit, and will be prompted to present a valid ID anytime they enter the building.

Background Check Authorization Form - IMPORTANT: YOU WILL RECEIVE AN EMAIL CONFIRMING YOUR SUBMISSION ONLY. YOU WILL NOT RECEIVE AN EMAIL WITH BACKGROUND CHECK RESULTS. Once you receive the submission confirmation email, we would appreciate your patience while the background check is being processed. At the beginning of the school year, the amount of background check requests are abundant; we ask that you please allow at least a week to be cleared. If you do not clear your background check, you will be notified by email. Please do not submit more than one background check request for the current school year.

On the day of your volunteer opportunity, you will need to present a government-issued ID and scan it into the Raptor Visitor system prior to entry. The information you enter on the application must match your government-issued identification card including your full legal name. [Here is a link to our visitor/volunteer policy and a FAQ document.](#)

If you have any questions, please contact the Main Office of the school building at which you intend to volunteer.

Behavior Policies

ZPS has positive expectations for all children in our care. We concentrate on the behavior we want to develop. Staff model skills needed to build positive relationships. Teachers provide ongoing support for children as they learn social and problem-solving skills. Program staff is not allowed to use any form of punishment (i.e. spanking, threatening, humiliating, withholding of basic needs including food and outdoor play, or isolation from the group). There is a multi-tiered system of support to assist classroom teachers and students in developing and reinforcing positive behavior expectations.

CHOICES

Choices within limits allow each child to feel empowered and autonomous in the decision-making process. The more choices a child has, the more likely (s)he will cooperate with, and respect, expectations. Throughout the school day, children are encouraged to make choices.

INTERVENTION

Conflict may occur when a child is trying to assert control over a situation. Teachers diffuse conflict by using statements such as, *"You may play in the gym after you put the trucks away."*

- When children are experiencing conflict, the teacher will approach the children calmly and acknowledge feelings. *"You must be feeling really angry."*
- The teacher will gather information from the children and find out why there is a conflict. *"What is happening here?"*
- The teacher will help each child use empowering words and problem-solving strategies to resolve the conflict. *"Why don't you try asking your friend, 'May I try the truck?' Tell your friend, 'I am using this truck right now. I'll give it to you when I am done.'"*

As children learn and practice problem-solving words and strategies, they begin to use these without adult intervention as the year goes on.

REDIRECTION

When a conflict has been resolved, the child/children will be redirected with new choices. *"Would you like to play in the sand or with play dough?"*

NATURAL CONSEQUENCES

Sometimes children make choices that have consequences. Children who experience logical, natural consequences learn they have control in situations. Consequences are met with calmness and empathy for the child. *"This is sad. Remember I asked you not to throw sand? Throwing sand hurts his/her eyes. What can you do to help?"*

BEHAVIOR MANAGEMENT

- Positive Reinforcement: Children will be encouraged when demonstrating acceptable behavior.

These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential.

- Redirection: Children will be redirected away from a problem area to another activity.
- “When ... Then” Statements: Children will be offered a statement in which they are encouraged to accomplish something before going on to something else.
- “If ... Then” statement: Children will be offered a statement in which they are encouraged to make a positive choice.

SAFE SPOT

Children may be separated from the group by choice, or teacher direction, for a *child-regulated* period of time. The child may choose to move to the Safe Spot to take a break on their own. Staff may also use this technique when a child is exhibiting harmful behavior. Staff will connect with the child about choices they have made, or need to make, indicating readiness to join the group or activity again.

When negative behavior is ongoing:

- Parents will be notified at pick-up or contacted by phone.
- Staff will document behaviors as outlined below.
- A parent meeting may be held to discuss continued enrollment in fee-based programs.
- Level I and II may require early pick up from the program.
- Level II behaviors may result in parent contact and immediate dismissal from fee-based programs.

BEHAVIOR LEVELS

Level 1: No Intentional Harm

- Disrespect to people and/or materials
- Non-compliance with adult direction
- Repeat soiling of clothing
- Use of inappropriate language

Level 2: Harm to Self & Others

- Verbal Aggression – yelling, profanity, etc.
- Physical Aggression – pushing, hitting, kicking, etc.

Level 3: Deliberate Aggression

- Excessive physical behavior toward staff, students, or property

STUDENT BEHAVIOR EXPECTATIONS



Bullying

Even preschool children display behaviors that bully others. Excluding peers from play, pulling materials away from other children, whispering secrets, making faces and name calling may be forms of bullying. Staff will promote an environment in which all children will play and work together. All are welcome at all times. We share and take turns. We use kind words toward our classmates and staff. Parents can help stop bullying by observing children while they play. If children are showing signs of bullying behaviors, parents can help to explain how friends feel sad or hurt when they are not sharing or using kind words toward each other.

Program Dismissal

ZPS preschool retains the right to dismiss a child from fee-based community programs at any time if the following situations exist:

1. Parental disregard of procedures
2. Unfulfilled state health regulations
3. Non-compliance with handbook regulations
4. Delinquent payment
5. Excessive discipline problems; detrimental to the program and/or other children.

Safety of Children

Your child's safety is our top priority. Emergency procedures are explained and handled with care.

The following guidelines help to ensure safety:

- No child is ever left unattended or unsupervised.
- Upon arrival, parents must take their child to the caregiver. Upon leaving, parents must notify the caregiver of their child's departure.
- Children will not be released to anyone except parents, guardians, or individuals authorized to pick up

Emergency Drills

The ECC holds regular drills to teach children to respond calmly in the event of an emergency. Detailed escape plans are posted for staff and students inside each classroom. Drills review escape routes or safety factors necessary for fire evacuation, tornado safety, and any other potential emergency threat. In the event school is evacuated, children will be relocated to a secure location. Parents will be notified by ZPS administration. Staff will notify the adults on your child's emergency contact form, in the order they are listed, regarding dismissal.

Hand Washing

Hand washing is perhaps the most critical element in reducing the spread of germs. Children should learn about hand washing early in life to develop healthy habits. Children will be required to wash their hands before eating, after using the restroom, when returning from the outdoors, and at other times as determined necessary by the staff. We ask you to encourage and reinforce this behavior to keep everyone as healthy as possible. Staff also follow this policy and wash their hands before food preparation.

Health & Wellness Policy

To ensure a positive, healthy school experience for all children, the preschool will follow ZPS policy regarding illness.

