



Landmark Academy Charter School
Family Handbook



Landmark Academy GSRP Calendar

2025-2026

First Semester

September 22-26	Home Visits
September 18	GSRP Open House
October 6	Student's First Day
October 16	Family Engagement Night
November 5-6	Fall Conferences
November 26-28	Thanksgiving Break
December 22- January 2	Winter Break
January 5	Students and Staff Return

Second Semester

January 15	Family Engagement Night
January 19	MLK No School
February 16	No School/Midwinter Break
March 25-27	No School/Conferences
March 30 – April 3	Spring Break
April 6	No School for Students
May 14	Family Engagement Night
May 25	Memorial Day/ No School
May 28	Last for for GSRP Students
June 1-5	Home Visits

Landmark Academy GSRP Calendar

2025 to 2026

Sep 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important dates

Fall Semester Dates To-From

No School

Spring Semester Dates To-From

Home Visits (scheduled)

Summer Session Dates To-From

Special Dates – Please look at list schedule

Table of Contents

Landmark and GSRP Calendar	2
GSRP Calendar	3
Table of Contents	4
Welcome	6
Mission	6
About GSRP	6
Program Goals	6
Enrollment and Eligibility	7
Eligibility Criteria	7
Enrollment Process	7
Fee Policy	8
Nondiscrimination Policy	8
Confidentiality Policy	8
Curriculum Policy	9
Program Days, Times, and Attendance Policy	10
Return to Care Guidelines	12
Illness Prevention Practices	12
Medication	13
Transportation Policy	14
Schedule of Operation	14
Withdrawal Policy	15
Daily Activities	15
Rest Time	17
Physical Activity	17
Outdoor Exposure/Weather	18
Notes/Messages	18
Child Readiness and Development	18
Concerns about Child Development	19
Grievance Policy	19
Multi-culture and Diversity in the Learning Environment	19
Family Involvement	19
Volunteer Policy	20
Definition of a Volunteer	20
Volunteer Requirements	20
Expectations of Volunteers	21
Termination of Volunteer Privileges	21
Screening Policy	21

Requirements for Adults with Unsupervised Access	21
Prohibited Individuals	21
Discipline/Conflict Resolution Guidance Policy	22
Home/School Visit	22
Staff/Volunteers	23
Staff Training	23
Orientation Policy	24
Purpose	24
Orientation Timeline	24
Documentation of Completion	24
Ongoing Professional Development	24
Professional Development Requirements/Plan	24
Tracking Documentation	26
Professional Growth Support	26
Review and Updates	26
Abuse/Neglect	26
Child Custody Policy	28
Parent Notification Plan	28
When Families will be Notified	28
Methods of Notification	29
Types of Incidents and Notification Procedures	29
Documentation	30
Emergency Procedures Policy	30
Training and Drills	31
Fire/Tornado/Lockdown	31
Recruitment Referrals	32
Policy Review	33
MDHHS Licensing Notebook	33
Program Evaluation	33
Healthcare Plan	34
Nutrition Policy	35
Smoking/Drug/Alcohol Policy	35
Parent and Family Involvement	36
Contact Information	36
Release of Information from	38
Parent Acknowledgement Form	39

Great Start Readiness Program (GSRP) Handbook Landmark Academy

Welcome to the Great Start Readiness Program (GSRP)

We are thrilled to welcome you to the GSRP at Landmark Academy. Our program is dedicated to fostering the growth, development, and education of our youngest learners. This handbook serves as a guide to help you understand the program's policies, expectations, and resources. Please take the time to read through it carefully, and feel free to reach out with any questions.

Mission

Landmark Academy Charter Schools Great Start Readiness Preschool Program, recognizing the unique giftedness of the individual student, will work in cooperation with parents and the community to provide a nurturing and challenging environment that encourages academic excellence, character development, and a love for lifelong learning.

About GSRP

The Great Start Readiness Program (GSRP) is Michigan's state-funded preschool program for four-year-old children. GSRP is a state funded program paid for with the GSRP grant money. Our mission is to provide high-quality early childhood education to prepare children for success in kindergarten and beyond.

Program Goals:

- Foster academic, social, and emotional growth.
- Provide a safe and nurturing environment.
- Engage families as partners in their child's learning.

Enrollment and Eligibility

Admission starts by contacting the Landmark Academy's Great Start Readiness Program to see if your family qualifies for admission to the program under the guidelines set by the Michigan Department of Education (MDE). There is no cost to apply. If more families apply than there is space available, children with the greatest need (per the MDE at risk guidelines) will be admitted first. Children must live in St. Clair County.

Eligibility Criteria:

- Children must be 4 years old and less than 5 years old on or before September 1st. Proof of age provided through a birth certificate, birth record, baptismal or MCIR is required for enrolled children as evidence.
- Families must meet income guidelines or other qualifying factors.
- Families must live in the State of Michigan.

Enrollment Process:

- Complete the application form.
- All families complete and provide the following documents: documentation of birth, immunization records, current health appraisal, and proof of income. Documentation of birth and income must be provided prior to acceptance, as they are qualifying factors. Immunization and Health Appraisals are to be completed prior to the start of the program, though circumstances (such as late enrollment) may allow for a thirty-day extension **with program approval**. Children who do not have immunization records or health appraisal information on file, may not be able to continue in the program after the first 30 days of school until such time they are able to provide the required documentation.
- Proof of immunization is required as follows: 4 DPT, 2 MMR, 4 Polio (or 3 if the 3rd dose is after 4), 3 Hepatitis B, HIB Series, PCV series, and 2 Varicella (chicken pox) unless the parent provides a waiver from the Health Department. A copy of your child's immunization records and Health Appraisal from his/her 4-year-old well-child check-up must be kept on file at the preschool. If your child has not yet received all his/her age required vaccinations, a catch-up schedule must be submitted along with the child's

current MCIR report. Failure to comply may result in the child's removal from the program.

