

Crescent Academy Preschool



Readiness Program

Michigan's Nationally Recognized Pre-K Program

Family Handbook

2014-2015

Superintendent: Cherise M. Cupidore
ccupidore@charterschoolpartners.com

Principal of Preschool & Kindergarten: Cynthia Richardson
crichardson@charterschoolpartners.com

Preschool Director: Kelly L. Hauser
khauser@charterschoolpartners.com

Preschool Administrative Assistant: Carole Kendall
ckendall@charterschoolpartners.com

Enrollment Director: Pamela Ford
pford@charterschoolpartners.com



**2219 Coolidge Hwy.,
Berkley, MI 48072
Phone: 248.268.2761
Fax: 248.268.2751**

Office Hours: 8:00A.M.-4:00P.M.

Table of Contents:

Philosophy	4
Admission	4
Withdrawal	5
Curriculum/Program Overview	5
Daily Routine	6
Outside Policy	7
Student Assessments (Developmental Screening, Ongoing Assessment)	8
Classroom Management/Discipline	9
Program Evaluation	9
Parent Involvement/Volunteering in the Classroom	10
Attendance	11
Drop Off and Pick Up	11
Late Pick Up Policy	12
Latch key Services	12
Illness & Injury, Medication	12-13
Safety Drills	13
Food Service	14
Dress Code	14
School Closing	14
Items from Home	14
Birthdays/Holidays	15
Field Trips	15
Transportation	15
Emergency Cards	16
Nap/Rest Time	16
Using the Restroom	16
Parking Lot	17
Grievances	17
Confidentiality	17
Child Abuse & Neglect	17
Custody Disputes	18
Photo Policy	18
Staff Qualifications	18
Volunteer Background Checks	18
Tuition Policy	19
Parent Notification of Licensing Notebook	20
Pesticide Notice	20
Parent Notice of Program Management	21
School Calendar	21
Receipt of Family Handbook	22

Philosophy:

The Crescent Academy Preschool program's staff is committed to providing each student with a quality, developmentally appropriate educational experience in a safe and secure environment. The program will focus on providing children with skills needed to be prepared for educational success. It is our goal to create a learning environment where there is a balance between adult-initiated and child-initiated activities, where children can construct their own knowledge and are supported in doing so.

Admission

In order to be eligible to enroll, the following requirements must be met:

- Children that are eligible: 3 years old turning 4 years old between October 2nd and December 1st or children turning 5 between October 2nd and December 1st
- Provide a signed health form, with immunizations up to date (Immunizations not up to date need to be completed within 30 days of enrollment. Parents also have the option of signing immunization waiver.)
- Documentation of risk factors
- Current parent/guardian contact information
- Completed enrollment package
- Income verification
- Procedures for selection are based on program eligibility and prioritization chart.
- Students residing out of Oakland County must request for their residing ISD to remove their slot and for it to be sent to Oakland County.

Withdrawal

If you need to withdraw your child from our program, you need to inform the director in writing. You can do this by sending a letter in your child's communication folder or through email.

Occasionally, we must dismiss a child from the program. These reasons include, but are not limited to:

- Repeated failure of parents to comply with the policies of the program.
- A child who poses a threat to the physical, emotional or mental health of the other students.
- Failure to provide up to date health and immunization records.
- Attendance

Curriculum & Program Overview

We follow the research based and child focused, HighScope Curriculum. It uses a carefully designed process — called "active participatory learning" — to achieve powerful, positive outcomes. The HighScope Preschool Curriculum not only helps young children excel in language and cognitive learning but also promotes independence, curiosity, decision-making, cooperation, persistence, creativity, and problem solving — the fundamental skills that help determine success in adult life.