- Parents/guardians will be asked to pick up any child arriving at school with signs/symptoms of being ill, or who becomes ill while at school.
- The child will be brought to the office sick room where they will wait with supervision for the parent's arrival.
- School staff have the authority to exclude children from preschool due to illness or health-related concerns.
- **All children in attendance will be expected to participate in all parts of the daily schedule; including outdoor play.**

A child should not attend school if he/she is experiencing:

- Fever - 100.4 degrees under the arm
- Diarrhea - Two or more watery stools within 24 hours
- Vomiting - 1 or more occasions during the past 24 hours.
- Severe Coughing - Child gets red or blue in the face or makes barking croup sound
- Difficult or Rapid Breathing
- Draining Rash

- Eye Discharge and/or Pink Eye – Conjunctivitis
- Severe Sore Throat and/or Trouble Swallowing
- Severe Cold Symptoms – Uncontrolled coughing or sneezing, green discharge
- Lice
- Too Tired or Ill to Participate – Requires one-to-one care or constant holding

A child may return to ZPS ECC when:

- 24 hours fever-free, without the aid of fever-reducing medications
- 24 hours free of nausea, vomiting, or diarrhea
- 48 hours of antibiotic for strep infection/ 24 hours for all other infections
- The stage of contagion for a specific communicable disease has passed and the child feels well enough to participate in activities.

All staff are expected to follow the same policies regarding illness.

Sudden Illness

- If a child becomes ill at school, a parent will be contacted and expected to pick up their child within ½ hour. When the parent picks up the child, they will be notified of beginning signs of possible illness.
- If the illness is learned to be a contagious disease, parents must report this to the ECC office. Other parents may be notified of exposure. All precautions will be taken to maintain confidentiality
- Parents will be notified of bumps and minor injuries, which occur during the day using an accident or injury form as appropriate.
- In case of serious accident or injury:
 - One staff member will stay with the injured child.
 - A second staff member will call 911 and notify the parents.

If your child has asthma or allergies, please see the ECC Administrative Assistant to discuss ZPS medical plan procedures. This should also be noted on the child information card.

In an effort to prevent the spread of illness, a letter from your doctor may be requested. Per state requirements, you must report any illness as soon as possible.

Please remember, these policies are not intended to penalize parents, but rather to maintain a healthy environment for our children and staff. We understand parents would not knowingly send a sick child to school. Detailed health information is available at <http://miottawa.org/Health/OCHD/emergency.htm>

Accidents

Regardless of careful supervision, children may have occasional accidents. **All staff members are trained in First Aid and CPR** and will provide immediate help as needed.

Steps we follow in any accident or injury:

- Care for the child and help the child care for themselves as fully as possible
- Record the incident on an Injury Report Form
- Inform the parent of details upon pick up
- Contact parents as deemed necessary
- In the event of serious injury, 911 will be called. Parents will be contacted as soon as possible

Should your child get injured at school, every effort will be made to contact you or the emergency number indicated on your enrollment form. For minor bruises and bumps, such as skinned knees or elbows, we will administer Band-Aids and tender loving care.

Staff Screening & Training

ZPS preschool classrooms are staffed by certified teachers and paraprofessionals trained and/or experienced in providing care to school-age children. All staff are certified in CPR & First Aid. They have completed comprehensive background checks, fingerprinting, Right Start Orientation, and child abuse and neglect investigations. Requirements for staffing and training align with Michigan Child Care Licensing Regulation.

Licensing Reports

All child care centers must maintain a licensing notebook which includes all licensing reports, special investigation reports, and related Corrective Action Plans (CAPs). The Notebook must include all reports issued and CAPs for the last 5 years.



- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans
- The notebook is available online for parents to review at any time.
- Licensing inspections and special investigation reports from the past three years are available on the Bureau of Child and Adult Licensing website at: www.michigan.gov/michildcare

Referrals

Parents will be informed of their child's progress. If a referral is needed for academic, behavior, physical, or speech support, families will be included in the process at each point. If a child will be receiving one-on-one support services the family will be involved in creating a plan and setting goals. Teachers will partner with professional support staff to ensure an inclusive and supportive environment.

Inclusion

ZPS welcomes all children and is committed to providing developmentally appropriate early learning and development experiences to support full access and participation. We believe each child is unique. Our school will work in partnership with families and other professionals to provide whatever necessary to help each child reach their full potential.

We celebrate each child's individual and diverse backgrounds daily. Student diversity is encouraged through sharing family pictures, foods, culture, and book selections. Recognizing individual diversity benefits all students' language, social, and emotional skills. Our classrooms welcome your child's home language as they work and play while also supporting the development of English language skills.

Grievances

Our program strives to provide a positive environment for all students and families. At times a concern may arise. If you have concerns you cannot resolve with the teacher directly, please bring them to the attention of the Director of Early Childhood who will work through it with you.

Curriculum and Assessment

Our classrooms provide safe, secure, and happy places for children to grow and learn. Curriculum provides intentional instruction to meet each child's needs through a play-based and developmentally appropriate philosophy. Attention is given to social-emotional, cognitive, physical development, home language, developing language, literacy, mathematics, social studies, science, and the arts. Children interact in both large and small groups both inside and outside designed and aligned to Michigan Early Childhood Standards of Quality.

All learning areas are designed to support the Early Childhood Standards of Quality for Pre-Kindergarten updated in 2013 by the Michigan State Board of Education. These environments and activities are set up to support the development of pre-reading, pre-math, science, social studies, and the arts.

Through the use of the Creative Curriculum®, our State approved curriculum, the Standards of Quality are met.

My Teaching Strategies (MTS) is a group of online tools used in our classrooms to gather and organize meaningful data. The digital platform curates an online portfolio of each child's work and creates a developmental profile that answers the important questions: "What does this child know? & What is (s)he able to do?"

Using MTS, notes and photos are collected to demonstrate child participation and record things they express throughout the day. Reports summarizing anecdotal notes will be shared at conferences and end-of-year home visits. All teachers record assessment data in benchmark documents reviewed as a team a minimum of three times per year, coinciding with report cards in November, March, and May. Data is used to plan for appropriate interventions and extension opportunities.

Children are screened within the first thirty days of school using the Ages and Stages Questionnaire (ASQ). This provides information about a child's physical development, language, and social-emotional skills. Your responses are used as a baseline to determine individual child needs. Families are informed if the screener identifies any concerns for further consideration. Parents/guardians consent will be required for any further evaluation.