- Attend an orientation session.
- All necessary enrollment and registration forms must be completed prior to your child beginning school. This includes but is not limited to the Emergency Contact and Consent Card (Child Information Record), enrollment packet documents, free and reduced lunch application and health appraisal.

(All confidentiality is maintained by GSRP and Landmark Academy)

Fee Policy

No fees are charged for services provided by Landmark Academy Great Start Readiness Preschool for eligible and qualified 4 year old children. The program is a Great Start Readiness Program Funded by the State of Michigan through the Michigan Department of Education.

Nondiscrimination Policy

Applicants for admission and employment, students, parents, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements are notified that Landmark Academy Charter School does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in its admission or access to, or treatment or employment in its programs, activities, or policies.

Confidentiality Policy

Information presented to the Landmark Academy Great Start Readiness Preschool Program will remain confidential and not be disclosed to parties other than the staff members associated with the program and the Michigan Department of Education without written consent of parent(s) or guardian(s). **Parents will be asked to sign a release of information so that your child's academic records can be shared with his or her kindergarten teacher and enrollment staff for the upcoming year.** This will include the transition team members for the purpose of

kindergarten placement. We ask our parents to adhere to confidential courtesies as they participate in classroom activities with other GSRP families.

Curriculum Policy

- This Great Start Readiness Preschool Program follows Creative Curriculum, which our teaching staff will implement with fidelity. They will also work with our families to ensure parents understand the curriculum and developmentally appropriate practices routinely so that they may reflect this when they are home and center contacts.
- Children learn by actively exploring their environments and making choices. The classrooms belong to the children. Trained staff to support children's learning but do not dominate their play.
- Staff perceive all situations: positive and negative, as an opportunity to learn. A child's self-esteem is never compromised.
- Staff combines a balance of education and children's interests to provide the best possible environment for children to learn.
- The Creative Curriculum supports planning classroom materials, activities, and celebrations around the interests of the children and reflects the cultural backgrounds of the families.
- The Great Start Readiness Programs maintains State and Federal literacy guidelines through the Creative Curriculum. Classroom literacy activities consist of, but are not limited to, reading, finger plays, poems, word games, songs, labeling and environmental print, and phonics instruction.
- Initial screenings are performed, and on-going assessments are completed throughout the year for all children enrolled in the program.
- The dramatic play area may have cereal boxes, coupons and cookbooks. The sand and water table may have a book about seashells nearby. Connections are made from objects to words by labeling items in the classroom. Teachers ask children to talk about their drawings and write down their comments on paper. The writing center provides pencils, paper, markers, scissors, and stickers to support children as they translate thought into written words.
- The ability to count, sort and classify helps children organize the world in an orderly manner. Concepts such as "greater than" and "less than" can be observed on graphs of the children's favorite colors. Numbers play an important part in the routine as children count classmates for attendance and set the table for snack time. A teacher may see that a group of children has sorted beads according to color. The teacher can extend that activity by

working with the children to count each color group, write down the color name and discuss how many are in each group.

- Teachers encourage children to verbalize what is going on in their world and solve problems together. Children can work through social situations such as taking turns and following classroom guidelines. Teachers ask open-ended questions to promote curiosity. Children may give clues to their fellow students in a guessing game or predict what might happen next in the story.
- Teachers observe and assess children, then plan accordingly. The Creative Curriculum provides the Teaching Strategies Gold Assessment that allows teachers to arrange their observations according to each child's development in all areas. Visit www.TeachingStrategies.com for additional information.

Program Days and Times, and Attendance Policy

This preschool program at Landmark is a great opportunity to create and develop good attendance habits. These habits will stick with your child throughout their school years. This can only be made possible through regular school attendance. Research shows that regular attendance has positive effects on learning and self-confidence.

- Children in the Landmark Academy's Great Start Readiness Program will attend school 4 days a week, Monday – Thursday 8:00-3:15pm.
- Children are expected to attend school on a regular basis. Excessive absences, or periods of absence greater than 30 days, may result in termination from the program to make space available for qualifying children on the waiting list.
- Please ensure your child arrives at school on time. Routine at this precious age is very important to your child's learning. Please help them by making a great start to each day!
- If a child must miss school, please notify the teacher and contact the school's attendance line at 810-982-7210 with a reason for the absence. Contact is to be made before the start of the school day in which the child will miss, whenever possible. If you are unable to call, please send a note to your child's teacher as soon as possible. A school representative may reach out to you about your child's absence if we do not receive a notification.
- If your child is sick, it is appropriate that they do not come to school.
- When to keep your child home:
 - Fever of 100.2 degrees or higher
 - Vomiting or diarrhea (2 or more loose stools in 24 hours)

