

# St. Peter's Seasons of Learning Early Childhood Center

## Parent Handbook

2026 - 2027  
School Year



"Playing and Learning In All Seasons"

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## **St. Peter's Seasons Early Childhood Center**

A Letter to Parents:

Welcome to the Seasons of Learning Early Childhood Center. We love working with children and serving families in the community. We look forward to having you become part of the St. Peter's family. We are excited to offer a wonderful preschool experience for our traditional 3 and 4 year old preschool and our GSRP (Great Start Readiness Program) children. It is wonderful to see so many families interested in giving their children a Christian beginning and a school day that revolves around God's love.

The first eight years of life, children learn through imitation and example. These years provide the foundation for life. Through activities that stimulate the imagination and creativity, as well as physical, intellectual and spiritual growth, we will strive to be a positive influence in your child's life.

It is our prayer here at Seasons of Learning that as your child grows and develops in a loving environment and that your family will be richly blessed as well.

### **Mission Statement**

The mission of Seasons of Learning is to provide a loving Christian environment where children are exposed to age-appropriate activities and are encouraged to grow intellectually and spiritually through education and care.

### **Statement of Belief**

St. Peter's Seasons of Learning Preschool is a community-based organization that is part of the Lutheran Church--Missouri Synod. The LCMS is a mission-orientated and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" (Eph. 2:20) With the universal Christian Church, The Lutheran Church--Missouri Synod teaches and responds to the love of the Triune God who creates all that exists.

St. Peter's Seasons of Learning Preschool believes that God wonderfully and immutable creates each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God (Gen. 1:26-27) We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25)

St. Peter's Seasons Preschool believes that every person must be afforded compassion, love, kindness, respect and dignity (Matt. 5: 16; Phil. 2: 14-16; Thess. 5: 22) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor doctrine of St. Peter's Seasons Preschool.

## **Philosophy**

It is our honor as well as our responsibility to teach the children at our early childhood center in the way that is developmentally appropriate for them. The early childhood years are a powerful time for building a foundation of human intelligence and we believe that play is the most important aspect in early childhood development. Therefore, early development means learning through play as well as, child and teacher directed activities.

Play is a natural and effective way for children to learn to concentrate, experiment, exercise their imagination and try out new ideas. They practice grown-up behavior, use large and small muscles and learn what they can do with their bodies. The children will work through play and learn how to get along with others in the process.

In our classrooms, the children have an open choice time which is an opportunity to play freely, make decisions about what they would like to do and create imaginary storylines in which to participate. It is such joy to watch choice time unfold and to offer a safe and richly prepared environment for them in which to grow and learn.

Seasons of Learnings preschool programs will accommodate children ages 3 to 5. Our GSRP will accommodate children age 4 and families that are eligible for the program. Each child will use the open ended and teacher directed materials in different ways and at their own appropriate developmental level. In a properly prepared learning environment, using a “hands on” approach will allow each child to naturally progress to the next level when they are ready. We will be there to gently guide the children and encourage new challenges!

## **Open Invitation to Families**

You are ALWAYS welcome to visit and participate in your child’s preschool day. Please take the time to read information that is sent home, as well as, information that is posted on the bulletin boards outside of your child’s classroom. Arrival times can be busy and may be difficult to have an in depth discussion, but please feel free to set up a time to meet with the teacher and take advantage of scheduled parent/teacher conferences. You may also contact teachers thru the remind app to set up appointment times or receive information on your child’s day. In our full day programs, it is better to contact the teacher’s during rest-times as that is a time when the teacher is not busy with direct supervision and teaching the children. Your questions, comments, concerns, and suggestions are always welcome and greatly appreciated.

## **Licensing/Regulatory Agencies**

The State of Michigan and the Department of MiLEAP has granted a license for the operation of childcare and preschool programs at Seasons of Learning Early Childhood Center. The evaluation of our building and programs is carried out bi-annually by this department to ensure a quality program and facility. Parent

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

Child Care Organizations Act, 1973 Public Act 116 -- 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 CAPs developed on and after May 28, 2010 until the license is closed.

- (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.
- (ii) The licensing notebook is available to parents during regular business hours.
- (iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### **Parent Notification of Program Evaluation for GSRP Program**

Because Seasons of Learning has a Great Start Readiness Program (GSRP), we are required to work with the State of Michigan/Michigan Department of Education, to measure the effect of the state-wide GSRP. Information about GSRP students only, their families and staff are sometimes shared as required. Program staff from the State of Michigan might ask the following:

- Ask about their child/children and family
- Observe children in the GSRP classroom
- Measure what children know about letters, words, and numbers
- Ask GSRP teachers how children are learning and growing and ask teachers for assessment information

This information will not be shared with others in any way that you or your child could be identified. By law this information is protected. Questions? Contact [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov) or 517-373-8483 Or the office at Early Childhood Education and Family Services at 608 W. Allegan, P.O. Box 30008 Lansing, MI 48909. GSRP also requires that best practices are being used in the GSRP classroom. An Early Childhood Specialist will observe the teachers and use the Program Quality Assessment as a tool to document evidence of best practices.

### **St. Peter's Day School**

You are invited by St. Peter's Day School to continue your child's Christian education beyond our Preschool Center at St. Peter's accredited day school, which offers Kindergarten thru 8<sup>th</sup> grade. Enrollment preference is given to students in the Seasons of Learning Preschool. Students eligible for Kindergarten will receive enrollment information in February.

