

# WARREN CONSOLIDATED SCHOOLS



## **3 & 4 YEAR OLD 2017-18 PRESCHOOL PROGRAMS PARENT HANDBOOK**

*Creating Dynamic Futures*

# Warren Consolidated Schools

## CENTRAL ADMINISTRATION

Robert D. Livernois, Ph.D. Superintendent  
John Bernia, Chief Academic Officer  
Sharon Irvine, Chief Operating Officer  
Theresa Callahan, Administrator of Assessments, Latchkey and Preschool

## District Mission Statement

The mission of the Warren Consolidated Schools, in partnership with families and the community, is to achieve a level of excellence in teaching and learning which enables all students to become knowledgeable, productive, ethical and successful citizens.

## Vision Statement

We're creating a collaborative culture of stakeholders committed to scholarship and creating success for our staff and students.

## Preschool Mission Statement

It is our goal, as child advocates to partner with families to provide a solid foundation for the future learning of all children.

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### WARREN CONSOLIDATED SCHOOLS

31300 Anita | Warren, Michigan 48093 | 1-888-4WCS-KIDS | [www.wcskids.net](http://www.wcskids.net)

#### 2017 Board of Education

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Robert D. Livernois, Ph.D., Superintendent



#### **Student Achievement**

A focus on measurable student achievement in our Professional Learning Communities.

#### **High Expectations**

Clear expectations for every stakeholder, including students, staff and parents.

#### **Strong Relationships**

Strong relationships among all stakeholders, including: teacher-student, parent-teacher, principal-teacher, and superintendent-board member.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, the Elliott-Larsen Civil Rights Act of 1977, and the Genetic Information Nondiscrimination Act of 2008, it is the policy of the Warren Consolidated Schools that no person shall, on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Inquiries should be addressed to the Chief Operating Officer, 31300 Anita, Warren, Michigan 48093, (586) 825-2400, ext 63110.

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# The Importance of Early Childhood Education

Early Childhood Education is a vital foundation for strong schools and a strong economy. It prepares tomorrow's workforce for global competition, while ensuring that children of today enter school ready to succeed. Studies show that children entering kindergarten with skills they need to succeed are more likely to graduate high school and become productive workers.

The Warren Consolidated Schools Early Childhood Education Programs provides a positive learning environment in which children may experience developmentally-appropriate academics, social and emotional growth. Three and four year old children are welcomed into inviting classrooms by qualified, experienced, caring teachers committed to fostering a love for learning. Children will explore learning through hands-on activities in an atmosphere where independence is encouraged to build each child's self-confidence. The preschool curriculum has been developed in accordance with the Michigan Department of Education Standards for Excellence in Early Childhood Education and concentrate on five core areas:

## Communication

All students will

- Have the opportunity to experience expressive language
- Be encouraged to use receptive language
- Be exposed to communicative techniques
- Be provided with avenues for open communication

## Social Skills

All students will

- Have the opportunity to become independent learners
- Have the opportunity to become respectful learners
- Have the opportunity to become a well-adjusted learner

## Conceptual Knowledge

All students will

- Understand the use of letters
- Understand the use of numbers
- Understand the concept of shapes
- Understand the concept of colors
- Understand the purpose of writing

## Creativity

All students will

- Learn to appreciate art, music and literature through exposure
- Demonstrate self-expression through art, music and literature
- Be encouraged to express themselves through creative movement and the use of varied art mediums

## Physical Activity

All students will

- Follow directions and develop listening skills as related to physical activity
  - Be exposed to activities that will develop and strengthen their coordination
  - Develop an awareness of spatial boundaries
  - Be introduced to rhythm through music and movement
  - Develop their motor skills (fine and large)
-

## Parent Involvement

Parent involvement is a critical component in fostering a child's educational success. Research indicates that parents who are engaged in their child's education are likely to achieve high levels of academic success. Warren Consolidated Schools teachers and staff are committed to partnering with parents to promote all children's success.

