



FAMILY HANDBOOK
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Mission

The mission of Blessed Beginnings Learning Center is to shape, love, and educate each child within the sanctuary of the village. It is our mission for all stakeholders to become solely vested in the child from the womb to the classroom.

Vision

The vision of BBLC is to contribute to Detroit's rich heritage in providing high quality childcare for working families whose expectations of a safe, secure, and healthy environment are exceeded by the high quality care BBLC provides with love wrapped in integrity.

GSRP Philosophy & Promise

The Great Start Readiness Program (GSRP) at Blessed Beginnings Learning Center provides a developmentally appropriate program in a safe and nurturing environment, which promotes social, emotional, physical, and cognitive growth. Long lasting partnerships with all stakeholders including school, family, and community are initiated. We humbly accept our destiny to offer educational services "...grounded in love & nurtured by growth!"

We are committed to:

- Protecting and serving children in our program utilizing state and local guidelines.
- Providing a clean, safe, and healthy environment for mental, physical, and spiritual well-being.
- Preparing every child for foundational learning using research-based practices and a quality academic curriculum.

Great Start Readiness Program (GSRP)

The GSRP is Michigan's state-funded preschool program for four-year-old children with factors which may place them at risk for low educational attainment. The program is administered by the Michigan Department of Education, Office of Great Start. The Great Start Readiness Preschool (GSRP) program offers a full day, Monday - Thursday during the school year. Children eligible for the program must be four years of age on or before September 1. However, a provision exists for parents who wish to request early enrollment for children who will turn 4 after September 1, but on or before December 1. Families qualify when factors exist in their lives that may place a child at educational risk. Eligible factors are listed on our webpage. Enrollment will be based on those with the highest risk factor score, which is determined through an intake interview. Enrollment takes place throughout the year. Parents are offered and encouraged to participate in monthly parent meetings, informational workshops and volunteer in the classroom.

Enrollment Documents

Required Documents:

1. GSRP Application
2. Certified Copy of student's Birth Certificate
3. Proof of Income
4. Child Information Card (all information must be completed)
5. Immunization Record
6. Completed Health Appraisal Form (Within 30 days of a child's initial attendance)
7. Background Information
8. State Food Program Form
9. Written Information Packet Form
10. Copy of Parent ID

Note: Additional items may be requested as evidence of the Michigan Department of Education at-risk factors (i.e., proof of income, doctor's notes for health risks or, IEP's, etc...) and will need to be provided. Health appraisals must be certified by your child(ren)'s physician or nurse practitioner and must be updated annually. Necessary enrollment and registration forms must be completed prior to the beginning of school.

Sliding Fee Scale

Up to 10% of children enrolled throughout the Intermediate School District (ISD) or consortium of ISDs may be from families above 250% of the Federal Poverty Level (FPL) with extreme risk for low educational achievement as determined by number or severity of GSRP program eligibility factors. These families must be charged tuition calculated on a sliding scale, based on family income and determined to be a reasonable amount a family should pay toward the cost of GSRP. The pre-calculated fee is a per-child fee, not a per-family fee. GSRP spaces filled by over-income families are compensated at the current Part-Day or School-Day amount per child. Sliding scale fees are collected in addition to the funded amount provided per child by state school aid funds administered by the Michigan Department of Education (MDE). Alternately, the ISD may create a sliding scale of tuition. The written policies and procedures and the fee scale with current approval by MDE need only be resubmitted if amended. Tuition income and related expenditures will not be reported to MDE, but records must be available for review upon request.

Staff

The GSRP lead teacher is highly qualified as outlined by the Great Start Readiness grant. Teaching assistants meet the requirements of the Michigan Department of

Education. We are required by Michigan State law to screen all employees for any previous criminal record of child abuse, nationwide including fingerprinting. Each employee must be fingerprinted and cleared through the Michigan State Central Register of Child Abuse. In addition to CPR, first aid, and blood-borne pathogen training all staff complete a minimum of 16 hours of additional training each year.

GSRP Hours and Holiday Closings

- GSRP Hours of Operation: Monday - Thursday, 8:00am - 3:00pm

Blessed Beginnings Learning Center and the GSRP program will be closed for the following holidays from the beginning to the end of the year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- The week following Easter Sunday
- Memorial Day
- Fourth of July
- Labor Day
- Week of Thanksgiving
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day and the week following Christmas
- New Year's Eve

Additional Closings

The center is closed for four (4) professional development days each year and two parent teacher conference days. These six (6) days will be announced at least three weeks in advance. A schedule will be distributed with all center closings for vacations and holidays during the first quarter of each year. Every attempt will be made to minimize any changes in this schedule.