## **Admissions**

### **Three and Four Year Old Preschool**

Our three year old preschool program is appropriate for those who are nearly three years old (by Sept 1<sup>st</sup>)\*, those who are three (by Sep 1<sup>st</sup>) and those who are four, but not quite ready for or age eligible for four year old preschool.

Our four year old preschool program is appropriate for those who are four (by Sept 1<sup>st</sup>), those who are almost five, but not age eligible for kindergarten and those who are already five years old.\*\*

\*We accept applications for three year old preschool for children who are 33 months of age with a waiver signed by the parents.

\*\*We also accept applications for four year old preschool for children who are old enough to enter kindergarten, but are not emotionally or academically ready to do so.

- a. Children enrolling must be between 3-5 years of age (by Sept 1<sup>st</sup>).
- b. No child will be discriminated against because of race, national origin, sex, religion or disability.
- c. A waiting list will be established in the event the program becomes full.
- d. Registration will be on a first come, first served basis.
- e. Immunization Record or Immunization Waiver\*\* must be on file in order for your child to begin.

\*\*Failure to comply with immunization standards will result in the termination of your child from our program.

- f. Licensing requires that all sections of all forms be completely filled in.
- g. For Three-Year-Old Preschool, children need not be completely potty trained but must be making a concerted effort to become so. Children at this age level also must be able to drink out of a cup. No bottles will be given to those registered for Three-Year-Old Preschool.

Please remember in order to enroll in kindergarten children must be 5 by September 1<sup>st</sup>. This may affect which program you choose for your child now.

For admission in the Great Start Readiness Program (GSRP), children must be 4 by September 1<sup>st</sup> of that school year. Enrollment in this program is based on income eligibility that is determined by the State of Michigan.

In order to begin the admission process, you will need to submit:

- a. A completed Registration Form (Admissions Form).
- b. Copy of Birth Certificate
- c. Health Appraisal and Immunization Record or Immunization Waiver
- d. Notification of expected start date (if registration includes child care).
- e. **NOTE:** Before completing the forms, please make certain that they are dated with the calendar or school year for which you are applying.

\*\* All preschool classes are required by licensing to go outdoors on a daily basis and weather permitting. Parents need to make sure that appropriate clothing is provided to go outside and may include the following: Coat, Hat, Mittens, Scarves, Snow Pants and Boots. We do have access to the gym if the weather is not feasible to go outside.

\*\*\*Licensing requires that children who attend an all-day program (including GSRP) must have an afternoon rest period. Parents are required to provide a blanket, pillow, and a stuffed animal if child is need of one. Bedding must be sent home on a weekly basis to be laundered. The center will provide child sized cots and a quiet atmosphere in the afternoon time frame that allows the children to rest.

## **Tuition and Registration Fees**

Traditional 3 and 4 Year Old Preschool Non-Refundable Registration Fee is \$75.00  
Please see the Seasons of Learning Fee Sheet for available days and costs.

Tuition is based on a 9 month school year. Teacher conference days, vacation days and snow days have been taken into account. Tuition cannot be refunded when a child is absent or on vacation or any state mandated school closures.

Tuition statements are printed and handed out on the first of each month. Tuition is due by the 5<sup>th</sup> of each month with a 5 day grace period. After the 10<sup>th</sup> of each month, a late fee of \$30 will be assessed to your account. Continual late payments will risk the expulsion of the program.

The Registration Fee and the Deposit are non-refundable after being placed on hold until we determine that we have a spot available for your child. There is no cost to you if your child is not accepted for enrollment in Seasons of Learning Early Childhood Center.

PreK for ALL GSRP is a four-year-old grant funded preschool program available to all students. Must be 4 by September 1<sup>st</sup>. If slots are available after this date, then enrollment up to December 1<sup>st</sup> will take place.

Seasons of Learning will bill the State of Michigan if you qualify for childcare services.

## **Fundraisers**

Seasons of Learning participates in the yearly Achatz Pie fundraiser to help raise funds for the preschool. The fundraiser is held in the fall season. Order forms are given out to Season's families. All proceeds goes right back to the preschool classrooms. All families are invited to participate but it is not a requirement.

## **Withdrawal Policy**

It is assumed that enrollment is for a complete school year or calendar year (program selection and childcare). If you should need to withdraw your child before the end of the school year or calendar year, we request that you notify us as soon as you know the last date your child will be attending.

To withdraw before the start of the program, the Director must receive written notification. The first tuition minus a \$15 processing fee will be refunded.

After the start of the program, a two-week written notice must be received by the Director. Any refund will be prorated two weeks minus a \$25 processing fee after the notice of withdrawal is received. There will be no refunds due to any state mandated school closures.

## **Termination Policy**

Seasons of Learning also reserves the right to request withdrawal for any of the following reasons: The following are conditions that will cause your child's participation in the program to be terminated:

- Behavior problems that cannot be resolved within a designated time frame.
- Failure to comply with immunization standards.
- Failure to pay fees within three days of the due date.
- Consistent late pick up of your child.
- Unresolved disagreements with parents over policies.
- It is determined by the teachers that the child's behavior is indicative of a lack of school readiness.

\*\*We reserve the right to terminate participation immediately if we consider the behavior case to be severe or to represent a safety issue (refer to Discipline Policy) \*\*

## **Transportation**

Transportation to and from the Center is the responsibility of the parents. Parents are to notify the Center of persons to whom their child may be released. The emergency form has a space for this information. All field trips will be planned well in advance and it will be the parent's responsibility to transport their child to any field trips. Please notify the teacher or the office if special concerns exist.

