



## **Utica Community Schools**

COMMUNITY EDUCATION

Early Childhood Programs

# **PARENT & TODDLER PROGRAM**

**Come Play With Me**



**2017-2018  
Parent Handbook**

## Welcome

Dear Come Play With Me Parents,

Welcome to our Come Play With Me program. This program is a wonderful opportunity for you and your child to grow and learn together. You will enjoy the opportunity to participate in your child's discoveries in an inviting play based environment. In addition, we provide parents with information pertaining to child development.

We are pleased to be part of your child's earliest educational experience. I welcome your feedback. Please don't hesitate to contact me with any suggestions, questions, or concerns; I can be reached at:

Phone: 586.797.6945

Email: [sandra.jewell@uticak12.org](mailto:sandra.jewell@uticak12.org)

Sincerely,

Sandy Jewell  
Coordinator  
Early Childhood Programs  
586.797.6945

## Table of Contents

|                                   |    |
|-----------------------------------|----|
| Welcome                           | 2  |
| Programs                          | 4  |
| Program Description               | 4  |
| Siblings and Family Members       | 6  |
| Age Guidelines                    | 6  |
| Location                          | 6  |
| Tuition                           | 7  |
| Late Fees                         | 8  |
| Withdrawal Policy                 | 8  |
| Schedule                          | 9  |
| Safety and Security               | 9  |
| Parking                           | 10 |
| Discipline                        | 10 |
| Staff                             | 10 |
| Confidentiality Policy            | 11 |
| Health Policy                     | 11 |
| Allergies                         | 12 |
| Injuries                          | 12 |
| Weather, Fire and Safety Drills   | 12 |
| Snacks                            | 13 |
| Restrooms and Diapering           | 13 |
| Classroom Attire                  | 14 |
| Items from Home                   | 14 |
| Outdoor Playtime                  | 14 |
| Field Trips                       | 15 |
| Television, Videos and Technology | 15 |
| Holidays and Special Events       | 16 |
| Summary                           | 16 |
| Addressing Parent Concerns        | 16 |
| Early Childhood Resources         | 17 |

## **Programs**

Utica Community Schools provides a variety of programs for young children and their families. Preschool and nursery are offered morning or afternoon. Montessori nursery/preschool is offered at two locations. Full-day education and care is offered for infants and toddlers and for preschool age children at three locations. Parents and toddlers attend class together weekly in our Come Play With Me program. Additional information on these programs is available through the Early Childhood Office at 586.797.4660 or the Early Childhood Accounting Office at 586.797.6985.

## **Program Description**

The Come Play With Me Program is designed to give you and your child an opportunity to explore a variety of experiences in an inviting, play based environment. It's a chance for you to relax, have fun with your child and enjoy the opportunity to participate in your child's discoveries.

In addition, we provide parents with information pertaining to child development that will help you to understand your child's individual needs and how best to foster their growth.

While we encourage every child to join in, some children need time to observe before they are willing to participate. Therefore, it is important to follow your child's lead and let the child decide when they are ready to participate in classroom activities. If your child chooses not to participate in the circle time, please find quiet activities that will not disrupt the rest of the group.

During the class, it is important to stay with your child at all times. We plan activities knowing that parents will be supervising their children while using the materials. Please watch your child closely and work with them to clean up the toys and materials before moving onto another activity.

It takes everyone's cooperation to make our classroom a safe and productive place to play. When your child is at circle time, it is important that you participate with your child. Don't worry about looking silly. Your participation lends importance to the activities and makes it more likely that your child will join in and get the most out of the circle time. Please resist the urge to talk to other adults during circle time. This is very distracting for the others at circle time and makes it challenging for the teacher.

## **Siblings and Family Members**

The philosophy of Come Play With Me emphasizes the importance of play with your child on a one-on-one basis. Therefore, siblings ***may not*** attend class for any amount of time. We appreciate your cooperation with his policy. Both parents are welcome to attend the class. At circle time, one parent may sit with the child while the other parent sits behind to allow room for all the children. Please try to be consistent when you plan which adult attends class with your child. Having too many different adults attend with a child is confusing for a young child and may be upsetting. If you are unable to attend and a family member is going to be bringing your child, that person must be eighteen years old or older. It is helpful to let your child's teacher know who will attend class in your place. Also keep in mind when attending class that space is limited, so please do not invite additional adults to attend along with you and your child.

## **Enrollment**

Enrollment occurs annually in the spring. District residents with children currently enrolled in an early childhood program register first. Next, registrations are taken from other district residents. Additional registrations are then accepted from non-residents. Registration fee is non-refundable.