NOTE: Blessed Beginnings Learning Center reserves the right to close for any reason in which we cannot operate in a safe manner. i.e. loss of electricity, water, heat or in extreme circumstances loss of air conditioning, and medical epidemics.

Emergency Closings

If outbreak illnesses should occur, inclement weather or other building emergencies should arise during hours, every attempt will be made so that school can remain open for childcare. In the event the center is closed due to illness, weather, or other building emergencies, parents will be notified as soon as the situation arises.

- If substitute care is not available, parents will receive a phone call to pick up their child(ren).

Drop-Off and Pick-Up Procedures

We will use the following recommended practices during drop-off and pick up times to protect the health of children, families, and staff. 1. Only one adult per family should be present at drop-off/pick-up. Ideally, this would be the **same parent or designated person every day, though we recognize this is not always possible.**

1. We will implement staggered drop-off and pick-up times to limit contact among parents.
2. Children should enter the building without car seats.
3. We will have a hand hygiene station at the entrance to our building so children and parents can clean their hands.
4. We ask that parents avoid congregating in a single space or a large group.
5. We will ask parents and other visitors to wear masks while in the building.
6. We will provide disposable shoe covers for parents and visitors entering the building.

Other policies related to drop-off and pick-up include:

Parents must use the QR code for bright wheel to scan their child in and out daily.

Travel

We will use the following CDC-recommended for Travel practices to ensure the safety of children and staff:

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- Any enrolled child that travels around the state or out of state, must quarantine for two weeks starting from the date they arrive back home.
- Enrolled child must be retested three days prior to returning to work/ school.

Hand Washing

We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:

- Staff and children will wash hands often with soap and water for at least 20 seconds.
- Soap and water are the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff and children should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry.
- Staff should assist children with hand washing and use of hand sanitizer to ensure proper use and prevent ingestion.
 - Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.
- Wearing gloves does not replace appropriate hand hygiene.
- Hand hygiene is especially important after blowing one's nose, going to the bathroom, before eating or preparing food (or helping children do any of these actions).

Cleaning and Disinfecting

We will engage in the cleaning and disinfecting practices in accordance with the CDC recommendations.

Ratio and Ages Served

GSRP Ratio: 1 Adult to 8 children.

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<u>Center</u>	Age	Caregiver to Child Ratio	Maximum Group Size
Preschool (older)	4-5 years of age	1 to 8	16

Attendance

Your child's safety is our number one concern; therefore, it is imperative that if your child is not coming to school, you must put "Absent" in Bright Wheel. Children in Great Start Readiness Preschool will attend 4 school day sessions per week, Monday Thursday. Children are expected to attend school on a regular basis. Extended or unexplained absences not related to sickness or family emergency can result in a meeting to discuss a plan of action. If you withdraw your child from the GSRP program, please provide a notice in writing. We would like to recognize your child's involvement in our program, and allow classmates time to say their goodbyes.

Curriculum and Educational Goals

HighScope

Blessed Beginnings Learning Center uses the HighScope Curriculum. The HighScope Curriculum is uniquely designed to provide a rich academic foundation while promoting independence, decision making, cooperation, creativity, and problem solving in young children. "The HighScope Curriculum includes learning objectives, effective adult interaction strategies, and assessment measures that help programs ensure a high-quality experience for all learners." Other words to consider play based, active learning.

Assessments

Blessed Beginnings Learning Center GSRP uses the COR Advantage®, HighScope's research validated child assessment tool, to assess children and to create plans specific to each child in our care. COR Advantage is a birth-to kindergarten assessment that assists teachers in supporting children at every developmental level - including children who are English Language Learners and those with special needs. It also provides administrators with more comprehensive reporting options to guide program planning and staff development.

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Screening

Ages & Stages Questionnaires® (ASQ) and Ages & Stages- Social and Emotional (ASQSE) provides reliable, accurate developmental and social-emotional screening for children between birth and age 6. Drawing on parents' expert knowledge, ASQ has been specifically designed to pinpoint developmental progress and catch delays in young children—paving the way for meaningful next steps in learning, intervention, or monitoring. ASQ will be completed at appropriate age levels and ASQ-SE is completed once a year.

Home Visits

Home visits are conducted twice a year. We value the home-school connection and welcome the opportunity to have two home visits a year with families enrolled in the program. Your child's teacher will come and visit your home as a way to help build a relationship with families and children. This year we will be conducting virtual visits.