\*\*\*The GSRP classroom may have transportation provided thru the Great Start Readiness Program funding for all field trips. \*\*\*\*

## **Sign In and Out/Dismissal Policy**

All parents must upon arrival to their child's classroom, sign their child in and inform the teaching team that their child is being dropped off. Parents must also sign their child out at the end of each school day.

**Your child will only be released to the person(s) listed on the Child Information Record form. A photo identification will be required no exceptions.**

In an event of an emergency please inform the Seasons of Learning Staff at 586-248-4949

Please inform the Seasons of Learning office if there is any custody concerns arise. A copy of any court orders prohibiting a parent from picking up a child must be on file in the preschool office.

## **Scheduled Closures/Weather Policy**

Seasons of Learning is normally open Monday thru Friday from 7:00AM – 6:00PM during the 9 month school year. The Center and all of its programs will be closed the following days:

|                               |                           |
|-------------------------------|---------------------------|
| Labor Day                     | Spring Break Week         |
| The Week of Thanksgiving      | Good Friday/Easter Monday |
| Christmas and New Year's Week | Memorial Day              |
| Mid-Winter Break              | July 4th                  |

Seasons of Learning Traditional Preschool and GSRP Preschool will follow St. Peter's Day School calendar in regards to holidays.

Seasons of Learning will also follow St. Peter's Day School Closures due to inclement weather. Listen on the morning news. If St. Peter's Richmond is closed due to bad weather, Seasons will also be closed. You may also check Seasons of Learning Face book page and closure information will be there. Seasons will also inform parents through the Procure App in regards to school closures. Seasons of Learning will follow The State of Michigan mandated school closures.

Copies of the Preschool/GSRP calendars can be found in the preschool office as well as classrooms. Parents are provided copies of the school calendar at the beginning of the school year.

## **Pupil Absence**

Absence due to illness or vacations of any length still warrants full payment of monthly fees. Please contact the preschool office at 586-248-4949 or through the Procure App.

## **Serious Accidents/Injuries and Emergencies**

Every possible effort is made to prevent accidents. In case or an accident, the procedure is as follows:

- First aid is given by authorized child care personnel. (All personnel are trained in First Aid/CPR)
- If it is considered serious or if the child is uncomfortable, a parent is called. In all cases of accident or illness at child care, every effort is made to contact the parents first.
- If unsuccessful and the child needs more than simple first aid, the center will follow the directions specified by the parent on the registration and child information card.
- All accidents are recorded in the center's accident log and an accident report will be given to the parents.
- For major injuries, 911 will be called. The injured child will be attended to as needed by child care personnel until rescue workers arrive.
- Parents will be notified immediately after 911 is called. Child care personnel will accompany the child until parents arrive.

- A medical clearance from a doctor to return to school will be required for major illnesses, accidents or injuries.
- Parents will be contacted by phone along with an accident report in regards to bumps, scrapes and bruises.
- Parents will also be contacted by phone of any incident regarding inappropriate touches, and inappropriate discipline.

If we cannot contact the parents or the emergency contact persons, the child will be placed on an isolated cot (illnesses) or taken to a medical facility (emergencies). This is why it is important for parents to keep the center informed about the following:

1. Changes in their name, address, home, work, cell or pager phone numbers, and family physician.
2. Names of persons to be contacted in case a parent/guardian cannot be reached (and changes in their name, address, home, cell or pager phone numbers)
3. Absence from home or work (out of town, day off, etc.)

Seasons of Learning practices all emergency procedures including, fire drills, tornado drills and lock down drills. If Seasons of Learning needs to evacuate, we will evacuate to Kroger's grocery store. Parents will be contacted by phone and email.

## **St. Peter's Seasons of Learning ECC Health Plan**

The purpose of this Health Care Plan is to assist staff, children and their families to become healthy and safe while being a part of our preschool program. The State of Michigan requires that a completed Health Appraisal, an up-to-date Immunization Record, along with a completed Child Information form on file before the first day of attendance.

Vaccines are given to both children and adults to protect them from serious diseases. The immune system is the body's defense against disease. Vaccines cause the immune system to make antibodies. Antibodies are special smart cells that find and fight germs. Vaccines prevent infections that can cause serious illness and death.

Seasons of Learning Staff will encourage families to have their children immunize by offering classes by the Health Department on why immunizations are important. Offer information on pediatricians and health care clinics in the area in order to help families in their health care needs.

The director of Seasons of Learning will maintain an up-to-date file for each child that will include an updated health appraisal and immunization form. Tracking of immunizations will be done thru the Michigan Care Improvement Registry (MICR). Parents will be notified by the preschool director when immunizations become past due. Assuring that children and staff are vaccinated completely and on time will help minimize the spread of communicable diseases.

A new law requires families who choose not to immunize must make an appointment with the health department to obtain a vaccination waiver. Programs will check with the health department on the status of waivers.

Seasons of Learning in its Admissions and Withdrawal Policy, states that all children enrolled will

have a completed Child Information form, a physical form, an Immunization form on file.

**Staff and Child Handwashing:** All staff members will wash hands before the start of the day, before giving medications, and before lunch and snack time, and after assisting in toileting. Staff will wash hands when working with animals, cleaning bodily fluids and so forth.

Children will also be instructed to wash hands after toileting, before snack and lunch, after blowing their noses, after playing outside, before and after hands on activities and after holding pets or animals visiting the center. Clean hands help keep everybody healthy.

## Childcare and Preschool Health Concerns

We encourage safeguarding the health of all of our children and staff by requiring families follow these guidelines when determining if a child is healthy enough to be present in the classroom.