There are so many ways to be involved in your child's preschool experience. These are just some of the ways that you can help and let your child know that you believe school is important:

- Attending Parent-Teacher Conferences. This is your opportunity to meet individually with your teacher to review their growth, progress, and any areas of concern. Conferences will be held two times per year
- Reading school notes and newsletters.
- Reading to your child every day.
- Ask open-ended questions that allow your child to tell you in their own words, not just answer yes or no.
- Listen to your child's stories about school and their new friends.
- When it's time and your schedule permits, sign up to help in the classroom on your child's special day.
- Let your child see you being supportive of the teachers and school
- Keep the lines of communication open.
- Attend school functions when possible.
- Attend parent activity nights.

## Keeping Open Communication

Communication between home and school is extremely important in order to ensure the success of your child. Please feel free to discuss any concerns you have with your child's teacher. Unfortunately your child's teacher may not be able to freely speak with you about concerns at drop-off or pick-up times; so instead, we encourage you to ask the teacher to arrange a special meeting or phone conference, at a time that is convenient for all parties involved.

## Early Childhood and Child Care Department

Theresa Callahan, Administrator of Assessments, Latchkey and Preschool 586-698-4031

Laura Knight, Child Care Secretary 586-698-4046

Email: [wcschildcare@wcskids.net](mailto:wcschildcare@wcskids.net)

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# Early Childhood Program Options

## 3-Year Old Preschool

The 3 year old Preschool Program is offered at Siersma, Susick, and Wilde Elementary Schools. Classes are 2 days a week, 2 hours a day.

Siersma	T & Th	1:15 – 3:15P	\$800.00
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Susick	T & Th	9:15 – 11:15A	\$800.00
	W & F	9:15 – 11:15A	\$800.00
	W & F	1:00 – 3:00P	\$800.00

Wilde	T & Th	9:15 – 11:15A	\$800.00
	W & F	9:15 – 11:15A	\$800.00

This program is open to all students who will be 3 years old on or before September 1<sup>st</sup>. This program provides students with a positive and enjoyable transition into the educational setting. Overcoming separation anxiety, learning to cooperate with peers, and gaining an understanding of classroom behaviors are the focus. The basic foundations for literacy and math skills are woven into age and developmental appropriate activities. There is a non-refundable \$50 registration and \$20 supply fee with this program.

Once enrolled, you are responsible for the full tuition. The district reserves the right to cancel a class due to insufficient enrollment. Full refunds, including non-refundable fees, will be issued for all cancelled classes.

***Please note dates, times, and locations are subject to change.***

## 4-Year Old Preschool

The 4 year old Preschool Program is offered at Siersma, Susick, and Wilde, Elementary Schools. Classes are 4 days a week, 3 hours a day.

Siersma	T.W.Th.F	8:30 – 11:30A	\$1600.00
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Susick	T.W.Th.F	9:00A – 12:00P	\$1600.00
	T.W.Th.F	12:15 – 3:15P	\$1600.00

Wilde	T.W.Th.F	8:30 – 11:30A	\$1600.00
	T.W.Th.F	12:30 – 3:30P	\$1600.00
	T.W.Th.F	12:30 – 3:30P	\$1600.00

This program is open to all students who will be 4 years old on or before September 1<sup>st</sup>. Preschool students will be exposed to literacy, math, science, technology, and social skills while learning appropriate school behaviors and expectations. Age appropriate academic skills are taught through a variety of hands on activities, various mediums, and methods. There is a non-refundable \$50 registration and \$30 supply fee with this program.

Once enrolled, you are responsible for the full tuition. The district reserves the right to cancel a class due to insufficient enrollment. Full refunds, including non-refundable fees, will be issued for all cancelled classes.

***Please note dates, times, and locations are subject to change.***

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## Registration Requirements

Registration for preschool is a three step process.

**Step 1** Complete the District's on-line registration forms from your home personal computer at [www.wcskids.net](http://www.wcskids.net). For assistance call 586-698-4046. Once the on-line forms are completed and a deposit is recorded, a seat in the preschool program will be reserved for your child.

