

Early Impressions Preschool and Childcare Center

Our Mission

The mission of Early Impressions Preschool and Childcare Center is to provide children with a safe, fun, learning environment where their development is encouraged and supported by educated and compassionate caregivers.

Our goal is to provide children with a safe environment that promotes learning and creativity. Our focus is not only an education, but building strong character values that will serve as the foundation for the child's developing social skills. We work with the parents to understand the child's educational, emotional and physical needs and strive to create the most effective learning environment for that individual child. We aim to provide fun activities that are age appropriate and beneficial to each child's development.

Our Staff

Our staff consists of experienced, trained individuals who strive to provide each child with the most beneficial learning environment. All staff attend a variety of seminars, conferences and other training opportunities to further their knowledge and stay informed of new research regarding early child development.

All staff are trained in Infant, Child and Adult CPR, First Aid, as well as Blood Borne Pathogen Procedures. They are also educated in regards to compliance standards with the Child Protection Law. All staff have passed a Michigan Department of State Police criminal history check and a Department of Human Services check for any history of substantiated abuse and/or neglect.

Our Programs

Preschool: Our Preschool Program cares for children ranging in age from 2 $\frac{1}{2}$ to 4 yrs old. Our preschool room is arranged in several activity centers, allowing children to choose freely between a variety of interesting, age appropriate activities. There is open space for large group activities and smaller areas for individual or small group play. One caregiver for every 8 children is required for this program. Children in this program will begin preparing for Kindergarten.



Great Start Readiness Program(GSRP) Preschool: Our GSRP classroom is made up of both GSRP selected students and private pay students. This classroom is for children 4 years or older by December 1st of that school year. Teachers in this program use a GSRP approved curriculum (Creative Curriculum) and participate in all GSRP requirements. The classroom set-up is very similar to our other preschool classroom. Because we find the parent/teacher partnership so valuable, the GSRP program also involves two home visits, one before the beginning of the school year and one at the end, and two conferences, one in November and one in February. During these meetings (lasting on average one hour), we will cover information on the curriculum and also start to develop a relationship with your child. We will also discuss his or her assessment to accurately evaluate your child's progress and transition into the next school year.

For more information regarding the GSRP program, please visit

www.greatstartjackson.org.

School-Age Children: Our School-Age Program offers children ages 5 to 12 care before and after school, during school holidays, in-service days and during the summer if space allows. Before and after school care offers breakfast in the morning, a snack in the afternoon, assistance with homework, as well as a variety of indoor and outdoor activities. During school holidays, in service days and summer, children are offered a number of fun and exciting activities. Each week is a new adventure as activities are geared toward weekly themes. Our staff strives to develop new and creative activities to keep the children engaged and active.

Jackson County ISD Great Start Readiness Program Educational Philosophy Statement

All preschool age children enrolled in the Jackson County ISD GSRP programs are entitled to early childhood experiences and settings that will prepare him/her for success. This is to ensure that each child is healthy, thriving and developmentally on track thus ready to succeed in elementary school at the time of entry.

Critical components to achieve include:

- Nurturing partnerships and responsive relationships between program staff, children and their families.
- Providing qualified staff members who understand and follow Michigan's Early Childhood Standards of Quality for Prekindergarten (ECSQ-PK).
- Enhancing each child's social, emotional, physical health and overall well being.

- Creating a warm, stimulating and multi sensory environment filled with culturally, linguistically and developmentally age appropriate materials and activities.
- Providing ongoing coaching, communication and staff development reflective of the most current information, data and research available.
- Creating and then maintaining a continuous assessment and evaluation system that regularly monitors the individual child's development and the important aspects of the program's quality to support their development and learning.
- Fostering collaboration with the community and ensuring appropriate recruitment, enrollment, support, referrals and transitions are maintained.

This philosophy statement was created October 2014 by the JCISD GSRP Advisory Committee. Membership includes LEAS, CBOS, Teachers, Administrators and Owners, Child Care Network, Great Start Collaborative, Parent Coalition, Head Start, ECS and JCISD Curriculum.