### Symptom

- Fever
- Running Nose
- Cough
- Pink eye (Conjunctivitis)
- Red or Watery Eyes
- Upset Stomach or Diarrhea
- Earache
- Rash
  
- Pale or Flushed Skin
- Draining Sore
- Head Lice
- Vomiting

### Keep child at home until

fever free for 24 to 48 hours dependent on issue  
thick discharge subsides  
cough diminishes 24 to 48 hours  
treated by a physician and no longer contagious  
eyes return to normal  
24 to 48 hours after onset  
examined by a doctor  
cause determined by a doctor and  
recommendation made to return child to school  
color returns to normal  
until drainage stops  
hair is treated and no nits remain  
48 hours after flu or other major illness

If your child should contract any contagious disease of any kind, please notify your child's teacher or the Seasons of Learning Office. Children are required to be fever free without medications for 24 to 72 hours, dependent on the illness before returning to school.

If your child becomes ill or has an accident during school hours, parents will be notified immediately to come and pick up their child as soon as possible. The child will be placed in an area where they can rest comfortably until a family member can arrive. If a child has a temperature of 100.4 the Seasons of Learning staff will notify the parents. An illness/accident report will be filled out and placed in the child's file in the Seasons of Learning office and the parent will also receive a copy.

**Medications:** Any Medications to be given at school must have written permission on our medication form. All prescriptions must have the pharmacy label on them along with the instructions. All over the counter medications must be in their original container along with the directions for the age of the child. "As need medications" such as EpiPen or Benadryl, may be written to be dispensed as needed and renewed every 6 months. All medications will be given by the Seasons of Learning Preschool staff only. All medication will stay out of reach of children in an upper locked cupboard/cabinet. A record of medication disbursement along with the staff signature will be filled out each time the medication is given. The medication form will stay on file for parent and licensing review.

## Toilet Training Policy

St. Peter's Seasons preschool understands that children will have an accident once in a while, and that is ok! We are here to help when that happens. **However, due to health and safety reasons, children are required to be toilet trained before starting 3-year-old preschool.** If a child needs to wear a pull-up in case of an accident, they are not fully potty trained.

We expect that any child wearing a pull-up to preschool be able to use the bathroom independently at bathroom times, and generally be confident in using the restrooms without help, including pulling pants up and down, wiping, and asking for help. St. Peter's Seasons Preschool expect that all children be able to attend school without pull-ups by December 1<sup>st</sup>.

If a child has two or more accidents in one week, we will then ask the parents to keep the child home for one week to get more practice. If a child continues to have frequent accidents, they will not be able to remain in the preschool program until fully potty trained.

Certain accommodations to this policy may be made for children with special needs as agreed upon by the parents and staff at St. Peter's Seasons Preschool.

**Refer to the GSRP policy section in regards to toileting practices.**

## Nutrition Policy

Good Nutrition is very important to children's overall development and well-being. In order to provide a good nutritional program at Seasons of Learning, we have developed the following child care nutritional guidelines that will help promote healthy eating habits.

Seasons of Learning will follow the CACFP (Child and Adult Care Food Programs) for all foods that will be served. To provide a healthy and balanced diet that includes, fruits, vegetables, and whole grain foods. Seasons of Learning will limit all foods and beverages that are high in sugar, and/or fat, our nutrition policy will include the following.

1. Only healthy snacks that are in the USDA CACFP guidelines will be served at snack time.
2. Snack times are planned so that no child will go more than four hours without being offered food.
3. Staff will provide teaching opportunities such as, MY PLATE for children to learn about nutrition at least 1 time per week or more.
4. Staff will role model healthy eating in front of children.
5. Children will participate in setting up snack such as, pouring juice and setting up plates
6. A monthly nutritional calendar will be sent home to parents.
7. Annual nutrition training will be required to ensure that all staff understands the importance of nutrition in the overall well-being of children.
8. Provide healthy nutritional classes for parents and guardians.

Our monthly snack menu is carefully planned to follow child care nutritional guidelines for every snack that is served. The snack menu is designed to provide a wide variety of nutritional foods that are

different in color, shape, size and texture. All of our snack menus will include foods that are culturally diverse and seasonally appropriate.

Parents are asked to provide the healthy snack that is listed on the menu for the whole class on a volunteer basis. There will be a full snack menu provided for each consecutive month during the preschool school year. Drinks should be either 100% pure juice or 2% milk. Juices include: apple, orange, grape, pineapple, cranberry, or mixed berry.

At Seasons of Learning snack time is an important event in each school day. It is a time when children's bodies are nourished and social skills are learned, demonstrated, and practiced. Children will have the opportunity to share food and practice their table manners. It is expected that all children are respectful to each other and their teachers. Along with all these important benefits, the children should be eating snacks that are good for their body.

**Birthdays:** Birthday snacks can be special treats. Children may bring in a snack to share with their friends on a day closest to their actual birthday. Summer birthdays will be celebrated in May. Please see the classroom teacher for ideas.

**Parties:** Special holidays are celebrated in our classes! Parents may help with special treats, playing games with the children or reading a story to the class. Please let us know if you want to be involved.

**Parent Volunteers:** Please join us! We encourage parents to spend time with their child in the classroom setting. We promise you will have a good time! A volunteer screening form must be filled out in order to stay within the classroom. And please, sign in at the office before coming into the preschool rooms.

These are just guidelines for our rooms. We are very flexible and will allow time to accommodate special situations such as birthday treats, classroom visitors, etc.