**Step 2** Preschool registration packets – download, complete, and print.

**Step 3** At the September Preschool Parent Meeting you and your child will visit the classroom and meet your child's teacher. At that time you must bring the following pieces of information to complete the registration process. All necessary forms are on the District web page. [www.wcskids.net](http://www.wcskids.net)

- Your child's Original Birth Certificate. If you do not have a birth certificate, you may obtain proof from one of the following agencies:
  - For a child born in Michigan, contact the Michigan State Health Department of Vital Statistics, [https://www.michigan.gov/mdhhs/0,5885,7-339-71551\\_4645\\_6245---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71551_4645_6245---,00.html)
  - For a child born in Macomb County, contact the Office of the County Clerk, Macomb County Court Building, Mt. Clemens, Michigan 48043 <http://clerk.macombgov.org/Clerk-VitalRecords-BirthRecords>
  - For a child born in Oakland County, contact the Office of the County Clerk, 1200 North Telegraph Road, Pontiac, Michigan 48053 [https://www.oakgov.com/clerkrod/vital\\_records/Pages/birth\\_death\\_marriage\\_certificates.aspx](https://www.oakgov.com/clerkrod/vital_records/Pages/birth_death_marriage_certificates.aspx)
  - For a child not born in Michigan, call your County Clerk's Office for information on how to obtain a birth certificate.
- Completed Child Information Form
- Completed Health Appraisal, including an up to date Immunization Record
- Completed Parent Notification of Licensing Notebook
- Completed Enrollment Questionnaire
- Completed Early Childhood Program Policies
- Complete, sign, and submit Background Authorization Check Form and attach a copy of current driver's license (front and back)
- Complete, sign, and submit the Central Registry Clearance Form and attach a copy of current driver's license (front and back)
- Completed Early Childhood Early/Emergency Dismissal Form
- Completed Written Information Packet Documentation

**PLEASE PROVIDE THESE FORMS TO THE TEACHER ON THE FIRST DAY OF CLASS. THE STUDENT MAY NOT ATTEND CLASS UNTIL ALL FORMS HAVE BEEN SUBMITTED TO THE TEACHER.**

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## Building Closures

If Warren Consolidated Schools is closed due to weather conditions or building problems, all Early Childhood Education Programs will also be closed. Please listen to local TV or radio stations for information regarding school closings, or visit the District website @ [www.wcskids.net](http://www.wcskids.net)

## Child Release

Warren Consolidated Schools requests that a copy of the Judge's order establishing custody be on file in order to prevent a non-custodial parent access to their child. According to the Michigan Department of Child Day Care Licensing: "Until custody has been established by a court action, one parent may not limit the other from picking the child up from your (preschool program) care. The child information card that the enrolling parent signs states "persons other than parent..." It is not within your (preschool program) legal right to withhold a child from a parent; unless there has been court action which limits one parent's right to the child".

Identification will be required from individuals picking up a child with whom the staff is unfamiliar.

## Class Changes

Requests for changes of class times or locations will be honored on a space-available basis. There is a \$10 fee to change a class.

## Communication Policy

Our staff is committed to providing a safe and educational environment for your student. Please communicate any related concerns to your teacher. If additional assistance is needed or to discuss a grievance, please contact the Administrator of Assessments, Latchkey, and Preschool, Theresa Callahan, at 586.698.4046

## Confidentiality Policy

Any information provided to the staff is kept confidential and used for school purposes only.

## Discipline Policy

It is the policy of Warren Consolidated Schools to provide a safe, comfortable and relaxed environment for our students. Staff will use positive, developmentally-appropriate methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation. We encourage all children to follow the rules of the classroom to provide a safe environment.

Teachers will work directly with parent(s) to correct continued or extreme unacceptable behavior. In keeping with the State of Michigan Licensing Rules for Child Care Centers, persistent, disruptive, dangerous and/or destructive behaviors will result in exclusion from the program.

## Emergency Procedures

In the event of an emergency building closure or evacuation, students will be bused to a nearby school with sufficient instructional space available. Parents will be informed immediately. If the situation allows, student will be bused back to their original location for normal dismissal. Please be sure to have your current contact information up-to-date.

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## Health Appraisal and Immunizations

In the Registration Packet, you will find the Board of Health Schedule of Immunization Requirements. Please look over the schedule of shots and make a note of when your child is due for a booster or any other shots in a series. According to this schedule, all children by the age of four (4) should have had:

- Four (4) doses of DTP
- Three doses of Polio
- Three (3) doses of Hepatitis B
- Two (2) doses of Hib
- One (1) dose of Varicella
- One (1) dose of MMR
- One (1) dose of Pneumococcal Conjugate

These boosters will meet the requirement for kindergarten registration.

