



Great Start Readiness Program 2017-2018 Parent Handbook

Dear Parents/Guardians:

We are pleased to welcome you and your children to a new school year. Our primary goal is to create a safe and secure learning environment for all students. By working together, parents and the school community can reach this goal and build a strong foundation for student success. Parent involvement is an essential element in ensuring student safety. As a valued partner in this process and your child's first teacher, you can play a vital role in promoting safety on our school campus. Please take a moment to review the Student Handbook with your child. By helping your child understand all of the rules and reinforcing the guidelines at home, you can help avoid any potential problems. Our dedicated teachers, administrators and support staff look forward to a wonderful and productive school year with you and your child. Please assist us by becoming actively involved in your child's school and education.

Sincerely,

Chanel Benton
GSRP – Director

2017 – 2018 School Calendar

September 11, 2017 – June 7, 2018

2017 – 2018 School Hours

8:00 am – 3:30 pm Monday – Thursday

School Closings

The DLA GSRP Program is canceled when Detroit Public Schools are canceled or by announcement on local television and radio.

Contact Information

Detroit Leadership Academy GSRP
13550 Virgil
Detroit, MI 48223
(313) 242-1500
Fax: (313) 242-1527

Personnel

DLA Principal:	Erin Willis
Office Manger	Shawn Martin
Lead Teacher/Licensing Director:	Chanel Benton
Associate Teacher	Quineisha Gordon-Wood
GSRP- Aide	Jessica Jones
Early Childhood Specialist:	Alicia Williams

Staff and Classrooms

The GSRP classroom at the DLA is licensed by the State of Michigan for children 4 years of age. It is supervised by a Lead Teacher who has a bachelor's degree and in Early Childhood Education. Other staff includes an Associate Teacher who has a Child Development Associate, and aides qualified as caregivers under state licensing. The staff for the GSRP classroom has had a complete background check with both the state police and Department of Human Services. Each received online Child Safe training as well as being certified in CPR, First Aid and trained in blood-borne pathogens. A minimum of 16 hours of training in childcare is required each year.

Enrollment

Applications and supporting documents must be submitted to the office of the DLA for consideration for fall enrollment beginning July 1.

Enrollment in the GSRP Program is based upon eligibility. The following risk factors are considered: income level, disability, developmental delay, challenging behavior, language other than English, parents with low education, abuse/neglect of child or parent, parental loss (death, incarceration, military or absence), teen parent, homelessness, or toxic substance exposure.

Risk factors will be tallied and parents notified if their child qualifies so they can complete the enrollment process. A waiting list of children not initially selected will be compiled with those meeting the criteria notified when openings occur.

Philosophy

The goal of the GSRP program is to provide every preschooler with the best educational opportunities through child-centered, hands-on curriculum set in a rich learning environment which is created through our families, community and professional staff. We believe that young children learn to the best of their ability when given:

- A safe, healthy, nurturing environment
- Development of strong teacher-child relationships in combination with strong family-teacher relationships in which all are valued
- Many opportunities for play and learning through play experiences
- Families are involved and we work together to help your child
- The activities are geared toward your child's current skills and interests

Decisions are made from a child-centered focus which includes looking at the early childhood standards of quality preschool, the curriculum, assessment information, feedback from parents and the diverse social, economic, cultural and family needs that exist within the classroom.

Curriculum and Assessment

Every child learns in a different way, at a different pace, but in a predictable sequence. Each child is a unique individual and learning happens in the context of each person's personality, abilities, and opportunities. GSRP classroom curriculum is High Scope which is a research based curriculum, centered upon child guided, teacher supported play. The GSRP classroom is divided into areas stocked with a stimulating array of materials to encourage those specific types of play.

Each day provides a balanced variety of experiences and learning opportunities. Children engage in both individual and social play, participate in small and large group activities, assist with cleanup, socialize during meals, develop self-care skills, and exercise their small and large muscles. The most important segment of the daily routine is the plan-do-review sequence, in which children make choices about what they will do, carry out their ideas, and reflect upon their activities with adults and other children.

