

# Ludington Early Childhood Center



2023-2024

Preschool Parent Handbook

## **COVID Policies**

Student Handbook Guidelines and Policies will adhere to Executive Orders Issued by the Governor's Office and Michigan Law. As the year progresses we will be following guidelines provided by LARA Childcare licensing, the Health Department and LASD. We may be following different protocols throughout the year, but please know that we remain committed to your child's safety, education, and relationships with families. We will strive to communicate to the best of our ability.

## **Ludington Early Childhood Mission Statement**

Our mission is to cultivate child centered, play-based environments that support the whole child. This includes nurturing children's critical thinking skills, developing positive self-concepts and facilitating independence and social development - all of which build the foundation for lifelong learning.

## **Ludington Area School District Mission Statement**

The Ludington Area School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their futures.

## **Ludington Early Childhood Vision Statement**

Our vision is to provide high quality early childhood experiences for our children.

**Childhood is a journey, a wonderful and challenging adventure with family, neighbors, teachers, and friends as traveling companions. We are honored to be a part of your child's journey. A year of learning and fun lies ahead!**

## Philosophy of the Ludington Early Childhood Center

- \* Children need a variety of age-appropriate activities to allow them to develop socially, physically, emotionally and intellectually.
- \* Parents are an integral part of the preschool experience.
- \* Play is the child's "WORK". Preschool offers an enriched environment in which the child learns through play with peers and caring adults.
- \* Each child is unique and special, developing in his/her own way and with his/her own needs. Children cannot and should not be pushed to perform academically before they are ready.
- \* Young children need "hands-on" activities with a variety of materials.
- \* Children need to have many opportunities to express themselves creatively through art, music and language and play based activities.

Our preschool is open to all children, regardless of race, nationality or creed, who may benefit from the program and who meet requirements for enrollment. Children enrolling in four-year-old tuition programs must be 4 years old by September 1, turning 5 no sooner than July 1, and toilet trained. Children enrolling in the program for three-year-olds must turn three by September 1 and be toilet trained.

## Preschool Staff

|                          |   |
|--------------------------|---|
| Preschool Teachers:      | Misty Bolton- 3 Year Old LAS AM and PM<br>Melissa Carrier - GSRP<br>Melanie Hargreaves - GSRP<br>Jasmine Mott - 4 Year Old LAS<br>Courtney Walters - 4 Year Old LAS |
| Teacher Assistants       | Maggie Brandel - 3 Year Old LAS<br>Michelle Johnson- GSRP<br>Erma Ortiz - GSRP<br>Haley Stakenas - 4 Year Old LAS<br>Marla Sanders - 4 Year Old LAS                 |
| Kitchen Manager          | Kristal Copsey - GSRP/LAS   |
| Early Childhood Director | Ashela Trevino  |

## **Tuition Fees & Policies**

1. Registration Fee: A non-refundable registration fee of \$50 is requested upon registration to secure placement into our program.
2. Tuition- Payment must be made by the 1st class day of each month, September to May. If paid in full, LASD will waive your paid deposit.

\*\*Tuition is due to the Ludington Early Childhood Center office the first business day of every month for the student to be eligible to attend. We do not send individual bills. Please make checks payable to: **LUDINGTON AREA SCHOOLS**

3. Failure to pay the required tuition will mean dismissal of that student from the program. If there are extraordinary circumstances and you are unable to make full payment by the due date, please contact the building director to make arrangements. LASD will not exclude a child from the program for non-payment of fees without first contacting the parent(s). However, failure of the parent to respond to contacts may result in dismissal of the child from the program.
  - 1<sup>st</sup> month: courtesy reminder
  - 2<sup>nd</sup> month: possible dismissal from the program will be discussed by the Building Director
4. Ludington Area Schools Early Childhood Center is a licensed childcare facility and as such, you may qualify to deduct the tuition expenses of your child's attendance as qualified childcare expenses under IRS provisions. A statement of all payments for the year January to December are available upon request.

## **Withdrawal Policy**

### **Parent Withdrawal:**

Please notify your child's teacher if you decide to withdraw your child from the program. Please give written notification when withdrawing your child from the program. No refunds will be given during the school year.

