

2023-2024

**PADDOCK
EARLY
CHILDHOOD
CENTER
HANDBOOK**



Welcome

Welcome to a new school year at Milan Area Schools!

As the new school year begins, we want to extend a warm welcome to all of our students and families. Whether you are returning to our school or starting your journey with us for the first time, we are excited to have you as part of our community.

Our staff has been working hard to prepare for the new year, and we are eager to help your child grow academically, socially, and emotionally. Our commitment to excellence is reflected in everything we do, from our curriculum to our extracurricular activities.

We believe that education is a partnership between the school, families, and the community. Our goal is to work together to create a positive and supportive learning environment where all students can thrive. We encourage parents to get involved in their child's education by attending school events, volunteering, and communicating regularly with teachers.

We are also committed to ensuring that our school is a safe and inclusive place for all students. We will continue to promote respect, kindness, and empathy throughout the school year, and we encourage parents to reinforce these values at home.

We look forward to getting to know each and every one of our students and families throughout the year. Thank you for choosing our school, and we wish you a successful and enjoyable school year.

Sincerely,



Jessica Kishiyama
Director of Early Childhood
Paddock Early Childhood Center
734-439-5159

Paddock Early Childhood Center also operates under the **Milan Area Schools Elementary Handbook** for many building and grounds rules not listed here. Please see the Elementary Handbook for more information.

Paddock Early Childhood Center

707 Marvin Street, Milan, MI 48105

PECC Director

Jessica Kishiyama

439-5159

PECC Supervisor &
School-aged Childcare

Sheila Meyer

439-5118

PECC Administrative Assistant

Jane Cook

439-5114

GSRP Administrative Assistant

Miranda Trout

439-5104



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General School Information

Paddock Early Childhood Center
707 Marvin St., Milan, MI 48160
(734) 439-5114

- Infant/Toddler Program at Symons Elementary: 7 a.m. – 5:00 p.m.
- Half-Day Preschool: 9 a.m. – 12 p.m.
- Full-Day Preschool & Childcare: 7 a.m. – 5:30 p.m.
- Great Start to Readiness Preschool: M-Th: 8:50 a.m. – 3:35 p.m.
- Breakfast Club (Before School Childcare): 6:30 a.m. – 8:40 a.m.
- Primetime (After School Childcare): 3:35 p.m. – 6:00 p.m.

***GSRP Preschool is **funded by** Michigan's Great Start to Readiness Program. GSRP classes will start and end pending the approval of the School Aide Bill.*

Frequently Called Phone Numbers

District Nurse	439-5858
Before/After School Child Care	439-5118
Community Education	439-5278
Superintendent's Office	439-5050
Bus Garage	439-5900
Food Services	439-5011

Social Media

We're on Facebook!: [Paddock Early Childhood Program](#)



Milan Area Schools

Mission:

Milan Area Schools prepares individual learners to realize the best version of themselves, by creating a supportive, caring, and inclusive educational community.

Vision:

Partnering together as a community,
all individuals will achieve their greatest potential.

Milan Area Schools Belief Statements:

We believe...

- All individuals have equal value and unique gifts
- In providing a safe and nurturing environment that contributes to successful learning
- In utilizing instructional strategies that are based on best practice
- In offering relevant learning
- In fostering an inclusive and affirming school culture
- In investing in student capacity to learn and in personal success
- In engaging the entire community to maximize student learning and preparedness

Paddock Early Childhood Center's Mission:

PECC's mission is to provide a **child-centered, developmentally appropriate** program for **all** children

to build an educational **foundation** and a love of **learning**.

Welcome to Paddock's Early Childhood Center!

Program Overview

Paddock's Early Childhood Center offers developmental and play-based 0-5 programming, curriculum and extended childcare hours to meet the needs of many family situations.

By combining all of the Early Childhood Programs Paddock has to offer, including our infant/toddler program, preschool programs including Michigan's Great Start to Readiness (GSRP) free program for eligible students, School Age Child Care, and Summer Camp, our Center can provide every child year-round, comprehensive services from the time they are born.

Program Philosophy

We believe children benefit by planning, implementing, and evaluating their own experiences each day. Children have experiences with early literacy, math concepts, music, art, drama, and critical thinking skills as a part of the everyday world. Planning activities based on children's interests encourages children to organize information and form learning patterns linking new information with familiar subjects.