Questions regarding enrollment, eligibility, fees, or classroom issues should be shared with the teacher and forwarded to the Early Childhood Coordinator if necessary. Decisions will be made within the guidelines of Utica Community Schools' policies and procedures, Bureau of Child and Adult Licensing Early Childhood Professional organizations and the discretion of the Early Childhood Coordinator.

## **Age Guidelines**

- Come Play With Me II – Born between 09/01/2014 and 12/01/2015
- Come Play With Me III – Born between 09/01/2013 and 09/01/2014

## **Location**

***(Class times and location are subject to change.)***

Duncan Elementary  
Early Childhood Center (Entrance 9)  
14500 26 Mile Road  
Shelby Township, MI 48315  
586.797.4613

## Tuition

**Registration Fee: \$65 Child / \$90 Family In-District Residents**

**\$110 Child / \$135 Family Out-of-District Residents**

**Registration fees are non-refundable.**

Come Play With Me II - Tuition \$585 - \$65 x 9 payments

Come Play With Me III - Tuition \$630 - \$70 x 9 payments

**Tuition is due September 15<sup>th</sup>. The total tuition is divided by 9 months to allow monthly payments to be equal. The remaining (7) payments are due on or before the 15<sup>th</sup> of each month October until April or until paid in full. Monthly invoices will be emailed. Parents who share financial responsibility must work out the payment method themselves.**

The following payment options are available:

- Authorize an automatic monthly deduction from your credit card. The Community Education Early Childhood Accounting Office will automatically charge your credit card on the 15<sup>th</sup> day of each month (8 times) September to April or until account is paid in full. Download and complete the Credit Card Payment Authorization Form on the Early Childhood website [www.ucsccommunityeducation.com](http://www.ucsccommunityeducation.com) and mail form to the Early Childhood Accounting Office.
- Visa/MasterCard/Discover payments will be accepted by calling the Community Education Center Early Childhood Accounting Office 586.797.6985, Duncan Early Childhood Office 583.797.4660 or using Tuition Express online. Download and complete the Tuition Express Authorization Form on the Early Childhood website [www.ucsccommunityeducation.com](http://www.ucsccommunityeducation.com) and mail form to the Early Childhood Accounting Office.
- Payments may be made by check (make check payable to Utica Community Schools) and mailed to:  
Community Education Center  
Early Childhood Accounting Office  
38901 Dodge Park  
Sterling Heights, MI 48312
- Cash payments accepted only at the Community Education Center Early Childhood Accounting Office Monday through Friday from 8:00 am to 3:00 pm.
- In class, your teacher will provide you with a pink tuition envelope for U.S. mail. Teachers may not accept tuition payments of any kind.

## **Late Fees**

Payments received 5 business days after the 15<sup>th</sup> of the month are subject to a \$25 LATE FEE, declined credit card payments are subject to a \$5 FEE, and all NSF payments are subject to a minimum \$25 FEE. Any NSF payments must be made with a money order, cashier's check or cash. A personal check or credit card WILL NOT be accepted. More than two weeks in arrears is subject to exclusion and \$50 RE-ENROLLMENT FEE.

## **Withdrawal Policy**

If you need to drop a class for any reason, please provide a two week written notice to the Community Education Center Early Childhood Accounting Office. Tuition and registration fees are non-refundable. If your child is excluded, you are still responsible for the unpaid monthly tuition. All tuition must be paid in full in order to register for any other Community Education program in the district. Furthermore:

- Families will be asked to withdraw from the program if fees are not paid up to date.
- Teachers work closely with parents to create a smooth transition from home to school. There may be situations where a child does not adjust to the group setting. The staff will meet with the parent and discuss concerns regarding the child. Parents may be asked to withdraw their child from the program if the child is unable to adjust to the setting.
- Children whose behavior presents a safety risk to themselves or others may be asked to withdraw from the program.

## **Schedule**

The Come Play With Me Program meets once a week. Come Play With Me I and II meet for 1 ½ hours and Come Play With Me III meets for 2 hours. Each Come Play With Me class reflects the teacher's own personal style and interest of the class. However, all classes will include the following:

### **Free Choice Time**

- Fine-motor activities (puzzles, lacing shapes, coloring)
- Sensory-motor activities (finger paint, play dough, shaving cream)
- Art process activities

### **Circle Time**

- Gross-motor activities (jumping, dancing, stretching)
- Music and movement
- Finger plays and/or stories
- Parent provided snack
- Parent information

The majority of class time is spent with the children engaged in child-initiated activities during free choice time. This fosters their self-esteem, as they are able to choose the areas that interest them. When a child chooses an activity that is interesting, it is more likely that they will persist at the activity longer, developing a greater attention span. Furthermore, when children choose their own activities, it allows them to develop a positive image of themselves as active participants in the learning process.

