

Glen Lake Early  
Childhood



Family Handbook  
2024-2025

# **Table of Contents**

## **Welcome to Glen Lake Preschool**

- Glen Lake Preschool Mission Statement**
- Glen Lake Preschool Philosophy Statement**
- Curriculum and Assessment**
- Enrollment Policies**
- Toilet Training**
- GSRP-Great Start Readiness Program**

## **Operating Schedule**

- Attendance**
- Arrival and Dismissal**
- Typical Daily Schedule**
- Late Pick-Up**
- Outdoor Play**
- Field Trips**

## **Program Staff and Volunteers**

### **Communication**

### **Meals and Snacks**

### **Clothing**

### **Rest Time**

### **Toys from Home**

### **Discipline Policy**

### **Health and Safety**

- Health Policies**
- Illness and Accidents, Injuries, and Incidents**
- Medications**
- Emergency Procedures**
- Pesticide Use Policy**

### **Financial Information**

### **Financial Assistance**

### **Parent Involvement**

### **Intervention**

### **Family Services**

### **Confidentiality of Record**

### **Abuse and Neglect Policy**

### **Grievances**

### **Licensing Notebook**

## **Welcome to Glen Lake Preschool**

The preschool years are a time of discovery and wonder! The Glen Lake Preschool program invites each child to experience first-hand the excitement of learning about the world around us! Our developmentally appropriate preschool program allows children the opportunity to fully engage in activities designed just for them in a school setting.

## **Glen Lake Preschool Mission Statement**

We believe that each child is a unique and curious learner. Children develop naturally in a nurturing and stimulating setting that allows for free exploration and play. Adults play a supportive role in creating an environment in which children feel welcome, safe, and successful.

Glen Lake Preschool is licensed through the State of Michigan. Glen Lake Preschool is open to all children without regard to race, color, national origin, gender, religion, disability, political beliefs, sexual orientation, marital status, or family status.

## **Glen Lake Preschool Philosophy Statement**

Children are naturally curious. They come to school with a variety of personal experiences that are the foundation for all of their learning. It is our privilege to add to those experiences in preschool, and the best way to do that is through play. Play is very important to a child's development. Through play, children learn essential social skills such as working with others, taking turns, sharing, and problem-solving. Play allows children to develop their language skills, encourages imagination, helps with concentration, and it also allows children to develop confidence in their own abilities.

Our classrooms are set up for children to explore and play in a variety of areas (like blocks, dramatic play, library, writing center, sand & water table, and art) because each area encourages the development of different skills. The materials in those areas are chosen based on the interests of the children. Glen Lake Preschool provides a well-balanced program. Activities are planned with regard to the social, emotional, cognitive, physical, and creative needs of each child. Our goal is to offer a comfortable, nurturing, and stimulating environment, which promotes the growth of the whole child and is based on positive relationships.

## **Curriculum and Assessment**

Glen Lake Preschool uses a comprehensive curriculum model for planning and assessment guided by the Creative Curriculum, Heggerty, Boehm, HighScope, and Teaching Strategies GOLD. The data collected by teachers during authentic learning experiences is used to guide instruction and is shared with families in the fall and spring at parent-teacher conferences.

In addition, all children enrolled in the GSRP program will be assessed within their first two weeks using the Early Screening Inventory Assessment – Preschool Edition. This screening provides information on each child's areas of strength, which can be used to plan meaningful activities.

## **Enrollment Policies**

Glen Lake Preschool provides full child care and education for children ages three through five years. Currently enrolled preschool students will be assured a slot in preschool until they transition to kindergarten. Any remaining available slots in preschool will be filled from in-district registrations in order of the date registration forms are received. New preschool registrations will be accepted beginning the first day of school the year prior to enrollment. The preschool director will maintain a waiting list based on the date registration forms are received. Registration is not a guarantee of enrollment until open slots are verified in the preschool program after kindergarten round-up. A non-refundable \$25.00 registration fee is due at the time of registration.

After May 1<sup>st</sup>, if there are any openings in the preschool program, new out-of-district applicants will be considered. They will be notified of the opening in the order that they appear on the out-of-district waiting list. **Please note, out of district GLP students are not guaranteed enrollment in Glen Lake**

## **Community Schools. Out of district students would still have to follow the school of choice application process for Kindergarten enrollment.**

A physical examination by a qualified physician and verified by a Health Appraisal Form (provided in the enrollment packet) is required within 30 days of enrollment and should be updated every two years. Glen Lake Preschool requires immunization records or a waiver signed by the local health department as well as a copy of your child's birth certificate. Other forms that are required will be included in the enrollment packet. All forms must be completed and returned along with the \$25 registration fee by July 31st in order to guarantee placement into GLP.