### **LASD Withdrawal:**

If your child has started in a program at the Ludington Early Childhood Center, LASD may withdraw your child from the program for the following reasons:

- failure to pay tuition
- failure to provide necessary paperwork for child's file
- behavioral difficulty that may pose a danger to other children

## **Arrival & Pick-up Times**

\*\*Please note our school doors will remain locked during the school day.\*\*

### **Full Day Class**

Arrival Time: 7:45-8:00 a.m.

Pick-up Time: 3:10 p.m.

### **Morning Class**

Arrival Time: 7:45-8:00 a.m.

Pick-up Time: 11:05 a.m.

### **Afternoon Class**

Arrival Time: 12:00-12:10 p.m.

Pick-up Time: 3:10 p.m.

## **Sample Schedule**

Preschool classes will meet Monday – Thursday

### **4 Year Old Preschool**

#### **Typical Schedule**

7:50 – 8:30 – Arrival / Choice Time/ Outside

8:30 – 8:50 – Welcome/Read Aloud

9:00-9:30 Breakfast

9:30: Specials

10:00: Centers/ Small Group

10:45: Fast Focus/Music/

11:05: Dismissal of ½ day students

11:30: Lunch

12:00: Rest Time

12:45: Table Activities

1:15: Centers

2:25: Snack Time

2:45: Music/Movement

3:00: Prepare for dismissal

3:10: Dismissal

### **3 Year Old Preschool:**

#### **Morning Session: 8:00-11:05**

7:50 – 8:30– Arrival/Recess

8:30 – 8:45 – Table Toys/Morning Work

8:45 – 9:00 – Circle Time

9:00–9:15- Small Group Activity

9:15-10:00– Free Choice Time

10:00– 10:20 – Specials

10:20 – 10:35 – Circle time

10:35 – 10:45 – Snack

10:45 – 11:00– Large Motor/Get Ready to Go Home

11:05 - Departure

#### **Afternoon schedule: 12:10-3:10**

12:05-12:35 Arrival/Recess

12:35–12:50– Table Toys/Morning Work

12:50– 1:05– Circle Time

1:05-1:20- Small Group Activity

1:20-2:05 -Free Choice Time

2:05-2:20- Specials

2:20-2:35- Circle Time

2:35-2:45-Snack

2:45:3:00-Large Motor/ Get ready to go home

3:10: Departure

## **Attendance**

Consistent attendance is important for a positive preschool experience. If your child is going to be absent *PLEASE* call the Ludington Early Childhood Center before the school session begins. (If this is an illness, please let us know what it is so we can keep an eye on other children in the classroom-*Thank You!*)

## **Field Trip Policy**

During the Covid 19 outbreak, field trip excursions were suspended. Teachers will need to exercise their own discretion as to whether individual children may participate in a group excursion or field trip. When the trip is to a site where the child's aggressive behaviors may be harmful to the host(s), other children or the child him/herself, the teacher may exercise one of several options:

1. The child's parent(s) may accompany him/her and assume the responsibility for individual supervision of the child's behavior.
2. If staffing is sufficient, the child may remain at the center.
3. The child may remain home the day of the trip.

A signed permission slip must be on file in order for students to attend each field trip. Without this on file your child will not be allowed to attend.

# **Curriculum: What Your Child Will Be Learning**

The **LAS 4 Year old Program** will follow the Connect4Learning curriculum. C4L is a program designed to prepare the preschooler for a Kindergarten classroom in developmentally appropriate ways using the latest research on learning and teaching across four domains:

- Connected Science Experiences
- Engaging Math
- Authentic Literacy
- Social-Emotional Development for all Learners

For more information and to learn more feel free to visit Connect4Learning at <https://www.connect4learning.com/>.

**LAS 3** is a program designed specifically to engage and welcome our three year olds to the classroom and will follow The Creative Curriculum for Preschools. Please see the outline below of what our friends will accomplish throughout the year!