Seasons of Learning's traditional preschool the parent's take turns bring in snack for the classroom and lunches are brought from home. Parents have the option of purchasing a hot lunch on Tuesday and Thursday for minimal cost from St. Peter's Day School. They follow the hot lunch food guidelines.

The GSRP program lunch and an afternoon snack are provided for the children and will follow the CACFP guidelines.

## **Cultural Diversity Policy**

Seasons of Learning is committed to actively foster diversity inclusion and cultural competency throughout the program and daily operations. Therefore we acknowledge that every employee, child and family is unique individuals that help enrich our programs at Seasons of Learning. We are committed to creating an inclusive learning environment in the following ways:

- Promote fairness and value all individuals and their ethnic, cultural and religious backgrounds.
- To value and acknowledge the individual and his/her diversity that exists within our staff, children, families and communities.

- To develop and promote programs that supports the child and their families, supports self-esteem and pride within the preschool, families and communities.
- Show compassion, and encourage acceptance of one another for we each have something to share

Seasons of Learning's Objective is to encourage and foster children's self-identity so that they feel welcome and that they are an important part of our school and society.

- Provide opportunities for children to explore diverse cultures within and outside of the classroom which includes different foods, music, languages and dress.
- Encourage positive interactions with others that are from diverse cultures as well as similarities
- Provide a daily curriculum that is inclusive to all children
- Connect with the local ISD and MSU extension to provide trainings for staff, parents and families on cultural diversity
- Connect children and their families to agencies such as the United Way if in need of assistance
- Provided trainings for parents in cultural diversity
- Seasons of Learning will send home flyers, newsletters and parent/staff meetings for children and their families.

It is through these differences that the educational experiences of the students, families and employees at Seasons of Learning are enriched.

## **Children with Special Needs Policy**

Seasons of Learning is committed to meeting the needs of all children regardless of disabilities or special health care needs in our preschool program. Inclusion of children with special needs enriches the childcare experience for all children, as well as, families and the preschool staff. Seasons of Learning ensures the following for all children and their families.

1. Children with special needs will be accepted into our Seasons of Learning Preschool under the guidelines of the Americans with Disabilities Act.
2. All Seasons of Learning families will be treated with dignity and respect for individual needs and/or differences.
3. Seasons of Learning will ensure that confidentiality is maintained for families and their children.
4. Children with special needs will be given the full opportunity to participate in all aspects of the preschool program. Seasons of Learning will also work with local schools in regards to IFSP and IEP's to help provide a supportive environment.
5. Seasons of Learning Staff will be trained in inclusion and diversity and special needs in order to accommodate all children in the preschool program.

Seasons of Learning welcomes all families regardless of nationality, color, creed or disability. We will provide a loving, caring and supportive educational program for all children and their families that we serve.

## Referral Policy

All Seasons of Learning Staff will make every effort to accommodate every child in our program. Seasons of Learning does not have an Early Childhood Special Education Program here at the center but will not refuse any child due to a disability. We keep our ratios in line to what Licensing requires, but cannot provide one-on-one care and parents are made aware of this during the enrollment process.

Seasons of Learning will assist families in finding resources that may be available to them in the community such as; Early On, Macomb Family Services, Macomb Intermediate School District and Community Mental Health Services.

## Discipline Policy

The Golden Rule is always followed in our classrooms. Kindness and respect are virtues that we teach by example and the children emulate this and treat us and their friends with kindness and respect in return. Kindness matters!

At Seasons of Learning, we use developmentally appropriate positive methods of discipline. We encourage self-control, self-direction and cooperation.

Seasons of Learning does everything possible to avoid suspending or expelling a child from the program. The staff works together with the parents to help the child have a pleasant experience within the preschool program. If the child is in need of more assistance the child may be referred to the ISD or district. We will also look for community resources to help the child and his/her family.

1. **Approach** the situation calmly and acknowledge children's feelings.
2. **Restate** and discuss the problem with the children and help them work it out with appropriate language, role play the situations, ask for solutions.
3. **Redirect** the child that is having trouble to a new area if the problem cannot be resolved.
4. **Remove** the child from the room temporarily to help calm the child then try and reenter the classroom. Give support to the child.
5. **Reflect** on how staff can help children express themselves in a positive way. If challenging behaviors continue, work with the parents and find resources that can help the child in a positive way.
6. **Refer** If the child has a learning disability that is connected to the challenging behavior, bring in resources to help the child work within the classroom setting.
7. **Call Parent** Call parent to pick up child if the classroom environment becomes unsafe for the child and the other children.

Seasons of Learning cannot tolerate an unsafe environment for the other children or the destruction of center property.

## State of Michigan Required Practice Drills

Seasons of Learning is required by MiLEAP /Licensing to have yearly practice drills in the following areas:

- Fire Drills: Completed quarterly
- Tornado Drills: At least two completed from April through October
- Lock Down Drills: At least three completed throughout the school year

Seasons of Learning completes these trainings at the same time as St. Peter's Day School and is recorded with the State of Michigan. Teachers are required to participate in these drills along with their classrooms throughout the school year.

## **St. Peter's Seasons of Learning Curriculum Statement**

Seasons of Learning offers both Half and Full Day preschool as well as Great Start Readiness Program (GSRP). All of our programs encourage all areas of development through teacher-directed and child-directed activities throughout the preschool day. Under the guidance of trained Christian teachers, your child will be encouraged to develop listening and communications skills. **All of our programs will follow the Creative Curriculum.** The typical day consists of the following: Devotions and Prayers (**Except in the GSRP classroom**) Large Group Time, Music/Movement, Language and Literacy, Math and Science, Art, Center Choice Play time, Large Motor time which includes outside/gym time, Rest Time, Snacks and or Meals.