Daily Routine

Arrival	Transitions are the minutes between other blocks of the day, as well as arrival and departure times. Teachers plan meaningful learning experiences for these times, which keeps children engaged and minimizes disruption.
Message Board	An opening activity in which children and teachers gather around a message board to "read" messages in words and pictures about the events of the day.
Breakfast	Meals allow children to enjoy eating healthy food in a supportive social setting.
Planning Time Work Time Clean-Up Recall Time	This three-part sequence is unique to the HighScope Curriculum. It includes a 10 to 15 minute period during which children plan what they want to do during work time (the area to visit, materials to use, and friends to play with) ; a 45 to 60 minute work time for children to carry out their plans (or shift to new activities that interest them) ; and another 10 to 15 minute period for reviewing and recalling with an adult and other children what they've done and learned.
Large Group	Large-group time builds a sense of community. Children and adults come together for movement and music activities, interactive storytelling, and other shared experiences. Children have many opportunities to make choices and play the role of leader.
Lunch	Meals allow children to enjoy eating healthy food in a supportive social setting.
Small Group	A small group of children meet with an adult to experiment with materials, try out new skills, and solve problems. Adults develop a small-group activity based on children's interests and particular skills, materials, or content areas that suit children's developmental learning needs. Though the adult plans the activity and sets it in motion, children make choices about how to use the materials and freely communicate their ideas.
Outside	Children and adults spend at least 30 minutes outside every day, enjoying vigorous and often noisy play in the fresh air.
Rest	Rest is for napping or quiet, solitary activities for up to one hour, while accommodating for individual child needs.
Snack	Snacks allow children to enjoy eating healthy food in a supportive social setting.
Large Group	(Explained Above)
Bus Dismissal Parent Pick-Up Latchkey	Transitions are the minutes between other blocks of the day, as well as arrival and departure times. Teachers plan meaningful learning experiences for these times, which keeps children engaged and minimizes disruption.

Outdoor Policy

Outdoor play is an important part of a child's development and growth. We will provide the students with 30 minutes of outdoor play time on a daily basis, unless we are having severe weather conditions. If we are having severe weather students will be given indoor time in the gym. If your child has medical reasons they may not go outdoors, a doctor's note must be provided for him/her to remain inside when their class is going outside.

- The outdoor weather policy is described in detail on the chart below.

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

 Comfortable for out door play

 Caution
Outdoor time may be shortened, if so we will use the gym.

 Danger
We will use the gym and will not go outdoors.

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									

Child Assessment Policy

Developmental Screening

- What is it? This is a brief procedure designed to identify, from within a large population of children, those who may need further assessment to verify developmental and/or health risks.
- Screenings: Ages and stages questionnaires completed with Crescent staff members, vision and hearing done by Oakland Health Department
- When Screening Takes Place: Upon entrance into G.S.R.P and throughout the year.
- How Results are shared with Parents: Staff will provide parents the screening protocol and have relevant materials from the screening prepared to deliver in a confidential matter with parents. After explanation parents will be able to address concerns and questions they may have. Staff will always provide activities for families to try to help promote their child's growth.
- If any delay is suspected a referral for follow-up evaluation will be completed.
- Any recommendations for referral will require parental permission. If families choose to refuse additional services this will be documented in the child's file and their decision may be changed at anytime.

Ongoing Assessment

- What is it? A process in which the teaching staff systematically observes and record information about the child's level of development and/or knowledge.
- How this is accomplished: Anecdotal observations are written about what children are learning and doing on a daily basis.
- Assessment Tool Used: Child Observation Record (COR)
- How often progress is reported throughout the year: Communication between parents and staff is ongoing in regards to child assessment. Staff shares individual developmental profiles with parents by exchanging information to support children's learning and development at school and home formally through conferences and home visits, as well as informally during drop-off/pick-up times, communication folders or emails.

Individual with Disabilities:

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal and State law.

Classroom Management/Discipline Plan

One of the main goals of our program is to encourage children to respect themselves, other people and property. Getting along and sharing is a new experience for most preschoolers. We believe that each child needs to develop the skills to manage their own behavior and become self-disciplined.

To achieve this, the staff will:

Provide children with

- Consistency
 - Choices with safe boundaries
 - Skills and language needed to verbalize and express feelings and needs
 - The tools to express emotions in an acceptable and safe manner
 - Encourage to do things for themselves throughout the day
- Treat conflict situations with children matter-of-factly
 - Follow the 6 steps to conflict resolution
 - Approach children calmly and stop any hurtful actions
 - Acknowledge children's feelings
 - Involve children in identifying the problem by gathering information from children and restating the problem
 - Ask children for solutions and encourage them to choose one together
 - Give follow-up support when children act on their decisions

Program Evaluation.

