

# WARREN CONSOLIDATED SCHOOLS



## **“WORLD OF FOURS” 2017-2018 PRESCHOOL PROGRAM PARENT HANDBOOK**

## Early Childhood Education



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

The Warren Consolidated Schools "Early Childhood Education Programs" provide an environment in which children may experience positive social and emotional growth. Children are welcomed into inviting classrooms by certified, experienced, caring teachers that are committed to fostering a love for learning and a base for future learning experiences. Students will learn and explore through hands-on activities in an atmosphere where independence is encouraged to build each child's self-confidence. The various

learning opportunities and curriculum have been developed in accordance with the Michigan Department of Education Early Childhood Standards for Quality Pre-Kindergarten.

Research indicates that children, whose parents participate in their education, are students who achieve higher levels of academic success. Our teacher's will partner with parents to help each child reach their full potential.

The "World of Fours" Preschool Program is a free program funded by the Michigan Department of Education. We provide four three-hour sessions per day, Monday through Thursday, at no cost to those families who qualify. Students must be four years old on or before September 1 to qualify for 2017-2018 World of Fours programs.

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# CURRICULUM

To begin early preparation for college and career readiness, just like the *Common Core State Standards*, which provide a consistent, clear understanding of what students are expected to learn, this curriculum, based on *The Creative Curriculum for Preschool*, outlines 38 objectives including progressions of development and learning, that encompass an array of early learning expectations. These expectations are aligned with the State of Michigan's Early Childhood Standards of Quality for Prekindergarten, and the *Common Core State Standards*. This means that when children enter kindergarten, their learning has already been focused on the skills that are essential for success with regard to the *Common Core State Standards*. This preschool curriculum progresses towards a K-12 curricular experience, for all students, designed to develop globally competitive learners.

## Monday through Thursday/Classes

AM		PM	
9:00 - 9:15	Arrival, Circle Time	1:00 - 1:15	Arrival, Circle Time
9:15 - 9:30	Whole Group	1:15 - 1:30	Whole Group
9:30 - 10:30	Interest Areas/Free Choice Time	1:30 - 2:30	Interest Areas/Free Choice time
10:30 - 10:45	Snack	2:30 - 2:45	Snack
10:45 - 11:00	Small Group	2:50 - 3:00	Small Group
11:00 - 11:30	Outdoor/Gym Time	3:00 - 3:30	Outdoor/Gym Time
11:30 - 11:45	Read Aloud	3:30 - 3:45	Read Aloud
11:45 - 12:00	Music, Movement, Departure	3:45 - 4:00	Music, Movement, Departure

# SAMPLE SCHEDULE

## Monday through Thursday Full Day Classes

9:00 - 9:15	Arrival/Table-Top Choice
9:15 - 9:40	Whole Group
9:40 - 9:50	Snack
9:50 - 10:45	Interest Areas/Free Choice Time
10:45 - 11:15	Outdoor/Gym Time
11:15 - 11:30	Wash hands/prepare for lunch
11:30 - 12:00	Lunch
12:00 - 1:00	Rest Time
1:00 - 1:15	Table Toys
1:15 - 1:35	Small Group
1:35 - 2:45	Interest Areas/Free Choice Time
2:45 - 3:15	Outdoor/Gym Time
3:15 - 3:30	Snack
3:30 - 3:45	Music, Movement, Departure



\*Times and activities may vary by teacher.

## **The “World of Fours” Curriculum is based on *The Creative Curriculum for Pre-School objectives***

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### Literacy Objectives

- Matches beginning sounds of some words
  - Begins to identify and name upper and lowercase letters
  - Shows understanding that a sequence of letters represents a sequence of spoken sounds
  - Begins to use various types of books for their intended purposes
  - Shows awareness of various features of print
  - Pretends to read, reciting language that closely matches the text on each page using reading-like intonation
  - Retells a familiar story
  - Writes name
  - Writes to convey meaning using early invented spelling
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### Language Objectives

- Responds appropriately to complex statements, questions, vocabulary, and stories
  - Follows detailed, instructional, multistep directions
  - Begins to incorporate new, less familiar, or technical words in everyday conversations
  - Begins to pronounce multisyllabic or unusual words correctly
  - Begins to use long, complex sentences and follow most grammatical rules
  - Tells elaborate stories that refer to other times and places
  - Begins to engage in complex, lengthy conversations (five or more exchanges)
  - Begins to use acceptable language and social rules during communication with others
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### Mathematics Objectives

- Counts
  - Knows the last number states how many in all
  - Tells what number comes next
  - Makes sets
  - Identifies which part has more, less, or the same
  - Counts all or counts on to find out how many
  - Identifies numerals
  - Describes basic two and three dimensional shapes by using own words
  - Recognizes basic shapes when they are presented in a new orientation
  - Begins to use measurement words and some standard measuring tools accurately
  - Begins to recognize, create, and explain more complex repeating and simple growing patterns
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### Social-Emotional Objectives

