

# Sunshine & Rainbows Preschool

Located in the Wayne Westland Educational Center  
Adjacent to the William D. Ford Career Technical Center  
Further information concerning programs, program  
development, services and costs please contact:

**William D. Ford Career Technical Center**  
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Wayne-Westland Community Schools

Dear Parents:

We welcome you and your child to Sunshine and Rainbows!

Sunshine and Rainbows is the preschool component of the William D. Ford Career Technical Center of the Wayne-Westland Community School District. It was established in 1973 at Kettering Elementary School as a training site for high school students and adults in the child care field. The program moved to the Timothy J. Dyer Social Services Building in 1981.

Each day, we are committed to doing the best possible job to teach the children, to keep them safe, and manage various planned activities. We expect that you will maintain a positive attitude and be responsible for following the policies of the school. We expect that you will contact the staff if you have questions or complaints. Issues involving the children and the center are not to be discussed with students-in-training at any time. If a problem arises, a prompt report to the center staff will get action.

## **PHILOSOPHY**

Our philosophy is to provide an atmosphere which allows a child to feel accepted and secure. Our goal is to maintain an atmosphere of freedom, friendliness, and creativity with young adult interaction kept at a level which does not interfere with the development of the child's independence. When children are relaxed and happy, and know what is expected of them, learning potential increases.

In addition, our center is planned/organized so that the placement of equipment and furniture help children learn how to manage their own behavior, make choices and follow through with the completion of activities. Through young adult guidance and association with playmates, the child is being prepared for self-control at a pace which he/she can understand and master. She/he becomes aware of individual worth and her/his importance as a group member through this process.

## **GUIDANCE OF THE CHILD**

The center uses positive guidance in order to effectively guide the behavior of the children enrolled. The staff is instructed in the use of positive guidance techniques. We praise acceptable behavior and use positive statements in order to encourage children to follow the rules. We want the child to understand that we value him/her as an individual but his/her behavior in a particular situation may not be appropriate at that time. The child is encouraged to participate in all activities and make a variety of activity choices during the class session. If a child has difficulty in behaving in an appropriate manner, she/he may be removed from the group for a few minutes, so that she/he can regain self-control and understand what is expected of her/him. If the child is unable to rejoin the group after redirection, our procedure is: notify the parent immediately. The parent is expected to arrive without delay.

Rules for the children are simple: Do nothing to hurt yourself or another, participate in activities, use your inside voice inside the school, do the friendly thing, keep safe, walk, and use equipment and materials appropriately.

## **PROMOTING INDEPENDENCE**

In order to promote independent functioning, children are allowed to make as many decisions as possible within the established limitations. Children are encouraged to do such things as replace materials in the proper place; dispose of items in proper receptacles; hang their own garments; return their paint shirts; print their own names (if they can); keep their belongings in their cubby drawer; etc. We also suggest that each child carry a tote bag or backpack (labeled with his/her name) to school so that projects or belongings can be cared for independently.

## **SAFETY AND HEALTH POLICIES**

The safety of each child is of primary importance to each teacher and staff member. Future Educators trainees are directly responsible for maintaining a safe environment in their work site. Trained staff members are always in the childcare center and are immediately available to assist with accidents. In the event of an accident, a parent will be informed. Children will only be released to those listed on the emergency card unless we have written parental notification.

The Sunshine and Rainbows center and participating member families are required to comply with the State of Michigan Health Department standards for immunizations and physical examinations. Verification records must be completed when the child is enrolled in the fall. Parents are responsible for keeping up-to-date records and in compliance with the health department rules. The center will verify records in October and February.

Parents are responsible for giving accurate information to the center regarding all allergies and any other physical problems of the child. Illnesses must be reported to the center as soon as the diagnosis is made. The center will be responsible for informing the Wayne County Health Department.

Children who show signs of illness must be kept at home for their protection and the protection of other children and adults. If a child becomes ill while at school, our procedure is: notify the parent immediately, isolate the child from the group, and provide comfort and care. The parent is expected to arrive without delay.

## **MEDICATION POLICY**

Due to the limited schedule, Sunshine & Rainbows does not administer medication. If your child will need medication during the 90 minute session, please make arrangements to stay on site to administer medication.

## PROGRAM GOALS

To promote the social, emotional, intellectual, creative, and physical development geared toward the child's individual needs is the major goal for the preschool component of Sunshine and Rainbows Preschool. Each child is encouraged to select from the planned activities those activities that interest him/her. The staff prepares the learning environment with activities that are suitable for the developmental levels of two and one half to five-year-old children; the child is encouraged to participate in those activities through the use of appropriate comments and questions by the staff. As the child works his/her way through the day, the young adults monitor the selections and progress of the child. Our goal is for each child to learn at his/her own pace. Each child is encouraged to participate in the activities so she/he may explore different methods of learning.