- Persistent or severe cough
- Thick green or yellow nasal discharge (not related to allergies)
- Unidentified or spreading rash
- Conjunctivitis (Pink Eye) -red, itchy, or draining eyes
- COVID-19
- Impetigo
- Ringworm
- Scabies
- Lice (live lice or active nits)
- Pinworm
- Strep throat
- Chicken pox
- Measles
- Mumps
- Infectious Mononucleosis (Mono)
- Other suspected contagious diseases
- If your child becomes ill during the school day, you will be called to pick them up. If you cannot be reached another contact on the child's emergency card will be contacted. **Please make sure your child's information card stays updated with contact information if any changes occur.**
 - Staff will isolate the child from the group in a supervised, comfortable space
 - Notify the parent/guardian immediately
 - Request prompt pick-up (within 1 hour, when possible)
- Examples of symptoms requiring early dismissal include:
 - Temperature of 100.2 or higher
 - Vomiting or 2 or more episodes of diarrhea
 - Uncontrollable coughing or wheezing
 - Rash of unknown origin
 - Lethargy or inability to participate in routine activities
- Exposure Policy: If a child is exposed to a reportable communicable disease (e.g., chickenpox, COVID-19, head lice), parents will receive written or verbal notifications including:
 - The name of the illness
 - Date of exposure
 - Symptoms to watch for
 - Return-to-care requirements (if applicable)
- Family Responsibilities:
 - Notify the school immediately after your child is diagnosed with a communicable illness or is experiencing symptoms

- Keep emergency contact information up to date
- Respond promptly to illness-related calls from the school
- Follow all return-to-care policies to prevent further spread
- If your child becomes injured at school, parents will be contacted if the staff feels medical attention is necessary. An accident report form will be completed by the staff and will be kept on file by the program director. In case of serious injury, we will make an immediate attempt to contact the parent or guardian. If necessary, we will also call an ambulance. **Please keep your emergency contact numbers up to date.**

Return to Care Guidelines

Children and staff may return to the program when the following conditions are met:

- Fever: Child is fever-free for at least 24 hours without the use of fever-reducing medication.
- Vomiting/diarrhea: at least 24 hours since the last episode, with normal eating and drinking.
- Bacterial infections (e.g., strep throat, impetigo, pink eye): Child must have completed 24 hours of prescribed antibiotics and show signs of improvement.
- Rashes: Must be diagnosed by a healthcare provider and cleared to return.
- Lice/Scabies/Pinworm/Ringworm: Must have received treatment and be free of live lice or contagious stage of illness.
- COVID-19: Follow CDC and local health department guidelines for isolation and return.
- In all cases, the child must be well enough to participate fully in daily activities, including outdoor play.

Illness Prevention Practices

We take the following proactive steps to reduce the spread of illness in our classrooms:

- Teaching children to properly wash their hands:
 - Before eating
 - After using the restroom
 - After wiping or blowing their nose
 - When their hands are visibly dirty

- Cleaning and disinfecting toys, materials, and frequently touched surfaces daily
- Encouraging respiratory hygiene (covering coughs/sneezes)
- Daily health checks upon arrival

These hygiene routines apply to all children, staff, volunteers, and visitors in the program.

Medication

The administration of medication by school personnel must be authorized and performed in exceptional circumstances, which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building principal or his/her designated representative. This authorization to administer medication must be issued only in compliance with the following conditions.

A. The request for the Administration of Medication form must be signed by the student's parent/guardian and filed with the building principal.

B. Written instructions signed by the parent/guardian and the student's physician must be furnished and must include:

- Student's name, address, telephone number;
- Physician's name, address, telephone number;
- Pharmacy name, address, and telephone number;
- Name of medication, beginning date of administration;
- Prescribed dosage, frequency and duration;
- Parents must be responsible for informing Landmark Academy if the child has experienced side effects from the medication the child is to receive;
- Termination date for administering medication;
- Special handling and storage instructions

C. Medication for students in preschool must be brought to school by an adult and in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/guardian.

D. The school nurse or other designated preschool personnel will:

- Inform appropriate school personnel of the medication

- Keep medications in a locked cabinet
- Keep a record of the administration of the medication which will include: date, time, dosage and person administering the medication along with the initials of an adult witness (this witness can be any school employee/ or adult)
- Return the unused medication only to the student's parent/guardian (a student may return their inhaler)

E. The student's parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative of any change in the child's health or change in the medication, including the discontinuation or modification of the medication.

Transportation Policy

- Transportation through buses is provided through Landmark Academy. The transportation coordinator will contact those signed up to ride with bus stop and time information.
- If there are more than 16 students signed up to ride a bus a licensed aid will be provided by Landmark Academy.
- Pick/up by parents or guardians – if you are picking up your child from school you will need to have ID and the names of those the child is being released to must be on the emergency card. Staff will be checking IDs.
- If a parent or guardian is not picking up a student, then they must notify the school and that person must be on the emergency card. **It is imperative these cards are kept up to date.**

Schedule of Operation

- Hours of operation of the staff: 7:30-3:30
- Hours of operation for the students 8:00-3:15
- Beginning and end of program:
 - October 6, 2025 – Student's first day of school
 - May 28, 2026 – Student's last day of school
- School/snow day cancellations: Please check local news and radio stations for weather related school closings. A Skylert will also be sent out via phone message and email.
- We follow Landmark Academy's calendar for school breaks.

Withdrawal Policy

- Parent initiated withdrawal: If you wish to withdraw your child from preschool, please provide prior notice in writing. We would like the opportunity to recognize your child's involvement in our program, as well as allow classmates to say their goodbyes.
- Center initiated withdrawal: A child may no longer be included in the program if:
 - They have excessive absences
 - They do not meet the health/licensing requirements by the required deadlines
 - There is failure to follow program policies
 - A more appropriate setting, based on the child's needs, is determined

Daily Activities:

8:30-8:45 Arrival – Children are dropped off at the main entrance at the front of the school. All drops off will be brought into these doors as well. Please be advised that buses will drop students off at the same time.