The Program Director must be notified in writing two weeks in advance if a parent needs to change a child's enrollment schedule. Changes are not guaranteed and are based on available space. If a family elects to withdraw from the program, the Director should be notified in writing two weeks in advance. The family is responsible for all fees incurred up to the date of withdrawal. Registration fees are non-refundable.

### **Toilet Training**

One of the criteria for entrance to our tuition-based preschool programs at Glen Lake is that children must be toilet trained. Being toilet trained allows children to fully experience the joy of learning in our preschool programs with greater independence. This is also an important entrance step for preschool because our staffing structure does not allow us to provide adult support in the bathroom. At Glen Lake, the phrase "toilet trained" means:

- The child recognizes the internal need to use the toilet
- The child uses the toilet independently with regularity
- The child wears cloth underwear during the day at home and at school
- The child can undress and redress independently (or with very little assistance)

We understand that toilet training is a learning process just like any other, and there may be the occasional accident. Glen Lake preschool staff are well-equipped to handle an occasional accident, but in order to ensure the quality of programming for all the children, our teachers cannot devote excessive hours to support toilet training in the bathroom. If your child is enrolled in our program but is showing signs of not being independently toilet trained your child will be withdrawn from the program until they are. We will hold their spot and you will not be charged until we are notified of this milestone.

### **GSRP-Great Start Readiness Program**

Families with children who are four years old by September 1<sup>st</sup> of the following school year can apply for a Great Start Readiness Program slot. GSRP eligibility is primarily based on income and provides your child a Monday – Thursday slot either with free tuition or a sliding scale fee. Please contact the Program Director if you are interested in learning more about GSRP qualifications, income guidelines (depending on the size of the family), and completing an application for a GSRP slot.

### **Operating Schedule**

Glen Lake Preschool runs concurrently with the Glen Lake Community Schools. If Glen Lake Community Schools are closed for any reason, GLP will also be closed. This includes holiday breaks, teacher in-service, snow days, or any other closures. Enrollment in GLP programs must be for a minimum of three (3) days per week. Glen Lake currently offers two, full-day options for GLP enrollment:

- 5-Day: Monday through Friday
- 3-Day: Tuesday, Wednesday and Thursday

The decision to dismiss school for severe weather conditions or other emergency conditions rests with the Superintendent. You will be contacted via Glen Lake Community Schools Alert Now System. Please be sure to keep the office informed of any changes in your contact information. The school

calendar can be found on the Glen Lake webpage at: [www.glenlakeschools.org](http://www.glenlakeschools.org)

### **Attendance**

If your child is ill, please contact the school office as soon as possible in the morning of the absence. The office can be reached at 334-3061 ext. 516.

### **Arrival and Dismissal**

Preschool children may be transported by private means or may ride the Glen Lake bus. Children may arrive between 8-8:10 a.m. If you are late, please check-in at the elementary office.

Children will be dismissed at 3:10 p.m. to parents or bus drivers. Children will only be released to parents or other individuals designated on the enrollment forms. The director must be notified in writing of any changes to the designated individuals on the form. A Transportation Plan sheet must be on file in the Glen Lake Elementary School office.

### **Late Pick-up**

Glen Lake Preschool closes promptly at 3:10 p.m. If you pick up your child late, an additional fee will be assessed. A second late pick-up may result in a temporary suspension from the program (all fees and penalties to be paid). A third late pick-up will result in the suspension of enrollment. GLP policy restricts staff from driving children to their homes or elsewhere.