Schedule of Operation

Days and Hours of Operation: Early Impressions is open year round, Monday through Friday, 6:00 am - 6:00 pm. Parents picking their children up after 6:00 pm will be charged a \$1 per minute late fee. The center will be closed the following holidays: New Years Eve, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve and Christmas Day. However, children

scheduled to attend these days will still be charged the standard tuition rate.

Vacation and Sick Day Allowances: Due to licensing rules, the center is required to schedule staff according to the number of children registered to attend. Therefore we are unable to refund payment for days a child is absent. We do ask that parents inform the center when a child will be absent, as it will assist in planning for the day. (This policy does not pertain to GSRP school days. GSRP parents will only be responsible for payment for non-GSRP days or latchkey when their child does not attend.)

Each child will be given one week of scheduled vacation, per year, that can be used to replace a week they would normally attend the center. Each child will also be given two days, per year, of unscheduled sick time that can be used to replace two days that the child would normally attend the center. These two days will be received as "credits" on the following payment cycle.

GSRP Classroom Calendar

2017/2018

September 11, 2017 First Day of School

October 23, 2017 No School Records Day

October 26, 2017 Halloween Trunk or Treat/Family Night

November 20 - 24, 2017 No School, Parent Teacher Conferences

November 30, 2017 No school, Professional Development for Staff

December 21, 2017 Holiday Themed Family Night

December 25, 2017 - January 5, 2018 No School, Winter Break

January 15, 2018 No School, MLK Day

February 19, 2018 No school, President's Day, Spring Conferences

March 12, 2018 No School, Records Day

March 22, 2018 Family Night

April 2 - April 6, 2018 No School, Spring Break

April 19, 2018 Family Night

May 28, 2018 No School, Memorial Day
May 31, 2018 Last Day of School and Graduation

Preschool will be cancelled on days that East Jackson Schools are closed or have delays to due weather.

Parent Advisory Meetings will be held during each Family Night.

Attendance Policy

GSRP

Research shows that attendance is the most important factor in school success. Children feel more secure at school when they attend regularly and can gain independence and learn the skills they need for kindergarten. Most importantly, your child needs to attend whenever possible to receive the full range of benefits the program offers. We want to work with you to help resolve any issue that may prevent your child from regularly attending so we do not have to drop them from the program due to attendance issues. Your child's teacher will contact you if your child's attendance needs improvement. If your child is absent we ask that you please call and let us know the reason. If we do not hear from you, we will call to inquire about him/her.

GSRP Classroom Recruitment and Enrollment

Children will be enrolled in the GSRP slots by the Jackson County ISD. Additional spots in the classroom will be given to children who meet the age requirements and are willing to participate in the program requirements

on a first come first served basis. Children will not be excluded or expelled because of the need for additional developmental, medical, or behavioral support, assistance with toileting or other concerns from the staff.

We use social media advertisement, yard signs, door hangers, advertisement at local events, and great referrals from past parents in the recruitment process. We have had discussions with local marketing agencies who are interested in assisting with marketing the program if additional steps are necessary. If the site is part of the school district, using school communication, events, and other school community resources can aid in this process. We will assist the ISD in the community events planned in hopes of recruiting new families to the program. Our administrators handle all communication and documentation required for the enrollment of new students.

Fee Policy

GSRP: Children who have been selected for GSRP slots through the Jackson County ISD will not be charged for care during GSRP hours. If the parent chooses to enroll the child outside of these hours, the following policy and rates will apply:

- For families whose income is over the qualifying amounts for GSRP but are awarded an over-income slot, there is a Sliding Fee Scale that will be used to calculate their tuition.
- Those who have an income of 251-300% FPL (Federal Poverty Line) will pay 5% of the state's per-child allocation (\$362.50) and those who have an income in excess of 300% FPL will pay 10% (\$725.00).

Staff will assist parents in determining what percentage they fall into and set up a payment plan with them.