## **Safety and Security**

Please enter and exit through designated doors. Do not leave doors propped open or wander the building before or after class. Do not allow your child to enter other classrooms or use equipment that does not belong to Come Play With Me.

All Utica Community School Staff have picture identification badges that are worn at all times when on school property. Please follow the visitors guidelines set forth by the school you attend. Please report any suspicious behavior or individuals to your child's teacher.



## **Parking**

We are fortunate to have early childhood programs in schools throughout the district. Some buildings have limited parking at times when parents with young children arrive and depart. PLEASE follow the guidelines set forth by the school you attend. Building administrators develop policies based on the safety of ALL students. Please do not leave an unattended car running or any child unattended in a car. If you need assistance, please contact your child's teacher.

## **Discipline**

Since parents attend with their child, it is your responsibility to supervise your child and discipline when necessary. However, a teacher will step in if you do not respond and a child is endangering themselves or others, or if they are causing destruction of property. The goal of discipline is to help the child develop age appropriate internal controls and help the child learn how to solve problems in a positive manner.

State of Michigan Department of Human Services, Bureau of Children and Adult Licensing R400.8140 prohibits:

- Corporal punishment
- Mental or emotional punishment
- Restriction by tying or binding, deprivation of rest, meals or toilet use
- Exclusion from outdoor play or gross motor activities, daily learning activities
- Confining a child in an enclosed area

## **Staff**

Our teachers are educators specializing in Early Childhood Education. Nursery and preschool teachers have completed the required coursework set by the Department of Human Services, Division of Child Care Licensing, at an accredited college or university with semester hours in Child Development, Child Psychology and Early Childhood Education. Children grow and develop rapidly in their early years. Your child's teacher is able to provide information regarding typical growth and development. If you have any concerns regarding your child, the teacher will provide you with information for resources or referrals. Our qualified staff work to provide a safe, healthy, educationally sound and child-oriented program. Staff in Early Childhood receives ongoing training in First Aid and CPR.



## Confidentiality Policy

It is important that the privacy of our children, families and staff is maintained. The staff are required to keep information about children, families and co-workers confidential. Staff and parents are asked to refrain from commenting about children or families in the presence of other adults or children. This includes personal contact that parents and staff may have outside of school hours.

There are times when information regarding a home situation would help our staff take better care of your child. Please know that all information shared will be confidential.

## Health Policy

When children are in a group setting, it is a challenge to keep everyone healthy. There are several guidelines in place in order to prevent the spread of infection. These guidelines apply to children, adults and volunteers in our program. Children need to learn to wash their hands properly before they eat, after they use the bathroom or wipe their nose and when their hands are dirty. Parents need to keep children home if they have the following symptoms or communicable disease:

**Chicken Pox**

**Conjunctivitis (Pink Eye)**

**Strep Throat**

**Diarrhea**

**Infectious Mononucleosis**

**Temperature of 100 degrees or more (axillary)**

**Measles**

**Pin Worm**

**Impetigo**

**Vomiting**

**Scabies**

**Ring Worm**

**Lice**

**Unidentified Rash**

Children with a temperature of 100F or more must be fever free without fever reducing medication for 24 hours before returning to school. Children must be on an antibiotic treatment for a minimum of 24 hours before returning to school. Many times children are contagious before these symptoms are observed. Parents may be requested to pick up their child if symptoms are contagious or children are uncomfortable in the group setting.

Please call your child's teacher and report any of the above symptoms or diseases. We will let you know if your child has been exposed to a communicable disease. The Michigan Department of Public Health and our school nurses assist our teachers in matters regarding the health of our children.

In compliance with State Law, we are required to report suspicion of abuse or neglect to Child Protective Services

## **Allergies**

Please inform your child's teacher of any allergies. Our school district has policies and procedures in place that safeguard the health of children while they are in our care. A Health Care Plan form and an Authorizaton For Medication form are required for use of prescription medication for your child to attend school. Health Care Plan forms are available from your Director/Teacher.

## **Injuries**

We strive to maintain a safe enviornment; however, if an accident occurs we will react in the following manner:

- The teacher will utilize their training in First Aid and CPR.
- If the child needs emergency transport, the parent may call 911.
- Band-Aids and hugs are available in the class.
- Emergency contact information is required for the parent, in case of emergency.