The Board of Health requires we run reports which monitor the children in Preschool for shot updates. If you receive a letter regarding shot requirements for your child's immunizations, you will then have two weeks to comply. If after two weeks the immunizations are not complete, your child will be asked to leave the school until the requirements have been met.

If you have any questions regarding immunizations or do not understand the series of shots required, please call the Macomb County Health Dept. at 586-466-6800; if you live in Troy, the Oakland County Health Dept. at 248-424-7046.

Updated shots must be reported to the Early Childhood Secretary at 586-698-4046 and a copy of the updated report given to the teacher for her records.

## Health Care Policies and Resources

Staff members are aware of the Health Policies of the State of Michigan DHS Licensing Department. New staff members receive in-service training regarding these policies. Early Childhood Education staff members are certified in CPR, Blood-borne Pathogens Training and First Aid. Licensing rules require knowledge of and compliance with the following procedures:

- Hand Washing - the following procedures will be used:
    - Moisten hands with water (temperature between 60 and 120 degrees F) and apply soap
    - Rub hands vigorously until a soapy lather appears, continuing for 10 seconds
    - Rub areas between fingers, around nail beds, under fingernails, jewelry and back of hands
    - Rinse hands under running water until free of soap and dirt. Water will remain running while drying hands
    - Dry hands with clean, disposable paper or single-use cloth towel. Water will be turned off with the disposable paper or single-use towel
    - Dispose of the single service towel in a lined trash container
  - Handling Children's Bodily Fluids – brief overview:
    - Centers shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. OSHA has model exposure plan materials used by the centers in addition to formal staff training
    - Use of disposable gloves (waterproof barrier)
    - Placing soiled objects in biohazard bags
    - Cleaning and sanitizing areas and articles
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- Cleaning and Sanitizing – the following procedures will be used:
  - Surface of article will be washed vigorously with warm water and detergent
  - Article will be rinsed with clean water
  - Surface of article will be submerged in, wiped or sprayed with a sanitizing solution
  - Article will be air-dried
  
- Controlling Infection – the following procedures will be used:
  - Parents are notified when changes in the child’s health are observed, if an accident or injury occurs, or if the child is too ill to remain with the group
  - Child is placed in a separate room under adult care until parent(s) arrives
  - Items exposed to risk are thoroughly cleaned and sanitized
  - Upon notification of communicable disease, parents are informed of the name of the disease, that exposure may have occurred, and the symptoms of the disease

A registered nurse is on staff with WCS and available by phone for consultation. Additional support personnel are also available throughout the District to address concerns. Other resources available to the community are:

Department of Human Services	Mt. Clemens	586-469-7700
	Sterling Heights	586-254-1500
	Warren	586-573-2300
	Oakland County	248-975-4800
Immunization Clinic	Warren	586-573-2090
	Oakland County	248-858-1305
Health Department	Macomb County	586-469-5520
	Oakland County	248-424-7066
MSU Extension	Macomb County	586-469-5180
	Oakland County	248-858-0880
MICchild		586-988-6300
Poison Control Center	Children’s Hospital	1-800-764-7661
		1-800-Poison1
Recuperation Place Mt. Clemens General Hospital	Day care for sick children	586-493-8548
WIC (Women, Infants & Children)		586-469-5471

## Invoices and Payments

Invoices are sent electronically to the e-mail you specify on your registration form. You must maintain a valid e-mail address to stay in the program (reference the chart below for invoice and due dates). Payments are due by the 10<sup>th</sup> of each month; failure to pay by the 10<sup>th</sup> will result in a \$10 late fee. Late fees are assessed on any portion of your bill that is not paid in total by the due date (late fees, class change charge, late pick up fees, etc.). Please note that your child will be excluded from class if payment is not received by the date stated below. If you pay after the due date, you are responsible for showing proof of payment to your teacher to attend.