An Early Childhood Specialist uses the Preschool Program Quality Assessment (PQA) to evaluate through observation and data collection whether teachers and the school are using the most effective classroom and program management practices. Every area of classroom teaching and program operations is rated to identify strengths and areas for improvement.

Parent Involvement.

There is a direct correlation between a student's success at school and parental involvement. We understand that work schedules make it difficult to volunteer in the classroom; so the following are additional ways to be involved in your child's education:

- *Home Visits*
 - There will be two required home visits. Home visits will provide you with the opportunity to discuss your child in a comfortable setting. The teacher will contact you to schedule an appointment prior to the start of school and at the end of the school year. Each visit will be scheduled for 60 minutes.
- *Parent Conferences*
 - There will be two required parent/teacher conferences. The first conference will be held in the fall and the second will be held in the spring, each scheduled for 45 minutes.
- *Parent Advisory Committee.*

This committee will meet bi-monthly to discuss parent workshops, classroom and family activities.
- *Other ideas of participation.*

Read together on a daily basis	Chaperone a field trip	Set aside time to discuss the day's events	Read all information that comes from school	Communicate with your child's teacher about any changes occurring in the home
Attend school functions	Attend parent advisory committee meetings	Donate recyclables to be used in the classroom		

Volunteering in the classroom

Parents are welcome in the classroom at any time as long as they have completed the volunteer screening. Their role would be to play along side the children and follow the daily routine led by classroom teachers. Volunteers are never to be left alone with a child or groups of children.

Attendance

- Regular attendance is critical to a child's academic success and development. In the event of an absence, please inform the school office at, 248-268-2761. Please indicate your child's name, date (s) of absence, reason for absence and expected date of return.
- Please remember that this is a state funded program and if your child misses 15 days, we have the right to remove you from the program and put a child from the waiting list in your spot.

Drop off & Pick up

- Drop off: 9:00a.m.

When you bring your child to school the teachers are busy setting up for the day's activities. Classes will start promptly at 9:00 a.m. Students who arrive prior to 8:50 a.m. will not be allowed in their classroom and are expected to remain with their guardian or (REGISTERED) and taken to latchkey. Guardians with students arriving after 9:00 a.m. must sign their child in at the main office where a teacher from their room will come and get them. *You cannot take your child directly to their room, as their day has already begun and it is a disruption to the daily schedule.*

- Pick up: 3:00p.m..

Please arrive promptly to pick up your child, as they become easily upset if you are late.

- *Unless it is an emergency, we will not allow families to pick up during bus dismissal, this time will be given when bus schedule is confirmed.*
- Children will only be released to adults on their emergency card and photo id will be requested if staff does not recognize the individual.
- According to Michigan Department of Human Services: "Until custody has been established by court action, one parent may not limit the other from picking the child up from care." It is not within your legal right or ours to withhold a child from a parent, unless there has been court action, which limits one parent's right to the child. Please present any such court orders to Crescent Academy.

- If you need to pick up your child early from school you must sign him/her out at the main office. The office staff will call the classroom and have your child brought to the office with their belongings.
- *Any changes to your child's normal pick up routine must be phoned to the office prior to noon. Any BUS changes must be phoned to the transportation department.*

Late Pick up Policy

- Students that are not picked up by 3:15p.m. will be placed in latchkey and a charge for the latchkey service will be rendered.

Latchkey Services

- Latchkey is available beginning at 6a.m. at Preschool campus
- Latchkey is available after school from dismissal until 6p.m.
- There is a onetime \$10 registration fee and \$5 fee for each session your student attends.

Illness & Injury

- Sometimes regardless of precautions your child may get sick or injured. If your child becomes sick or injured at school you will be notified. If you cannot be reached the next person on the emergency card will be contacted to pick up your child.
- Exclusion: If your child has been absent due to a contagious disease (pink eye, strep throat, ring worm...) a doctor's note will be required in order for your child to return to school. In addition if your child was sent home from school due to illness or if they had a fever they cannot return for 24hours.