Children learn by hands-on engagement with the world around us. Therefore, we see ourselves as facilitators to intellectual and social development. We provide many activities each week, so children can follow their natural curiosity and learn about things that interest them in active, hands-on ways. We embrace the idea of being outside and learning in a natural environment. Children will feel challenged to explore new ideas, or find out more about an old favorite.

We know that families come to us with many needs. Some children arrive at Breakfast Club early in the morning and need time to wake up, eat breakfast, and finish their homework before school starts. Other children come to PrimeTime after school, until Mom or Dad arrive to take them home and eat dinner. It is important to them to get exercise, socialize with friends, and relax after a long day in class. There are children who may be away from their homes only occasionally when not in school, and others who are in the building eleven hours a day. It is our job to balance the exciting with relaxing, the stimulation with calm, and clear boundaries with the freedom to make choices.

Because children cannot be with their working parents much of the day, it is the PECC staff that offers safety and emotional support for children within the confines of our program. We help them make friends, attend to minor injuries, and listen to sad stories about a hard day at school. This is only possible with a parent-staff partnership! We will help children learn to make choices, build confidence and encourage relationships with others.

Our environment allows for time with friends, time building independence, time to move, and time to rest. You can expect us to talk to you about your child's day. We may work through a problem, or celebrate an accomplishment with you. We will make every effort to make our program a pleasant and secure place. Thank you for trusting us with your cherished and wonderful children!



PROGRAM GUIDELINES

Confidentiality Policy

Paddock's Early Childhood Center is sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. As required by law, we are committed to maintaining your privacy and protecting your personal information. Paddock's Early Childhood Center will not disclose information except if required by law to protect the health and safety of the individuals and families we serve.

Licensing

Paddock's Early Childhood Center is licensed by the State of Michigan, and adheres to all licensing regulations regarding childcare. These rules specify adult to child ratios, staff qualifications, facility maintenance, health and safety policies, discipline, and equipment requirements. Our facilities are inspected every year by a State Licensing Consultant. If parents would like a copy of the rule book, please contact the Director.

Recruitment, Enrollment & Parent Requests

We advertise our programs locally in Milan, including getting support from WISD (Washtenaw Intermediate School District) to find eligible families for our free-of-cost GSRP program (through billboards, radio ads, yard signs, door hangers, flyers and more around the community.)

Tuition-based programs are first-come, first-serve for enrollment and wait lists. GSRP Preschool has set guidelines issued by WISD based on income and/or risk factors of when children may be accepted into the program. An intake appointment with the Director to collect required paperwork and information must be complete.

Parents may email the Director with specific requests for specific classrooms or teachers, and it will be noted on your enrollment form. No request is guaranteed, as many factors go into classroom placement. Our goal is to ensure classes are created equally across many factors in order to support children to the best of our ability.

Required Paperwork

Parent(s) will need to submit a copy of their child's immunization record, a physical signed and dated by a physician, photo/video & health release, and a completed emergency card before the first day of school.

Withdrawal from PECC

A parent may withdraw a child from the program at any time. Tuition-based programs are required to give a minimum of two weeks notice in writing to the Director regarding the last day of attendance. If insufficient or no notice is given, tuition would be billed two weeks beyond the last day of attendance. GSRP programs are also asked to give two weeks of notice prior to withdrawal.

Attendance

In order to participate in the GSRP program, your child will be required to attend on a regular basis. Extended or unexplained absences not related to sickness or family emergency can result in immediate dismissal from the program. This is because your child's education is important, and often other children are waiting for a spot to open.

GSRP guidelines from the State of Michigan require consistent attendance in order to stay in the program. Attendance will be reviewed on a monthly basis. Five tardies are equal to one absence.

If GSRP attendance becomes a concern, you will be notified in written form to make adjustments to your child's attendance and/ or tardiness right away. This is because there is limited space available in our GSRP programs, and the State of Michigan wants to prioritize getting another child who could benefit from the program into school.

Tuition-based programs do not have attendance requirements, however there is no refund for missed days.

Clothing

Children should wear play clothes to school.