8:45-9:15 – Morning Routine/Breakfast – Children will put their backpacks and outdoor attire in their lockers, practice emergent writing skills by writing their names on a sign-in sheet, wash their hands, then sit at the table for breakfast. Family style meals support children doing things for themselves (e.g. serve, pour beverages, distribute napkins, and wipe up spills). Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

9:20-9:50 – Outside Time – Children have many choices about how they play in the outdoor learning environment much as they do during the center time indoors. Adults supervise children for safety and join in their outdoor play, supporting children's initiatives and problem-solving. The children will play in the classroom on days inclement weather doesn't allow for outdoor play.

9:50-10:15 – Large Group Time- All students and children participate in the morning message highlighting the day's activities and changes to our daily routine. Choosing classroom jobs and music/movement activities planned around children's interests will also be incorporated in this large group.

10:15-10:25 – Planning Time - Through small group experiences, children indicate their plans to adults in a place where intimate conversations can occur and where people and materials are visible. Adults use a range of strategies to support children's planning (e.g. props, area signs, tape recorders, song)

10:25-11:25 – Center Time – Children make many choices about where and how to use materials. During center time, adults participate as partners in child-initiated play and encourage children's problem solving both with materials and during times of social conflict.

11:25-11:35 Cleanup Time – Children and adults clean up together. Children make many choices during clean up time. Adults accept children's level of involvement and skill while supporting their learning.

11:35-11:45 Recall Time – Gathered in small group settings, children choose center time experiences to reflect on, talk about, and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow the children's lead and encourage children to share (e.g. individual props such as puppets, telephones, group games using a hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting, etc.).

12:00-12:15 – Small Group – An adult-initiated learning experience based on children's interests and development where children explore play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

12:15-1:00 – Hands washed/lunch – Family style meals support children doing things for themselves (e.g. serve, pour beverages, distribute napkins, and wipe up spills). Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own space including disposal of leftovers, wiping of tables, and pushing in their own chairs.

1:00-1:30 – Outside Time – Children have many choices about how they play in the outdoor learning environment much as they do during the center time indoors. Adults supervise children for safety and join in their outdoor play, supporting children's initiatives and problem-solving. The children will play in the classroom on days inclement weather doesn't allow for outdoor play.

1:30-1:45 – Bathrooms/Transitions to Rest Time

1:45-2:45 – Rest Time – Resting is a time for sleeping or quiet, solitary, on-your-own-cot play. Rest-time plans should be individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or manipulatives.

2:45-3:00 – Large Group Time – This large group will focus on literacy and language skills through the sharing and interaction of stories, finger plays, and songs

3:00-3:15– Snack/limited choice/recall/clean-up (refer to AM descriptions)

3:15-3:30 – Large Group/Daily Wrap Up- All adults and children will participate in music and movement activities that support the creative arts. We will also enhance language and recall skills by reviewing key events from the day.

3:25-3:30 – Dismissal – Bus students will be taken to their appropriate bus and then pick up students will be taken out on the front sidewalk. All pickup students must be signed out by someone on their emergency card.

Rest Time

According to the MDE full day Great Start Readiness Preschool Programs are required to provide one hour of rest/quiet time. ‘Resting time’ is a time for sleeping or quiet, solitary, on-your-own-cot play. Rest-time plans are individualized to meet the needs of each child. Quiet play could include books, soft music, baby dolls, or manipulative. Children will help to prepare their cots as part of transition in and out of sleep/quiet time. Sleep time will last no more than a period of one hour.

Physical Activity

GSRP guidelines require children to be engaged in a minimum of 30 minutes of outdoor play where they can be active and physical. This includes but is not limited to running, jumping, climbing, etc. The outdoor environment is an extension of the classroom and provides students with many opportunities to explore and continue to build social skills. Research states, “Good physical health and wellbeing, and a safe environment contribute to improved learning. Gross motor development enhances body awareness, understanding spatial relationships, and cognitive growth” (Michigan Department of Education).

Outdoor Exposure/Weather

Preschool students often go outside twice a day for 30 minutes. This will occur daily unless there is inclement weather (temperatures dipping below 10 degrees including wind chill or a wind advisory) or special circumstances. Children need to have the necessary clothing for participation in outdoor activities.

In the event of inclement weather cancellation of school, families will be notified through school Skylert, local radio, channels 4 and 7 are also notified of closures. If your child's school (Landmark Academy) is listed in the closure, GSRP classes will also be cancelled.

Notes/Messages

If you need to contact us during the school day, please call Landmark Academy at 810-982-7210.

Child Readiness and Development

Taking steps to enroll your child in the Great Start Readiness Program is one of the many ways you show you care about your child's development and school readiness. According to research, the most accurate predictor of a student's achievement in school is the extent to which that student's family is able to create a home environment that : encourages learning; can communicate high, yet reasonable expectations for their children's achievement and future careers; and where parents stay involved in their child's education at school and in the community. Below are some additional resources that may offer helpful information. If you have any questions about your child's development, please contact your child's teacher.

Social-Emotional Health and School Readiness

https://www.michigan.gov/documents/mde/social_emotional_2822000_7.pdf

MDE Transition to Kindergarten – Parent Guides

https://michigan.gov/mde/0,1607,7-140-6530_6809-15276-00.html

MDE Collaborating for Success – Parent Tool Kit

https://www.michigan.gov/mde/0,4615,7-140-6530_30334_51051-262889-00.htm

Concerns about Child Development

If a parent has concerns about their child's development, they should share those concerns with the lead teacher. Together, parents and teachers can address those concerns. At times, a specialized team may be asked to assist in this process. The team may include: the building principal, a SCCRESA Early Childhood specialist, or other special education staff. If a child is already receiving services for a disability, the Great Start Reading Program staff will join the IEP team and continue services.