Parent-Teacher Conferences

Conferences are offered twice a year to set goals and discuss your child(ren)'s progress. You may also request an additional conference if you have questions or concerns. Observations and assessments are ongoing for all children. The ASQ-SE and ASQ-3 are administered in the fall and spring of every year. Running COR notes are taken for 3 different periods. Teachers will discuss and review results from the ASQ, ASQ-SE, and COR notes.

Parent-Provider Agreement

The option of before and after school child care is offered on-site. Participation in before and/or after care is at an additional cost to parents and is not included in the GSRP grant. Please see LaShawn Bridges for more information and to obtain a copy of the Parent-Provider agreement.

Daily Schedule

8:00-8:15 (10 minutes)-Arrival including health check, personal care, handwashing, breakfast, Interactive Read Aloud, Literacy activities

8:15-8:45 (30 minutes)- handwashing, breakfast, preparation and choice activities Read-Aloud (Interactive Read Aloud).

9:00-9:20 (20 minutes) - Message Board/Large Group Time w/Music & Movement (Action songs ~ singing time ~ finger plays ~ hello songs ~ concept games ~ discussion of daily activities ~ Story~) Read-Aloud (Interactive Read Aloud).

9:20-9:40 (20 minutes) - Small Group Time w/Materials Variety of teacher provided materials. (Example of activities: creative art, fine motor manipulative, science/discovery, language arts/listening, math, language arts).

9:40-9:50 (10 minutes)-Planning Time where children indicate their plans to teachers; teachers use a range of strategies to support planning such as props, area signs, tape recorders, Singing, planning individually, in pairs, or in small groups.

9:50-10:20 (30 minutes)-Work Time, Children are allowed to select their activities from standard equipment and a changing variety of teacher provided materials. (Example of activities: creative art, gross motor skills, sand and water play, cooking, block building, dramatic role play, fine motor manipulative, science/discovery, language arts/listening)

10:20-10:30 (10 minutes)- Clean-up/Personal Care/Handwashing, Children and adults clean up together keeping the spirit of play and problem solving alive. Children make many choices during clean up. Adults accept a level of involvement and skill while supporting their learning.

10:30-10:40 (10 minutes)-Recall Time, Children gather in small group settings, children choose Work Time experiences to reflect on, talk about, and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow lead and encourage children to share (e.g., individual props such as puppets, telephones or periscopes, group games using a hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting).

10:45-11:25 (40 minutes) - Outside (daily if weather permitting)/Gross Motor indoor activity. Children have many choices about how they play in the outdoor learning environment, much as they do during Work Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and

problem solving.

11:30-12:00 (30 minutes) - Clean-up/Personal Care/Handwashing/Lunch. Children assist in preparation and set up. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own meal space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

12:00-12:20 (20 minutes)-Large Group Time w/Music & Movement (Action songs ~ singing time ~ finger plays ~ hello songs ~ concept games ~ discussion of daily activities ~ Story~) Read-Aloud (Interactive Read Aloud).

12:20-12:35 (15 minutes) Bathroom needs and preparation for nap.

12:35-1:45 (70 minutes) - Nap/Quiet Time. Children are required to rest for a reasonable period but not required to sleep. Quiet activities are available for those who are awake before others, i.e., quiet books, puzzles done while sitting on cots.

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1:45-2:05 (20 minutes) - Personal Care/Snack. (Children transition to snack as they wake up) As children wake up, adults and children work together to put away cots and set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

2:05-2:30 (15 minutes) - Small Group Time w/Materials Variety of teacher provided materials. (Example of activities: creative art, fine motor manipulative, science/discovery, language arts/listening, math, language arts).

2:30-3:00 (30 minutes) - PT/Work Time/Outdoor Work Time/ Recall Children plan as they transition to LG from Snack. Children recall as they clean up.

3:00-Dismissal

Note:

- Your child(ren) is released from your care to Blessed Beginnings Learning Center after you leave the premises in the morning, and s/he is released to your care as soon as you walk in the door at pick-up time.
 - Bathroom times vary to meet the child(ren)'s needs. This is a general schedule and is dictated mostly by the children's needs and feelings each day.

Rest Time Policy

Naptime or quiet time is provided when children are in attendance 5 or more continuous hours per day. For children under school age who do not sleep at rest

time, quiet activities must be provided such as reading books or putting puzzles together. Resting or sleeping areas have adequate soft lighting to allow the staff member to assess children.