Payment Schedule: Payments are due, as per your contract, regardless of a child's absence for any reason. These include: child illness, family illness, vacation, doctor appointments, etc. Parents may choose from one of the two following payment options:

- **Option A:** A one-week payment is due the Friday before the week begins. Payments received after 12pm on Monday will be charged a \$20 late fee.
- **Option B:** Two-week payments are due the Friday before the two-week period begins. Payments received after 12pm on Monday will be charged a \$20 late fee.

If payment is delinquent for more than 10 days, your child's enrollment will be terminated.

Tuition Rates: Full Time enrollment: \$130 per week (over 5 hrs/day)

Full Time Infant/Toddler: \$180 per week

Part Time enrollment: \$20 per day (less than 5 hrs/day)

Full Day Enrollment: \$28 per day (over 5 hrs/day)

Preschool enrollment: \$16 per day (3 hrs/day)

Latch-Key: \$40 per week

Admission and Withdrawal

Admission Procedures: Children who meet the age requirement will be accepted according to space availability. Children with special needs will be accepted as long as reasonable accommodations can be made. This determination will be left to the director. Any children we cannot

accommodate will be placed on a waiting list and contacted once space becomes available.

Payment of the first week's tuition fee, along with all of the completed forms is required at the time of registration. The center is unable to hold a child's space until all fees are paid and completed forms are returned.

The following forms must be completed and returned to the center in order to register your child:

- Child Information Card
- Health Appraisal
- Medication Permission Slip
- Payment Schedule and Care Contract

Withdrawal Procedures: Parents may withdraw their child from the center at anytime; however, a two week notice is required. If a two week notice is not provided, the parent is responsible for the additional two week tuition. If a child is withdrawn from the center and then wishes to re-enroll, an additional registration may be required. A child must be absent for 30 days, or have submitted a written advance notice to the center, to be considered withdrawn. Children who are absent for less than 30 days or who have not submitted written notice will be billed at their regular contract rate. Special arrangements will be required for withdrawn children who have outstanding tuition balances, who wish to return to the center.

Curriculum

In order to provide your child with a high quality preschool experience, we utilize Creative Curriculum. Creative Curriculum is research based, valid and

reliable and helps to create an environment. These experiences help to develop and reinforce children's skills throughout the developmental domains in the following ways:

- Approaches to Learning
- Social and Emotional Development
- Intellectual Development
- Language and Early Literacy Development
- Creative Development
- Physical and Health
- Health, Safety and Nutrition
- Early Learning in Mathematics
- Early Learning in Science
- Early Learning in Social Studies
- Early Learning in Using Technology

Creative Curriculum uses developmentally appropriate methods and creates opportunities for exploration, experimentation, problem solving and use of the imagination. Each child and their family is supported in recognizing talents, strengths, abilities and differences that contribute to making the classroom or home visit culturally affirming, challenging, fun and balanced.

Daily Activities

The following activities are a part of our daily program and allow children a variety of ways to develop new skills and knowledge:

- **Large Group Activity:** Children spend time each day in a teacher led activity with other children. Large Group Time will allow the children

to share ideas, observe and listen to other children's ideas to further develop social skills.

- **Small Group Activities:** Children work in smaller groups with a teacher and a handful of other children. This allows your child to get more individualized attention, in return allowing our staff to observe the children interact together. It provides a more intimate setting for children to interact and share ideas.
- **Child's Choice:** During this time children are provided with developmentally appropriate equipment and materials to explore and discover on their own and with their classmates.
- **Large Motor Activities:** These will take place both outside and inside. Children will be outside every day unless the wind-chill/temperature is below 10 degrees in the winter or above 100 degrees in the summer. (Please make sure children have appropriate protection.)
- **Quiet and Active Play:** Children will have opportunities throughout the day for both quiet and active time.

Our daily activities are designed using the *Creative Curriculum* and *TS Gold Assessment System*, so that children will participate in play and learning that focuses on language and literacy development, science and math experiences, large and small muscle development, as well as to have opportunities for self-expression in art, music and dramatic play. All of our activities aim to help the child feel successful and good about themselves while developing physically, socially, emotionally, and intellectually. Our goal is not only to learn new skills and ideas, but to further develop existing ones by offering materials and activities that promote creativity.