Seasons of Learning will provide a balance between individual/small group/and large group times. All content areas will help to provide growth in all areas of development.

While Seasons of Learning does not directly teach about the Christian faith during the GSRP's normal hours, we do offer Jesus Time before and/or after class at no extra cost.

## **Our Classrooms/Goals**

Each classroom can accommodate up to 20 students. There will be one lead teacher and at least one assistant (ratios differ per age level room) in each room at all times. For the safety and convenience of the children, there is a child size bathroom inside each classroom. As much as possible, we use natural materials and toys made from wood. The children will be taught to respect and treat their classroom things with care.

Seasons of Learning Early Childhood Center aims to provide an excellent early school experience while fostering the child's spiritual, social, emotional, physical, and cognitive development.

God has made each child differently and wonderfully. Development cannot be hurried or rushed because all children develop at different rates according to the way that God has made them. Development is intrinsic and cannot be hurried by experiences. Experiences foster the development that has occurred or is occurring.

Trends in child development do exist, but cannot be traced to an exact age in which children will pass from one developmental stage to another. Therefore, it is the goal of Seasons of Learning Early Childhood Center to help children enjoy their development and school experience while keeping these overall goals in mind.

## **Child Abuse and Neglect Policy**

Seasons of Learning staff is required by law as mandated reporters of child abuse or neglect. It is our duty as Early Childhood Professionals to protect children and report if we have any reason to suspect child abuse or neglect. Season's teaching staff is advocates for all children in our center and care for their well-being.

### **Pest Management**

The following is Seasons of Learning/St. Peter's Lutheran School policy for controlling pests (ants, bees, wasps, spiders, and/or mice). We utilize an Integrated Pest Management (IPM) system. This management system utilizes all suitable techniques in a total pest management system that prevents pests from reaching unacceptable levels. One of the objectives if using an IPM approach is to reduce or eliminate the need of chemical applications or pesticides. However, certain situations may require the need for pesticides to be utilized.

Seasons of Learning will notify parents by mail, email or by phone when an application is needed. When possible the application will take place on a Friday after school or on the weekend when there is no classes in session. Please fill out the Pesticide Notification Form in the registration packet and turn into the Seasons of Learning Office.

### **Half Day Preschool**

The traditional preschool half day program runs from September thru May following the school year calendar.

**The traditional 3 year old preschool** has a class size of 16 with one teacher and one assistant at all times. The program is offered September thru May in sessions on Tuesday and Thursday but extra days may be added if enrollment exceeds the two day limit. Class time is 8:00AM – 11:00AM

**The traditional 4 year old preschool** has a class size of up to 20 children with one teacher and one assistant at all times. The program is offered September thru May and is in sessions on Monday, Wednesday and Fridays. Class time is 8:00AM – 11:00AM

Snack time is offered in both the 3 and 4 year old half day sessions.

### **Traditional Preschool Full Day Option**

Seasons of Learning offers a full day option to our families. Children attend the regular half day sessions in either the 3's preschool or the 4's preschool. In the afternoon all children have lunch together and prepare for rest time in the afternoon. All Day Class time is 8:00AM – 3PM

Snack is offered in the morning and children bring in their own lunches from home.



## **Great Start to Readiness Program (GSRP)**

The PreK for ALL GSRP program is a state funded preschool program available to families with a 4-year-old child (must be 4 by September 1<sup>st</sup>). If a child turns 4 years old between September 2<sup>nd</sup> and December 1<sup>st</sup> and would like to enroll in the GSRP program, Seasons of Learning may enroll them, after September 1<sup>st</sup> and if there is slot availability. GSRP runs September thru May and follows the school year calendar. Self-Reported income and interview is a requirement to enroll your child in the program. If you choose not to self-report income, your child will then be placed on the wait list until August 1<sup>st</sup>. If there are slots left available on or after August 1<sup>st</sup>, then your child will be registered in the GSRP program.

**Curriculum:** Creative Curriculum is followed in all of our preschool classrooms. Creative Curriculum is a comprehensive, researched based curriculum that features exploration and discovery as a way of learning.

**Developmental Screening:** Ages and Stages Questionnaire is used during home visits in the fall, which is a researched based developmental screening tool. This assessment helps teachers to plan learning opportunities which in turn helps to meet each child's individual needs.

**Assessments:** Each classroom uses the GOLD assessment that is paired with the Creative Curriculum to further assess your child's learning in 38 areas and will share this information several times throughout the school year with parents, during parent teacher conferences, and during informal communications.

**Parent Involvement:** We invite parents to become involved in their child's education here at Seasons of Learning. Many opportunities are provided to our parents to become involved with our preschool program.

**Volunteering:** We invite and encourage parents to volunteer in our preschool classrooms. You may talk with your teacher and together can come up with some ideas that will help you become more involved in the classroom.

**Home Visits:** Great Start requires that Seasons of Learning teachers complete two home visits per year – one in the fall and then one in the spring. The teaching staff will schedule a time that is convenient for everyone.

**Conferences:** Parents are invited to two parent teacher conferences each school year. Information will be shared about your child's learning

**Parent Meeting:** Parents are invited to attend a curriculum night to learn about the GSRP program as well as two parent education nights each school year. We also would like to invite parents to become involved in our Parent Advisory Group as well.