The Preschool Early Literacy Indicator (PELI) is a storybook-embedded assessment of essential pre-literacy and oral language skills given three times per year. The assessment is designed to identify children experiencing



difficulties acquiring skills with the intent to provide instructional support to improve future reading outcomes. The assessment is designed for ages 3–5. PELI measures alphabet knowledge, vocabulary, oral language, phonemic awareness, and listening comprehension. PELI is given using a picture book format designed around a central theme. The assessment is untimed, but typically takes 10–15 minutes to administer per student.

Rest Time Policy

As a state-licensed program, rest time is required for up to, but no longer than one hour for all-day classes. Each child is provided with a rest mat to use in the classroom. Students may bring a blanket or comfort item from home. Adults move among the children making quiet conversation. Children are not required to sleep and will be provided with a book or quiet materials on their mat as the children who nap are settling in. The transition out of nap time includes staff turning on the lights and talking softly to gently wake children. Children transition by putting away nap items with teacher support.

Field Trips

In the event a classroom takes a field trip, families will receive notice in writing prior to the event. Trips may include visiting local businesses or community parks. Some trips are within walking distance. A family member may attend if they meet the classroom volunteer background check requirements. Parents may be asked to contribute towards the cost of entry fees.

Field experiences have a purpose either as an introduction or culminating activity for a unit. Students on a field trip represent their school and family. High expectations for attitude and behavior will be encouraged. Limited bussing is available for field trips. Siblings of students will not be allowed to attend. Additional district field trip policy information can be found in the ZPS policy section of this handbook.

Birthdays

Children are welcome to bring a birthday treat to celebrate their special day! Keep it simple. Only pre packaged treats will be served. Check with a staff member about food allergies in the classroom ahead of time. All birthday ideas are optional.

Items from Home

Leave toys at home. Toys brought from home are easily misplaced or potentially broken. We ask your child to only bring items from home on special sharing days.

Clothing

Preschool clothing should be comfortable and washable. Choose clothing that will not interfere with activities. Tennis shoes are suggested indoors. Your child's clothing will be exposed to paint, sand, and markers. **Label all belongings with your child's name.** The school is not held responsible for lost items without a name label. Children participate outdoors every day. Provide appropriate dress for the weather; mittens, coats, hats, boots, and snow pants are necessary once cold weather begins.

Accidents happen; please provide an extra change of clothes in your child's backpack. We have a limited supply of clothing for emergency use. If your child returns home wearing an item provided by school please wash and return it promptly.

Additional District Information & Policies

Discipline

Our school has a matrix of expected behavior taught to students and communicated to parents. Although we expect students to do the right thing because it is the right thing to do, sometimes students may make unsafe or disruptive choices. In those cases, our consequences are designed to help our students learn from their actions. Consequences for inappropriate behavior will be determined with input from the supervising teacher and/or the principal, Head of Student Well-Being, and the student. The goals are to help children learn from poor behavior choices and to make sure we have a safe and effective learning environment for all students. Repeated and deliberate behavior will be addressed through a restorative process. Additional action steps will be determined by school staff.

Factors to be considered before consequences are determined:

- Student's age
- Student's disciplinary history
- Whether student has a disability
- The seriousness of the violation or behavior
- Whether the violation or behavior committed by the student threatened the safety of a student or staff member
- Whether restorative practices will be used to address the violation or behavior
- Whether a lesser intervention would properly address the violation or behavior

Zeeland Public Schools' Policy Manual

Under Michigan State law, the Board of Education is required to approve operating policies for the school district. The document approved by the Board of Education is very lengthy and in many cases policies include complicated legal terminology. The complete policy manual is available on the Zeeland Public Schools website, zps.org.

The Elementary Parent-Student Handbook is a summary document of the official policy manual and is approved by the Board of Education as policy for our school building. The handbook includes topics that are relevant to the elementary school setting.

Office Hours

The office is open between the hours of 8:00 a.m. and 4:00 p.m. Monday- Friday. Please be patient if calling the school office and the telephone is not answered immediately as the office staff may be assisting a student or a staff member.

Custodial Parents

If one parent has been awarded custody of a child and the non-custodial parent has custodial limitations, a copy of the custodial order must be provided to the school. If a child is not to be dismissed to the care of any other adults, specific written information must be provided for the school. Non-custodial parents are entitled by law to receive report cards and conference reports if requested by the non-custodial parent. Requests for additional school information may be made, but it is the responsibility of the non-custodial parent to provide postage and envelopes. Information will then be sent every 2 - 4 weeks.

Possession of Unnecessary Objects/Electronics

Any item which might disrupt the learning atmosphere or present a safety hazard is not to be brought to or used at school. Such items include matches, lighters, firecrackers, knives or sharp objects of any kind, toy or squirt guns, laser pointers, or propellant devices of any kind. Items will be confiscated, appropriate disciplinary action taken, and parent(s) notified that the object can be picked up in the office. Repeated violations involving objects such as those listed above will result in further disciplinary action by the principal.

Respecting the fact that children enjoy sharing their card collections, cards do have a variety of value and the trading of these cards cannot be monitored. This subjects our students to the possibility of losing cards of value, etc. We ask that card collections not be brought to school. If students do bring cards, they will be taken and kept in the office for a parent to pick up.

Electronics should not be brought to school. First, they may pose disruptions to the learning environment. Also, school staff cannot assume responsibility for valuable electronics. If parents choose to have their children bring cellphones to school, they need to be turned off and kept in backpacks during the school day. If a student has a cell phone out, it may be confiscated.

Pets/Animals

Pets and animals are not allowed on school property. This is due to health issues and the safety of students.

Dress Code

In order to create an optimal learning environment, it is important that students are dressed appropriately for the variety of school activities planned each day. Warm weather dress could include shorts and t-shirts and should be comfortable, but not too skimpy. Spaghetti strap tank tops, halter tops, or short shirts are not allowed. Also, shorts and skirts should be appropriate length. Cold weather dress should be warm and appropriate for outdoor play.



Articles of clothing advertising alcohol or smoking products or containing inappropriate language or messages are not allowed. No hats, caps, or hoods are to be worn during class times. For safety reasons, we ask that students do not use Heelys at school.

The most practical clothing is blue jeans, athletic pants, or comfortable slacks with a comfortable T- shirt, blouse, pullover, or sweatshirt. It is best for students not to wear clothing that should not get dirty.

If necessary, students will be removed from the classroom setting until appropriate attire can be obtained. It may be necessary to contact parents to assist with finding alternative attire for the child to return to class.

Bullying and Other Aggressive Behavior toward Students

It is the policy of ZPS to provide a safe and nurturing educational environment for all of its students. This handbook contains a portion of the ZPS policy. The complete policy can be found at <http://www.neola.com/zeeland-mi/>.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal (or another administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.