Daily Activity Guide

The center will provide parents a daily activity guide for their child's classroom. Each classroom differs slightly based on the developmental needs of that age group. Please direct any questions regarding the classroom schedule to your child's teacher.

GSRP Daily Schedule

Early Morning Care offered from 6:00 am - 8:45 am

8:45 - 9:15 *Welcome/Morning Meeting and Breakfast*: Children come together at the beginning of the day to start the day with a morning song and welcome to children and teachers. We then have a family style breakfast that encourages conversation and independence.

9:15 - 9:30 am *Circle Time*: This is a teacher led activity that creates an opportunity for children to participate in discussion, explore new topics, participate in literacy activities and more.

9:30 - 9:40 am *Planning Time*: Children choose what activity center they would like to work in and what they would like to do there using a planning tool and think through their choices.

9:40 - 10:40 am *Child's Choice (Work-Time)* Children work in different learning centers around the room, making choices in what they play and who and what they play with. During this time, teachers engage with children in problem solving, language development, literacy exploration, gross and fine motor skills, and social and emotional development.

10:40 - 10:50 am *Review*: Children use a review tool to recall what centers they worked in and what they did there.

10:50 - 11:15 am *Small Group*: This is a teacher led activity that focuses on a different learning objective every day.

11:15 - 12:15 pm *Outside*: Children choose what activities they participate in while outside. This time allows for gross motor exploration in addition to problem solving and social/emotional development.

12:15 - 12:30 pm *Large Group/Music and Movement*: This part of the day allows children to choose how they participate/move/sing/make music with the group. They can explore their own musical expression.

- 12:30 - 1:15 pm Lunch Prep and Lunch: Children help prepare for lunch and participate in a family style meal.
- 1:15 - 1:30 pm Lunch Clean-up and Nap Prep (teeth brushing): Children help clean up after lunch, put out cots and blankets for nap and take care of their own personal needs before rest time.
- 1:30 - 2:30 pm Rest/Quiet Time: Children nap or rest quietly on cots or participate in quiet activities at the tables if not napping.
- 2:30 - 3:00 pm Rest Clean-up, Snack Time: Children help pick up nap equipment and enjoy a family style snack
- 3:00 - 3:45 pm Outside: (See above) or Child's Choice: (See above)
- 3:45 pm Pick-up: Children are either picked up at the end of the GSRP day or will transition into After-school care
- 3:45 - 6:00 pm After-school care

Children will be going outside daily unless they are prohibited due to extreme weather conditions. Please send your child with appropriate clothing. Children will only be excused from going outdoors with a Doctor's note. If your child is too sick to go outdoors, they are too sick to attend the center.

Developmental Screening and On-Going Assessment

The Ages and Stages Questionnaire (ASQ) is a developmental screener that is administered upon enrollment of GSRP students, periodically for infants and toddlers and when a question regarding development arises in our Tuition Preschool classroom. The ASQ is completed by or with the parent and is a family friendly tool used to screen children for developmental delays. The results of the screening will be discussed with the parents, and any additional supports or assessment will be planned with the parents.

The GSRP program also uses the Teaching Strategies Gold Assessment to document children's progress during the school year. This Assessment Tool is an authentic observation-based assessment tool that documents a child's progress on 38 developmental objectives. TS Gold supports effective teaching and children's development and learning. The teachers in the GSRP classroom gather documentation on a daily basis and are able to create reports which make this information easy to share with parents. These reports are discussed with parents at both Winter and Spring conferences, and again at home visits at the end of the school year. They are also used as documentation if a referral or additional supports are needed.

GSRP Parent Advisory Committee

The GSRP classroom has a parent Advisory Committee that all parents are welcome to participate in. They meet briefly during the beginning of Family Nights, during which childcare is available and light snacks are provided. Orientation is provided to participants. Following the meetings, meeting minutes will be posted on the parent board. Participation is available/encouraged in the county wide GSRP Advisory Board. Orientation is provided and more information can be found at www.greatstartjackson.org.