- 1) **Literacy**
  - \*Read Aloud
  - \*Rhyming
  - \*Letter Recognition
  - \*Speaking/Storytelling
- 2) **Math**
  - \*Counting
  - \*Sorting and grouping
  - \*Shapes and patterns
- 3) **Physical Development**
  - \*Large muscle - examples: climbing, running, balance
  - \*small muscle - examples: puzzles, lacing, building with blocks
- 4) **Social Awareness**
  - \*Social problem solving
  - \*Sharing with others
  - \*Relating to adults
  - \*Self-awareness, Emotions, and positive self-image

# **School Closings, Snow Days, and Early Dismissal**

There are times when weather conditions or mechanical failures may cause school to be canceled for the day, prohibit the opening of school at the regular time, or require school to be closed early. **If LUDINGTON SCHOOLS are closed, the Ludington Early Childhood Center will also be closed.** When it is necessary for the preschool to be closed due to any of these reasons, there will be an announcement on the radio and possibly our local television stations. We are also using *Alert Solutions*, a reliable school notification system that will notify you right on your cell phone of the school closings, early dismissals, emergencies and other school happenings

## **Radio Stations TV Stations**

WKLA FM 106.3 WMOM FM 102.7 Channels 7/4  
WKZC FM 94.9 WSNX FM 104.5 Channels 9/10  
WCXT FM 105.3 Channel 13

In the case of an early emergency dismissal, each child must have the Early Dismissal Form completed and returned to her/his teacher. This form must provide instructions for the child to get to her/his destination and must not involve using the telephone. Please do not call school. The school telephone lines need to be kept open for emergency calls.

## **Discipline Policy**

- Parents are the most powerful influence in a child's life, with schools being the second. We use the team approach to discipline, with parents and staff working together to foster the success of every child.
- Children need to know what is expected of them so that they can function securely and independently. Many opportunities will be provided for children to think for themselves and gain self-reliance. Expectations are conveyed through classroom limits, schedules, and conflict resolution strategies geared toward helping children problem solve, make choices, and settle conflicts.
- Each teacher has a discipline policy/behavior plan for their classroom that will be taught to the students.

## Restorative Practices

Following the Public Act 394-402 of 2016 the Ludington Area Schools are also adopting restorative practices.

- **Restorative Practice** - Restorative practice may be used in lieu of, or in addition to in-school and out-of-school suspension. Restorative practices are practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. Restorative practices may include: apology, community service, restoration, counseling, restitution, and a victim-offender conference. In cases where a victim-offender conference is used, the conference will be:
  - Initiated by the victim;
  - Approved by the victim's parent or legal guardian, or if the victim is at least fifteen (15), by the victim;
  - Attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and offender (the "restorative practices team");
  - An opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm (Ludington Area School District Policy 5610)
  
- **Suspension** – Suspension or removal from school for a period not to exceed 10 school days. Administration will determine if a student serves "in-school" or "out-of-school" suspension in some instances. This action may be taken by those school officers granted this authority by the Ludington Board of Education. Any student suspended from school is also ineligible to attend or participate in any recognized school activity, or be on school grounds during the suspension period. A suspension requires parent notification.

# **Parent Commitment and Classroom Participation**

Classroom volunteering has not been encouraged during the Covid 19 outbreak. We will remain flexible as guidelines from child care licensing, the CDC, and LASD change. Parents are encouraged to communicate with their child's teacher and the school. We recognize that:

- You are the first and most influential teacher of your child.
- Communicating with your child's school will give you a better understanding of what your child is learning.
- You will learn about activities you may want to continue or expand upon with your child at home.
- Your presence at school sends two very important messages to your child: You care about your child. School is very important.

## **Volunteers**

When classroom volunteers are allowed in the classroom again, all volunteers are expected to follow classroom and licensing policies. Safety procedures require that volunteers (including parents/guardians) who visit or volunteer within the classroom be supervised by a paid employee at all times. ***ALL SUPERVISED VOLUNTEERS MUST HAVE A PUBLIC SEX OFFENDER REGISTRY CLEARANCE COMPLETED BEFORE THEY CAN HAVE CONTACT WITH CHILDREN, IN ADDITION TO AN ICHAT APPROVAL ON FILE AT THE SCHOOL. ANYONE WITH A PUBLIC SEX OFFENDER HIT WILL NOT BE ALLOWED TO HAVE CONTACT WITH CHILDREN.***

*If volunteers are unsupervised at ANY time, they MUST be fingerprinted.*

The following are some suggestions of things you should do when you arrive to volunteer in the classroom:

- Sign the Volunteer Sign-In sheet (located in the school office)
- Review the volunteer policy.
- Observe the discipline policy.
- Become familiar with posted fire drills and emergency procedures.
- Talk to the teacher about her plans for you for the day.

Please do not bring any other children with you when you volunteer. Our license limits us to the number of children we have enrolled in the program and we may not exceed that number of children in the room at any given time.