Emergency Numbers

The school must always be informed as to a working telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. Please remember to notify the school of any change of address or telephone number.

Emergency Medical Authorization

The district will annually distribute to parents or guardians of all students an emergency medical form. In the event emergency medical treatment is necessary, the district will adhere to the instructions on the authorization form. Emergency medical authorization will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the district as participants in a school event, the staff in charge of the event must take the emergency medical forms for those students. This includes, and is not limited to, music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Medication

Parents are required to fill out a form with physician approval, available in the office, before medications can be administered to a student. We are required to keep the medication in its original container, labeled with the date of the prescription, the student's name, and the exact dosage to be administered. Procedures for administering the medication must be included on the authorization form and reviewed with the principal and the adult administering the medication.

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medication were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician and any patent drug and over-the-counter drugs.

All medications are dispensed to students in the school office as designated on the Medical Authorization form.

The Board shall not permit the administration of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body. Any exception must be approved by the building principal in compliance with existing laws.

Students who may require the administration of an emergency medication may have such medication, identified as afore noted, stored in the office, and administered in accordance with this policy.

School Property Damage

We expect that all students will take pride in our school, our furniture and our equipment. In rare cases when school property is maliciously damaged, parents whose child damaged school property maliciously will be billed for the repair or replacement of the item in accordance with school policy.

School Closings and Delays

Snow Days

If weather conditions are such that the Superintendent of Schools determines to close Zeeland Public Schools for the day, this decision will be announced on major radio and TV stations. Due to hazardous driving conditions or extreme cold temperatures, school may be canceled or delayed. There are many ways to access information about school closings/delays:

- District website: zps.org
- Z For Me will be emailed out
- ZPS Twitter and Facebook
- ZPS weather phone line: 616-748-3040
- Local television and radio stations

Tornado Watch (Conditions are favorable for a tornado): Students will be kept at school during a tornado watch, barring any unusual situations. If they wish, parents still have the option of picking up their children early.

Tornado Warning (A tornado has been spotted and officially reported to the National Weather Service): A student

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may be released only to his/her parents or guardian.

When school is dismissed early, local television and radio stations will announce the early dismissal, a Z For Me email will be sent to families, and the information can be found on the ZPS website, Twitter and Facebook.

Fog Day

A fog day is a day when visibility is too poor to safely have students wait at the roadside for a bus or to safely drive a bus. Zeeland has spotters located across the local attendance area. Spotters report to the Superintendent who decides if it is necessary to delay the start of the school day.

Student Records & Confidentiality

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate interest in the information.

The district shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, the person viewing the record, the information disclosed, and the date of disclosure.

Fundraisers

The Zeeland Public Schools guidelines limit outside-of-school fundraisers to one major project per group per year. We request children refrain from soliciting sales at school for other groups of which they are members. We encourage this activity to occur outside of school.

Communication

PHONE: All classrooms have phones, and parents may call the classroom phone to leave a message for a teacher. If it is necessary to get a message to a teacher or student during the school day, parents may get a message to teachers or students through the office, as teachers have their phones on "Do Not Disturb" during the school day to avoid interruption to learning.

EMAIL: Teachers typically access email before and after school. If you have a message that needs to get to your child or his/her teacher right away, please call the office.

NEWSLETTER: Teachers keep parents informed through newsletters, websites, and/or emails.

Recess

Generally, all students are required to go outdoors during recess and noon hours. Students should come to school appropriately dressed for the weather, including appropriate footwear, warm jackets, mittens/gloves, etc. Children will go outside during recess periods, unless the temperature is below an actual 10 degrees or the wind chill is less than -10 degrees. If inclement weather calls for indoor recess, students will spend the recess or noon hour in the classroom.

Children who need to stay indoors for health reasons must bring a note from their doctor. When considering a request to allow a student to stay in during recess or noon hour for health reasons, please consider whether the child should really be in school or at home recuperating an additional day before returning to school to avoid spreading the disease or chancing a relapse.

Immunization

The Board of Education requires that all students be properly immunized according to the provisions of the Ottawa-Allegan County Health Status Code and the Ottawa-Allegan County Immunization Status Regulations.

Students who do not meet the immunization requirements on the opening day of school will not be permitted to attend school, per the Superintendent and in accordance with district administrative procedures. Transfer students shall not be admitted without proof of immunization.



Student Accident/Injury Reports

Student accident/injury reports are kept on file in the school office. Reports are filled out by the adult supervising the event when the accident/injury occurred. School personnel are allowed to administer first aid within the span of their knowledge. When in doubt of the seriousness of the injury, parents will first be contacted by school personnel to request their judgment of the extent of the injury. In the event of an emergency, appropriate emergency personnel will be summoned to care for the student. Instructions, as stated on the Emergency Medical Authorization Form, will be followed.

Student Insurance

All students of the Zeeland Public Schools are covered by an "at school" accident insurance policy with limited coverage. This policy provides secondary insurance coverage, which provides coverage supplemental to a family insurance policy. Parents are responsible for the first \$500 of costs incurred after insurance is paid out. Forms can be obtained from the school office and must be returned to the school office after completion by parents and medical personnel. It is the parent's responsibility to turn the claim into the district's insurance company. The insurance covers costs incurred within one year of the injury.

Lost and Found

Please take the time to mark with a permanent marker clothing (boots, coats, gloves, etc.) and sports equipment with the child's name. "Lost and Found" items are kept in a box. Boxes of "lost and never claimed" items are given to charity organizations each year.

The secretaries keep small lost items in their possession to be claimed by students. Other lost items are kept in the lost and found box. Please check frequently.

Substance Use and Abuse

The unlawful possession, use, distribution, or sale of all drugs, including alcohol and tobacco, is wrong and harmful and will not be tolerated. We wish to establish a climate in our schools, as well as in all school-related activities, whereby student drug use, including alcohol, tobacco products, and other performance-enhancing substances, has been eliminated.

The Zeeland School Board has declared that all school buildings and grounds be tobacco-free. This includes staff, parents, and students. Please respect the tobacco-free environment at our elementary schools.

Please see ZPS Board Policy for more information at <http://www.neola.com/zeeland-mi/>

Absence/Tardiness/Illness

For the safety of our students, parents are required to call into school regarding a student's absence. Please identify the student and the reason for absence. A message can be left at any time by calling the attendance line. We make follow-up calls to parents who have not called the school to report an absence, even to a place of employment, if necessary. It is important for the safety of the students that we account for all students enrolled in the school.