Weather Closing/Cancellations

While the center rarely ever closes, there are some instances when it is absolutely necessary, for example, in the case of a power outage. In these instances, announcements will be made on the Early Impressions Facebook page and WILX Channel 10 news.

In the case of school cancellations due to weather, if East Jackson Community Schools are closed or have a two hour delay, the center will remain open; however there will be no preschool programs that day. This means no GSRP or private pay preschool. If your child attends when there is no preschool, the normal rates will apply. This will not be announced on the Facebook page or news. If you see or hear that East Jackson is closed or delayed, it automatically means there is no preschool/GSRP.

Meals

The Center will provide children with breakfast between 6:00 and 8:00 am and a nutritious snack twice every day. All meals and snacks provided by the center are in accordance with the USDA Child and Adult Care Food Program. Parents are expected to provide a sack lunch with an ice pack for children in attendance during lunchtime, except for those in the GSRP classroom. Milk will be provided during lunch to those who do not bring a beverage.

Rest Period

The center will provide a cot and blanket for all children under the age of 5 and for older children who request one. Children will rest from approximately 1:00 to 3:00 pm daily in the tuition preschool classroom and from 1:30 - 2:30 in the GSRP classroom. All blankets are reserved for use by only one child, are laundered weekly, and are stored as to not come into contact with other blankets while not in use. Cots are disinfected after each use. Children are welcome to bring their own blanket or pillow from home.

These will be sent home weekly to be laundered. Blankets and pillows should be small enough to fit in your child's cubby.

Toilet Training

The center will work with the parents to develop a plan for toilet training while at the center. Wipes will be provided by the center; however, the parents are expected to bring diapers for the child. Once your child is toilet trained, they are responsible for wiping their own bottom. Staff will supervise if necessary, but will not physically assist in this task.

Technology and Social Media

Each classroom has their own private Facebook group in which your child's pictures will be posted for only the classroom parents to see. Permission slips must be signed for each child before their pictures will be posted.

Classroom teachers use tablets and smart phones to document information for assessment of the children in their group throughout the day. This assessment aligns with the ECSQ by using data to plan learning experiences for individual children and groups.

Child Protection Law

All caregivers are required under the Child Protection Law to report any sign of abuse or neglect. The caregiver must immediately make a verbal report to Child Protective Services by calling (855) 444-3911. The caregiver must also file a written report (DHS encourages the use of the Report of

Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The written report may be faxed to (616) 977-1154 or (616) 977-1158 or emailed to DHS-CPS-CIGroup@michigan.gov. Copies of this form are kept in the director's office at each site

Referrals for Additional Assessment

When staff and parents agree that additional assessment is necessary for a child, the teacher will assist the parent by making contact with the ISD to initiate the referral process. This could be for a variety of services including: hearing, speech, mental health, and other needs that the family may request. Staff will assist the parents in any way possible to ensure that the child and family receive the services they require.

Guidance and Discipline Policy

In accordance with our goal to promote strong character values, we encourage children to be caring, respectful and responsible when interacting with other children and staff. However, we understand that children do not always remember these values, and we look at these instances as learning experiences.

When a discipline issue occurs, our teachers begin by stopping any hurtful actions. After this, the teacher discusses the issue and their feelings with the children involved. The teacher makes sure to listen to both children's descriptions and then asks the children if they have any solutions. If necessary, the teacher will suggest a solution. The children may be asked to take a "cooling off period" away from the group. At this time, the teacher

will discuss the child's behavior with them separately, making sure the child understands what type of behavior is expected. Once the child is ready, they are able to return to their activity. Any serious behavior concerns will be discussed with the parent.

Early Impressions Preschool and Child Care Center will not use any of the following types of punishment and any employee practicing any of these types of punishment will be immediately terminated.

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment or restricting a child's movement by binding or tying them.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest or necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box or small cubicle.