Grievance Policy

If a parent has a concern about their child, the classroom, or the program, the concern should be discussed with the teaching team. If a solution is not agreed upon, the parents should contact the building principal. An Early Childhood Specialist may become involved, if necessary.

Multi-culture and Diversity in the Learning Environment

- Materials in the classroom are developmentally appropriate, clean, safe, foster learning, and are to reflect the home and community cultures and special needs of the children in the program. Materials depict a wide range of non-stereotyped role models and cultures.
- The home and community cultures of each class are used to choose materials to be included in the classroom. Materials that reflect children's interests, parental hobbies and employment and area traditions are integrated into all areas of the classroom as well as in projects and lessons presented on a daily basis.

Family Involvement

While Landmark Academy's Great Start Readiness Program may be your child's first experience in a school setting, we recognize that parents are their child's first teacher. Parent engagement is crucial to positive child outcomes; the Great Start Readiness Program provides a variety of opportunities for parents to become involved in the program and regularly seeks input from parents.

Opportunities to volunteer may include:

- Classroom time
- Field trips
- Special occasions
- Conferences

Volunteer Policy

At Landmark Academy, we welcome and encourage volunteer participation in our Great Start Readiness Program (GSRP). Volunteers play an important role in supporting our classrooms, events, and the overall school community. To ensure the safety of our children and to maintain program quality, we require that all volunteers follow the guidelines below.

Definition of a Volunteer

A volunteer is any adult who provides time and assistance to the GSRP classroom or activities without monetary compensation. This includes family members, community members, and students.

Volunteer Requirements

1. **Supervised Access Only** – All volunteers must remain under the direct supervision of a qualified staff member at all times while in contact with children. Volunteers are not permitted to be alone with children at any time.
2. **Volunteer Application and Orientation** – all prospective volunteers must:
 - Complete a volunteer application form
 - Attend a brief GSRP Volunteer Orientation outlining roles, expectations, and child safety procedures.
3. **Criminal Background Clearance** – Volunteers who are expected to have frequent or regular presence in the classroom must complete a background check.

A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering, indicating all of the following information:

- a. The individual is aware that abuse and neglect of children is against the law.
- b. The individual has been informed of the center's policies on child abuse and neglect.
- c. The individual knows they are mandated reporters of child abuse and neglect and are required by law to immediately report suspect abuse and neglect to the

department of health and human services, children's protective services. A verbal report will be made to the department of health and human services, children's protective services by telephone at 1-855-444-3911. The verbal report must be followed by submission of a written report within 72 hours of the verbal report.

Expectations of Volunteers

All GSRP volunteers are expected to:

- Maintain confidentiality regarding students and families
- Follow all classroom routines and teacher direction
- Use positive language and behavior management consistent with GSRP practices
- Never engage in discipline or guidance of children- this is the responsibility of GSRP staff

Termination of Volunteer Privileges

The school reserves the right to deny or discontinue volunteer privileges at any time if safety, confidentiality, or conduct expectations are not met.

Screening Policy

At Landmark Academy, the safety of our students is top priority. In accordance with Rule R400.8125(4), our school has established **screening policy** for all potential employees and any adult who may have unsupervised contact with children:

Requirements for Adults with Unsupervised Access

Any adult who will have unsupervised contact with children is required to complete the Comprehensive Clearance Background Check (CCBC) before having any such contact.

Prohibited Individuals

Any individual listed on the Public Sex Offender Registry (PSOR) is strictly prohibited from working, volunteering, or having any contact with children in care.

Discipline/Conflict Resolution Guidance Policy

The Great Start Readiness Preschool believes discipline can be a learning opportunity and that a positive self-image is the best foundation for a happy and successful future. As a result, we implement guidance that is caring, but firm. The consequences are short, consistent, immediate and logical. Emphasis is placed on providing affection, order, security, and unconditional positive regard for every child. Being that a positive self-image is our main concern, any form of negative procedures or consequences may not be used. This includes shaming, threatening, depriving, or corporal punishment.

- Enrollment will not be denied, and children will not be excluded based on challenging behavior, any disability, the need to access additional resources to serve a specific child, or the need for individualized planning and intentional teaching
 - The adults of GSRP classroom will assume the following roles:
 - Encourage children to do things for themselves
 - Treat conflict situations with children matter-of-factly
 - Approach children calmly and stop any hurtful actions.
 - Acknowledge children's feelings
 - Teach conflict resolution strategies
 - Ask children for solutions and encourage them to choose one together and...
 - Provide follow-up support when children act on their own decisions

Home/School Visit

Parents play an integral role in their child's development. A strong partnership between the staff and families is crucial to a child's success. Families in the GSRP will be participating in 2 home visits and 2 school visits during the program year. Home visits are planned for a minimum of 1 hour each visit, and conferences planned for a minimum of 45 minutes each. These visits help maintain open communication between the staff and families and serve as an excellent time to go over your child's development and growth. We encourage parents to be open and take this opportunity to address any developmental concerns they may have for their child.

The initial home visit serves as an orientation opportunity for the child and parents and helps us get to know each other. School visits are held a minimum of 2 times

throughout the program year to discuss overall development, child strengths, areas of concern, and results of assessments. Parents will be provided with activities to help foster kindergarten readiness. A final home visit at the end of they will summarize the child's development and transition your child to kindergarten.