Children will be assessed periodically throughout the year using the Child Observation Record (COR). This data will be used to monitor each child's progress, adjust curriculum and materials, give a basis for interventions and keep parents abreast of their child's learning. This information is shared with parents at home visits, Parent-Teacher conferences and meetings with parents.

Parental Involvement

Research indicates that a leading predictor of student success is parental involvement; therefore parents are included in every aspect of the education program. Every parent will be a member of their child's Learning Team. The Learning Team will consist of the child, teachers and parents. As a Learning Team member, parents are active participants in their child's education by providing teachers with information and input on their child's educational needs. It is essential for parents to attend all Learning Team meetings/parent-teacher conferences. The learning team meeting will focus on academic performance, strengths and challenges as a learner, setting academic and social goals for the year and most importantly, what is needed to help students reach their goals. The learning team, not just the teacher, is responsible for student success.

The school governance structure relies on significant parental input and cultivates a close working partnership between staff members and parents. In addition, parents are asked to volunteer by participating in playground activities, becoming a member of school committees, or helping in the classroom or school.

Families in Need or Crisis

Families experiencing a crisis or who are in need of support such as medical, mental health, housing, food, clothing or finances should report the need to the Lead Teacher who will then refer them to an appropriate resource.

Discipline Policy

The Board of Directors endeavors to ensure that the school is a safe place for teaching, learning and working. Our goal is to offer a quality educational program. To fulfill this goal, students need a positive, safe and orderly school environment in which learning can take place without disruption. Students who do not observe the rules of good conduct in the classroom, playground or school decrease both the learning and safety of others and their own opportunities to learn.

DLA staff members use positive methods of discipline, which encourage self control, self direction, and cooperation and build self esteem. A child may be redirected from a group or activity until he/she has regained composure. Failure to comply with the following rules may lead to disciplinary action, possible suspension and/or termination from the program:

- Repeatedly engaging in fighting.
- Stealing or defacing school or another child's property.
- Refusing to follow basic safety rules.
- Repeated disrespect for staff or rude and discourteous behavior toward other children.
- Repeatedly displaying an inability to follow established guidelines.

Program Rules

All children, staff and parents should be caring, honest, respectful and responsible.

Follow directions.

- Respect self, others and property.
- Use appropriate verbal and body language.
- Keep your hands and feet to yourself.
- Stay with the group.
- Strive to display the core values in all activities. (Caring, Honesty, Respect, and Responsibility)

Rules of Dress and Appearance

In order to promote an orderly learning environment in our schools while preparing all students for later success in the world of work, the school has established the following guidelines for student dress:

- Students shall wear white, red, or grey tops with black or khaki pants. Sexually implicit or explicit clothing, bikini and tank tops, and spandex clothing (kinds of clothing usually worn at beaches and while engaging in recreation activities) are not appropriate wearing apparel for school or school functions.
- Students may wear jumpers of a modest length. Modest length is no more than 4" above the knee.
- Students' clothing shall be worn appropriately, e.g., pants shall be worn securely at the waist. No abdomen skin or underwear is to be exposed.
- Blouses, shirts, and sweaters cannot dip below a line formed between the right and left armpit. Muscle shirts and tank tops are not permitted. Spaghetti straps and strapless tops are not acceptable. Tops must be long enough to clearly overlap the belt line or stay tucked in during the course of normal movement throughout the school day.
- Students shall keep their clothes, bodies, and hair clean and well groomed.
- Students shall not wear hats or head coverings on the school campus during the regular school day unless previously approved for medical or religious reasons or special school activities as determined by the principal or designee.
- Students shall wear shoes for foot protection and hygienic reasons while on school grounds or on school transportation. Slippers are not acceptable.
- Decorations, symbols, mottos, or designs imprinted or attached to the body or clothing which are offensive to good taste or the maintenance of decorum, or which advertise tobacco, alcohol, drugs, or which identify them as members of secret anti-social groups or gangs shall not be worn to school or school functions.
- Jewelry shall be worn in a way that does not present a safety or health hazard or cause a major disruption to the educational process.
- Wallet chains or dog collars shall not be permitted.