Uniform

Children are expected to be in uniform daily. Children can wear yellow or navy blue shirts and khaki or navy blue bottoms with dark color shoes.

Outdoor Play & Proper Clothing

Children are required by State licensing rules to go outside daily, with the exception of inclement weather. R 400.8170 (3) A center operating with children in attendance for 3 or more continuous hours per day must provide daily outdoor play, unless prevented by inclement weather or other conditions that could result in children becoming overheated or excessively chilled. If your child(ren) is well enough to come to school, then they are well enough to go outside. No child will be permitted or allowed to miss outdoor play. Please dress your child(ren) appropriately.

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Please ensure your child is dressed appropriately for the weather each season. Some seasons will require your child to dress in removable layers that to suit changing temperatures. Additionally, it is important to ensure your child has a change of clothes that are appropriate for the season and temperature.

Note: In addition to clothing, appropriate footwear is important - i.e. boots in the winter, tennis shoes during other seasons. All children must wear enclosed shoes. Sandals with toes and/or heels exposed are not permitted.

Parent Communication & Involvement

Communication is key to a successful partnership. The parent and provider need to have a good working relationship so they can communicate and work together. The parent and provider need to exchange pertinent information in the child(ren)'s life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child(ren)'s feelings, behaviors, and wellbeing. This information will be kept confidential. We invite you to share with us, in writing, by telephone, or schedule an appointment to talk about your concerns regarding any area that you feel staff are neglecting and we will do our best to improve in that area. We have an open-door policy. Families are welcome and invited to join us for celebrations, field trips, and other events. Arrangements can be made for parents who are sharing custody, we like to involve all caregivers in our educational

environment. Families also have the opportunity to participate in the Great Start Collaborative Advisory Board. Additional information will be provided upon request.

Cultural Competence

At Blessed Beginnings Learning Center, it is very important to enrich all children's understanding and have respect towards all cultures. Our staff will gain information about the ways families define their race, religion, home language, culture, and family structure. We will treat all children with equal respect and consideration by initiating activities and discussions that build positive self-identity and teach the value of differences, providing models and visual images of adult roles, differing abilities, and ethnic or cultural backgrounds that encounter stereotypical limitations, avoiding stereotypes in language references.

Referral Policy

GSRP staff and administrators believe in enriching every child's development. We pride ourselves in providing high quality care not only from a development standpoint but from a holistic one as well. Staff work closely with families through daily written notes, our blog, parent-teacher conferences, and shared journals, as a way to keep families informed of their child(ren)'s developmental progress through ongoing

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communication. GSRP staff will also provide families with information and resources from the community.

Our open-door policy allows parents to reach out to their child(ren)'s teacher and/or administrators with particular concerns or needs. If further intervention is required the teaching team will working closely with the family, administration, and the Early Childhood Specialist to discuss how to best meet the child's needs. With Family consent, a referral form will be completed in order for the child to receive additional support through their home school district.

Discipline

The adults in the GSRP classroom will assume the following roles: Creating a Safe Physical Environment, Building Positive Relationships, Establishing a Consistent Daily Routine, Using Encouragement, Expressing Appropriate Expectations, and Providing Authentic Experiences. Any form of negative procedures or consequences will not be used. This includes shaming, threatening, depriving, or corporal punishment. In most situations, children will be redirected to another more appropriate activity. We also implement the Second Step Social Emotional program and HighScope Steps to Conflict Resolution to resolve conflicts between children. The six steps to Conflict Resolution are 1. Approach the situation calmly and stop any hurtful behavior. 2. Acknowledge the feelings of the children involved. 3. Gather information about what happened from all parties and restate the problem. 4. Discuss possible solutions together getting input from the children. 5. Agree on a solution together. 6. Provide follow-up support.

Gross Misconduct

GSRP staff will communicate with you immediately, if your child(ren) is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and we will ask for your help in creating a behavior plan to ensure the safety and healthy development of your child's social emotional development.

Exclusion Policy

Children will be excluded from the program if there are contagious illnesses that endanger the health and/or safety of others. Children will not be excluded or expelled because of the need for additional developmental, medical or behavioral support, assistance with toileting or staff attitudes and/or apprehensions.

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Confidentiality

All information given on forms and in discussions will be treated as confidential. Information in children's files will only be made available to staff and the child's parents/guardians.

Reporting To Protective Services

The Blessed Beginnings Learning Center is mandated by Michigan law, Act, No. 238, governing all schools and child care programs to report any suspected abuse or neglect of children in their care.