Staff/Volunteers

The GSRP lead teacher, and the associate teacher are employed by Landmark Academy and GSRP. The lead teacher is highly qualified as outlined by the GSRP grant. Additionally, the Michigan Department of Human Services will screen the teacher for academic credentials and any possible criminal or substantiated child abuse history. Great Start Readiness Program Staff are all fingerprinted to ensure they have no criminal history.

- Associate teachers and substitutes are screened and interviewed. Criminal background history checks are completed. The MDE certification for teaching assistants is followed.
- A staff member will not be employed if they have been convicted of child abuse/neglect or a felony involving harm or threatened harm to an individual with 10 years immediately preceding the date of hire.
- A staff member will provide the GSRP with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect.
- Parents and volunteers shall not have unsupervised contact with children within the Landmark Academy's GSRP. Volunteers will be monitored by employed staff at all times.
- Parents and volunteers will be asked to complete a volunteer form, abuse an neglect form and a self-certifying statement, indicating that they have no history of child abuse or neglect, no felony convictions involving harm or threatened harm in the past 10 years, or any other 'listed' offense as defined in 1994 PA 295, MCL 28.722. All volunteers will also have PSOR search conducted in accordance with Licensing Regulations.

Staff Training

At least 1 caregiver within the Landmark Academy Schools Great Start Readiness Program will have current certification in infant, child, and adult CPR and First Aid. All current staff complete training in the blood-borne pathogens. In addition to CPR, first aid, and bloodborne pathogen training staff complete 16 hours of additional training each year. Training topics include child development,

curriculum, child discipline, health/safety, nutrition, working with parents, and licensing rules.

Orientation Policy *In compliance with Michigan Child Care Licensing Rules (R 400.8125 & R 400.8131)*

At Landmark Academy, we believe that a thorough and timely orientation process is essential to maintaining a safe, high-quality learning environment for all children. This policy outlines the orientation procedures required for all new staff, including aides, lead teachers, substitutes, and volunteers.

Purpose

The purpose of orientation is to ensure that all individuals working in the childcare setting understand the responsibilities, licensing requirements, health and safety procedures, and the school's policy and expectations.

Orientation Timeline

All new staff members must complete an orientation before having any unsupervised contact with children and within 30 days of hire, as required by Rule R 400.8125(5) and Rule R 400.8131(4)/4

Documentation of Completion

All staff will sign a written acknowledgement upon completion of the orientation. This documentation will be:

- Kept in the staff member's personnel file
- Made available for review by Child Care Licensing Consultants

Ongoing Professional Development

Orientation is the first step in staff training. All staff are required to participate in annual professional development hours as outlined by licensing regulations to ensure continued compliance and quality care.

Professional Development Requirements/Plan

1. Orientation Training

All new staff must complete an orientation before having unsupervised contact with children and within 30 days of hire, per R 400.8135(5). Topics include:

- Childcare licensing rules
- Emergency Procedures
- Supervision and safety
- Health and hygiene
- Center policies and procedures

2. Annual Training Requirements

According to Michigan Child Care Licensing Rule R 400.8131(6), all caregivers must complete:

- Ongoing professional development totaling 16 hours per year (calendar year or anniversary based)
- Training must be relevant to early childhood education and cover:
 - Child development
 - Health and safety
 - Positive behavior support
 - Trauma-informed care
 - Equity and inclusion
 - Curriculum and instruction
 - Family engagement

3. GSRP-Specific Training

GSRP staff must also comply with additional training outlined by the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP), which include:

- GSRP curriculum fidelity training (e.g., Creative Curriculum, HighScope)
- Child Observation Record (COR) or alternate assessment tool training
- PQA-R (Program Quality Assessment-Revised) understanding and use
- Social-emotional learning and behavior support strategies
- Annual GSRP professional learning plans through individual developmental goals

4. CPR/First Aid Certification

Per R 400.8125(1)(d), at least one staff member on-site must be certified in infant, child, and adult CPR and First Aid. Certification must be renewed before expiration.

5. Bloodborne Pathogens and Universal Precautions

All staff will complete training on bloodborne pathogens and universal precautions annually, in compliance with licensing rules and OSHA guidelines.

6. Mandated Reporter Training

All staff are mandatory reporters of suspected child abuse or neglect. Staff will complete training on their legal responsibilities at hire and at least every 2 years.

Tracking and Documentation

- All professional development activities will be logged in MiRegistry, Michigan's official early childhood training registry.
- A current professional development record and transcript will be maintained for each employee.
- Training certificates will be kept in each staff member's personal file and made available for review during licensing inspections or GSRP monitoring.

Professional Growth Support

Landmark Academy supports staff development by:

- Offering in-service training days
- Reimbursing for or providing access to approved training providers
- Participating in local and state conferences
- Supporting coaching and mentoring for continuous improvement

Review and Updates

This Professional Development Plan will be reviewed annually by program leadership and updated as needed to reflect changes in licensing rules, GSRP guidelines, and staff needs.

Abuse/Neglect

The staff at Landmark Academy GSRP preschool is aware that abuse and neglect of children is against the law. Under Michigan Law, as teachers/child advocates we are required by Child Protection Law to immediately report suspected abuse and neglect of students to Children's Protective Services by phone or otherwise.

Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Human Services (DHS). These people are mandated reporters and have established relationships with children based on their profession. As school employees, we are included in the list of Mandated Reporters. If you suspect abuse or neglect, call DHS/CPS at 855-444-3911 any time day or night. This toll-free phone numbers allow you to report abuse or neglect of any child or adult to the Michigan Department of Human Services.