- The principal, or designee, shall determine the appropriateness of dress and appearance. The principal, or designee, will make the decision if a student's appearance meets school standards. The principal's decision on the appropriateness of dress is final.

Uniform Policy

To enable students to reach high academic standards, the school has put in place a uniform policy designed to reduce distractions and competitions.

GIRLS and BOYS

Black or Khaki Uniform Pants

- Cotton and/or polyester blends are acceptable (ie: Docker style)
- No denim, spandex, cargo, corduroy, etc.

Black or Khaki Uniform Shorts (must come down to your knees)

Black or Khaki skirts (optional – must come down to your knees)

Belts (Black preferred)

Black Uniform Blouse or Polo Shirt with a collar and tucked-in (Short or Long Sleeved)

Black Uniform Cardigan Sweater or Sweater Vest (optional)

Attendance

Regular attendance establishes good work habits and self-discipline. Our school records student attendance every morning and afternoon.

Arrival

Students should arrive at by 8:30 am. Students need to arrive on time and stay through dismissal so they will receive important directions, class instruction, and avoid disrupting other students who are working. Parents are required to escort children to their classroom to assist children in removing outer clothing and sign-in.

Dismissal

School dismisses at 3:30pm. unless indicated by the school principal. In the interest of students' safety and teachers' preparation time, parents must pick up their children immediately after dismissal.

All parents must report to the front office when picking up their children prior to the regular dismissal time before proceeding to the classroom.

Tardiness and Early Dismissal

Students are considered tardy if they arrive to the *classrooms* after the start of school at 8:00 am. A tardy is only considered excused for the following reasons:

- Doctor or dental appointment (note from office is required)
- Funerals
- Religious observances
- Late arrivals due to extreme weather conditions
- Authorized tardy (approved by the principal)

Release of Children

Our normal procedure is to release the child only to his or her parents or someone else the parent's designate. If someone other than the parent is to pick the child up, the person must be on the child's emergency contact list or have written permission and be at least 18 years of age.

The emergency contact list designates who may pick the child up if there is an emergency and/or who may be called in the event no one picks the child up by 3:45pm. People picking up children if other than a parent must show ID to insure safety and security.

INJURIES AND OTHER EMERGENCIES

Minor cuts and abrasions suffered while at school will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and we will tell you how and when the injury occurred. We are also required to log any injuries we observe on your child which have occurred outside of our care.

If a medical emergency arises, we will try to contact a parent first, unless doing so endangers the child's life. In that case we will take necessary steps, putting the child first (calling hospital, doctor, poison control, etc.). If need be, we will take your child to the nearest hospital first, then try to call you when we arrive. If a parent is unable to be reached, we will keep trying until he or she is available. In the event of a fire, we would evacuate the building immediately and gather at designated fire gathering areas. This will be practiced regularly so the children are familiar with what to do. If severe weather arises and a tornado alert is issued children will move to designated areas within the building.

HEALTH CARE POLICIES AND RESOURCES

Hand Washing Procedure

The following procedures are considered best practice for hand washing and are practiced at our center:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120°F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under finger nails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.

We request that you wash your child's hands daily upon arrival at the center

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

Handling Bodily Fluids/ Universal Precautions

The school uses precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. OSHA (Occupational Safety and Health Administration) has model exposure plan materials for use by schools available from regional OSHA offices. Employees working in the school are trained in the blood-borne pathogen requirements every year.

Medication and Administration

It is extremely helpful if you can administer your child's medication at home before or after hours. However, when your child does need medication throughout the day; our staffs will administer medication prescribed by your child's health care provider once a "Medical Consent Form" has been filled out completely and signed.

Prescription medication must have the pharmacy label indicating the physician's name, instructions, and name and strength of the medication. This medicine will be given in accordance with those instructions.

If the medication is not in prescription form (over the counter medication), you must

provide the Center Director with a written letter (on doctor's letterhead or prescription pad) from your child's doctor. This letter must include the date, your child's full name, dosage, and frequency, method of use and administration duration.

All medication must be in the original container, labeled with your child's first and last name, displaying instructions for administration and storage supplied by the manufacturer, and the expiration date.

Parents are responsible for providing liquid measuring syringes or measuring spoons for administering medication. If using a syringe, please mark the appropriate amount.