<i>Your child should remain at home if he/she is experiencing the following symptoms:</i>		
Fever	Diarrhea	Vomiting
Red, crusty, inflamed eyes	Excessive coughing	Sore throat
Skin rash	Lice	Green or yellow discharge from nose

Medication

- We will administer prescribed medication to a student only after a parent has made a request and has filled out and signed the permission slip to administer medication form, which you can receive from the main office. The medication must be in its original bottle, labeled with the date, student's name and exact dosage to be administered.

Determining the General Health of a Child.

Throughout routine observation and interaction, if/when a child complains that they are not feeling well or appears to be acting/looking out of character, staff will:

1. Ask child how he/she is feeling—or if something is bothering them
2. Feel the child's skin and check body for abnormalities (rashes, bumps, temperature, etc.)
3. Take child's temperature with a thermometer.
4. Consult school director about child's condition.
5. Call child's guardian to see on a possible change of medicine, diet, etc.

Plan for Minor Injuries:

1. Attend to injured child immediately, applying basic first aid procedures.
2. Comfort child until soothed.
3. Attending staff person writes an incident report stating the child's name, date & time of injury, type of injury and exact location, first aid that was given, and explanation of circumstances. Staff member then signs the report and gives to the director to review for completeness and signs then giving to guardians upon pick up.

**For any head injury that may occur, guardians are notified immediately, regardless of the severity.*

Safety Drills

Emergency procedures are posted in each room and practice drills will be conducted throughout the year. (You may not sign your child out during any drills.) By practicing these drills in the event of a real emergency your child and their teachers will be prepared to follow the necessary protocol. Fire evacuation routes & tornado shelter areas are posted in each classroom in addition we have a crisis plan in place to deal with the threat of intruders or threats.

Breakfast/Lunch/Snack

- Breakfast, lunch and one snack will be provided daily at no cost. The meals will be served family style where students will pour their own beverages and pass food items to the other students. The students will assist in the clean up process after the meal.
- Our meals follow the Michigan guidelines for school nutrition.
- It is the responsibility of the guardians to provide the preschool program with information regarding any special dietary needs or allergies.
- Outside food & drinks are prohibited.

Dress Code

Children are to dress in comfortable weather appropriate attire on a daily basis, with the recommendation of tennis shoes. Please remember that your child will be in a play environment and their clothes may get messy. Since we go outside daily, your child must bring the appropriate outer wear to school. In the winter this includes snow pants, snow boots, hats, gloves, scarves and thick coats. In the spring your child should have a light coat and rain boots. Your child will get dirty outside and sometimes wet; having a change of clothes at school is required so they are able to change upon re-entering the building.

- In addition we ask that a spare set of weather appropriate clothing including underwear and socks be left at school in case of an accident or spill.

School Closing

- In the event that school is closed due to a weather related issue or building problem, the cancellation will be announced on Channel 4, Channel 7 and FOX News. Please look for Crescent Academy–Oakland County, (NOT to be confused with Crescent Academy International–Wayne County).
- www.remind.com/join/crescentpk This website will take you to an email and text messaging system that you can choose to receive messages from the school in the event of a closure and also for program reminders

Items from Home

- Please do not allow your child to bring items or toys from home to school. There are numerous materials for your child to work with throughout the day and the program cannot be responsible for any lost items.

Birthdays/Holidays:

- If you would like we will celebrate your child's birthday by recognizing him/her in various activities during the day, but families may not bring any treats to school, this is a policy through the Great Start Readiness Program. In addition, no goodie bags, balloons etc. are allowed.
- The Great Start Readiness Program grant is designed to support children's health (mental, oral and physical), nutrition and development across domains in responsive environments that celebrate diversity. With this said, children will have the opportunity to learn about different cultures and holidays, but we will not have classroom 'holiday' parties, allow treats, goodie bags, etc. nor will we celebrate specific holidays.

Field Trips

- There will be several field trips planned throughout the school year. These trips are planned to enhance the curriculum by linking learning to real work experiences. Signed permission slips for your child will be needed in order to participate. Parent chaperones will be needed and you may sign up on the permission slips.