Those who are present on a regular basis, four hours or more per week, must complete the volunteer requirements which include:

- Michigan State Department of Human Services Clearance
- Criminal Conviction Record Release
- Medical Screening (TB Test).
- Signed statement by staff indicating the following information:
  - The individual is aware that abuse and neglect of children is against the law.
  - The individual has been informed of the center's policy on child abuse and neglect.
  - The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to Children's Protective Services.

### **Media/Web Release**

Each parent is asked to sign the Media/Web Release form. We cannot take or release photos to be used for newspapers or social networking purposes (Facebook, Twitter, E-Mail, etc.) without prior individual parent approval.

### **Parent - Teacher Conference**

Parents are encouraged to participate in two parent/teacher conferences during the school year. (Fall/Spring)

### **Toys From Home**

Children should not bring toys from home. Our preschool curriculum provides many opportunities to play with the educational toys provided in our classroom. When toys are brought from home they create problems with sharing and we cannot be responsible for toys that get lost or broken. The **ONLY** exception to this rule is if it is your child's share day.

## **Clothing**

- Clothing that is easy to manage encourages independence & self-help. Many toilet accidents can be prevented if children can unbutton or unbuckle pants & belts without a struggle.
- Children should always be dressed for the weather. Unless it is raining or the temperature is less than 15 degrees, we go outdoors every day.  
(fall/spring attire: coat/hat)  
(winter attire: mittens/winter coat/snow pants/boots/hat)
- **For safety reasons, Do NOT** send your child in dress shoes, sandals, cowboy boots or coats with strings on hoods.
- Children **must** be fully toilet trained prior to attending preschool. However, since young children have occasional accidents, **please send a change of clothing in a plastic bag clearly marked with your child's name.** This will be kept in your child's school bag for emergencies, and if your child needs to change clothes, the soiled clothing will be sent home in the bag. You should send a fresh change of clothing with your child the very next school day, so he or she will always have a change of clothes on hand.

## **Physical Exam & Immunization Policy**

LASD - Ludington Early Childhood Center is licensed by the State of Michigan's Department of Human Services and complies with all of the state's regulations for preschools (safety, sanitation, supervision, equipment, etc.). As a preschool parent, it is important that you be aware that we are required by law to:

1. Have on file for each child:
  - Completed green "Health Appraisal Form" (with immunization record and physical signed by the physician and parent)(attached is the required list of immunizations required for preschool attendance).

### **Immunization Waiver Form**

*The Immunization Waiver Form DCH-0716 is available upon request at the school office.*

### **Hearing and Vision Screening**

If parent(s) have any concerns please let the teacher know and we will arrange for a hearing/vision screening by the Health Department.

## **Administration of Medication**

Ludington Early Childhood Center will administer medication only under the following conditions:

1. When a parent has filled out a medical release form.
2. Prescription medication shall have the pharmacy label indication of the physician name, instruction, child's name and strength of medication and shall be given only in accordance with those instructions.
3. The caregiver shall keep a written record as to time and amount of any medication given or applied.
4. Medication must be handed to an adult when brought to school.
5. Medication will be administered only when it is necessary during school hours.

## **Bodily Fluids**

In a case where bodily fluids (i.e., blood, vomit, urine, etc.) are involved, children shall be kept away from the area until staff has properly disinfected it. All staff shall wear gloves to attend to a sick or injured child or clean up bodily fluids. If a child gets blood or vomit on their body from another child, parents will be notified by phone.

## **Head Lice**

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment. The school will send home a copy of "Quick Guide for Managing Head Lice" recommended by the Michigan Department of Community Health. The student will be readmitted to school after treatment and examination. If upon examination the school designated personnel find no live lice on the child, the child may re-enter the school. The other students in the infested student's classroom (and the student's sibling(s)) should be examined for evidence of either the lice or lice eggs (nits)

## **Licensing Notebook/Special Investigation:**

All preschool classrooms are licensed by the State of Michigan department of Licensing and Regulatory Affairs. "Licensing Rules for Childcare Centers" is available online for viewing. The licensing notebook contains the following information:

- Inspection reports
- Special Investigation reports
- Corrective Action Plans

The licensing notebook is available for review during school hours. Licensing inspections and special investigation reports from the past two years are available on the Bureau of Child and Adult Licensing website at: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

## **Emergency Procedures:**

Ludington has emergency procedure plans in place in the event that an emergency should occur while your child is at school.