Michigan Department of Human Services (DHS) web site

Child Protective Services (CPS) Numbers:

Phone: 855-444-3911

Fax: 616-977-1154

Fax: 616-977-1158

CPS Procedure:

1. Fill out the CPS form.
2. Call CPS
 1. Remember to bring the emergency card for pertinent information

For confidentially purposes, please use the Social Workers office or another private place with a phone that has long distance access

Important: Please remember to notate log number for your call at the top of the

2. 3200 form

3. Fax form

Keep confirmation in a secure location OR give to your building Social Worker

Child Custody Policy

In cases where the child is the subject of a court order (i.e., custody order, restraining order, or protection from Abuse Order) the Great Start Readiness Preschool Program must be provided with a certified copy of the recent order and all amendments thereto. The orders of the court will be strictly followed.

In the absence of a court order on file with the Great Start Readiness Preschool Program, both parents should be afforded equal access to their child as stipulated by law. The Great Start Readiness Preschool Program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Great Start Readiness Preschool Program suggests that the parent keep the child, the Great Start Readiness Preschool Program suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access.

Parent Notification Plan: *In compliance with Child Care Licensing Rule R 400.8155(1)*

At Landmark Academy, the health, safety, and well-being of each child is top priority. In compliance with Michigan Child Care licensing regulations and Great Start Readiness Program (GSRP) requirements, we have established the following Parent Notification Plan to ensure families are informed promptly and appropriately regarding their child's care.

When Families Will Be Notified

Parents or guardians will be notified promptly when:

- There is a significant change in the child's health or behavior
- The child is involved in any accident, injury, or incident
- The child becomes too ill to remain in the group
- There is exposure to a communicable disease
- A safety-related event occurs involving their child or the group (e.g., evacuation, lockdown, lost child, or emergency)

Methods of Notification

Communication with families may occur through:

- Phone call (immediate contact for urgent matters)
- Email (if preferred by the family)
- Verbal communication at pick-up
- Written incident/injury reports provided at pick-up and placed in the child's file

Types of Incidents and Notifications Procedures

1.Minor Injuries or Incidents

Examples: scraped knee, bump on the arm, mild behavioral outburst

- First aid will be administered by trained staff
- An incident/injury report will be completed and signed by the staff and parents/guardians
- Parent/guardian will be notified verbally at pick-up time, or a phone call will be made home by staff if a student rides the bus and given a copy of the written report.

2.Serious Injuries or Medical Concerns

Examples: head injuries, large cuts, allergic reactions, breathing difficulties, severe rash, sprain/fracture

- Parent/guardian will be called immediately
- If the parent cannot be reached, the emergency contact listed in the child's file will be contacted
- Emergency services (911) will be called if need
- A detailed written injury/incident report will be provided and signed by staff and parent

3.Health-Related Issues

Examples: fever over 100.4 F, vomiting, diarrhea, signs of contagious illness

- Parent/guardian will be called immediately to pick up the child

- The child will be monitored in a safe, comfortable location away from the group until picked up
- Parents will receive a verbal update and may receive written documentation if appropriate

4.Serious Incidents or Licensing-Reportable Events

Examples:

- Lost or missing child
- Use of physical discipline or prohibited punishment
- Alleged or witnessed sexual contact or abuse
- Child exposed to hazardous material
- Evacuation due to fire, gas leak, or environmental hazard
- Parents/guardians will be notified immediately by phone
- Appropriate authorities (licensing, CPS, law enforcement) will also be contacted when required
- A written report of the incident will be provided to the family and filed as require

Documentation

All injuries, illnesses, or significant incidents will be documented using the center's Incident/Injury Report form, which will include:

- Date, Time, and description of event
- Action taken by staff
- Notification details (how and when the parent was contacted)
- Parent/guardian signature upon review

All reports will be maintained in the child's file and made available upon request or during licensing inspections.

Emergency Procedures Policy- *In compliance with Child Care Rule R 400.98161(1)(a-e)*

At Landmark Academy we are committed to maintaining a safe environment for all children, staff, and families. In accordance with Michigan Child Care Licensing Rules, we have developed comprehensive written emergency procedures to ensure effective and organized responses to a variety of emergency situation.

These procedures are posted visibly within the classroom and are reviewed and practiced regularly to ensure preparedness.

Training and Drills

- All staff are trained annually on the emergency procedures outlined in this policy.
- Emergency drill (fire, tornado, lockdown) are practiced on a regular, state-required schedule.
- Documentation of drills is maintained in compliance with licensing requirements.

Fire/Tornado/Lock-down Drill (and/or other natural or manmade disasters)

Our Great Start Readiness Preschool Programs have written procedures for the care of children for emergencies such as fire, tornado, serious accidents, illnesses, or injuries, and crisis management, including but not limited to intruders and bomb threats. Emergency procedures and evacuation plans are posted in classrooms visible to staff and families. Below is an outline of some of those procedures.

Fire and Tornado Drills are a necessary precaution for your safety. Drills are practiced with caution for those who need accommodation throughout the drills or events.

1. There will be no warning signal. As soon as the bell sounds, all students should form a line ready for exiting.
2. No talking.
3. Move quickly without running.
4. Go where directed.

Tornado drills will be conducted at least 2 times per school year. Students are to follow classroom instructions and remain silent while the drill is taking place.

Fire Drills will be conducted at a minimum on a quarterly basis throughout the school year. Students are to follow classroom instructions and remain silent while the drill is taking place.