### We want children to:

- learn
- get along with others
- become more independent
- learn to respect others
- gain some elementary readiness skills

## CURRICULUM

The pre-planned curriculum provides the framework for all classroom activities. As the children explore materials, complete activities and interact with their peers and adults, learning takes place. We promote readiness skill development and provide appropriate information about the world around us through the presentation of various topics and themes.

## HIGH SCHOOL TRAINEES

The primary goal of the Future Educators program is to provide experiences for students interested in working with young children. All students learn best through hands-on training, therefore, Sunshine and Rainbows Preschool program is in operation for two and one half to five-year-old children. This program is designed to provide a variety of experiences in the field of child development and early childcare services. Students interested in related fields such as medicine, psychology, social work, teaching, etc., also find the experience valuable. Providing students with meaningful on-the-job experiences while enriching preparation for employment is a primary objective of the program.

Some students in the program choose to work towards their **Child Development Associates Certification (CDA)** This certification is issued from The Council for Early Childhood Professional Recognition through Washington D.C. This certification involves lots of extra work on the student's part. Every parent will also be asked to evaluate each of the participating students. It is very important that these evaluations are returned.

Students participating in this program are from Wayne--Westland Schools and other participating school districts.

Students will also be involved in a two or three-week internship. On this internship they will work in a preschool, day care, or in a K-8 classroom. This gives students an additional opportunity to be involved with different children and learn from different teaching styles and techniques.

Becoming a good teacher takes practice and is a continual learning process. Sometimes we learn most from our mistakes. If you see a student doing or saying something you feel is inappropriate, please see me immediately. It is important that students know that I am not the only person evaluating their behavior, attitudes and work. Also, if you see a student doing an exceptional job in the classroom. Take a few extra moments to praise them for their effort. **Outstanding Recognition Papers** are in the office. Filling out one of these for exceptional students, will be important to students who will be compiling a portfolio during the school year. This recognition is impressive to possible employers.

## PLACEMENT AND ELIGIBILITY

### *Requirements for Entrance:*

1. **Two and One Half Years of Age by September 1st of the year of entry.**
2. Meet health requirements as listed in the State of Michigan Department of Social Services Licensing Rules for Child Care Centers Handbook.
3. Completion of required forms (**health form/immunization records, emergency card which is completed each year**, etc.) and contracts for the Sunshine and Rainbows Preschool Center.
4. Submit proper application (prior to the first week in September for fall placement.)
5. Agree to tuition payments as scheduled.
6. **Toilet Trained** (No diapers, Pull-Ups, or pads, few accidents).

### *Factors Affecting Placement:*

1. Residency - Wayne-Westland Residents receive preferential placement
2. State licensing requirements affecting the number of children and qualified staff ratios.
3. Meeting the requirements for entrance (see above)

When considering the placement of children with special needs, the well-being and safety of the child, as well as the capacity of the program to serve the needs of the family will be considered.

## SCHEDULE FOR PRESCHOOL CHILDREN

Morning Session	8:00 am to 9:30 am
Afternoon Session	12:00 am to 1:30 pm

### DAILY ROUTINE

Carpet Time  
Curriculum Time  
Calendar, Music, Reading Time  
Mini-Group Activity/Kindergarten Readiness  
Large Group Activity or Outdoor Play

### DISMISSAL:

Parents line up by the door closest to the office.

Children will be dismissed one at a time when their name is called.

\*\*\*\*\* Anyone picking up children must have their names on the Child Information Card and will be asked to produce photo identification.

PRESCHOOL DAYS: Tuesday, Wednesday, Thursday, and Friday

Our class schedule coincides with the high school calendar. Preschool will not meet on days when the high schools have secondary in-services, exams, half days. etc. Our schedule is not affected by the elementary school calendar. Vacation schedules coincide with Wayne-Westland Community Schools' calendar.

In the event of severe weather conditions, the center may be closed. You will be notified by Remind or you may check the WWCS website. Likewise, should severe weather conditions make it necessary to close early, you will be notified by the center to pick up your child early.

## Curriculum Time

Each of the centers in the room is color-coded. During this time students will travel with their minigroup to each center. They will:

- Experience in decision-making skills.
- Individual and group learning center activities.
- A variety of activities offered with a structured environment.
- Exploration and discovery.
- Indirect and direct guidance within the preschool environment.
- An opportunity to grow in developing independence and taking care of personal needs.
- An opportunity to make decisions and follow through with decisions.
- An opportunity to learn to respect others' wishes and feelings.
- An opportunity to develop an appreciation for one's own creative and personal capabilities.
- An opportunity to develop small muscle strength and coordination .

## GENERAL INFORMATION

### *Enrollment:*

Due to the special aspects of the program, children apply for placement beginning May 1st each year. Enrollment is based on the special considerations as stated in the Placement and Eligibility section. Consideration for enrollment is by application only. Residents of the Wayne-Westland School District have first priority to openings. Non-residents will be accepted after residents are placed as of the first week of June.