We are required to report weekly to the Ottawa County Health Department the number of cases of communicable contagious diseases contracted by our students. Your accurate reporting of communicable diseases assists us to make accurate reports. Students must be fever-free for 24 hours before returning to school following an absence.

Like absences, tardies (coming late to school) can also be disruptive to your child's education. Additionally, other children in the classroom lose precious time because when a child comes in late, it means the lesson in progress usually is halted while the late student settles in and gets caught up. Please help us, help your child, and make every effort to have children arrive at school on time.

Excused absence means the following:

- Student illness/injury/residential treatment (with doctor's note or verified by a parent)
- Medical appointments (with doctor's note)
- Religious holidays
- Lice (3 days)
- Funeral/death in family
- Mandated court appearances (documented-only if children are required per subpoena).
- Placement by Juvenile Court in detention.
- Educational opportunities approved by school officials
- Travel (5 days with school official approval)

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Unexcused absence is any absence not accounted for above, examples of unexcused absences include, but not limited to:

- Staying home to babysit
- Overslept
- Travel (more than 5 days in school calendar or any travel days without prior approval)
- Needed at home
- Weather
- Missed bus
- Child is not immunized
- Sickness (not documented or verified by a parent)
- Chronic lice (over 5 days, CPS referral may be suggested/should be considered).
- Willful truancy (skipping/student refuses to attend school per parent/guardian, or reported as a runaway).
- Failure to notify school

Technology

The use of modern information technology, including the Internet, is a privilege at Zeeland Public Schools granted to individuals to enhance the existing information resources and add to their learning experiences. Users have rights and responsibilities and will be subject to appropriate discipline for abuse of these rights and responsibilities.

Discipline

Users may be subject to disciplinary action considered appropriate through the established discipline procedures of each school.

Equal Education Opportunity

It is the policy of Zeeland Public Schools to provide equal education opportunities for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within the district boundaries, or social or economic background, has the right to file a complaint.

The complaint must be made in writing to the school district's compliance officer listed below:

Rodney Hetherton, Superintendent
Zeeland Public Schools
PO Box 110
Zeeland, MI 49464

The issue will be investigated and a response, in writing, will be given to the complainant within seven days. The district prohibits anyone from threatening or retaliating against those who raise or file a complaint.

Elementary Building Phone Numbers & Websites

School	Main Number	Attendance Line	Website
Adams	616-748-3475	616-748-3480	http://adams.zps.org/
Lincoln	616-748-3350	616-748-3360	http://lincoln.zps.org/
New Groningen	616-748-3375	616-748-3388	http://newgroningen.zps.org/
Quincy	616-748-4700	616-748-4710	http://quincy.zps.org/
Roosevelt	616-748-3050	616-748-3060	http://roosevelt.zps.org/
Woodbridge	616-748-3400	616-748-3410	http://woodbridge.zps.org/
Z-Quest	616-748-3050	616-748-3060	http://www.zeelandquest.org/
ECC	616-748-3275	616-748-3275	https://www.zps.org/schools/grades-pk-5/early-childhood-center/





ZPS Great Start Readiness Program

Great Start Readiness Program Philosophy

The Great Start Readiness Program (GSRP) provides every preschooler with the best educational opportunities through a child-centered, hands-on curriculum set in a rich learning environment created in collaboration with families, community, and professional staff.

We believe children learn best when provided:

- A safe, healthy, nurturing environment
- Strong teacher-child relationships in collaboration with strong family-teacher relationships where each individual is valued
- Extensive experiences to learn through play
- Partnerships and involvement amongst all caregivers working together on their behalf
- Activities developed and facilitated to address individual interests and current developmental strengths and needs

All decisions are made from a child-centered perspective including consideration of Early Childhood Standards of Quality—Prekindergarten, program and district curriculum, assessment data, family feedback and the diverse social, economic, and cultural needs existing within the classroom.

Great Start Readiness Program Overview

GSRP is a state-funded, center-based preschool program serving income-eligible four-year-old children. Classes are offered with a variety of family needs in mind. ZPS offers the following GSRP schedules:

- Full Day, Monday–Thursday
- Full Day, Monday–Friday
- ½ Day AM, Monday–Thursday
- ½ Day PM, Monday–Thursday

All children are included regardless of potential needs for additional physical or language needs, medical needs, behavioral support, or assistance with toileting. Exclusions will not be made based on staff attitudes and/or apprehensions.

GSRP regulations require two home visits per school year made by classroom teaching staff. GSRP requirements and paperwork will be reviewed during the registration process and the initial home visit. Each home visit will be scheduled for one hour. The first home visit will be at the beginning of the year (preferably before school starts). The second visit is near the end of the school year. During home visits, the child and family will:

- Meet the teacher
- Visit with classroom staff
- Ask & answer questions
- Share student information
- Participate in an ASQ (Ages and Stages Questionnaire) developmental screener to inform potential instructional strengths and needs

Two school conferences will be held during the school year in November and February. Conferences will provide time for teachers to share student work samples, portfolio data, progress, and growth. Kindergarten readiness skills will be communicated at conferences and families will again be given ample opportunity to ask questions and receive teacher coaching. Teachers will provide connections to valuable community resources available to support individual family needs.

GSRP Staff

Teaching teams are committed to providing a high-quality program for young children and their families. Classroom teachers hold a Bachelor's degree in early childhood education or child development, or are working closely with coaches as they complete their training. Teacher certification may include a specialization in preschool teaching or a valid Michigan teaching certificate, an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement.

All classrooms will have one teacher and at least one associate teacher to ensure a minimum staff ratio of 2:20.

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Associate teachers hold a Child Development Credential (CDA) or degree in Child Development. At a minimum, the third adult meets the Bureau of Children and Adult Licensing, and Department of Human Services licensing requirements as a “caregiver.”

GSRP works with the Ottawa Area Intermediate School District (OAISD) alongside our ZPS district personnel. GSRP Early Childhood Instructional Coaches provide classroom support and professional development.. The assigned Instructional Coach will visit each classroom multiple times throughout the school year.

Enrollment & Fee Policy

GSRP is tuition free for those who qualify. Parents are encouraged to volunteer in the classroom, participate in our Parent Advisory Committee, and attend other program events. Families are enrolled based on a formula identifying those with the highest financial need first. This scale is based on the federal poverty guidelines. After income-eligible families are enrolled, families outside of the income guidelines are considered for enrollment. Those who do not qualify based on income will pay sliding-scale tuition as determined by the OAISD guidelines. Information regarding tuition will be provided to families meeting other eligibility criteria. Contact the office for additional details on these case-by-case situations.