### **Typical Daily Schedule**

- 8:00 am – 8:30 am**                    **Arrival:** Children will be greeted by a staff member, unpack their backpack, have breakfast (if requested), and choose an activity.
- 8:30 am - 8:40 am**                    **Morning Meeting:** Children gather as a group to start the day, share morning announcements, and go over any important news.
- 8:40 am - 9:15 am**                    **Outside/Movement:** Weather permitting children will go outside to play on the playground for no less than 30 minutes. If weather does not permit us to go outside children will engage in music and movement activities in the classroom.
- 9:15 am**                                    **Jumpstart:** Adults guide children in small motor/calming activities designed to focus and prepare them for small group time.
- 9:30 am**                                    **Small Group/Planning Time:** Children will work in small groups with a teacher on a variety of activities based on their needs and interests. Then, children will discuss what activity they are going to start with during free playtime.
- 9:45 am– 10:45 am**                    **Free Play/Open Snack:** Children will be able to actively explore the room with centers that have been designed by the teachers for optimal development.
- 10:45 am– 11:00 am**                    **Clean Up:** Children will be encouraged to clean up the room with the help of adults.
- 11:00 am - 11:15 am**                    **Recall/Songs and Stories:** Children will have a discussion about what they engaged in during free play.
- 11:15 am -12:00 pm**                    **Outside:** (See above).
- 12:00 pm -12:30 pm**                    **Lunch:** Children will eat family-style and will serve themselves. Lunch

can be ordered or brought from home.

**12:45 pm – 2:00 pm**                    **Rest:** Children will be offered no less than 45 minutes to lay down and rest their bodies while soft music is played. Children who do not fall asleep will be invited to a table for some quiet activities at 1:30.

**2:00 pm -2:45 pm**                    **Pack/Play/Snack:** Children will pack their own backpacks, make a choice of activities, and will be offered an afternoon snack at this time.

**2:45 pm – 3:00 pm**                    **End of Day Meeting:** Children gather as a group to end the day and get ready for dismissal.

**3:00 pm**                                    **Dismissal:** Adults walk children to bus or cars and share information about their time at school.

### **Outdoor Play**

The opportunity to play outdoors is an important part of the growth and development of young children. Outdoor play provides an important change from the indoor environment: fresh air, less structured play and the chance to practice physical skills like running, climbing, jumping, and biking. Please make sure that your child is dressed appropriately for outdoor play. During the cold months and winter you may leave labeled hats, waterproof gloves/mittens and snow pants along with boots at the school so that it is less for your child to have to carry and remember to pack each day.

### **Field Trips**

If off-site field trips are arranged, parents will be notified well in advance and signed permission slips will be required. You can fill out the field trip permission form online in PowerSchool at the beginning of the year so that your child is all set to go on any and all field trips. Children will not be allowed to participate in field trips without a signed parent permission slip.

### **Program Staff and Volunteers**

Realizing that a high quality staff is the key to a high quality child-care program, GLP is committed to hiring only the most qualified individuals to care for and educate your children. The lead teachers as well as the Early Childhood Director have education and experience in early childhood education, teaching and program development. The assistant teachers also have education and/or experience in child-care or teaching. All staff complete a minimum of 16 hours annually of professional development. In addition, before any staff member interacts with children they are required to undergo a Child Care Background Check, Department of Human Services child abuse and neglect screening, and training to prepare them for their role in the preschool classroom. All supervised volunteers go through a child abuse and neglect screening. Feel free to contact the Early Childhood Director with any questions or concerns at (231) 334-3061 ext. 120.

### **Communication**

We believe communication between parents and teachers is a key component of a successful preschool program. You will receive weekly emails, phone calls, newsletters, and two parent/teacher conferences during the school year. At the beginning and end of the year, home visits are offered for all of our GSRP students. Please feel free to write a note or call your child's teacher any time you have questions or concerns.

### **Meals and Snacks**

Children enrolled in the GSRP program will have all meals provided for them by the school, which includes breakfast, lunch, and snacks. Menus for these meals can be found in the classroom and on the Glen Lake Community School website. Any substitutions to the menus will be noted. All food

provided meets the minimum CACFP meal pattern requirements. Parents of non GSRP children can provide meals for their child or access the Glen Lake food program. Information will go home at the beginning of the year on applying for the free/reduced breakfast and lunch program through the school. This application can be filled out anytime during the school year. Parents are expected to notify staff of any food allergies. Please note that special dietary needs will be accommodated in accordance with the child's needs and with the instructions of the child's parent or licensed health care provider. A child will not be denied a meal or snack for any reason, including if a parent is unable to provide it.