Health Care Policies

Child and Staff Hand Washing: All children and staff will wash their hands immediately after using the restroom and prior to eating. Staff will wash their hands after assisting children with diapering and toileting and prior to preparing meals and snacks. Instructions on hand washing are posted in all restrooms and next to the hand-washing sink in the kitchen.

Handling Children's Bodily Fluids: Staff will wear rubber gloves while handling bodily fluids. Staff will clean and sanitize the area properly and dispose of diapers, and other soiled material in a plastic bag in the outdoor garbage. Staff will wash their hands following interaction with bodily fluids.

Cleaning/Sanitizing: Staff will clean toys whenever they are dirty. Toys and equipment will be sanitized at least weekly with a bleach water solution. Tables, counters, chairs, and any other food preparation surfaces, along with restrooms will be cleaned and sanitized at least twice throughout the day.

Infection Control: In order to control infection, we ask that children not attend the center when they are ill, have a fever, are contagious, or are unable to participate in daily activities. Staff and children will wash their hands numerous times throughout the day. Staff will ensure all surfaces, toys and equipment are sanitized, and will encourage children to not put toys in their mouths.

Health-related Resources: Emergency telephone numbers are listed near the phone for health related emergencies. Health-related information is available at the center including information on Communicable Diseases, Blood Born Pathogens, and Vaccinations.

Illness: If a child becomes ill while at the center, parents will be contacted by phone or an emergency contact person will be reached if a parent cannot be when indicators or changes in a child's health are present, including, but not limited to: fever, diarrhea (two incidences), vomiting, rash, lice or prolonged discomfort.

If your child or a staff member displays any of these conditions before arriving at the center, they must be kept home for at least 24 hours after symptoms are gone. **To clarify, your child must be kept home until they no longer have a fever and/or diarrhea and vomiti-free for 24 hours without medication.** In some instances we may require a doctor's note

for a child to return following an illness. This is important to allow your child time to recuperate and to prevent other children and staff from getting ill.

Medication: If a child requires medication while in attendance, a parent or guardian must complete the appropriate medication form, discuss the dispensing of medication with a staff person, and both staff and parent will sign the medication instruction form. Trained staff will administer the medication and it will be stored in a secure location. If it is an over the counter medication, it must be in its original bottle and the appropriate dose must be given. If it is a prescription, it must be in the original bottle with the doctor's instructions and will be given accordingly. Medication will be stored out of reach of the children and will be administered as instructed and documented by staff. Medication cannot be mixed with any other substance to make swallowing easier. It can only be given from a measuring cup or spoon.

Parent Notification of Accidents, Injuries or Incidents

Accidents and Injuries: Parents will be notified immediately if a child's injury requires special medical attention. If the parent cannot be contacted, the emergency contacts will be reached. If no one can be reached, staff will consult the director regarding contacting emergency services. If the child requires basic first aid for a scrap, bruise or other skin abrasion, an Accident/Injury Report will be filled out and sent home with the child at the end of the day. These reports will also be kept in the child's file.

The center will provide a verbal and written report to the Department of Licensing as appropriate per rule R400.8158 in the licensing rule book.

Incidents: Parents will be notified of any incidents that occur while the child is in care in writing using the Incident Report. It is left to the teacher's discretion as to whether or not the incident also requires a verbal conversation. If it does, the parent or parents will be contacted via telephone or texting app.

Confidentiality

Early Impressions mandates that personal information about children and families will be kept confidential and protected. Children's health records, education records and family service records are available to staff and special consultants on a need to know basis to the extent it is necessary to carry out job responsibilities and to provide services to families. No information is released to a person outside the center without written consent from the family. This includes electronic data. Parents and other volunteers are prohibited from reviewing records other than those of their own children.

Emergency Procedures

Accident/Injury: A staff member trained in first aid will handle all injuries. Minor injuries (bumps, scrapes, bruises) will be reported to parents at pick-up. Should your child be involved in a medical or dental emergency, our staff are trained to follow steps in our emergency plan of action. A decision will be made if the accident/illness requires an ambulance to transport your child for care or if the parents are able to transport. You will be contacted immediately. If you cannot be reached, we will call the next person on the emergency contact form.