- There will be no reimbursement for clothes damaged at school.
- Please label all items with your child's name.
- Children should come dressed to play outside each day.
- Please send an additional set of spare clothes that are appropriate for the season and weather.
- If your child has had an accident at school and comes home with the school's clothes, please wash and return them the next day.

Nap/Rest Time

Full-day preschool children must have a rest period as required by the State. Please send one small blanket to be kept at school. All nap items must go home to be washed every week. We provide disinfected cots and a locker/cubby to store each child's nap items.

Weather

All children go outside every day, weather permitting. If your child is well enough to be in school, he/she is well enough to go outside. Our preschool policy is for children to go outside if the temperature is above 10F and other weather factors are favorable. Staff discretion is used.



Paddock's Early Childhood Center follows the Milan Area Schools district closings. For inclement weather closings, such as ice, snow or fog, listen to radio stations **WJR(760AM)**, **WAAM(1600AM)** or **television channels 2 WJBK-Fox 2, 4 WDIV, or 7 WXYZ-TV**. A notice will also be posted on the school website.

Before & After Childcare

Extended day options [before and/or after school care] may be available on a first-come, first-serve basis for Morning-only Preschoolers or GSRP Preschoolers. (Participation is at additional cost to parents and is not included in the GSRP grant.)

Morning-Only Preschool: First-come, first-serve morning-care (7a start)

GSRP Preschool: First-come, first-serve morning and afternoon care (7a - 5:30p) and Fridays full day. Only a parent, guardian or person listed on the emergency information card can pick up a child.

Grievance Procedure

If a parent has a concern regarding their child's enrollment or learning experiences within the program, the parent should follow the procedure listed below:

1. Talk or email with the classroom teacher about your concerns.
2. Contact the Early Childhood Director, Jessica Kishiyama at 734-439-5159 or kishiyamaj@milanareaschools.org.
3. Contact the Assistant Superintendent, Ryan McMahon at 734-439-5007 or mcmahonr@milanareaschools.org.



Cultural Competence

Young children and their families reflect wonderful diversity of language and culture. The National Association for the Education of Young Children's (NAEYC) recommendations emphasize that early childhood programs are responsible for creating a welcoming environment that respects diversity, supports children's ties to their families and community, and promotes second language acquisitions and preservation of children's home

language and cultural identities. Using children's home language (both verbal and non-verbal) have many benefits, including support of the child's language skills, social skills, and promoting a positive self-image. PECC encourages a child's home language use in the classroom, activities, and interactions throughout the day. Linguistic and cultural diversity is an asset for young children. All children and families are welcomed and celebrated at Milan Area Schools, and we welcome feedback from families on how to be more inclusive and reflective of our students' cultures and background.

Notice of Nondiscrimination

It is the policy of Milan Area Schools that no person shall, on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, disability or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment of its programs or activities. PECC will make every effort to accommodate or support the children and families with disabilities in our care.



No child will be excluded or expelled from PECC because of the need for additional developmental, medical or behavioral support, disabilities, assistance with toileting, or adult apprehension. Milan Area Schools is a PK-12th grade full-inclusion district, and we take our commitment to the inclusion of all children seriously as we work together in supporting every child's success.

PARENT INVOLVEMENT

Parent partnership and involvement is the cornerstone of our program. PECC requires parent volunteering visits to be set up in advance with the teacher and front office so we can ensure the observer/volunteer is iChatted, or run through a background check with the State of Michigan. Please see the following ways to get involved in your child's education during early childhood:

Parent Participation & Volunteering

PECC has several events throughout the school year for parent participation. Classroom teachers will share a sign-up to be an individual volunteer to help in your child's class, be a Mystery Reader during March is Reading Month, attend a field trip as a chaperone, or other fun events. Watch the calendar and emails for reminders.

Social Events

PECC runs “Come Play With Me!” evenings on most months of the school-year on the third or fourth Thursday of each month. It is an event for parents to bring your children, connect with our community and socialize with other PECC families. Watch the calendar and emails for reminders.

Family Conferences

Your child’s teacher will meet with you once in the fall and once in spring* to discuss your child’s progress. At each conference, you will receive an observational assessment report (called COR Advantage) based on your unique child’s developmental levels in each domain of learning. (Students in our GSRP preschool program will receive an additional COR report and check-in at the end of the school year during their final home visit.)