Children will not be excluded based on any needs for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions.

Student enrollment is based on the availability of an opening in the appropriate class. A waitlist of eligible students will be maintained and openings will be filled based on eligibility factors and the order in which they are received.

Physical Activity

GSRP guidelines require children to be engaged in a minimum of thirty minutes of active and physical outdoor play. This includes, but is not limited to: running, jumping, climbing, and biking. The outdoor environment is an extension of the classroom and provides students many opportunities to explore and continue to build social skills. Research states, *“Good physical health and well-being, and a safe environment contribute to improved learning. Gross motor development enhances body awareness, understanding of spatial relationships, and cognitive growth.”* [Michigan Department of Education]

Breakfast, Lunch, and Snack

Mealtimes are learning experiences! Students will be encouraged to try new foods and engage in conversations about different foods (where they grow, how they are made, etc.) Children will be invited to participate in mealtime activities such as setting the table, preparing food, serving themselves, and cleaning up.

Meals will be served in the classroom with adult supervision. Children are expected to feed themselves. Staff will not demand children eat, but all will be encouraged to taste new foods. Depending on the length of your child’s day in the program, breakfast, lunch, and/or a snack are available. Menus are reviewed by a registered dietitian to ensure healthy low-fat, low-sugar, low-salt meals and snacks.

All parents will be asked to complete a free and/or reduced food service program application.

The Great Start Parent Coalition

Ottawa County has an open group of parents/guardians of children prenatal to 12 years old who meet to connect with each other, share and find out about community resources, teach parenting tips and suggestions to make families stronger through education on relevant topics. The coalition supports the work of the Great Start Collaborative by participating in several countywide committees, and providing parents’ voices in discussions concerning families and early childhood.

Parents are invited to serve on the area-wide GSRP Kindergarten Readiness Advisory Committee meeting at the OAISD twice a year. This committee is made up of representatives from families, GSRP teaching staff, GSRP administrators, Early Childhood Instructional Coaches, Head Start teachers, Title 1 preschool teachers, kindergarten teachers, school specialists, Department of Human Services, Community Health Services Head Start, and local early childhood programs.

GSRP Advisory Committee

Parents will be asked to participate in an advisory committee meeting once a semester. Parents are active decision-makers for their child’s development and a key voice in determining program goals. These meetings will

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take place during our parent involvement nights. Light refreshments may be provided at these events. During advisory committee meetings, parents will be given the opportunity to review program data. Program Quality Measurement standards may be shared. Child outcome information will be de-identified and discussed to help establish collaborative program goals. Childcare may be provided for certain events.

ECC/GSRP Curriculum, Developmental Screening & Assessment

See pgs. 9 & 10

ZPS/GSRP Illness, Injury, Accident & Health Policies

See pgs. 7-9

ECC/GSRP Conflict Resolution & Child Discipline Policies

See pgs. 5&6

ECC/GSRP Rest Time Policy

See pg. 10

ZPS/GSRP Medication Policy

See pg. 15

ZPS/GSRP Weather Policy

See pg. 16

ZPS/GSRP Student Records & Confidentiality Policy

See pg. 16

ZPS Attendance Policy

See pgs. 18 & 19

ZPS Grievance Policy

See pg. 20

Policy for Reporting Child Abuse and Neglect

According to the ZPS board policies, professional staff members are required to report to the proper legal authorities any sign of child abuse or neglect.

Program Measurement

Ottawa Area Intermediate School District and Zeeland Public School are required to work with the Michigan Department of Education (MDE) to measure the effects of the state-wide preschool Great Start Readiness Program. Information is sometimes collected about staff, enrolled children, and their families. Program staff or a representative from MDE may:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that may identify your child or family. This information is protected by law.

Questions? Contact:

mde-gsrp@michigan.org/ 517-373-8483

MDE, Office of Early Childhood Education and Family Services
608 W. Allegan PO Box 30008, Lansing, MI 48909



Great Start Readiness Full School-Day Sample Routine

8:00 – 8:45 Arrival/Breakfast/Greeting Time

Children enter the classroom at their own pace. Parents/guardians are encouraged to stay until their children are ready for them to leave. Children have choices about whether to eat, spend time with books, or interact with adults and peers. After children have arrived, adults share the daily schedule.

8:45 – 9:00 Large-Group Time/Music and Movement

All adults and children participate in activities planned around children's interests, developmental milestones, music and movement, cooperative play and projects, and other meaningful events.

9:00 – 9:10 Planning Time

Children indicate plans to adults in a place where intimate conversations can occur and where people and materials are visible. Adults use a range of strategies to support children's planning (e.g., props, area signs, tape recorders, singing, planning individually, in pairs, and in small groups).

9:10 – 10:10 Work Time (uninterrupted choice time)

Children initiate activities and carry out their intentions. Children make choices about where and how to use materials. During work time, adults participate as partners in child-initiated play and encourage children's problem-solving with available materials and during times of social conflict.

10:10 – 10:20 Cleanup Time

Children and adults clean up together keeping the spirit of play and problem-solving. Children make choices during clean-up. Adults accept children's level of involvement and skill while supporting learning.

10:20 – 10:30 Recall Time

Gathered in small group settings, children choose work time experiences to reflect on and exhibit. Adults provide strategies to maintain interest as they follow children's lead and encourage children to share (e.g., individual props such as puppets, telephones or periscopes, group games using a hula hoop, ball, or spinner, re-enacting, drawing, showing and describing a structure or painting). Adults are unhurried and may complete recall time with 4-5 children a day.

10:30 – 10:45 Small Group Time

Adult-initiated learning experiences based on children's interests and development. Individual children explore and use the same set of materials in their own way.

10:45 – 11:30 Outside Time

Children have choices for play in the outdoor learning environment, much as they do during indoor work time. Adults supervise for safety and also join in active outdoor play, supporting student initiatives and problem-solving.

11:30 – 11:40 Bathroom/Wash Hands/Prepare for Lunch

Children assist in the preparation and set up. Children choose where to sit and are encouraged to serve themselves.

11:40 – 12:25 Lunch/Brush Teeth

Family-Style meals support children in doing things for themselves (e.g., serve food, pour beverages, distribute napkins, wipe up spills). Children choose what to eat and how much. Adults eat alongside children and participate in meaningful conversations. Children are encouraged to clean their own snack space (disposing of leftovers, wiping tables, and pushing in chairs).