**Attendance Policy:** We encourage that children attend the program on a daily basis while school is in session and on time. Each classroom has a structured day and your child's involvement in all

aspects of the day is important for their learning. Please call the Seasons of Learning office if your child cannot attend. Staff will continue to work with families with ongoing attendance issues.

**Mandated Reporters:** All Seasons of Learning Staff are advocates for children and their well-being and are mandated reporters for suspected child abuse and neglect.

**Confidentiality:** All children enrolled confidentially. Information about enrollment in the GSRP must be shared with the State of Michigan for funding purposes. The staff here at Seasons of Learning value the partnership with parents as we work together to help your child learn and grow to the best of their ability. Staff share information records with parents only. We stress the importance of confidentiality with children within the classroom.

## **REST POLICY**

All children will be provided with a cot or mat on which to rest. Families are welcome to provide their child with a small blanket and pillow. Please remember to label all items sent to school. Rest time is scheduled to last no longer than one hour. Children that do not rest, are welcome to participate in a variety of quiet activities on their rest mat.

## **GRIEVENCE POLICY**

We strive to provide a positive, nurturing environment for all. However, at times, concerns may arise. If you have a concern related to your child's program, the best place to start to resolve the issue is with the classroom teacher. If a solution is not found, you are welcome to contact the program director. We will work with all families to arrive at an agreeable resolution for everyone involved.

## **GSRP SCHOOL DAY**

The GSRP class has a group size of 16 children with a teacher and an associate-teacher and are with the children at all times. The program runs September thru May and follows the school calendar. The program day is from 8:00AM – 3:00PM Monday thru Thursday. You are welcome to attend Biblical Instruction time from 7:45AM – 8:00AM or from 3:00 – 3:15PM

## **Seasons of Learning GSRP Recruitment Plan**

All applicants for the GSRP program must submit an application prior to being screened by the director of Seasons of Learning Preschool. At the time of the screening, parents/guardians will be required to bring in the following: Registration Form/Application, Birth Certificate, Health Form, and Immunization Record, Proof of Residency and Proof of Income. A parent interview is conducted to determine eligibility for the GSRP program. Children living in Macomb County with income between 101-250% of Federal Poverty Level will be placed first. Children must not be denied enrollment or excluded from GSRP based on challenging behavior, developmental delays or identified disabilities (e.g., toileting needs, speech, motor function, aggressive behaviors and cognitive delays). All information is kept confidential. More information about the GSRP program is available in the Seasons of Learning Office.

## **Partnership with Parents/Guardians**

Seasons of Learning staff desires to work in partnership with parents/guardians and communicate openly. Please feel free to speak with us directly and you may contact the center at 586-248-4949 or by e-mail at [office@seasonsoflearning.org](mailto:office@seasonsoflearning.org) . The teachers, assistants and caregivers are willing to discuss your child's progress, concerns or problems. We ask that if your child attends an all-day program that you try to call and speak with the teachers during rest time in the afternoon. We ask that we all try to speak privately and not in front of the children. Staff member's tries hard to accommodate parents and welcomes comments and does their best to work with each child's abilities.

Our partnership with parents is greatly appreciated when children have difficulties in any area of development or in adjustment to the program or discipline. Our staff is committed to speaking with you openly and honestly about any situation that may arise. We may ask for your input, ideas, and insights into what methods may work best with your child to better understand your child's needs. The teaching staff may do some special assessments in order to better understand your child's needs. Recommendations to outside sources such as the local school district, Early On, the child's physicians may be given. Our goal and our hope is that a positive plan can be developed between school and home in order to work through any difficulties. Seasons of Learning Staff will review and adjust plans accordingly until the problem is resolved. Should the issue put the child, other children, and teaching staff at risk, you may be asked to dis-enroll your child from the program as the last resort. If differences of opinion occur between the teaching staff and the parent, the Early Childhood Director will meet with all parties involved in an open communication meeting. All licensing regulations will be followed and recommend what is developmentally appropriate for children.

Seasons of Learning may need to have a special team of parents to help with program management, such as hiring a new staff member, changes in programing. If you are interested in helping the program please let the director know that you are interested in assisting the program. Together we can make Seasons of Learning ECC a wonderful place for children to learn and grow.

## **Parent Responsibility**

1. Parents are responsible for filling out and turning in all registration forms and must be updated on a yearly basis by September 1<sup>st</sup>.
2. All new enrolled children must have a physical and an updated immunization form turned in by the first day of school. Returning children to the preschool program must have an updated physical on a bi-yearly basis.
3. Immunization forms are due on a yearly basis or when your child has an update immunization. If your child is not immunized, you must have a signed waiver from the health department on file in the Seasons of Learning Office. Parents may contact the Macomb County Health Department to learn how to receive an immunization waiver.
4. Inform the Seasons of Learning staff of known allergies and document on allergy form.
5. Self-Reported Income from families for the GSRP Program

All information will be confidential for all families here at Seasons of Learning.

Some information must be shared with government agencies such as:

- Child Care Licensing / MiLEAP
- Macomb County Health Department
- GSRP Officials
- St. Peter's Seasons of Learning School Board

6. Parents must call the Seasons of Learning office if your child will be absent for the day.

7. Please label all of your child's belongings and sleep items. Your child may bring a special stuffed animal or special item for rest time. Please, NO TOYS to be brought in from home.

8. We try to protect children's clothing as much as possible but accidents happen. We ask parents to send children in play clothes for we do many fun activities that may cause cloths to become a little dirty.