*Some tuition-based programs, depending on student age, will do a spring conference on an as-needed basis only for graduating preschoolers or by teacher/parent request.

If you have additional or situational concerns, teachers or families may set up a meeting with your child’s teacher any time during the school year.

GSRP Home Visits

For students enrolled in GSRP, your child’s teaching team will set up two home visits during the school year as part of the GSRP program in order to build the home/school connection and establish trust with your child before school begins. One will take place at the beginning of the year, and one will be after the last week of school, when you will receive the final observation report. The purpose is to foster the home-school connection with you, your child, and the teaching team and learn about your unique child.

Preschool Decision-Making Meetings

WISD (Washtenaw Intermediate School District) has local advisory committees working to make decisions regarding early childhood. Please get involved at washtenawwisd.org.

If you are interested in joining the local Parent Advisory Committee for PECC and/or a Data Analysis Team to reflect on our student data, please contact the Director at any time.

GSRP Parent Education Nights

As an added benefit to GSRP families, a minimum of 3 parent-education nights will be held during the school year to look at your child or classrooms’ developmental data and information on students, learn more about their school day, discuss strategies for success at home, and more.

Field Trips

- Staff will notify parents prior to each trip.
- Written permission will be obtained from parents prior to trips.
- Your child must follow the field trip rules or a parent will be asked to accompany the child.
- Only a limited number of parents may volunteer to chaperone a field trip due to site restrictions. Your teacher will contact you in advance about all field trips and opportunities to chaperone.
- If you choose not to have your child participate in any of our field trips, you will need to make alternative arrangements for the duration of the trip.

LEARNING PROGRAM

HighScope Curriculum

Play-based, child-centered, and grounded in research, the HighScope Curriculum features active learning at its core from birth-preschool. In a HighScope classroom, children are guided to explore, interact, and exercise their creative imagination through purposeful play. Teachers support and extend each child's learning based on their developmental levels, so children enter school ready and eager to learn.

Main Components of a HighScope Classroom:

- **Adult-Child Interactions:** Teachers act as partners, working alongside children and communicating with them both verbally and nonverbally to encourage learning. Key strategies for adult-child interactions are sharing control with children, communicating as a partner with children, scaffolding children's play, using encouragement instead of praise, and taking a problem-solving approach to supporting children in resolving conflicts.
- **Learning Environment:** To create a predictable and active learning environment, teachers arrange and equip the classroom with diverse, open-ended materials that reflect children's home, culture, and language. The room is organized and labeled to promote independence and encourage children to carry out their intentions.
- **Daily Routine:** A consistent framework for the day provides a balanced variety of experiences and learning opportunities. Children engage in both individual and social play, participate in small- and large-group activities, assist with cleanup, socialize during meals/snacks, develop self-care skills, and exercise their small and large muscles. The most important segment of the daily routine is the plan-do-review sequence, in which children make decisions about what they will do, carry out their ideas, and reflect upon their activities with adults and other children. These higher-level thinking

skills are linked to the development of executive functions, which are needed to be successful in school and life.

- **Assessment:** Ongoing child assessment is also an underlying component of the HighScope Curriculum. Objective anecdotal observations of children collected throughout children's natural play allow teachers to assess child progress and plan meaningful learning experiences.

In the HighScope Preschool Curriculum, learning is focused on the following eight content areas:

- Approaches to Learning
- Social and Emotional Development
- Physical Development and Health
- Language, Literacy, and Communication
- Mathematics
- Creative Arts
- Science and Technology
- Social Studies

Developmental Screening Process

Every child will have an Ages and Stages Questionnaire (ASQ) completed. It will be sent home at the beginning of the school year, or given to parents at the initial home visit for GSRP families. Teachers will complete if the parent is unable to do so by October of the school year. If there is a developmental concern, teachers will follow up with activities in the classroom and/or send activities home to work on.

COR Assessment - Ongoing during Year

Via our HighScope curriculum, students are observed during their natural play activities in the classroom through the lens of our COR Advantage Assessment looking at 36 Key Development Indicators (KDI's) across the 8 domains listed above. The COR Advantage report is what is used to deliver information at your conferences and/or end of year progress reports to give you clear information as to how your child is growing and gaining new skills. Along with the ASQ, the COR Assessment allows teachers to specifically plan lessons around a child or group of children's identified needs and levels.