### **Clothing**

Appropriate dress for school is generally fine for preschool. However, please keep in mind that messy and active play are important parts of preschool. Children paint, use messy materials, play outside in sand and dirt, build on the floor, and in general engage in many kinds of potentially messy play. If you don't want a particular article of clothing damaged, please save it for home or another occasion. We ask that all children bring one change of clothing that can be kept in their backpack or here at school. Please provide appropriate outdoor clothing for the weather—including snow pants, boots, hats and waterproof mittens in the winter months. Children will go outside every day unless it is raining hard or below 0 degrees. Please label all items!

### **Rest Time**

There will be a rest time each afternoon that is no less than 45 minutes. Mats will be provided for each child and disinfected regularly. Please send in a blanket and/or pillow for your child that is labeled with their name. Rest items will be sent home weekly to be laundered and returned. During rest time soft music is played and your child's back will be rubbed if they request.

While rest is important for young children, we understand that some children do not require daily naps and quiet activities will be provided.

### **Toys from Home**

GLP staff creates a classroom environment carefully and purposefully. We ask that children do not bring toys from home without prior permission from the classroom teacher.

### **Discipline Policy**

It is the belief of the GLP that all children have the right to a safe, stimulating, and supportive environment. It is our goal to provide children with a place that encourages physical, social, emotional, and intellectual development. Classroom rules and limits are based on safety (physical and emotional). GLP staff will use positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation. Children will be taught problem solving skills and conflict resolution strategies. GLP staff will make every effort to help all children function successfully in our program.

Children will not be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes or apprehensions. All of the following means of punishment shall be prohibited: (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. (b) Restricting a child's movement by binding or tying him or her. (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child. (d) Depriving a child of meals, snacks, rest, or necessary toilet use. (e) Excluding a child from outdoor play or other gross motor activities. (f) Excluding a child from daily learning experiences. (g) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited.

In the event of behavior problems that concern us, we will notify parents and together we will develop

a plan. After behavior intervention methods have been tried and there is not sufficient progress made, Glen Lake Preschool reserves the right to terminate services.

## **Health and Safety**

### **Health Policies**

Please notify the school if your child is exposed to a serious illness or has any infectious disease. If your child has any of the following symptoms, please keep him/her home from school:

- Fever over 99 degrees
- Runny nose (until heavy discharge stops)
- Earache
- Severe sore throat
- Severe chest cough
- Upset stomach/vomiting/diarrhea
- Pink eye

If your child arrives at school with any of the above symptoms, you will be notified that your child needs to be picked up immediately. Your child may not return to school until symptoms have subsided for 24 hours without medication. It is the policy of GLP that a child attending the program be physically well enough to participate in all activities, including outdoor play. If upon examination it has been determined that your child has contracted a communicable disease, please call the school to let the staff know so we can notify parents that their child has been exposed.

Children cannot be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions.

Our licensing agency requires that we inform you of the following procedures: Children and adults will be required to wash hands using proper hand washing techniques after bathroom use and before meals/snacks. Antibacterial soap will be provided at all hand washing locations. Toys and hard surfaces will be sanitized with a disinfecting spray. Any "mouthed" toys will be washed and sanitized that day. Tables will be wiped and sprayed with a disinfectant cleaner after each use. Snack and lunch tables will be disinfected immediately prior to use. Carpets, floors, and bathrooms will be cleaned daily. Bodily fluids (toilet accidents, vomit, excess snot, blood) will be handled in the manner prescribed through the American Red Cross Bloodborne Pathogens training.

### **Illness and Accidents, Injuries, and Incidents**

A parent will be notified by phone if a child becomes ill or injured or has an accident. The parent will also be notified if their child is involved in an incident involving but not limited to; a child lost, physical discipline by a staff member, an incident involving an allegation of inappropriate contact. If you seek medical treatment for an injury that occurred while your child was in care, please let staff know immediately through an email or phone call. Children who are experiencing a fever or other contagious illness will be kept in the Health Room located in the Elementary office until they can be picked up by an authorized adult.

In the event of a serious accident, 911 will be called. If a child requires transportation to the emergency room, the principal or director will ride with your child to the hospital and will remain there until a parent arrives.

### **Medications**



School staff is allowed to administer prescription medication in accordance with the licensing policies of the State of Michigan. Please speak with the Program Director if your child must receive prescription medications while in attendance. Staff cannot administer ANY non-prescription medications.