All medication should be placed in a zip lock bag labeled with your child's name and should have its own measuring device also labeled with your child's name. This prevents cross contamination.

If you have any questions about the administration of medication please speak directly with your child's teacher.

Our teachers will keep a record of Medication Administration for each child indicating the time the medication was administered, the dosage of the medication and who gave the medication. Also indicated in this record will be a statement if your child refused the medication.

Please note that if the principal feels that the doctor's note is not specific enough to administer medication, you will be asked to take the medication home until proper instructions are given. All medication must be delivered to your child's teacher directly. Medication cannot be left in your child's backpack or in his/her cubby. This is to ensure that medication does not end up in the hands of small children.

Sick Child

It is our policy of the school to temporarily exclude children who may be infectious or who demonstrate physical symptoms that require continual one-to-one care. In order to meet the needs of all the children in our care we ask that families adhere to the following:

Guidelines for Excluding Sick Children:

- Fever over 100.1 degrees
- Vomiting or diarrhea within the past 24 hours.
- Excessive cough and/or nasal discharge (green or yellow in color) or excessive necessity to wipe nasal discharge.
- Eye discharge (conjunctivitis is extremely contagious)
- Any unidentified rash.

If your child becomes ill during school hours we ask that arrangements are made within the hour for your child's pick-up.

When a child may return to school

- The child's temperature has been below 99 degrees for 24 hours without Tylenol, Aspirin, or Motrin.
- The child has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea. The nasal discharge is not thick, yellow or green.
- Eyes are no longer discharging and the condition has been treated with an antibiotic for 24 hours.
- The rash has subsided or the physician has determined that the rash is not contagious.

Occasionally a written note from the child's physician will be required by the center for a child to be re-admitted to the CDC.

IF YOUR CHILD IS DIAGNOSED WITH ANY OF THE FOLLOWING, YOU ARE REQUIRED TO KEEP YOUR CHILD AT HOME:

- Diarrhea (must be diarrhea free for at least 24 hours)
- Bacterial Meningitis (until the Health Department indicates it is safe)
- Chicken Pox (one week after rash begins and is scabbing over)
- Impetigo (24 hours after treatment begins)
- Measles (5 days after rash appears), Mumps (until swelling is gone or 9 days after swelling begins), Rubella (7 days after rash appears)
- Pertussis /Whooping Cough (3 weeks after intense coughing begins, or 5 days after antibiotic treatment begins, or until your physician states that it is non-infectious)
- Conjunctivitis/Pink Eye (24 hours after treatment begins, a physician states it is non-infectious, and discharge has cleared)
- Strep Throat (24 hours after antibiotics have been administered)
- Pinworm and Ringworm (24 hours after treatment begins)
- Head lice (until they are free of all nits (eggs), nymphs, and Adult Louse)

Please note that all other illnesses will be assessed as needed and exclusion will be based on the recommendation of the Health Department.

For the protection of all children, we ask that you notify the School within 24 hours of your child developing a communicable disease, or if any member of the child's immediate household has a communicable disease. When your child has an illness requiring exclusion, we ask that you inform the School of the diagnosis.

Pest Management

DLA participates in a regular pest prevention program. In compliance with licensing rule R400.5940 (9A, 9B) families will receive 24 hour advance notice in the event that it is necessary to apply a pesticide. We will notify all families through email and written posting located on the bulletin board outside of the main entrance door. The notification will include information about the pesticide, target pest or purpose, approximate location, date of application, contact information at the center and a toll free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

Acceptable Use Policy

Acceptable Use Policy Philosophy:

Technology is an integrated component in the lives and education of the students and staff. It is also in a state of constant change. Applications and hardware are continually developing. It is the District's responsibility to give access to technology, teach students how to use technology and information access responsibly, protect students from inappropriate content, and assure students use technology responsibly.

As an educational system, we will prepare our students to effectively and responsibly use technology in their daily lives.

To that end, we must balance the need to understand and use technology while protecting our students from inappropriate content. We will allow the use of the technology, but review the content. We must provide access to the technology tools – such as e-mail, social networking sites, video archives, music sites, animations, and ensure that the students understand how to use them in an acceptable, safe manner.