### **Evacuation Procedures:**

In the event of a fire or tornado, staff will follow written instructions posted in every classroom including other licensed spaces within the building, describing the emergency evacuation routes and procedures to follow to ensure children arrive at the designated spot safely. In order to prepare children for the unlikely event of an evacuation, the site conducts periodic fire, lockdown and tornado drills according to state law and the Department of Health and Human Services licensing regulations. FIRE: Fire drills are held monthly. Evacuation routes are posted in each classroom and other licensed spaces within the building.

TORNADO: Tornado drills are held three times a year: spring, summer, and fall. Evacuation procedures are posted in each classroom and other licensed spaces within the building.

ACCIDENTS: Each child must have a Child Emergency Information Card on file at the site before attending, in case of emergencies. This form allows us to obtain emergency medical care for your child should the need arise. All accidents including bites (even minor ones) are documented, and you will be notified in writing of injuries that affect your child.

Should there be a need to evacuate the building due to fire, weather conditions, loss of power or water to the school or man-made other natural disasters, our emergency

destination will follow the Ludington Area Schools evacuation/reunification location plan.

Families will be contacted and notified by staff or PowerSchool announcements to pick up your child at the most safe choice given the situation, beginning with the First Choice and going down the list. An outside evacuation or bus pick-up site is a last resort. If parents cannot be reached, the person listed on your emergency card will be called.

Children with special needs (physical, developmental, mental, sensory limitations) will be assisted and supported by staff members in case of an emergency. Staff will carry medical emergency packs for children who require emergency medication. If a student requires special medical equipment that requires electricity, and power is lost, the child's parent or emergency contact will be notified immediately.

## **Accident/Injury/Incident Procedures**

In the unlikely event of an environmental threat, man-made threat, or an intruder, unauthorized person entering the building, a building "lockdown" will occur. The classrooms will be secured and 911 will be called if necessary. Classrooms will remain in position until an ALL CLEAR or additional instructions are announced.

There is always a staff member present that has received training in First Aid and CPR. In the case of a minor accident/injury, staff will administer basic first aid and TLC. The parent/guardian will be notified by phone or a note home.

If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding the appropriate course of action. If any injury/illness is life threatening, the EMS team will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff will fill out an accident/injury report as soon as possible.

Parents MUST inform the center staff of any health or safety needs of the child that the program may be required to address. If your child has an injury or illness that may present activity, please call the office.

# **Information & Emergency Card**

A Child Information Record card (BCAL-3731) must be filled out and kept in the classroom. This card must be completed and signed by the parent or guardian. Please make sure that we have complete and up-to-date names and phone numbers for emergencies. If your situation changes, you **MUST** update your child's information card immediately.

## **In Case of Illness**

In the case of a medical emergency every effort will be made to notify by phone the parent/guardian or emergency contact person. Your child will be transported to the hospital listed for preferred treatment on the emergency card and accompanied by a staff person if you are unavailable. A written report of all non-emergent accidents/incidents will be completed by a teacher. Any time an accident occurs at a site that requires medical attention, a formal documentation of the event will be filed with the Department of Health and Human Services (Licensing book rule number R400.8158, page 16).

If your child develops symptoms of illness during the day, we will notify you and request that you pick your child up as soon as possible. If we are unable to reach you and are very concerned about the health of your child, we will call the emergency contact people on your emergency information form. To assure the health and safety of children and help minimize the spread of infection, children, staff, and volunteers will be excluded from programing for any of the following reasons:

- Please review Covid protocols
- Fever over 100°F orally
- Diarrhea 3 or more times within a 24-hour period
- An unexplained rash
- Vomiting
- A thick discharge from nose or eye
- Lice, Scabies, Ringworm
- Severe Cough: Child gets red or blue in the face or child makes a high pitched croupy or whooping sound after he/she coughs
- Pink eye
- Sore throat or difficulty swallowing
- Any and all communicable diseases

In addition, Rule 400.5113c(1) in the Licensing Handbook states that it is at the program's discretion to send a child home as soon as possible if one or more of the following conditions exists:

- Illness prevents the child from participating comfortably in activities.
- Illness results in a greater need for care than the staff can provide without compromising the health and safety of the other children.