Child's Health

Your child's health is a priority to Blessed Beginnings. We have several measures in place to help keep your child healthy. Daily we do a "look-over" health appraisal of your child's health. We will ask questions to learn about your child's previous night and current morning. We use Bright Wheel to record and share your child's daily activity log. All diaper changes, naps, food served and activities will be posted daily in Bright Wheel. In Bright Wheel, we will keep a record of your child's completed immunizations and will ask for up-to-date records after doctor visits.

Parents/Guardians must also complete the **Child Information Card**. The child information card is a medical emergency card and is updated annually. This card can

be updated more frequently, as necessary.

In accordance with the Michigan State Licensing Policy, your child(ren) cannot be admitted to childcare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the childcare center, s/he will be isolated and the parent/guardian or other persons, authorized by the parent/guardian, will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Illness Policy

Please make other arrangements if your child is sick, and respect our decision, if the center's staff or administrators feel your child is too sick to attend school. We are sympathetic to the difficulties of taking time off, so discretion will be used.

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The symptoms of illness for possible exclusion must include, but are not limited to any of the following:

1. The illness prevents your child from participating comfortably in the childcare environment;
2. The illness results in a greater care need than I can provide without compromising the health and safety of other children in the center's care; or 3. The child has any of the following conditions
 - a. Temperature: Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness - until medical evaluation indicates inclusion in the center. Oral temperature must not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature must be taken only by persons with specific health training.
 - b. Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion
 - c. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper - until diarrhea stops;
 - d. Vomiting illness (1 or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
 - e. Mouth sores with drooling, unless a health care provider or health

- official determines the condition is noninfectious.
- f. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease
 - g. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
 - h. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
 - i. Tuberculosis, until a health care provider or health official states that the child can attend childcare;
 - j. Impetigo, until 24 hours after treatment has been initiated;
 - k. Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
 - l. Chicken pox, until at least 6 days onset of rash or until all sores have dried and crusted

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- m. Pertussis, until 5 days of appropriate antibiotic treatment (currently erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
- n. Mumps, until 9 days after onset of parotid gland swelling and licensed physician states in writing the child may return;
- o. Hepatitis A virus, until 1 week onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physicians states in writing the child may return;
- p. Measles, until 6 days after onset of rash and licensed physician states in writing the child may return;
- q. Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return
- r. Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children; or
- s. Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

If your child had an immunization update, please remember to provide record of the immunization so that it can be attached to your child's health appraisal. Blessed Beginnings reports all illnesses to the local health department weekly. This helps tracks any communicable diseases in our local area. We will need a doctor's note, stating that your child has been seen by a physician and provides a date when child is

able to return to school.

Injuries

GSRP Staff will supervise your child closely in an attempt to prevent injuries. Teachers have been trained in first aid and CPR, and will follow the appropriate training. If the injury is minor (requiring only a band-aid or ice) the parent/guardian will be notified via telephone, text message, or upon arrival to pick up your child.

If it is serious, a staff will call you and may even suggest that you take your child to the doctor or emergency room. If any injury is very severe, the staff will call 911 for assistance before you are contacted. If staff cannot reach you, staff will call the emergency contacts listed on your *Child Information Card*. **Please remember to keep this card up-to-date.**

In the event that a non-life threatening incident occurs, staff will complete an incident report or *boo-boo report* to provide exact details of the event that took place leading to injury and what was done after the injury.

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Child's Medication

1. No non-topical over-the-counter medicine will be administered by Blessed Beginnings Learning Center Staff during or after your child is in our care.
2. Prescribed medicine must:
 - a. Be accompanied by a medication log
 - b. Be dated within the last 30 days
 - c. Have your child's name printed clearly on the label. Staff will not administer medicine to siblings of a child.
 - d. Have dosage amount and instructions on the frequency of administering the medicine.
3. Prescription medicine must be accompanied by a *Medicine Log*. The medicine log must include:
 - a. Date
 - b. Child's name
 - c. Doctor's name and phone number
 - d. Pharmacist name and phone number
 - e. Name of medication
 - f. Dosage amounts and times to be administered
 - g. Route of medications - i.e oral, eye, etc.
 - h. Why medication is needed
 - i. Date medication ends
 - j. Special directions - i.e. take before eating, etc.
 - k. Parent's signature

Nutrition

Children are fed, nutritionally, on a daily basis - breakfast, lunch, and snacks as required through enrollment with the family and workplace connection food program. All other foods and beverages are provided by the center. Blessed Beginnings Learning Center uses the Association for Child Development (ACD) and Adult Care Food Program (CACFP). We follow all rules and guidelines of ACD.