- Controls strong emotions in an appropriate manner most of the time
- Begins to apply rules in new but similar situations
- Takes responsibility for own well-being
- Engages with trusted adults
- Identifies basic emotional reactions of others and their causes accurately
- Initiates, joins in, and sustains positive interactions with a group of two to three children
- Establishes a special friendship
- Initiates the sharing of materials in the classroom and outdoors
- Begins to resolve social problems through negotiation and compromise

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### Physical Objectives

- Coordinates complex movements in play and games
- Sustains balance during complex movement experiences
- Manipulates balls or similar objects with a full range of motion
- Uses small, precise finger and hand movements
- Begins to use efficient hand placement when writing and drawing

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### Cognitive Objectives

- Begins to sustain attention to tasks or projects over time; can return to activities after interruptions
  - Plans and pursues a variety of appropriately challenging tasks
  - Begins to think problems through, considering several possibilities and analyzing results
  - Begins to use a variety of resources to find answers to questions
  - Begins to think through possible long-term solutions and take on more abstract challenges
  - Begins to use a few deliberate strategies to remember information
  - Begins to generate a rule, strategy, or idea from one learning experience and apply it in a new context
  - Groups objects by more than one characteristic, then regroups them using a different characteristic and indicates the reason
  - Plans and then uses drawings constructions, movements, and dramatizations to represent ideas
  - Interacts with two or more children during pretend play, assigning roles and discussing actions
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## **HOME VISITS**

Home visits are a requirement of this GSRP program. Two home visits per year will be scheduled. Visits are usually scheduled on Fridays when the students are not in school. Your home will be visited by the teacher and the paraprofessional. You will receive a notice regarding your appointment date and time approximately two weeks before the visit. If you are unable to keep the scheduled appointment, please contact the teacher to reschedule. Your cooperation in helping us meet this requirement is appreciated.

## **PARENT INVOLVEMENT**

### **Conferences**

Conferences are required twice each year. During the conference, your child's academic growth will be discussed. You will receive your child's report card and recommendations for any areas that need improvement. Conferences will take place on Fridays and additional night meetings will be available.

### **Volunteer**

Parent volunteers are always welcome in the classroom. There may be a number of volunteering opportunities throughout the year, such as specials, parties, etc. Any parent interested in volunteering in the classroom for any length of time, must complete a background check. A background check authorization form must be filled out, and a copy of your driver's license must be provided to us before you can volunteer in the classroom.

### **Parent Advisory Committee**

This is not a requirement, but we consider parent input extremely valuable and look forward to working with you. Meetings will take place at your child's school twice a year. The teaching staff, Early Childhood Director, Principal, kindergarten teachers, and an Early Childhood Specialist may be in attendance. They will work together with parents to continuously improve the "World of Fours" preschool program and your child's early childhood education.

### **Transportation**

Parents are responsible for transporting their children to and from school. Warren Consolidated Schools does not provide bussing. Children should be dropped off on time at the designated location. Parents are also responsible for picking up their children from the designated location in a timely manner (see Late Policy).

## **CHILD RELEASE**

For child custody cases, a court order designating a parent or guardian full custody must be on file with the program. Unless court action has established custody, one parent may not limit the other from picking up the child. A copy of the court order must be on file with the teacher in order for a child to be withheld from his/her parent. When picking up a child, picture identification will be required from anyone who the staff is unfamiliar with.

## **ATTENDANCE AND LATE POLICY**

Warren Consolidated School District believes that children only benefit from a preschool program if they participate in classroom activities on a regular basis. Children are expected to attend the program daily unless they are ill. If your child is ill, it is necessary that you contact the school each day that the child is absent.

If a child is not in school for reasons other than illness for a 2 week period of time, it will be necessary to review the child's enrollment status. Openings resulting from a student exiting the program will be filled immediately from the program waiting list.

### **Please arrive on time and pick up your child promptly at dismissal.**

Below you will find the procedures for late arrivals and late pick-ups at dismissal. Please read the following procedures to assure your child's continued enrollment in his/her class to minimize disruptions to classroom instruction time.

#### **Late Arrival**

- All parents must sign in at the front office and obtain a visitor badge.

#### **Late Pick-up**

- Please call the main office to notify us if you will be picking your child up late.
- Your child will be placed in the main office with the "World of Fours" teaching staff.
- After 10 minutes they will begin calling the next person on your emergency list to pick up your child.
- Numerous late pick-ups may jeopardize your child's place in his/her class.