A call from your child's teacher is not a reflection on your parenting. Symptoms of illness often develop rapidly. Please notify the classroom immediately if your child develops a communicable disease. Children displaying the above symptoms must be fever free for 24 hours before returning to school. Children who are under a doctor's care may return to the program when the doctor feels they are well enough to do so; a doctor's statement may be requested by the teacher. Please notify the classroom if your child will be absent due to illness.

Children in our programs are constantly on the go. The activity and social level of life in the classroom can make it difficult for children to muster the energy to fight an illness and keep up with their peers at the same time. The site's final health policy is this: If children are well enough to come to school, they are well enough to participate in all activities, in-door and out. Your child's health is of critical importance. The classroom will work hard to keep your child safe and illness free.

## **Food Policy**

### **Breakfast:**

Breakfast provided by the LAS cafeteria will be an option for purchase (free & reduce lunch applications available) for your child. If your child brings a cold breakfast, please bring healthy items; avoiding candy and sugary drinks.

### **Lunch:**

Lunch provided by the LAS cafeteria will be an option for purchase (free & reduced lunch applications available) for our child. If your child brings a cold lunch, please bring healthy items; avoiding candy and sugary drinks.

### **Snacks:**

Snacks will be provided daily by the Ludington Elementary School's kitchen. If your child is having a birthday and you would like to bring a special snack, please contact the teacher to make arrangements. **Please do not send candy or gum as a treat.**

### **Dietary Needs:**

If your child has special dietary needs, please speak with the teacher to make special arrangements. We have dietary forms available to ensure your child receives appropriate substitutes in case of allergies.

## **Transportation / Arrival / Dismissal**

Please try to arrange a consistent transportation plan for your child so he/she knows what to expect. If your plan changes due to your work schedule or you move to a new address, let the teacher know immediately.

Ludington Area Schools will be offering transportation to 4 Year old preschoolers on the school bus. The transportation is offered by Ludington Area Schools, and is not included in the license of Ludington Early Childhood Center. *(Many parents use Dial-A-Ride to transport their children to and from school.) Whether your child rides Dial A Ride or a yellow bus, our licensed staff meets the bus on arrival and accompanies the students to the bus at dismissal. If families wish to set up Dial a Ride, parents must set up this transportation by contacting the Dial-A-Ride office at 845-6218. Parents will notify the school office and the teacher about their Dial-A-Ride transportation arrangements and any changes during the year.*

Parent Pick Up: Drop off and pick up will be at the front door of the Ludington Elementary School complex. When you pick up your child, please be prompt. You will be asked to park your car in the parking lot and come to the front door to pick up your child. If you have other children attending Ludington Elementary School, they can upon arrangement be waiting at the front door as well. Preschoolers cannot be released to persons other than those designated by the parent or guardian on the Child Release Form. We do check Drivers Licenses so please make sure whoever picks up your child will provide this information to your child's teacher.

When picking up, please be sure the teacher knows you have your child and that you have received acknowledgement that they are aware that you have your child.

If you bring your child to school later than the official start time, or you are picking up earlier than the official dismissal time, please ring the bell, and wait for office staff to assist you. This will ensure accountability for all.

**Preschool children who are dropped off in the office may be escorted to the preschool wing by office staff who have been fingerprinted per LASD fingerprint requirements but do not have childcare required FBI clearance and are independent of the licensed early childhood center. This may include administrators, secretaries or other LASD employed staff members. The children dropped off by LASD employed office staff or administrators will not be considered to be in the care of Ludington Early Childhood Center until the child is handed off to Ludington Early Childhood Center staff. By signing the receipt of the LECC handbook, parents are indicating agreement with this policy.**

## **Parent School Organization**

Ludington Early Childhood Center has a PSO group that all parents may participate in combined with the K-5 Parent Group. It is a group that offers/provides the students and their families many unique opportunities. The PSO organizes family fun nights, our library, the dramatic play area, the fundraisers, and assemblies. It works with the teachers to help fund field trips and classroom needs. The PSO works to build a strong foundation between students, parents, and school personnel.