The use of technology in the district is a service extended to students, staff, and community members to enhance learning and educational information exchange. For the purpose of this policy, technology includes, but not limited to laptop and desktop computers, headphones, printers, SMART Boards, document cameras, student response systems, video equipment, the telephone system, district software and various other equipment. Each user of technology shall read this document and sign the User's Responsibility Declaration form. The intent of this policy is to recognize and comply with existing federal requirements for privacy and Internet Safety, The Children's Internet Protection Act, and to ensure a safe and responsible use of district technology within the school.

Users have the privilege to:

- Use all authorized hardware and software for which they have received training
- Access the Internet and outside resources to retrieve information
- Use approved *personal* equipment in school to facilitate learning and enhance educational information exchange.

User Responsibility

The following technology equipment and activities are allowed when they are used to facilitate learning with permission of the classroom teacher: computers, personal digital assistants, e-mail, instant messaging, blogging, music/video, cell communication, cameras, and media players.

Personal technology being used during school functions or on school property will fall under the same rules as though the equipment is provided by the District.

Users are Responsible:

- for properly using and caring for hardware and software which they have received training
- refraining from using technology for which they have not received training
- for obtaining permission from the District Technology Coordinator or support before bringing in personal software and/or hardware for use on school equipment
- to keep computer systems virus free and are responsible for reporting any suspected virus to the District Technology Coordinator or support
- for keeping hardware and software from being removed from school premises, or modified without permission from the principal or the District Technology Coordinator
- for using the printer resources appropriately
- for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords
- for all material received via the Internet under his/her user account and accepts responsibility for keeping all pornographic material, inappropriate files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school via the Internet
- for maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy, and making only those e-mail contacts that facilitate learning and enhance educational information exchange
- for adhering to the copyright laws in the use of software and in the transmission or copying of text or files from Internet or other resources

Lockers/Cubbies

All lockers/cubbies assigned to students are the property of the school. The school assigns lockers/cubbies to its students for their convenience and temporary use. Students are to use lockers/cubbies exclusively to store school-related materials and authorized personal items such as footwear, and outer garments. Students shall not use lockers /cubbies for any other purpose, unless specifically authorized by school board policy, the school principal, or his/her designee prior to students bringing the items to school. Students are solely responsible for the contents of their lockers/cubbies.

Search and Seizure

Search of students and their possessions, may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers/cubbies, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or local rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal upon request.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the Academy are the Academy's property and are to be used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Academy with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and

the Academy retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Use of Reasonable Force

The safety and welfare of the students is of utmost importance. In today's society, it has become necessary to use a range of conduct management efforts to control student behavior. These efforts include the use of reasonable force.

While use of reasonable physical force may be needed, that force may not be excessive, cruel or unusual in nature, and alternatives to the use of such force should be attempted, time permitting. Any use of reasonable physical force must cease upon the restoration of a safe and orderly environment. Use of reasonable force is permitted to:

- Restrain or remove students whose behavior interferes with the orderly exercise or performance of school related functions within the school or at school-related activities.
- Force shall be used if the student has refused to comply with a request to cease such behavior.
- For self-defense or to defend another.
- Prevent a student from inflicting harm on himself or herself.
- End a disturbance that threatens physical injury to any person.
- Gain possession of a weapon or other dangerous object in or within control of a student.
- Protect property.

Recruitment Plan

The Detroit Leadership Academy GSRP program will be fully enrolled with a waiting list through the following marketing and recruitment strategies:

- Notify parents of current DLA students of the opportunity for enrollment of siblings from the school through newsletters and postings.

In the event that this does not result in full enrollment the following strategies will be considered:

- Flyers: design and produce flyers for distribution to the DLA families, local families through door-to-door distribution, local YMCAs, local agencies, block clubs, neighborhood networks.
- Posters: design and produce posters for schools, local businesses, DHS Offices and agencies
- Post on the DLA website
- Submit articles and ads in local newspapers
- Investigate postcard mailing to targeted families
- Submit information for posting on local cable TV