## **TENTATIVE DAILY CLASS SCHEDULES**

### **Traditional 3 and 4 Half/Full Day Class Schedule**

|                      |   |
|----------------------|---|
| <b>8:00</b>          | <b>Doors Open</b>   |
| <b>8:00 – 8:10</b>   | <b>Arrival Table Top Activities and Sign In</b>                             |
| <b>8:10 – 8:20</b>   | <b>Jesus Time</b>   |
| <b>8:20 – 8:50</b>   | <b>Free Choice Center Time</b>  |
| <b>8:50 – 9:00</b>   | <b>Clean Up Time</b>  |
| <b>9:00 – 9:15</b>   | <b>Circle Time</b>  |
| <b>9:15 – 9:25</b>   | <b>Music/Movement Large Motor Activity</b>                                  |
| <b>9:25 – 9:30</b>   | <b>Handwashing</b>  |
| <b>9:30 – 9:45</b>   | <b>Snack Time</b>   |
| <b>9:45 – 10:20</b>  | <b>Free Choice &amp; Learning Centers (Teacher works with small groups)</b> |
| <b>10:20 – 10:30</b> | <b>Clean Up and Prepare for Outdoor Time</b>                                |
| <b>10:30 – 11:00</b> | <b>Outside/Gym Gross Motor Activities</b>                                   |
| <b>11:00</b>         | <b>Morning Class Dismisses for the Day/ Sign Children Out</b>               |
| *****                |   |
| <b>11:00 – 11:10</b> | <b>Table Top Activities</b>   |
| <b>11:10 – 11:20</b> | <b>Wash Hand/Prepare for Lunch</b>  |
| <b>11:20 – 11:50</b> | <b>Lunch Time</b>   |
| <b>11:50 – 12:00</b> | <b>Bathroom/Prepare for Rest Time</b>                                       |
| <b>12:00 – 1:30</b>  | <b>Rest Time</b>  |
| <b>1:30 – 1:40</b>   | <b>Clean Up from Rest Time</b>  |
| <b>1:40 – 1:50</b>   | <b>Music &amp; Movement/ Gross Motor Activity</b>                           |
| <b>1:50 – 2:45</b>   | <b>Free Choice/Outside Time</b>   |
| <b>2:45 – 2:55</b>   | <b>Clean Up Prepare for Home</b>  |
| <b>2:55 – 3:00</b>   | <b>Dismiss/Sign Children Out</b>  |

## **GSRP Classroom (School Day) Schedule**

|                      |  |
|----------------------|--|
| <b>8:00 – 8:30</b>   | <b>Welcome/Good Morning/Sign-In Table or Carpet Activity</b> |
| <b>8:30 – 8:45</b>   | <b>Group Carpet Meeting</b>                                  |
| <b>8:45 – 9:00</b>   | <b>Music &amp; Movement</b>                                  |
| <b>9:00 – 9:10</b>   | <b>Planning</b>  |
| <b>9:10 – 10:00</b>  | <b>Center/Choice Time</b>                                    |
| <b>10:00 – 10:10</b> | <b>Clean Up/Wash Hands</b>                                   |
| <b>10:10 – 10:35</b> | <b>Snack and Recall Center Time Activities</b>               |
| <b>10:35 – 10:55</b> | <b>Small Group Time</b>                                      |
| <b>10:55 – 11:35</b> | <b>Outside/Gross Motor</b>                                   |
| <b>11:35 – 11:50</b> | <b>Story Time</b>  |
| <b>11:50 – 12:00</b> | <b>Wash Hands/Prepare for Lunch</b>                          |
| <b>12:00 – 12:40</b> | <b>Lunch with Good Conversations</b>                         |
| <b>12:40 – 12:50</b> | <b>Set Up for Rest Time</b>                                  |
| <b>12:50 – 1:50</b>  | <b>Rest Time</b>   |
| <b>1:50 – 2:00</b>   | <b>Clean Up from Resting</b>                                 |
| <b>2:00 – 2:10</b>   | <b>Story Time Activities</b>                                 |
| <b>2:10 – 2:40</b>   | <b>Outside/Gross Motor Activities</b>                        |
| <b>2:40 – 2:50</b>   | <b>Clean Up Activities</b>                                   |
| <b>2:50 – 3:00</b>   | <b>Carpet Meeting/Dismiss/Sign Out</b>                       |
| <b>3:00 – 3:15</b>   | <b>Jesus Time/Praise Time if desired</b>                     |

## **Church at St. Peter's**

If you are in need of a church home, St. Peter's invites you and your family to worship with them on Saturday's or Sundays. They offer Bible classes during the week as well as Sunday mornings. Sunday school is available for children from preschool thru 8<sup>th</sup> grade. St. Peter's worship times is as follows:

|          |         |                            |                                |
|----------|---------|----------------------------|--------------------------------|
| Saturday | 4:00PM  | Traditional Worship        | January through December       |
| Saturday | 6:00PM  | Traditional Worship        | January through December       |
| Sunday   | 8:00AM  | Traditional Worship        | January through December       |
| Sunday   | 10:45AM | Contemporary Worship       | September through May          |
| Sunday   | 9:45AM  | Contemporary Worship       | Memorial Day through Labor Day |
| Sunday   | 9:30AM  | Adult Bible Studies        | September through May          |
| Sunday   | 9:30AM  | Sunday School for Children | September through May          |

Please contact the church office for more information @ 586-727-9693 Pastor: Rev. Mark J. Haller

Youth Ministries: Amanda Francek 810-334-8057