Example Daily Schedule

Typical Daily Routine in All Classrooms:

- Breakfast (excluding half-day preschool)
- Morning Meeting
- Large Group
- Small Group

- Work Time (plan, do, review) - minimum of one-hour, uninterrupted play time for students to expand learning opportunities through play
- Lunch
- Rest
- Large Group or Gym/Library/Music Time (excluding GSRP)
- Small Group
- Snack
- Outside/Gym Play or Nature Center

**Times allotted to each activity vary and are planned daily at the discretion of the staff.*

***Infants have two rest/nap times per day, instead of one.*

****Infant/Toddler program follows many of these same components, adjusted for age*

Social-Emotional Support

At PECC, we are committed to nurturing the social and emotional development of our young learners through our structured, consistent daily routines. Staff create a warm, inclusive environment where children feel safe, valued, and encouraged to express themselves. We incorporate age-appropriate social-emotional learning activities into our curriculum, teaching children essential skills like empathy, self-regulation, and effective communication. Our teachers are trained to recognize and address the unique needs of each child, providing individualized support when necessary. We promote positive peer interactions through cooperative play and group activities. Additionally, our center maintains open lines of communication with parents, working together as partners in supporting the holistic growth of every child. If needed, a parent email, phone call or incident report would always be completed if a child experienced a major concern at school.

Behavioral Support

- Children will not be excluded or expelled because of the need for additional developmental, medical or behavioral support, assistance with toileting, or staff personality or apprehension
- Staff will use calm, consistent, positive behavioral supports and classroom management to help students learn self-control, self-direction, self-esteem and a spirit of cooperation within the classroom. Expectations are developmentally appropriate and individualized based on student need.
- Effective structure, procedures, visual supports, and child-friendly environments and interactions will often prevent problem behavior in many cases. Strategic teaching, practice and reinforcement of procedures and problem-solving strategies is done throughout the year. Staff will direct children with the correct behavior wanted, i.e. “use walking feet” instead of “don’t run.”

- Reasonable efforts will be made to assist children to adjust to the program setting, but a child may be asked to find a new program if all efforts are exhausted. Expectations for behavior will be discussed with parents and they will be asked for input as to how they support their child.
- Any form of corporal punishment, restricting movement, inflicting emotional punishment, or confining a child is strictly forbidden. Staff may use child-safe Crisis Prevention Intervention (CPI) techniques if necessary to prevent a child from harming himself/herself or other persons as a last resort for safety, and parents will be notified if it was ever required to use a child-safe hold for safety reasons. These instances are for emergencies only.

Problem Solving:

PECC teaches and uses the following steps to resolve conflicts with children as part of our embedded Highscope training and curriculum:

Steps in Resolving Conflicts

1. Approach calmly, stopping any hurtful actions.

- Place yourself between the children, on their level.
- Use a calm voice and gentle touch.
- Remain neutral rather than take sides.

2. Acknowledge children's feelings.

- "You look really upset."
- Let children know you need to hold any object in question.

3. Gather information.

- "What's the problem?"

4. Restate the problem.

- "So the problem is ..."

5. Ask for ideas for solutions and choose one together.

- "What can we do to solve this problem?"
- Encourage children to think of a solution.

6. Be prepared to give follow-up support.

- "You solved the problem!"
- Stay near the children.



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Transition To/From our Programs

Prior to starting in our 0-5 programs, students and families are invited to attend a Spring Open House, a Meet the Teacher event in August, and/or schedule a personalized tour or other individualized visit to help prepare children and families for their first day of school. We know that meeting a teacher, seeing their classroom and locker, or having an in-person conversation with staff can often decrease anxiety around starting school quite a bit. PECC will provide any additional transition support needed to make sure a child and their family feels comfortable to start school.

Because PECC is located in Milan's only early elementary school, Paddock Elementary, it allows children to have a much more seamless transition experience from infant/toddler to preschool to K-2 elementary school as well. Children become familiar with our building(s), hallways, support staff and general school routines. Preschool & Elementary Staff work with each other daily and meet in the spring/summer to strategically plan and individualize the transition into Young 5's/Kindergarten in order to optimize student learning and needs. Any specific behavioral support, IEP or classroom accommodation is shared ahead of time to the receiving staff members. Through our student referral and support team process, any notes from a CARE meeting will also be shared (see below).