Fire: Fire drills are practiced monthly with all staff and children. Once all children are evacuated from the building through the nearest safe exit, they will meet at the farthest corner of the playground. Staff will take attendance once outdoors. The center is equipped with Smoke Detectors and Fire Alarms.

Tornado: Tornado Drills are practiced monthly during Tornado Season. Children and staff will sit Indian Style on the North Wall of the center, farthest away from doors and windows. Staff and children will remain there until an all clear is given.

Serious Accident (Illness or Injury): During a serious emergency of this nature, one staff member will contact 911 while another provides care. The third staff member will supervise the children. If there are only two staff present, the staff member who called 911 will also supervise the children.

Family Involvement/Volunteer Supervision

As per the Early Childhood Standards of Quality (ECSQ), we offer our families multiple opportunities to participate in their child's classroom. We have regular family nights, meetings and conferences to discuss the child's development, provide parent newsletters and offer opportunities for learning at home. There are also parent advisory committee meetings held before each family night (also in alignment with the Early Childhood Standards for Quality (ECSQ)).

Any volunteer who has not passed a criminal history check and been cleared by the Department of Human Services for substantiated abuse or neglect, will not be left unsupervised with children. The center's director will

inform staff of which volunteers need to be supervised. This policy includes parent volunteers. Parent volunteers are strongly encouraged to participate in their child's classroom. We understand that parents play an important role in their child's education and look forward to working with them to ensure their child's success.

Special Needs and Cultural Accommodations

We are committed to the principle of inclusion and our staff receives annual training regarding the inclusion of special needs children and the consideration of each family's cultural diversity. The center provides a barrier free environment to meet the needs of children with physical challenges and will work with parents, therapists and other resources to make appropriate referrals for services and create or follow a plan for the appropriate care and education of each child with special needs.

Early Impressions respects each child's culture and diverse needs. We strive to introduce children to a wide range of cultural experiences and encourage parents from diverse backgrounds to educate our staff and children about their culture. We believe that families are the root of the educational experience and we want to meet with them to ensure that our services are meeting their child's diverse cultural needs.

Problem Solving Procedure

Early Impressions wants to work with our parents and community to ensure the best quality care for the children enrolled. We realize that in order to do that we must make sure that we have an easy and effective way to ensure that concerns are heard and addressed appropriately. The

following are the steps that should be taken in bringing an issue to the attention of a staff member or director:

1. The concerned party should bring the issue to the staff involved within two business days. Staff will document the conversation.
2. If the problem cannot be resolved here, it should be brought to the supervisor/director for further discussion. This should be done within two business days. The director will document the conversation.
3. The director will hold a meeting with the involved parties to find a suitable solution to the problem. The director will document the meeting and the proposed solution.
4. If the situation involves a matter that falls under the *GSRP* Program and a solution cannot be reached with the director and parents, the ISD will be contacted to assist. Parents are welcome at this step to contact the Jackson Intermediate School District's Early Childhood Department Directly.

It is important to us that we are working together with our families to meet the needs of the children. We will handle each concern with respect and do our very best to find a suitable solution for all parties involved.

As a sub-recipient of the *GSRP* grant, in addition to the MDE reporting requirements, programs such as ours may be selected to participate in national, regional, and/or statewide *GSRP* data collection efforts. If selected, programs must cooperate with MDE, its designated evaluation contractor(s), and any of MDE's other research partners. Cooperation includes, but is not limited to:

- Making classrooms available for observation.
- Providing non-classroom space on site for child assessment.
- Allowing administrators and staff to take time to complete surveys and questionnaires (via telephone, internet, paper, and/or in person; as necessary).
- Returning completed surveys and questionnaires promptly and regularly.
- Providing program information to the contractor; including children's unique identification numbers, as recorded in the MSDS.
- Participating in project informational webinars, conference calls, and in-person meetings; and
- Distributing parent information letters.

*These materials were developed under a grant awarded by the Michigan Department of Education.