Blessed Beginnings Learning Center implement's a nutrition plan that includes seasonal foods and menus. While this plan written for menu and foods served at the center, we work with families to ensure nutrition planning is also happening at home by providing meal and food suggestions.

One of the goals of Blessed Beginnings Learning Center is to ensure children are given every opportunity to learn healthy eating habits through education and sound nutrition practices. BBLC participates in the CACFP program that is federally funded by the United States Department of Agriculture (USDA) and is administered at the state level by the Michigan Department of Education (MDE). This program helps us to expose children, their families and staff to a variety of foods to develop positive

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attitudes about nutrition and healthy eating habits in an environment that contributes to the children's development and social needs. We serve family styles meals with children, staff and parent volunteers. We also offer a community garden, where children and families can go learn, plant and eat fresh veggies and other vegetation. Because we participate in a food program, the meals are reimbursed by our partners, no extra costs are expedited on the families who participate in the program. Blessed Beginnings follows all rules and guidelines of our partners, ACD.

Blessed Beginnings proudly serves breakfast, lunch and a pm snack using family style serving with our students and teachers while following all nutritional guidelines. Families are invited to participate in the program at registration. Families will receive information concerning meals pattern, recipes, family activity, ACD publications and trainings as ACD shares this information with us.

Oral Care

Oral care is an important part of Blessed Beginnings Learning Center's curriculum and is included in our daily schedule. Daily practice leads to lifelong healthy habits.

Lockdown Procedures

In the event, that the school has to be put on lockdown status. Parents will be notified immediately through our Bright Wheel App. We are asking parents not to call or come to school in the event that the impending danger is in close proximity of school or in school. We have written policies on lockdown procedures and practice drill monthly to help children understand what to do in the event of a lockdown.

Grievance Policy

Parents and/or guardians shall follow the procedures listed below when making complaints and/or grievances about any OELC staff, policies, and/or procedures.

Step 1: A person who has a complaint and/or grievance about any aspect of BBLC is encouraged to discuss the matter with the child's teacher.

Step 2: If the informal Step 1 process does not resolve the matter, the person is encouraged to contact the BBLCs Director and request a meeting.

Step 3: A written complaint may be submitted to the BBLC Director. The complaint shall include 1) the name of the person filing the grievance; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the specific relief sought. A Step 3 meeting shall be set up for all parties involved.

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Step 4: If steps 1-3 do not result in resolution, contact the GSRP Early Childhood Specialist. The contact information will be given at the beginning of each school year.

Field Trips

Field trips can provide excellent learning experiences for your children. Teachers are encouraged to incorporate the field trip experiences with their classroom teaching. It is program policy for parents to give written permission for their children to attend field trips. An announcement of the trip and the permission slip will be put in your child's communication file one week prior. All provisions and requirements required by the State of Michigan Department of Human Services regarding field trips will be met.

Release of Children

All children must be signed in and signed out of the GSRP program by a person 18 years of age or older.

It is important that your child is protected at all times. GSRP staff will ensure that your child does not leave the center with a person that you have not authorized on the *Child Information Card* to pick up your child. Please tell the teacher when someone else, that you have authorized on the *Child Information Card* will be picking up your child. The person must show their picture ID before your child will be released from Blessed Beginnings Learning Center's Care.

Note: We have to assume that both parents have the right to pick up your child, unless you provide a copy of a court order stating otherwise. We will need to discuss how staff should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, our staff cannot refuse a parent. If a court order is provided and a non-custodial parent attempts to pick up the child, the custodial parent will immediately be contacted. If the non-custodial parent leaves with the child, we will call the police, immediately to report the situation. We will not place other children in danger and risk a confrontation with the non-custodial parent.

It is very important to program staff that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated, or otherwise incapable of bringing your child home safely, the parent/ guardian or emergency contact person, listed on the *Child Information Card*, will be contacted to request their assistance.

All children should be transported to and from childcare in a car seat or child restraint if under six (6) years old or 60 pounds. For further clarification, refer to the Michigan Law regarding children and seatbelts, and abide by the law for your child's safety.

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Family Notice of Program Measurement

GSRP is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask Family's questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact The MDE Office of Great Start, Early Childhood Education and Family Services, at:

- Mde-gsrp@michigan.gov
- 517-373-8483
- 608 W. Allegan, P.O. Box 30080, Lansing, MI 48909

**With your support, we will provide a safe, warm learning environment
for your children and have a WONDERFUL YEAR!**