Referral Process & Follow-Up

When needed, a referral may be done through our Preschool CARE team. A team of professionals from a variety of fields will convene to review a child's needs, prior strategies or interventions used to support the child, and brainstorm additional resources to put in place to help the child. If needed, a CARE team may refer to Milan Area Schools' Special Education team to determine if your child is eligible for additional support and services via an IEP. Children under 3 can be referred to Early On. Parents must give written permission for their child to be evaluated for an IEP and those results will be shared through a team meeting. Parents are equal members of IEP teams and their input is highly valued, as we work together to find what supports may best benefit your child.

Physical Activity & Nutrition

Physical activity will be given every day, often both in and outdoor when possible. Both planned and open ended activities will be offered to help stress the importance of physical exercise.



Meal Guidelines

Infant/toddlers must bring lunch from home, but we will provide healthy snacks.

Paddock preschoolers have the option of purchasing lunch from school or bringing a lunch from home. We are unable to heat or microwave any food items from home. Breakfast is also provided to full day children arriving prior to 9 am. Please look for information from your child's teacher regarding eating at school in your specific program. PECC utilizes the district's food service program through the National Hot Lunch Program and the Child and Adult Care Food Program. We also use the National Kidney Foundation's Regie Rainbow Nutrition Program to encourage healthy food choices.

GSRP Meals/Snacks Program

All GSRP participants are required to participate in the free and reduced lunch and snack program. All meals are served family style.

- GSRP students will receive a free breakfast and lunch daily and snack
- Staff will ensure sufficient quantity and nutritional quality of the snacks. Posted food allergy lists will be consulted before serving snacks to the children with special dietary needs.
- Students who have documented food allergies or special dietary needs may bring a nutritional cold lunch from home.
- Parents may be asked to provide snacks for a child with multiple allergies.



HEALTH, SAFETY & EMERGENCIES

Accidents & Emergencies

- 911, as well as parents, will be called if a child needs emergency treatment.
- An evacuation plan, in case of fire, is posted in every room.
- Building Emergency Plans are in place in each building.
- The children are involved in periodic drills during the school year to prepare them to respond properly during an emergency, including fire, tornado and lockdown safety drills. Please see the MAS Elementary Handbook for more information on safety.

Health

- Parents must be called if a child, while at school, vomits, has a fever, diarrhea, excessive drainage from the nose, pink eyes, a suspicious rash or if staff determines a child is lethargic and not able to participate in class. If a parent is called to pick up a sick child, the parent must arrive within an hour or will need to make arrangements for an emergency person to pick up the child. If the child cannot be picked up within the hour, the preschool supervisor will be notified and appropriate action taken.

- A child needs to be fever free without fever reducing medication for 24 hours before returning to school. A child who vomits at school may not return for 24 hours.
- A child with a rash must be diagnosed by a doctor and bring a note from the doctor when returning to school to avoid the risk of spread.
- A child diagnosed with pink eye must be on medication for 24 hours before returning to school.
- A child positive for COVID-19 or their family members must follow the guidelines from the Washtenaw County Health Department in place at the time of illness or exposure.
- Be sure your emergency person listed on the child information card lives close to school and is available to pick up your child when needed.

Students with contagious illnesses that endangers the health and/or safety of children or staff will not be allowed back at school without a doctor's signed permission.

Please see the MAS Elementary Handbook for additional information regarding illness and contagious disease.

Medication

- Children are not allowed to have any medication on their possession. This includes pain relievers (such as aspirin), vitamins, sunscreen, cough drops, and chap-stick.
- Prescription and over the counter medications, including aspirin, shall be given with written permission from a parent and a physician only.
- Medication must be in the original container.
- Prescription medication must have the pharmacy label, including doctor's name, patient's name, dispensing instructions, name and strength of medication given.
- A medication form is available from your child's teacher and must be filled out by a physician explaining the reasons for taking the medication, name of the medication, directions for administering, possible side effects and length of time the child is to receive the medication. The Medication Form must be signed by the parent/guardian.