### **Emergency Procedures**

It is important that we are always able to get in contact with you while your child is at preschool. It's important for you to list your cell phone numbers on the Child Information Card and keep your phone on when your child is at school. In the event of a major problem at our building or in the immediate neighborhood, we are prepared for evacuating the children to a safe site. In the event of an evacuation, we would do our very best to call and notify parents. For security purposes, the building is locked during school hours except for the door in the main lobby. If you arrive after normal drop-off or before normal pick-up times, please stop by the elementary office to get a visitor pass.

Emergency plans are posted in the classroom in accordance with licensing regulations. In case of a minor accident (scraped knee, bumps, bruises, etc), staff will take the child to the school nurse or assistant to be evaluated and treated. During the school year, we will be practicing fire drills, tornado drills, and lock-down drills with your children so that we are as prepared as we can be in case of an emergency.

### **Pesticide Use Policy**

On occasion, some school districts may apply pesticides on their grounds. As a parent/guardian of a Glen Lake Preschool student, you have the right to be notified prior to this pesticide application. Please know that you will be made aware in writing if pesticides are applied inside or outside the school.

### **Financial Information**

Billing is assessed for each day a child is scheduled for class. There is no charge for school days canceled due to inclement weather or other causes. **FEES ARE BASED ON ENROLLMENT, NOT ATTENDANCE.**

Daily cost for our program is \$43.00 per day enrolled for our 3-day (Tuesday, Wednesday and Thursday) program. A discounted rate of \$40.00 per day is offered for children enrolled 5 days (Monday through Friday) each week.

Payments are due monthly on the Friday before service is rendered. If payments are not received prior to service, your child may not be allowed to attend. Families who are more than two weeks overdue or have received a collection notice, may be dropped from the program. You can pay through eFunds by credit card or ACH or by check. Checks should be payable to: Glen Lake Elementary. Any check returned for insufficient funds will be assessed a \$25.00 fee.

The link for eFunds is <https://payments.efundsforschools.com/v3/districts/55516/>

### **Financial Assistance**

Some families may be eligible for child care assistance through the Michigan Department of Health and Human Services. Reimbursement rates are calculated after your application is submitted. The application process is simple. As part of the registration requirements, we ask all applicants to visit the MI Bridges website at <https://newmibridges.michigan.gov> and apply for child care subsidy, even if you may not be eligible. For more information, contact the Michigan Department of Health and Human Services at (231) 941-3900.

A limited number of tuition free spots may be available for 4 year olds through the Great Start Readiness Program. Families experiencing financial difficulties may consult with the director regarding payment extensions.

### **Parent Involvement**

Glen Lake Preschool encourages parents to be actively involved in their child's preschool experience. Family always comes first, which means parents are welcome to visit, volunteer, share talents, and spend time with their child's classroom throughout the year. We ask that families work with the teacher to determine the best time to make these opportunities work best for our children.

We have a parent advisory board that meets every three months to give input in the preschool program and help guide where the program is going. We highly encourage families to attend these meetings and help us choose what our program might need.

Other events that families are highly encouraged to attend are:

- Summer Play Date – This will be held at the school outside on the playground, weather permitting. This is a time for your child to meet other children in the class and for families to meet with one another.
- Open House – An Open House is held prior to the first day of school. This is an opportunity for parents and children to come and explore the class, meet the teachers, meet the bus drivers, and fill out any necessary paperwork.
- Curriculum Night – This is a wonderful opportunity for you to learn about the curriculum and assessment program we will be using in the classroom. This will also give you the opportunity to ask questions about your child's time at preschool and learn activities to do at home to help with their learning.
- Home Visits – These are held at the beginning and end of the school year. This is an excellent opportunity to have one-on-one time with your child's teacher to discuss your child and the goals you have for them.
- Advisory Committee Meetings: Quarterly meetings will be held at the school. The attendance at these meetings may include elementary principals, preschool teachers, kindergarten teachers, intervention specialists, local service agency representatives, and parents. We highly encourage parents' attendance at these meetings, as we value your input.
- Data Analysis: Our preschool program participates in monthly Multi-Tiered System of Support (MTSS) meetings. This is a process that uses data-based problem-solving to integrate academic and behavioral instruction and intervention for students who are in need of additional support within the classroom.
  - If a parent or teacher has concerns about a child's academic, behavior, or social progress at any time throughout the year, this child may be brought up at MTSS in order to put in place helpful interventions. Parent permission is required to bring up your child at these meetings. **Student names are kept confidential.**
- School Readiness Advisory Committee – Due to the rural nature of the five county region, this committee consists of multiple collaborative efforts of existing groups including: Great Start Collaborative, 5toOne Parent Groups, Great Start Parent Coalition, Great Start Readiness Program Parent Advisory Committees, Great Starts to Quality Northwest Resource Center and provides continuous opportunities for feedback using technology. The School Readiness Advisory Committee meets as needed for special issues not currently addressed within existing structures.
- Great Start Collaborative – Every county in Michigan is part of a Great Start Collaborative. Every collaborative includes parents, service providers, partners and stakeholders who contribute their time and expertise to help make sure children receive the best care and education we can provide.
- Great Start Parent Coalition – A volunteer group of parents working to ensure that all families