## **Weather, Fire and Safety Drills**

To be best prepared for emergencies, it is necessary to practice safety drills in all of our programs on a regular basis. Whether at home or in school, children need to be able to follow the directions of an adult in an emergency situation. Our practice drills provide the opportunity for children and adults to become familiar with the guidelines necessary in each situation. Our staff reassure children that adults are with them to keep them safe. Each building and program has routines and guidelines particular to their setting. We encourage parents to support our efforts and follow through by planning safety procedures in the home.

All parents present during the drill are asked to please follow the instructions given by the teacher. All classrooms have telephones. Staff are instructed how to respond in case of an emergency, including placing 911 calls.

## School Closing

Inclement weather or building problems sometimes bring unexpected school closings. There are several ways parents can be informed about these unanticipated days. School closing information is broadcast on radio stations WJR, WWJ and WOMC. Television stations that air school closing information are Fox-2 News, WDIV-Channel 4 and WXYX-Channel 7.

Telephoning any school and selecting the school closing option from the calling menu gives parents access to the emergency school-closing hotline. For parents connected to the web page, [www.uticak12.org](http://www.uticak12.org) lists the school closings.

**There are no refunds or make-up classes for weather related or emergency closings.**

## Snacks

You will be asked to provide snack for your child's class two to three times during the school year. We ask that you bring in a healthy snack accompanied by either 100% juice or milk. Please be aware of any allergies that your child's classmates may have and avoid bringing those foods. In addition, when it is your turn to bring snack, it is necessary to bring all the paper products for the snack, such as cups, napkins and plates. Please contact your teacher if you're unable to attend class and it's your turn to bring snack.

Please do not bring food or beverages into the classroom unless it is a classroom snack or a special treat for the entire class. Please keep food and drink at the tables. **NO HOT BEVERAGES ALLOWED.** Help your child clean up his/her snack before moving onto another activity.

Snacks provided for the entire class, especially when allergies are considered, are safest when they are store bought and individually packaged. This allows us to better monitor ingredients.

**\*No peanut/tree nut/coconut can be brought into the classrooms.**

## Restrooms and Diapering

Due to the young age of our children, we provide an area to change diapers and a specific area to take the children to the bathroom during class. Please ask your teacher where these areas are in your child's building. Also please remember to bring any supplies you may need for diapering to class with you. If your child is working on potty training, please bring an extra outfit or two to class in case of accidents.

## **Classroom Attire**

The opportunities we provide are wonderful for your child's developing awareness of senses, but are often very messy. For this reason, we ask that both the parent and child come in their **play clothes**. While we try to prevent staining of clothes by adding soap to our paint, we cannot guarantee that every spot will come out. Dress yourself and your child in clothing that is comfortable and easy to move around in. This will allow you to enjoy all of the opportunities we provide without worrying about ruining favorite outfits. Art smocks are available for the children to use. Please wipe off the smock after each use.

## **Items from Home**

Please clearly label your child's outdoor clothing, backpacks, etc. with first and last name. Please check with your child's teacher before bringing any items from home. It can be devastating to a child when a special toy becomes lost or damaged.

## **Outdoor Playtime**

Healthy children benefit from regular opportunities to play outdoors. Please be sure your child has proper clothing for the weather. Classes may go outside when the temperature, inclusive of wind chill, is twenty degrees Fahrenheit or above. When the weather is warm, teachers take children outdoors during the coolest times of the day to play in shaded areas whenever possible. In order to maintain proper staff/child ratios, children who are healthy enough to attend class should be prepared to join the group outside. All playground equipment used by preschool age children is age appropriate and certified safe by a DHS approved inspector.

The teacher of your child's program will be notified in advance, by the school district, of pesticide applications. The notice will be posted and you will receive a copy in your child's backpack. More information will be available from the school district and the Michigan Department of Agriculture, which can be reached at 1.800.292.3939.

## Field Trips

Off-Site Field Trips are intentional learning experiences that are related to the Early Childhood curriculum objectives. Field trips provide opportunities for parents and students (no siblings) to experience and enjoy a variety of community resources.

These off-site trips should be correlated to classroom activities bringing an educational purpose and value to your child's learning. Classroom teachers will have pre-activities and post activities. Some classes may tour the nature center, attend a play or visit a local grocery store.

These events are in place of regular scheduled class time. It is necessary to have a permission slip completed and returned to your classroom teacher prior to attending the field trip. Parents provide their own transportation and meet the teacher at the designated destination. Parents, guardians or appointed adults MUST remain with the child at all times during the field trip.

Field trips may be free or fees may be charged to cover the cost of admissions. If, for any reason, a field trip is cancelled or you are unable to attend, please note that your cost of admissions may or may not be refunded.