Release Rules

- Your child will be released only to a parent, guardian or the persons listed on the emergency card.
- We must receive written notification from a parent or guardian if someone other than the parent,



- guardian or persons listed on the emergency card is picking up the child.
- Siblings or babysitters under 16 years of age or less are not permitted to pick up a child from school.
- Photo Identification is checked when necessary.
- Extended Care parents must sign-in/sign-out their child every day.
- Please make sure the staff acknowledges you when you drop off or pick up your child.

Mandated Reporting

- Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Milan Area Schools are considered mandated reporters under this law. The staff is not required to discuss their concern with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they **fail** to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition or clothing for your child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

Parent Notice of Program Measurement

Paddock Early Childhood Center is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.
- Ask teachers how children are learning and growing.
- Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact:

- Paddock Early Childhood Center
 - 707 Marvin Street, Milan, MI 48160
 - 734-439-5159, or kishiyamaj@milanareaschools.org
- The MDE Office of Great Start, Preschool and Out-of-School Time Learning at:
 - mde-gsrp@michigan.gov,
 - 517-241-7004, or
 - 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909

PECC PROGRAM RATES 2023-2024:

9 equal payments due on the first day of business of **Sept, Oct, Nov, Dec 2023 & Jan, Feb, Mar, Apr, May 2024**

<u>Program</u>	<u>Time</u>	<u>Age Level</u>	<u>Monthly Cost</u>	<u>Monthly Cost</u>	<u>Monthly Cost</u>	<u>Monthly Cost</u>
			<u>5 Days Care</u>	<u>4 Days Care</u>	<u>3 Days Care</u>	<u>2 Days Care</u>
All-Day Infant/Toddler @ Symons El *includes morning/afternoon snack	7:00a - 5:00p	Birth - 2 years old	\$1,240	\$992	\$744	\$496

All-Day Preschool @ Paddock El *includes breakfast + morning/ afternoon snack	7:00a - 5:30p	Turns 3 on/ before 12/1/23	\$1,040	\$832	\$624	\$416
Half-Day Preschool @ Paddock El *includes morning snack *to add 7a-9a morning care, please contact the PECC Office	9:00a - 12:00p	Turns 3 on/ before 12/1/23	\$472 (M-F)	*No 4-day option for half-day preschool*	\$283 (M-W)	\$189 (Th/Fr)

PECC follows the **MAS District school calendar and closures**, including regular holidays and Professional Development days (4 per year). See the MAS school calendar for more details at www.milanareaschools.org. The first day of school is August 28, 2023.

On **MAS District Half-Days**, PECC provides the child's current schedule of care, including full day.

PECC follows the **MAS emergency closure schedule**, including snow days and unforeseen circumstances. ❄️ Winter weather: Parents are reimbursed at the daily rate after **3 weather/ unforeseen closures**.

Payment **online via credit/debit card** using e-funds (found on www.milanareaschools.org homepage), via **money order** or **check payable to Milan Area Schools**. Skip fees and set up **bill pay via your personal bank**, which will typically mail a check directly to PECC at no cost to you.

Schedule changes and tuition adjustments require **two-week minimum notice**.

Through Michigan's Great Start Readiness Program, we offer **free, 4-days/week, full-day preschool** for income-eligible 4 year olds turning 4 by 9/1/2023. Visit washtenawpreschool.org.

23-24 Morning-Preschool Only Early Morning Care Rates

- First Come, First-Serve
- Due to limited spaces, may be wait-listed
- Contact PECC for availability

M-F 7:00 am - 9:00 am: \$12 daily rate

23-24 GSRP Childcare Rates

Early Morning, After-School, & Friday Rates

- First Come, First-Serve
- Due to limited spaces, may be wait-listed
- Contact PECC for availability

_____	GSRP Morning Care M, T, W, TH 7:00am – 9:00am	\$12 daily rate
_____	GSRP Afternoon Care M, T, W, TH 3:45pm – 5:30pm	\$10 daily rate
_____	Friday Care 7:00am – 5:30pm	\$208 monthly rate

Sliding Scale Fee - Tuition Owed for GSRP Students

Families that are deemed “over-income” by GSRP guidelines, must be charged tuition. This tuition is calculated on a sliding scale, based on family income, and determined to be a reasonable amount a family should pay toward the cost of GSRP. The precalculated fee is a per-child fee, not a per-family fee. Determined on a yearly basis by Washtenaw County Intermediate School District.