Payments are only accepted on-line. To access our on-line payment processing system: (1) open the invoice we send you via e-mail, (2) click blue link on top of invoice "Pay Your Bill Online", (3) follow the prompts to make your payment, (4) print your receipt upon completion, you will **not** have another opportunity to do so. If you do not see your invoice in your inbox, please check your junk and/or spam folder and then move to your inbox.

If you are on the payment plan and do not receive an invoice by the 5<sup>th</sup> of each month, please contact the Early Childhood Office at (586)698-4046. If paying monthly, please note that you are responsible to ensure that all payments are made by the 10<sup>th</sup> of the month.

Payment Plan Due Date:	3 year Old Balance Should be:	4 year Old Balance Should be:	Not allowed in class if not paid by:
9/10/17	\$600	\$1200	9/15/17
10/10/17	\$500	\$1000	10/15/17
11/10/17	\$400	\$800	11/15/17
12/10/17	\$300	\$600	12/15/17
1/10/18	\$200	\$400	1/15/18
2/10/18	\$100	\$200	2/15/18
3/10/18	\$0	\$0	3/15/18

If your account is not paid in full by 4/10/18, your account will be forwarded to collections by the WCS Business Office.

## Late Policy

Parents who are late picking up their child may be charged a \$5.00 late fee for every 5 minutes they are late. This fee will be added to your payment plan. If you know you are going to be late for a specific reason, please contact the school office and/or the preschool teacher directly.

If your child is not picked up within 10 minutes of class dismissal time, your emergency contacts will be called. If your child is not picked up within 30 minutes of class dismissal time, the police will be notified to pick up your child.

## Medication at School

Students requiring the continuous availability of emergency medications must submit a completed medication form signed by the child's doctor and parent. The prescription medication must be left on site in the original container and packaging, clearly marked with the child's name, the expiration date, and a photograph of the child.

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## Personal Hygiene: Toilet-Trained

Your child must be toilet trained. Your child must be independent in taking care of bathroom needs. Pull-ups are not allowed. We understand that children of this age may have accidents; in the event your child has a bathroom accident, we will assist your child with changing to dry clothes. If additional clean-up is needed, parents will be called.

## Refunds/Drop Policy

Full refunds are automatic if a class is canceled due to insufficient enrollment. All other refunds must be requested in writing and will be considered on an individual basis on or before January 14, 2018. The \$50.00 registration fee and the supply/activity fee are non-refundable. A letter with your name, address, phone number, student name, last date of attendance, and stating why you are dropping the program must be submitted to 31300 Anita, Warren MI 48093 or e-mailed to [wcschildcare@wcskids.net](mailto:wcschildcare@wcskids.net)

Upon signing up for the Preschool program it is the expectation that the student will be enrolled for the entire preschool year. Payments should be rendered to Warren Consolidated Schools for the same.

## Report Child Abuse

All staff members are mandated by law to report any suspicious child abuse or neglect.

## Special Needs Children Policy

The program is committed to meeting the needs of all children, regardless of special health care needs or disabilities. Inclusion of children with special needs has been shown to enrich the child care experience for all staff, children, and families of enrolled children.

Procedure and Practices, including responsible person(s):

1. Children with special needs may be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA) and in keeping with the State of Michigan Licensing Rules for Child Care Centers.
  2. All families will be treated with dignity and with respect for their individual needs and/or differences.
  3. The District/designee will be responsible for ensuring that confidentiality about special needs is maintained for families and staff in the program.
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## Transportation

Parents must provide transportation both to and from school for their child. There is no bussing available. Children should be with parent until the teacher gathers the children from the designated location. Parents are also responsible for picking up their children from the designated location on time.

## Waiver Policy

Children must be four years old by September 1, 2017 to be enrolled in the 4 year old program for the 2017-2018 school year. In addition, children must be three years old by September 1, 2017 to be enrolled in the 3 year old program for the 2017-2018 school year. Please contact the office at (586)698-4046 for additional waiver information.