Transportation

- The National Highway Traffic Safety Administration recommends preschool-age children be transported in properly secured child safety restraint systems, this is a requirement for Crescent Academy preschoolers. In addition we follow all licensing rules to assure the safety and welfare of the children. The guidelines we follow are listed below:
 - Preschoolers are properly secured in child safety restraint systems
 - Children are escorted by adults to and from the bus
 - Children are offered assistance when entering and exiting the bus
 - There is one caregiver in addition to the driver during each route
 - Children are not on the bus for more than one continuous hour

We ask that every family fills out a transportation form, giving permission for your child to ride the school bus to field trips. Families may choose for this form to allow daily transportation to and from the preschool, at no cost. All bus forms will take 48 hours to process prior to student being allowed to board. *Please remember that transportation is a privilege and you must also sign a code of conduct form. If your child is causing a disruption to the point of a safety issue for themselves or others, their bus privilege may be taken away.* All bus forms can be found in the school office.

Emergency Cards

- Guardians must provide name, address and phone numbers of relatives or close contacts, so that in the event of an emergency if you cannot be contacted we are able to reach someone. These individuals will be those that are authorized to pick up your child from school.
- It is crucial that throughout the school year all information including your own stays up to date. You may make changes to your child's emergency card in the school office.

Nap/Rest Time

- Students will nap/rest after lunch for one hour each day, while accommodating for individual needs. Parents are requested to bring in a blanket, crib size sheet and travel pillow with their child's name on it. These MUST fit in the bottom of your child's cubby, NO rest items can sit on top of the cubbies, because it is a fire hazard. Rest items will be sent home to be laundered on a weekly basis.
- Children will assist with putting cots out, getting their personal rest items and turning off lights. Adults will help the students with preparing for rest time by having quiet conversations and providing soothing touch such as back rubs.
- When rest time is over adults will turn on lights, open blinds and gently awake with touch and conversation. Children will then assist by putting away personal rest items and cots.

Using the Toilet

- We understand that accidents sometimes happen and in the event of an accident.
 - The teacher will direct the child to change out of his/her clothing and wipe themselves.
 - They will then dress themselves in their change of clothes and soiled clothes will be placed in a plastic bag.
 - If the student does not have a change of clothes, the student will be directed to remove their soiled clothes and wipe themselves and will be given a pull-up and pants. The student's guardian will be contacted with the opportunity to bring personal clothing to school, however please remember that accidents that occur during nap are very close to bus dismissal time. Parents will still be notified of their child's accident, but we will follow their normal dismissal routine as to not impose any problems for picking them up.

Parking Lot

Please adhere to the traffic patterns when picking up and dropping off and remember you must pull into the preschool off of Harvard from Coolidge, the gates entering the parking lot from Oxford will be closed.

Grievances

If you are unhappy with a specific staff member, it is important that you speak to that person directly. If the discussion does not resolve the issue, then the next step is to contact the program Director.

Confidentiality

All information about families is kept in strict confidence. All information regarding children and their families is limited to the administration of the program. No other use of this information will be given without the written consent of the guardian. Concerns regarding student's progress or behavior will be discussed with guardians only. Volunteers are expected to follow the same confidentiality as staff members when in the classroom or on field trips.

Child Abuse & Neglect

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under this act all of our staff members are considered "Mandated Reporters" and are required by law to report any suspicion of abuse or neglect to the appropriate authorities. Under the Child Protective Services Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our staff members are not required to discuss their suspicions with guardians before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior or conditions before making a report.

Custody Disputes

If a custody conflict occurs we will use the following guidelines:

- Our role will always be as the child's advocate
- We can only limit a noncustodial parent from picking up a child from our care if there has been a court order mandating the limitation. This order must be on file in the office.

Photo Policy:

- The Academy personnel will take photos of classroom activities and/or individual students from time to time for either release to local media or use in Academy media, such as the school website or brochures. Permission to photograph is assumed unless you sign a denial form. If you prefer that your student not be photographed, a denial form is available in the school office and this should be filled out at the start of the school year.

Staff Qualifications:

- All of the teachers at Crescent Academy are properly credentialed and are teaching in the areas that they are qualified to teach. In the preschool building each lead teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate, with an early childhood endorsement. Each associate teacher holds a minimum of a child development associates and all classroom aides are considered highly qualified in accordance to the Great Start Readiness Program and Michigan Child Center licensing requirements.