## **General Policies**

1. Release of Children: We must know where to reach you or someone authorized by you at all times. Notify the preschool immediately of any changes of address or phone at home or work. For your child's protection, **we will not** release him/her to anyone without written authorization by you. This means you must let us know with a signed written note identifying specifically who is authorized to pick up your child. For your child's protection Ludington Early Childhood staff may ask any new authorized person to verify their identification with a valid ID when they may not be known to the preschool staff.
2. Confidentiality: Parents are assured that any information that they discuss with the Director or staff regarding their child, family, or other matters, will be held confidential.
3. Communications: Every month a classroom newsletter and calendar will be distributed to every child. These are important because they contain all information about daily activities, field trips, special visitors etc. Every child will have a file folder by the classroom door for all communications that will be taken home. Each child will learn to use these folders by putting the contents of the file in their backpacks and taking it home. (This is a process to help them prepare for Kindergarten.)
4. Visitation: Visitors will be welcomed based on LASD District, Childcare licensing guidelines. and the CDC. Parents are invited and encouraged to communicate with their child's teacher, the Director, and attend PSO meetings.
5. Emergency Cards: These need to be filled out completely and updated immediately after any of the information changes. This is for the safety of your child.

6. Mandated Reporting: According to the State of Michigan Child Protection Law, this Department is required to report any suspected cases of sexual, physical child abuse and/or neglect.

Licensing will be notified when:

- A staff or volunteer person is suspected by a colleague, parent, or community member of abuse or neglect of a child in our care.
- A child is suspected of abusing another child while in our care.

Child Protective Services will be notified when:

- A staff person suspects a parent or other individual has abused or neglected a child in our program.
- To make a report to Child Protective Services contact the DHHS Central Intake office at 855-444-3911.

Mandatory reporting training is provided to staff annually.

7. Hand Washing Procedure: All staff and students shall wash hands after toileting and before eating or handling food. Hands must be washed with soap and warm running water and dried with paper towels.
8. Sanitizing: Classroom tables shall be washed before being used for food items or snack. Classroom tables shall be sanitized at the end of each class period before a new class arrives. Classroom toys and manipulatives shall be sanitized once weekly or more often if they are seen near a child's mouth.

# Concussion Education Material

Educational Material for Parents and Students (Content Meets MDCH Requirements)  
Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

## Understanding Concussion

### Some Common Symptoms

|                      |                     |
|----------------------|---------------------|
| Headache             | Fogginess           |
| Pressure in the Head | Grogginess          |
| Nausea/Vomiting      | Poor Concentration  |
| Dizziness            | Memory Problems     |
| Balance Problems     | Confusion           |
| Double Vision        | “Feeling Down”      |
| Blurry Vision        | Not “Feeling Right” |
| Sensitive to Light   | Feeling Irritable   |
| Sensitive to Noise   | Slow Reaction Time  |
| Sluggishness         | Sleep Problems      |
| Haziness             |                     |

### What is a Concussion?

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the i or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

## If You Suspect a Concussion

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

## Signs Observed by Parents

Appears dazed or stunned  
Is confused about assignment or position  
Forgets an instruction  
Can't recall events prior to or after a hit or fall  
Is unsure of game, score, or opponent  
Moves clumsily  
Answers questions slowly  
Loses consciousness (even briefly)  
Shows mood, behavior, or personality changes

## Concussion Danger Signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

One pupil larger than the other  
Is drowsy or cannot be awakened  
A headache that gets worse  
Weakness, numbness, or decreased coordination

Repeated vomiting or nausea  
Slurred speech  
Convulsions or seizures  
Cannot recognize people/places  
Becomes increasingly confused, restless or agitated  
Has unusual behavior  
Loses consciousness (even a brief loss of consciousness should be taken seriously)

## How to Respond to a Report of a Concussion

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more got [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

*Thank you for choosing the Ludington Area School District's Pere Marquette Early Childhood Center as a foundation for your child's education!*

*Ludington ECC Staff*

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# LUDINGTON AREA SCHOOLS PRESCHOOL

## Family Handbook Received

I have received a copy of the LAS Preschool Family Handbook.

I understand that this handbook provides me with information I will need while my child is enrolled in the program. I understand that I am to read the handbook to be sure I have all the necessary information

including:

- Admission and Withdrawal policy
- Schedule of Operations
- Fees (if applicable)
- Discipline Policy
- Food Service Policy
- Program Philosophy
- Child's Daily Routine
- Exclusion Policy Due to Illness
- Notification of Licensing Notebook
- Accident/Illness Report Policy and Policy to Notify Parents

I understand that I may, at any time throughout the school year, ask program staff to explain information that I feel needs more clarification.

I have read the above statements and acknowledge receipt of the Parent Handbook.

Child(ren)'s Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

Date: \_\_\_\_\_