12:25 – 1:25 Quiet/Resting Time

Resting is a time for sleeping or quiet, solitary cot play. Rest time plans are individualized. Quiet play may include books, soft music, fine motor manipulatives, etc.

1:25 – 1:55 Wake/Bathroom

As children wake up, adults and children work together to put away cots and set up for a snack.

1:55 – 3:00 Plan/Work/Cleanup/Recall – (refer to AM descriptions)

3:00 – 3:30 Outside Time/Dismissal (refer to AM descriptions)

**In a full-day program, child care licensing requires programs, including GSRP, to offer children a maximum of one hour to rest or nap. For those children who do not need this time to sleep, quiet, non-disruptive activities are provided



ZPS PreK for All: ½ Day Farm School Sample Daily Schedule

8:40–8:50 Arrival

Teachers will greet students and check them in at the entrance to the outdoor natural play environment.

8:50–9:00 Greeting Time

Children enter the classroom in the small barn. Children have rotating choices including spending time with books, fine motor activities, or small animals while interacting with adults and peers.

9:00– 9:15 Large Group Time

All adults and children participate in activities planned around children’s interests, developmental milestones, music and movement, cooperative play and projects, farm life happenings, and other meaningful events.

9:15 – 9:20 Planning Time

Children indicate plans to adults in a place where conversations can occur and where people and materials are visible. Adults use a range of strategies to support children’s planning (e.g., props, area signs, tape recorders, singing, planning individually, in pairs, and in small groups).

9:20 – 10:20 Independent Choice Time (indoor or outdoor based on weekly plans)

Children initiate activities and make choices about where and how to use materials. During work time, adults participate as partners in child-initiated play and encourage children’s problem-solving with available materials and during times of social conflict. Options around the farm will vary based on season and farm animal life cycles and rhythms. Indoor and outdoor opportunities will be available for exploration.

10:20 – 10:30 Cleanup Time

Children and adults clean up together keeping the spirit of play and problem-solving. Children make choices during clean-up. Adults accept children’s level of involvement and skill while supporting learning.

10:30 – 10:40 Recall Time

Gathered in small group settings, children choose work time experiences to reflect on and exhibit. Adults provide strategies to maintain interest as they follow children’s lead and encourage children to share.

10:40 – 10:55 Small Group Time

Adult-initiated learning experiences based on children’s interests and development. Individual children explore and use the same set of materials in their own way related to our themes.

10:55 – 11:15 Large Group Time

Literacy themed/Study related whole group activities

11:15 – 11:45 Outside Time

Children have choices for play in the outdoor learning environment, much as they do during indoor work time. Adults supervise for safety and also join in active outdoor play, supporting student initiatives and problem-solving. This may include nature hikes, large group games, animal care, or other related experiences outside and in the barns.

11:40 Dismissal



COMMUNITY RESOURCES

211 Service of Ottawa County

Dialing 211 can link you to counseling, clothing, shelter, food, prescription assistance, utility assistance, support groups, job assistance, child care transportation, and more.

WholeFamilyConnectionOttawa.com

This online resource tool offers families instant access to services throughout Ottawa County. WFC is a free tool available online 24/7.

Children's Resource Center 1-800-332-5049

Child care information and referral, child care provider training, and children's services information.

Ottawa County Child Development Services 1-800-428-5264

Daycare and Head Start for children ages birth to six.

Children's Assessment Center 616-393-6123

Collaborative investigation of child sexual abuse, crisis counseling, and long-term therapy for victims and supportive family members. Parent support groups are available.

SCAN (Stop Child Abuse and Neglect) 1-800332-5049

Information and referral services to prevent physical, sexual, or emotional abuse of children.

Michigan Works 1-800-285 WORKS

Food, clothing, advocacy, case management, and life/job skills classes.

Family Independence Agency 646-394-7200

Aid to dependent children, food stamps, and Medicaid.

Early On 616-393-5753

Provides services to help infants and toddlers from birth to 36 months who may



have developmental delays.

GSRP REQUIRED DOCUMENTS

THE FOLLOWING DOCUMENTS WILL NEED TO BE COMPLETED AND SUBMITTED BEFORE ACCEPTANCE INTO THE GREAT START READINESS PROGRAM:

- ☐ Completed Child Information Card: Filled out and signed, including permission to seek emergency medical care, including CURRENT and COMPLETE information/phone numbers for ALL individuals authorized to pick up your child from the classroom.

[NOTE: This information is due at the time of initial attendance in the classroom.]

- ☐ Immunization Record: Must show a minimum of 1 dose of each immunizing agent specified by the Department of Community Health; or a waiver if not having your child immunized for religious or other reasons.

[NOTE: This Immunization Record is due at the time of initial attendance in the classroom.]

- ☐ Health Appraisal: Performed within the preceding year and SIGNED by a licensed physician or his or her designee. All restrictions must be noted.

[NOTE: This Physical is due at the time of initial attendance in the classroom.]

- ☐ Proof of Age: stating your child's date of birth. (Birth Certificate)

- ☐ Great Start Readiness Application

- ☐ Income Verification

- ☐ Individualized Education Plan- IEP (if used as a GSRP qualifier)

- ☐ Homeless documentation (if used as a GSRP qualifier)



Additional Information Specific to Wrap Around Care

ZPS CHILD CARE PHILOSOPHY

Our goal is to provide a child-centered facility surrounding children in an environment of warmth and security; nurturing and enriching. We use play, movement, music, and appropriate activities to develop caring relationships with your child and maximize their strengths for growth. We encourage children to make choices, ask questions, and develop joy and curiosity for learning. We help them grow in self-confidence, self-control, and respect for themselves and others. We believe partnering with parents is critical to our program; we will work in sharing the experience of your child's continuing development.

ADMISSIONS

ZPS child care is open to any child enrolled in one of our preschool programs for the school year. Our childcare program is licensed by the State of Michigan; staffing and group size comply with ratio requirements. Children must be three by 9/1, and **fully potty trained**.

ZPS child care operates on a first-come, first-serve basis. Registrations will not be taken by phone. Our Administrative Assistant will gladly provide assistance with the online enrollment process. We will work with you to create a schedule that works in correlation with your child's preschool class times. There is a \$50.00 non-refundable registration fee per child.

Each child enrolled in ZPS child care must have the proper paperwork on file. In addition to the forms need for ZPS preschool, the following additional paperwork is necessary for child care:

- ZPS Child Care Schedule Contract
- ZPS Child Care Handbook Acknowledgement

HOURS OF OPERATION

ECC childcare operates Mon.-Fri. 7:00 AM-9:00AM Mon- Thurs 3:00-5:30PM; Friday 3:00 AM-4:00 PM in coordination with the school calendar.