**If the school district or teacher, for any reason, cancels a field trip, the event is no longer considered a UCS school sponsored event.**

## Television, Videos and Technology

The presence of television, videos and computers is common in the lives of children today. Although these things are inviting to even the youngest child, nothing can replace human interaction and play with real objects. We do not use technology as a substitute for adult child interaction. Computers and videos do not replace three-dimensional playthings that have texture, weight, color and shape.

When children in our program watch videos, it reinforces a theme that was presented in class. Computer programs provide children with opportunities to practice concepts introduced in conjunction with a language or math lesson.

Technology is used sparingly in the early childhood classrooms. When children enter elementary school, they can quickly acquire the skills necessary to put technology to good use. Our primary focus in the preschool years is to facilitate your child's growth through quality interaction with our staff, your child's classmates and carefully selected classroom materials.

## Holidays and Special Events

Holidays are special times when we celebrate with family and friends. Predictable routines that children need are often disrupted with events that make holidays busy and more hectic than typical day-to-day life! We try to celebrate the essence of holidays without adding to the chaos. Celebrations focus on the meaning of the holiday: giving to others, family and friends and the seasons. Our classrooms try to remain calm, safe places while at the same time acknowledging these special times and family traditions.

## Summary

This parent handbook is designed to explain the expectations of the Come Play With Me staff, as well as the policies of Utica Community Schools. We hope that you will find it a useful tool that will answer any questions you may have. If you have any questions regarding this handbook, please discuss them with your child's teacher. If you need further assistance, please call Sue Parks at 586.797.4613. You may also contact the Early Childhood Coordinator at 586.797.4660.

The Come Play With Me Staff are looking forward to an exciting, educational year for you and your child.

## Addressing Parent Concerns

In order to address your concerns and/or suggestions at the most appropriate and effective level, we suggest the following steps:

- Daily concerns can be brought to the attention of your Director/Lead Teacher. You can contact them by phone, email, leaving a written message or scheduling a meeting.
- If parent concerns persist, contact the early Childhood Coordinator, who is available for a meeting upon request. Please call 586.797.6945.

Guidelines from the Michigan Department of Education, Utica Community Schools and other regulatory agencies are used to guide policy and procedure decisions.



## Early Childhood Resources

Creative Curriculum

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

Great Parents Macomb

[www.migreatparents.org](http://www.migreatparents.org)

Early On – Macomb

[www.misd.net/EarlyOn](http://www.misd.net/EarlyOn)

National Association for the Education of Young Children

[www.naeyc.org](http://www.naeyc.org)

Community Assessment Referral and Education

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

Utica Community Schools/Community Education

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

Utica Community Schools

[www.uticak12.org](http://www.uticak12.org)

Great Start

[www.greatstartforkids.org](http://www.greatstartforkids.org)

Zero to Three

[www.zerotothree.org](http://www.zerotothree.org)

**Poison Control Number  
1-800-222-1222**

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, Title II of the Americans with Disabilities Act of 1990, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, it is the policy of Utica Community Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in , be denied the benefits of , or be subjected to discrimination during any instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Executive Director of Human Resources at Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312 or call (586-) 797-1000.



## **BOARD OF EDUCATION**

Gene L. Kilda .....President  
Michele Templeton.....Vice President  
Jennifer Prybys.....Secretary  
Robert Ross, Ph.D.....Treasurer  
Ken Krolczyk.....Trustee  
Denyeal Nesovski.....Trustee  
Mary K. Thomas, Ph.D.....Trustee

## **ADMINISTRATION**

Christine Johns, Ed.D .....Superintendent of Schools  
Robert Monroe.....Assistant Superintendent for  
Teaching and Learning  
Denise Mennucci.....Director of Community Education  
CJ Wajeeh.....School Age Child Care Coordinator  
Sandra Jewell.....Early Childhood Coordinator





# Community Education Early Childhood Program

## Handbook Acknowledgement Form

\_\_\_\_\_  
Child's Last Name

\_\_\_\_\_  
Child's First Name

\_\_\_\_\_  
Second Child's First Name

\_\_\_\_\_  
Third Child's First Name

- I have received a copy of the UCS Come Play With Me Parent Handbook.
- I understand that the Come Play With Me Parent Handbook may not cover every issue that arises and, as a result, creates the need for communication between the Early Childhood staff and myself.
- I understand that I am held accountable for these policies until my child is no longer enrolled.
- I understand that Early Childhood reserves the right to change these policies and will notify me in writing as soon as possible after any changes have been made.
- I have read and agree to all the terms and conditions set forth in the Come Play With Me Parent Handbook.
- I have reviewed and discussed any pertinent information with my child.

**This form must be completed and returned to your teacher within five days of starting the program.**

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