### *Preschool Fall Registration and Orientation Meeting:*

A fall registration and orientation will be scheduled prior to the first day of regular preschool. Health forms will be collected. Other required forms will be passed out at this time.

### *Parking:*

Cars are to be parked in the North lot directly in front of the preschool entrance.

### *Communications to the Center:*

If you need to contact us, call Monday through Friday between 7:25 am and 1:50 pm, voice mail is available before or after school hours. If your child is ill and will not be attending, please call before the class session begins. We are required by law to report any communicable diseases to the health department. Our phone numbers are: 419-2112 (voice mail) and 419-2113. You may also email or use the Remind App.

### *Tuition:*

Please refer to the William D. Ford Preschool InformationPacket. The initial payment is due in early October. In case withdrawal from the program is necessary, prepaid/unapplied tuition will be refunded. No refund is made after April 1st.

### *Smoking Policy:*

**There is no smoking in the center, on school grounds, or on field trips.**

## PARENT RESPONSIBILITIES

Parents Responsibilities are as follows:

1. Prompt Arrival and Pick up.
2. Walk the children into the facility and remain until the preschool session starts.
3. Follow rules of conduct regarding the children and responsible behavior.
4. Follow Observation Booth rules as stated in the brochure.
5. Supervise younger children while at the center, before and after preschool.
6. Return initial enrollment forms by date specified in placement letter, i.e. Physical forms, Child Information Card initial tuition payment, etc.
7. Pay tuition on time. Make Checks out to **(W.W.C.S.D/W.D.F.C.T.C..)**
8. Notify the center in advance when the child will not be in school.
9. Prompt pick up when notified of a child's illness.

## CHILDREN

*Dress:*

Casual, washable, play clothes. Make sure that belts, zippers, and buttons are easy to pull off and on for the child. Outdoor play is an important part of our program. Please dress children appropriately for outdoor play.

*Health:*

Please keep the child home when he/she is ill. No child should be brought to school with a fever, rash, or if he/she has recently vomited. Any of these could be symptoms of a contagious illness such as Chicken Pox, Pink Eye, Strep Throat, Scarlet Fever, Roseola, etc. Please remember to call us. Weekly illness reports have to be sent to the health department.

*Please Do Not Let Your Child Bring:*

**Money, toy weapons, sharp objects, marbles, candy, gum, food, drinks, blankets, or comfort “stuffies”.**

We have a variety of manipulative activities planned for each day. It is very sad when treasures are lost!

*Parent Communication:*

Calendars, newsletters, and other mail will be placed in a parent mailbox. Each child has their own box. Please check for mail every day. Please sign up for Remind for text notifications @ Remind.com

*Snacks:*

Due to the limited time of our schedule, **Snack WILL NOT be provided.** Please make sure your child is fed prior to preschool.

Throughout the year, we will have celebrations that may include treats. Please make sure to include food allergies/restrictions on your information card and in the student packet.

## LOCKDOWN PROCEDURES

In the event of a school wide lock down, no one will be permitted to enter or leave the building. Once the “all-clear” is given by school administration or law and public safety officials, we will resume regular business.

## OBSERVATION BOOTH

Sound equipment located in our booth will be turned on by the Instructor, or Assistant. If it is not on, please notify one of the staff members.

For safety reasons, parents or children should not be sitting on the counter top or leaning against the windows of the observation booth. **Parents are responsible for their children in the booth.**

The observation booth is open to parents and grandparents. In the event that non-family members plan to visit, please inform the staff.

We reserve the right to monitor families and children. **Please remember, the booth is not soundproof so laughter and voices can be heard in the center.** The lights remain off in the observation booth at all times. Flash photography will illuminate through the glass, please make sure your flash is turned off.

***Please pick up after your children while in the observation booth.*** Cookies, crumbs and spilled juices attract mice and bugs. Please help us keep the center clean and pest free. Vacuums and cleaning cloths are available for use.

## Photography/Video

We encourage you to take photographs and videos of your child. However, please understand that you do not have permission to take photographs and videos of others. We often have preschool students and high school students who may not be photographed. As a result, if you post ANY photographs or videos on your social media, you must cover all other children/high school students.

### Notes:

It is the policy of the Wayne-Westland Community Schools Board of Education to prohibit any acts of unlawful discrimination in all matters dealing with students, employees or applicants for employment. The Wayne-Westland Schools reaffirms its policy of equal educational and employment opportunities for all persons without regard to race, color, gender, religion, age, height, weight, marital status or disability which is unrelated to an individual's qualifications for employment or promotion, or which is unrelated to an individual's ability to utilize and benefit from the School District's services, activities, benefits, privileges or programs. Inquiries concerning the application of Title VI, Title IX, Section 504 and Title II legislation should be directed to the Executive Director of Student and Legal Affairs, Wayne-Westland Community Schools, 36745 Marquette, Westland, MI 48185 (734-419-2083).