Volunteer Background Checks:

- In order to provide a safe environment, any adult wishing to volunteer at the school or attend a school sponsored event as a volunteer must fill out a volunteer form. Volunteers (including parents) will be screened through internet sites, such as the Sex Offenders Registry, Internet Criminal History Access Tool (ICHAT) or other similar sites for background checks. Volunteer forms are in the school office and must be completed at least two weeks prior to volunteer date. If any volunteer refuses to submit to such a background check, the volunteer will be prohibited from volunteering at the Academy.

Tuition Policy

Great Start Readiness Tuition Policies for GSRP Families Earning Over 250% Poverty per Year

- The state of Michigan had mandated as of June 13, 2013 that all families who make over 250% per the poverty guidelines per year must pay sliding scale tuition to GSRP.
- Children who are over income will only be accepted if we have not filled all our slots with children under 250% of the poverty guidelines. Children who are over 250% of the poverty guidelines will need to have additional risk factors other than income. Families who are over 250% income will be prioritized based on the closer their income is to 250% eligibility.
- Children who are over income and have IEPs will only be accepted if (1) we have not filled all our slots with children under 250% poverty and (2) they have less income and more risk factors than other over income children who have applied to the program. Over income children with IEPs who are enrolled in GSRP should not be charged tuition.
- If a family situation changes during the year, they may request a re-calculation of income to determine a lower (or no) tuition. Tuition should not be assessed if a family's income increases after the initial intake.

GSRP Sliding Scale Tuition
Income by Percent of Federal Poverty Limit

	0-250%	251-300%	301-350%	351% and above*
Household Size	Annual Income	Annual Income	Annual Income	Annual Income
1	Up to \$28,725	\$28,726-\$34,470	\$34,471-\$40,215	\$40,216 and Up
2	Up to \$38,775	\$38,776-\$46,530	\$46,531-\$54,285	\$54,286 and Up
3	Up to \$48,825	\$48,826-\$58,590	\$58,591-\$68,355	\$68,356 and Up
4	Up to \$58,875	\$58,876-\$70,650	\$70,651-\$82,425	\$82,426 and Up
5	Up to \$68,925	\$68,926-\$82,710	\$82,711-\$96,495	\$96,496 and Up
6	Up to \$78,975	\$78,976-\$94,770	\$94,771-\$110,565	\$110,566 and Up
7	Up to \$89,025	\$89,026-\$106,830	\$106,831-\$124,635	\$124,636 and Up
8	Up to \$99,075	\$99,076-\$118,890	\$118,891-\$138,705	\$138,706 and Up
Fee: % of per child allocation	0%	5%	10%	15%
Full Day GSRP annual tuition fee	No Tuition	\$363	\$725	\$1088

*ISD permission needed to enroll families earning over 350% of poverty

Parent Notification of the Licensing Notebook.

- All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook must include all reports issued and corrective action plans developed on and after May 27, 2010 until the license is closed. This is available in the school office during hours of operation.

Pesticide Notice.

- Crescent Academy is required by Michigan regulations 637, Rule 14, PA 171 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act, under most circumstances chemical treatments will be a last resort. Only licensed person or company shall be allowed to apply commercial grade pesticides or herbicides.
- When pesticides are used, a notice will be sent home and posted on the front door of the school 48 hours prior to application. We also keep a list of families who wish to receive notification via phone call prior to the pesticide application. If you wish to request this notification please see office to fill out the proper form, to remain on this notification list you must fill out form annually. Please understand that pesticides may be used in an emergency situation without advance notice. In such case, we would make every effort to inform all affected parties.

Parent Notice of Program Measurement

Crescent Academy 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
- Ask teachers how children are learning and growing

Information from you and information observed 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 or 517-373-8483 or MDE, Office of Early Childhood Education and Family Services, 604 W.Allegan, P.O Box 30008, Lansing MI 48909

School Calendar 2014-2015:

- *Attached*

Receipt of Parent Handbook

2014-2015

I have received the Crescent Academy Preschool, Great Start Readiness Program handbook.

I agree that my child and I will abide by the policies and procedures contained therein.

I understand that all policies in the handbook may be added to, deleted, or changed at any time, with notice from the school.

Child's Name

Guardian Name Printed

Guardian Signature

Date

This form must be returned to school office