have access to information, programs, and services in their communities. If you would like to be involved in any of these committees, please contact TBAISD Early Childhood Office at 231-922-6437 or find more information at [www.facebook.com/greatstartparents](http://www.facebook.com/greatstartparents)

All adults volunteering in the classroom will be asked to complete a Central Registry Clearance Request and Background Check for Volunteers.

Each spring we ask all families to complete an evaluation survey involving all areas of our program. We use the results of this survey as a basis for continuing our successful activities and for changing those areas that need improvement.

Glen Lake Preschool 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 parents 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? Contact: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov) or 517-373-8483 or MDE, Office of Great Start, 608 W. Allegan, P.O. Box 30008, Lansing MI 48909

### **Intervention**

Glen Lake Preschool has the following paths for families to receive services for their children.

- Intervention Specialist – A certified teacher who focuses on helping students experience success in school through a variety of means including small group facilitation, self-advocacy education, and working with families. In addition, they support students by utilizing the Americans with Disabilities Act's 504 process and act as a liaison between Glen Lake families and resources available in our community. Support services through the intervention specialist are available to all Glen Lake students automatically unless a parent submits a request to the elementary principal, in writing, to decline these services for their child. The intervention office phone number is 231-334-3061, extension 111.
- Children experiencing difficulties with educational development are referred, by a teacher or parent, to the Early Childhood Special Education Team and Northwest Education Services or North Ed (formerly known as TBAISD). The team will then observe your child, with parent permission, in the classroom or at your home, and evaluate the child if necessary. The appropriate Special Education staff members will work with the family and teaching team to assist in the growth and development of the child. The team members will also provide direct services to the child. Every child's circumstance is independent of another child.

### **Family Services**

Leelanau Parenting Communities - Glen Lake has a parenting community coordinator who hosts playgroups for children under the age of five years old. This coordinator can also complete home visits and help with parent education. For more information on how you can be involved with the parenting communities and the services they offer, please see your child's teacher or visit their website at <https://www.bldhd.org/Parenting-communities>

### **Confidentiality of Records**

Your child's educational records are considered confidential, except for directory information such as name, address, date of birth, etc. A child's parent, guardian, or designated representative may review

the student's educational records and obtain a copy (for a nominal fee), according to the Family Educational Rights and Privacy Act (FERPA).

To review your child's records, make an appointment through the elementary office.

### **Abuse and Neglect Policy**

Glen Lake Preschool prohibits abuse and neglect of any form, whether verbal, physical, or otherwise. Only positive forms of discipline such as redirection will be used at this facility. As licensed child care providers, we are required to report alleged abuse and/or neglect whenever we have a reasonable suspicion. The State of Michigan's Child Protection Law requires an immediate verbal report of suspected abuse and/or neglect to authorities and a written report submitted within seventy-two (72) hours from the time of observation.

### **Grievances**

If you have any concerns or questions about any aspect of the program, it is important you share them with us so we can continue to provide a safe and high quality program for the children. Feel free to call, schedule an appointment, or just drop in to visit your child's program anytime. Remember Glen Lake Preschool staff are always open to discuss ideas, observations, and concerns. If after speaking with your child's teacher you do not feel that a resolution has been met, then please take the concern to the director. After speaking to the director, if you still feel an acceptable resolution has not been reached please contact the principal of Glen Lake Elementary.

### **Parent Notification of the Licensing Notebook Requirement**

Child Care Organizations Act, 1973 Public Act

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports, and all related corrective action plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 27, 2010, until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Child and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Please sign that you have received and reviewed the Glen Lake Preschool Parent Handbook and return with the :

\_\_\_\_\_

Signature

\_\_\_\_\_

Date