## When Should a Child Stay Home From School?

In order to prevent the spread of communicable disease, before returning to school:

- Students should be fever free for 24 hours without use of fever reducing medications
- Students should be free of continuous coughing
- Students should remain at home until 24 hours **after the last episode of vomiting or diarrhea**
- Students should remain home for 24 hours after taking the first dose of antibiotic for an infection

## Year End Tax Statements

Please keep a copy of each invoice for tax purposes. Understand that you will be charged \$20 for requesting this information at any time throughout the year. Our Federal tax ID number is located on your invoices. Please seek the advice of a tax advisor in claiming this information.

## Additional Parent Resources

<http://migreatparents.org/>

<http://www.misd.net/index.htm>

<http://www.greatstartmacomb.org/>

<http://www.geocaching.com/>

<http://www.starfall.com/>

<http://www.mel.org/>

<http://www.letsmove.gov/parents>

<http://bussongs.com/>

[www.janbrett.com](http://www.janbrett.com)

[www.scholastic.com](http://www.scholastic.com)

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# SAMPLE SCHEDULES

## **Sample 3-Year Old Preschool Daily Schedule (Tuesday/Thursday or Wednesday/Friday)**

9:00 - 9:10	Arrival, Circle Time, Morning Meeting (includes literacy, attendance, calendar, weather)
9:10 - 9:40	Large Group Centers (project, dramatic play, science, reading area, blocks, small group, computer)
9:40 - 9:50	Group cleanup
9:50 - 10:05	Story Time, Literacy
10:05 - 10:20	Wash hands, Snack
10:20 - 10:40	Music and Movement
10:40 - 11:00	Outdoor Play (weather permitting), Closing Activities and Dismissal

**PM schedule follows the same format as the AM schedule. Times and specific activities may vary by buildings**

# SAMPLE SCHEDULES

## **Sample 4-Year Old Preschool Daily Schedule (Tuesday, Wednesday, Thursday, Friday)**

8:45 - 9:00	Arrival, Circle Time, Morning Meeting (includes literacy, attendance, calendar, weather)
9:00 - 10:00	Centers, Projects, Small Group Centers (science, dramatic play, writing center, reading area, blocks, manipulatives, sensory table, computer)
10:00 - 10:10	Group cleanup
10:10 - 10:40	Story Time, Literacy
10:40 - 11:00	Wash hands, Snack
11:00 - 11:25	Music and Movement
11:25 - 11:45	Outdoor Play (weather permitting), Large Group, Literacy, Closing Activities and Dismissal

**PM schedule follows the same format as the AM schedule. Times and specific activities may vary by buildings.**

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# 2017-18 Preschool Calendar

September 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Shaded Green Days indicate Preschool is in Session.
	Meet the Teacher
	Parent Teacher Conferences (November 20 and 21/March 15 and 16)

02/27/2017

You will receive an e-mail the first week of September with information regarding Meet the Teacher.

## Early Childhood Program Policies

- I understand that tuition is due on the 10<sup>th</sup> of each a month. Failure to make payments in a timely manner may result in my child being dropped from the program.
  - I understand that all tuition payments are processed on-line. Please use the weblink provided on your monthly billing statement.
  - I may be charged a \$5.00 late fee for every 5 minutes I am late. This fee will be added to my monthly invoice.
  - I understand the year-end tax statement policy.
  - I understand my child must be toilet-trained. I have reviewed the policy and procedure.
  - I understand I will make my child's teacher aware of any changes with phone numbers, addresses, e-mail address and information pertaining to my child.
  - I must provide local emergency contact information.
  - I have made my child's teacher aware of any allergies, medications and special needs that my child may have.
  - I understand the parents provide transportation to and from a field trip.
  - I understand that my child may be photographed or videotaped during their time in the program. These photos or tapes may be used in newsletters, WCS website or WCS TV channel.
  - I am being made aware that a Licensing Notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans are available for review at each preschool location. I understand that this notebook will be available for parents to review during regular business hours.
  - I understand that all employees of the Warren Consolidated Early Childhood Programs have been cleared through D.H.S. Central Registry and through the Michigan State Police Criminal Clearance Program.
  - I understand that I must complete the WCS Background Check Authorization Form and the DHS Central Registry Clearance Request Form and send in a copy of a current driver license and be cleared before I can volunteer in my child's classroom.
  - I have read the entire 2017-2018 Preschool Program Parent Handbook and I agree to all policies described within it.
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