**FOR THE SAFETY OF ALL OF OUR CHILDREN, SIDE DOORS WILL BE LOCKED AFTER YOUR CHILD'S SCHEDULED ARRIVAL AND DISMISSAL TIMES. YOU WILL THEN BE REQUIRED TO USE THE FRONT DOOR ENTRY TO THE BUILDING, AND TO CHECK IN THROUGH THE BUILDING OFFICE.**



## **Program Withdrawal**

If it should become necessary to withdraw your child from the “World of Fours” preschool program, you are to notify your child’s teacher of their last day of attendance. Written notice shall be provided to the teacher two weeks in advance, with explanation of voluntary withdrawal.

## **EMERGENCY PROCEDURES**

In the event of an emergency building closure or evacuation, students will be bussed to a nearby school with sufficient instructional space available. Parents will be informed immediately. If the situation allows, students will be bussed back to their original location for normal dismissal.

## **BUILDING CLOSURES**

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

## **DISCIPLINE**

We believe in positive guidance of young children to enable them to become increasingly responsible for themselves. Positive guidance includes setting limits, helping children learn appropriate behavior. A verbal warning and redirection will be used when necessary. If the problem continues, the parent will be notified.

## **CHILD ABUSE OR NEGLECT REPORTING**

Staff is required by law to report all suspected cases of child abuse and/or neglect to the appropriate authorities. (Act No. 238, Public Act of 1975, as amended Sections 722.621-722.636, Michigan Compiled Laws). This is to protect the child.

## **CONFIDENTIALITY POLICY**

All records containing information about children are considered confidential and are only seen or shared with the appropriate school staff. The World of Fours registration paper and proof of income are kept in a locked file cabinet

## **PROCEDURES FOR RESOLUTION OF PARENT CONCERNS**

If you have a concern please bring your concerns to your child’s teacher. You and the teacher can discuss the concerns and reach a mutual resolution. If a mutual resolution is not met, then the concern can be brought to the Program Director.

## HEALTH APPRAISAL AND IMMUNIZATIONS

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

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



Please note you will find the immunization requirements needed after the age of four, but before the age of five, in order to comply with the Health Department's requirements. These boosters will meet the requirement for Kindergarten registration.

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

If you have any questions regarding immunizations, or do not understand the series of shots required, please call the Macomb County Health Department at 586-469-5372 or, if you live in Troy, the Oakland County Health Department at 248-424-7046.

## WHEN SHOULD A CHILD STAY HOME FROM SCHOOL?

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

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



## MEDICATION

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

## HEALTH CARE POLICIES AND RESOURCES

Staff members are aware of the Health Policies of the State of Michigan DHS Licensing Department. New staff members receive in-service training regarding these policies. Early childhood education staff members are certified in CPR, blood-borne pathogens training, and first aid. Licensing rules require knowledge of, and compliance with, the following procedures:

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

## COMMUNITY RESOURCES

WCS has a registered nurse on staff available by phone for consultation or evaluation. Social Workers are also available throughout the district to address concerns, perform evaluations, and attend to special needs as necessary. Other resources available to the community are:

### Macomb County Department of Human Services:

Mt. Clemens	586-469-7700
Sterling Heights	586-254-1500
Warren	586-427-0600



Macomb County WIC (Women, Infants & Children) 586-469-5471

Macomb County Health Department 586-469-5520

Macomb County Public Health Web Address: <http://health.macombgov.org>

MIChild State of Michigan (Health Care Insurance) 1- 888-988-6300

MiChild Online application:	<a href="http://www.healthcare4mi.com">http://www.healthcare4mi.com</a>
Macomb County	586-469-5492
Oakland County	248-975-4800

Oakland County Department of Human Services 248-975-4800

Oakland County WIC (Women, Infants & Children) 248-858-1272

Oakland County Health Department 248-424-7066

Oakland County Health Division Web Address:  
<http://www.oakgov.com/health>

Poison Control Center – Emergency # 1- 800-222-1222

## CENTRAL ADMINISTRATION

Robert D. Livernois, Ph.D. Superintendent  
John Bernia, Chief Academic Officer  
Sharon Irvine, Chief Operating Officer  
Linda Austin, Chief Financial Officer  
Pam Fry, Executive Director of Curriculum  
Christine Lewis, Administrator of State and Federal Programs

## District Mission Statement

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

## Vision Statement

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

## “World of Fours” Mission Statement

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

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## WARREN CONSOLIDATED SCHOOLS

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

### 2016 Board of Education

Susan G. Trombley, President  
Megan E. Papasian-Broadwell, Vice President  
I. Susan Kattula, Secretary  
Brian White, Treasurer  
Benjamin I. Lazarus, Trustee  
Elaine G. Martin, Trustee  
Kaitlynn Schwab, Trustee

Robert D. Livernois, Ph.D., Superintendent



### **Student Achievement**

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

### **High Expectations**

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

### **Strong Relationships**

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

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

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