SCHOOL CLOSURES AND DELAYS

ECC child care is closed for ZPS snow days and fog delays.

BILLING INFORMATION

Payments must be made by Monday of the current week's care, covering that week of attendance. Weekly bills will include all contract agreed hours, regardless of your child's attendance. Payment is required for sick/missed days per your signed contract. Please include your child's name in the memo area of your check when submitting payment. All checks will be made out to ZPS Child Care or ECC. Electronic payment options are available. Checks returned due to NSF will be assessed a \$20.00 fee.

Adding additional care to your regular schedule requires advanced sign-up.

Changes to your contract may only be made at the semester. If you may be requesting a reduction in contracted childcare hours for the second semester, please notify our office of the change by December 1st. An updated contract will go into effect on January 1st. Once signed, cancellation of your agreed upon childcare services will result in a bill for one month of your contracted childcare fees.

There will be times during the school year when ECC is closed. If before and after care is not available, according to the ZPS calendar, your weekly bill will be prorated

In the event of late pick-ups, ZPS staff will:

1. Call the parent/guardian
2. Call an identified person listed on the child information card as an emergency contact
3. Call emergency authorities after 30 minutes
4. Charge your account a late fee.

LATE FEES

- A late fee of \$10.00 will be charged for late pick up
- A late fee of \$15.00 will be charged for late payments.

These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential.



ARRIVAL AND DEPARTURE

Arrivals and departures between 7:00–8:20 AM or 3:30–5:30 PM will be directed to the childcare door (#8) at the front, parking lot side of the building. Parents will drop off at the door. Any parents who need to come into the building for drop off must present a valid ID and enter through the office when it opens. Arrivals and departures between 8:20AM–3:30 PM will come through the office. All adults must be cleared in the visitor system. Upon arrival, parents are required to sign their child in and discuss specific needs with childcare staff outside of the classroom door. Children should arrive dressed and ready for the day. In the afternoon, **arrive by 5:25 pm (3:55 pm on Fridays)** to allow time to sign out and talk with the caregiver.

AUTHORIZATION TO PICK UP

Childcare will follow the same expectations for releasing children to only adults listed on the child information card with a valid ID.

STAFF SCREENING AND TRAINING

ZPS child care is staffed by certified caregivers. All staff also have CPR & First Aid certification, have completed comprehensive background checks, fingerprinting, Right Start Orientation, and child abuse and neglect investigations. Requirements for staffing, and training, align with Michigan Child Care Licensing Regulation.

WITHDRAWAL OR DISMISSAL

ZPS child care retains the right to dismiss a child at any time if any of the following situations exist:

1. Parental disregard of procedures
2. Unfulfilled state health regulations
3. Non-compliance with handbook regulations
4. Delinquent payment and/or frequently incurring late fees
5. Excessive discipline problems; issues seen as detrimental to the program and/or other children.

MATERNITY LEAVE

If a current parent chooses to keep a currently enrolled child out of the program during pregnancy leave or extended leave for any reason, 100% payment is expected to continue to secure the position. If a parent chooses to remove a child from the program without payment, the child can return if/when a vacancy becomes available.

FOOD AND NUTRITION

Breakfast is not served during before school care. Students in GSRP will have breakfast when they go to their classroom. Students in three year old preschool should eat breakfast before arriving in the morning. Students attending after school should bring their own snacks. Based on limited storage space, please only bring in non-perishable snacks for 2 weeks at a time. These will be stored in individual cubbies provided.

HEALTH AND WELLNESS POLICY

Guidelines for health & wellness are followed in our childcare program as in all other programs in our ECC, as defined by the ZPS policies.

Detailed health information is available at <http://miottawa.org/Health/OCHD/emergency.htm>



ZPS ECC CHILDCARE HANDBOOK ACKNOWLEDGEMENT

I have been provided a ZPS ECC Child Care Handbook. The written handbook, along with the parent information provided by the classroom teacher, includes the following information:

- Admission and Withdrawal Criteria
- Calendar of Days and Hours of Class
- Fee Policy
- Discipline Policy
- Food Service Program
- Program Philosophy
- Typical Daily Routines
- Parent Notification Plan for Accidents, Injuries, and Illnesses
- Exclusion Policy for Child Illness
- Notice of Availability of the Center's Licensing Notebook

I have read, understood, and agreed to the policies outlined within this document.

signature

date

child's name printed



FAMILY HANDBOOK ACKNOWLEDGEMENT

- ☐ I have received a copy of the Great Start Readiness Program Family Handbook.
- ☐ I understand this handbook provides me with the information I will need while my child is enrolled in the Program
- ☐ I understand I am to read the handbook to be sure I have all of the necessary information.
- ☐ I understand I may, at any time throughout the school year, ask program staff to explain any information I feel needs more clarification.
- ☐ I have read the above statements and acknowledge receipt of the Parent Handbook.

Child(ren) Name(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



ZPS ECC HANDBOOK ACKNOWLEDGEMENT

I have been provided a ZPS ECC Preschool Handbook. The written handbook, along with the parent information provided by the classroom teacher, includes the following information:

- Admission and Withdrawal Criteria
- Calendar of Days and Hours of Class
- Fee Policy
- Discipline Policy
- Food Service Program
- Program Philosophy
- Typical Daily Routines
- Parent Notification Plan for Accidents, Injuries, and Illnesses
- Exclusion Policy for Child Illness
- Notice of Availability of the Center's Licensing Notebook – (Licensing Notebook is onsite & available online)

I have read, understood, and agreed to the policies outlined within this document.

[\(MI Dept. of Licensing & Regulatory Affairs, Child Care Licensing Bureau Form CCL 4340\)](#)

signature

date

childs name





PERMISSION TO PHOTOGRAPH/VIDEOTAPE

I give permission for my child to be included in photographs and videos while participating in any program activities and field trips.

☐ YES

☐ NO

I give permission for photographs of my child to be posted in the classroom, or within other program displays.

☐ YES

☐ NO

I give permission for photographs of my child to be used in newspaper articles.

☐ YES

☐ NO

I give permission for photographs & videos of my child to be used on the district and/or OAISD website.

☐ YES

☐ NO

I give permission for videos of my child to be shown to other program staff/parents.

☐ YES

☐ NO

Child's Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian Name (signature)

Date

Teacher's Name