Lock-Down drills will be conducted at least three times per school year. When in ‘lockdown’ only law enforcement and emergency personnel will be permitted to enter or exit the building. There are 3 type of lock down drill/events:

External Threat – A danger exists outside of the building

1. An announcement advising a lockdown (real or drill) will b3 made.
2. If students are outside, they will be immediately returned to their classroom. Staff will assist children who need accommodation.
3. Classroom doors will be locked.
4. Students will not be released until the threat is clear.

Internal Threat – A danger exists inside of the building.

5. An announcement advising an ‘internal’ lock down drill or real will be made.
6. Students will not be directed to a safe location, with assistance to those that need accommodation.
7. Children will move quickly and quietly.
8. Students and staff will remain in their lockdown location until law enforcement has authorized the building is safe to exit.

Shelter in Place (internal or external threat) – This type of threat is related to chemical spills, etc. Students will remain in their classrooms, windows and vents will be covered. If the event is inside the building, students, with the assistance of staff, will be moved to a designated building safety location off campus.

In the event the threat/lockdown is real and is not a drill; parents will be updated through a variety of mediums, such as: Skylert, local radio, and tv. Outreach by phone will be conducted as soon as possible. If children are relocated, that location may not be immediately revealed for the safety of the children. Once the threat has passed and we have been advised by law enforcement that it is safe to do so, updates will be provided. Your safety is our concern too. Please wait until you are advised to come to the school or relocate to pick up your child.

Recruitment and Referrals

Throughout the spring and summer, Landmark Academy uses several methods to inform parents about the Great Start Readiness Program. These include social

media, advertising, school events, mailings, as well as joint efforts with the St. Clair County RESA and the community events they sponsor. We encourage our Great Start Readiness Program parents to share their experiences with our families about the Great Start Readiness program and Landmark Academy.

Policy Review

This Emergency Procedures Policy is reviewed annually or after any emergency event, and updated as needed. Families will be informed of any significant updates, and a copy of the plan is available upon request.

MDHHS Licensing Notebook

All classrooms maintain a licensing notebook. Each class holds a notebook containing licensing inspection reports, special investigation reports and related corrective action plans.

- The notebook is available for review during regular business hours. An electronic licensing notebook is available online at www.Michigan.gov/lara/bureau-list/cclb.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Program Evaluation

The Landmark Academy GSRP is supported throughout the year by an Early childhood specialist. Staff are observed by an Early Childhood Specialist using the Program Quality Assessment tool provided by the State of Michigan. The Early Childhood Specialist is employed through the St. Clair County RESA.

The Landmark Academy GSRP is required to work with the Michigan Department of Education (MDE) to measure the effect of the statewide Great Start Readiness Program. Information sometimes is collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family
- Observe children in the classroom
- Measure what children know about letters, words, and numbers
- Ask teachers how children are learning and growing.

Information from you and 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.

Health Care Plan

Landmark Academy Great Start Readiness Program will follow district, local, state and federal mandates and guidelines, as well as licensing regulations and guidelines to protect the health and safety of your child.

Children and Staff Hand Washing

- Hand-washing has long been established as one of the most important things we can do to prevent the spread of illness.
- In our school, hand washing recommendations for workers as follows:
 - Before and after setting up snacks/food for student consumption.
 - Before and after helping students use the bathroom.
 - After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes.
 - After using the bathroom or taking care of other personal needs (i.e., nose wiping), and eating
- In our Preschool, hand-washing recommendations for students are staff are as follows:
 - Upon arrival in the morning
 - After using the bathroom
 - Before and after eating food
 - After they have touched a child who may be sick or who has handled soiled items
 - After handling animals
- Recommendation method for hand-washing is as follows:
 - Rub hands vigorously for at least 20 seconds using warm water and soap.
 - Wash between fingers and back of hands and wrists.
 - Rinse hands well under running water and dry thoroughly with a clean paper towel.
 - Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.
- Handling Children's Body Fluids
 - In our preschool, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). This will be accomplished by wearing gloves for all tasks

that may cause exposure to blood or OPIM shall be considered infectious regardless of the perceived status of the source individual.

- After removing gloves, preschool workers will wash their hands as recommended in our hand-washing policy.
- Cleaning and Sanitizing of all Equipment, Toys, and surfaces
 - Desktops will be washed before and after food is served and as they become soiled.
 - Toys will be washed when it is noticed that they have come in contact with a child's mouth or saliva.
 - Equipment will be washed weekly or as needed when it meets saliva.

Process for sanitation:

- There must be a 3-step process for sanitation
- Clean with soap and water
- Rinse thoroughly
- Spray with cleaning solution

Nutrition Policy

- The Great Start Readiness Preschool Program follows the guidelines of the MDE Licensing. Lunch and snacks are provided by the school. The foods served reflect the home and community and are high in nutrients and low in fat, sugar, and salt.
- Parents are asked to refrain from sending in special food or snacks without consulting the classroom teacher. If after speaking with the teacher, we ask that a parent chooses to send in a special occasion, it is asked that consideration be given to special needs, diets, and allergies.
- If your child has food allergies or needs for a special diet, please provide the staff with a written plan from your child's doctor.
- Parents will be asked, prior to the start of the program, to read and complete a free and reduced lunch application that will accompany your enrollment packet.

Smoking/Drug/Alcohol Policy

Smoking tobacco or marijuana, vaping, consuming alcohol, and/or/using/possessing illegal drugs are prohibited in and outside of the school at all times, including any field trips.

PARENT AND FAMILY INVOLVEMENT

Parent involvement is critical to positive school experiences for children. Preschool staff provide

a variety of opportunities for families to become involved in the program and regularly seek input

from families. Preschool teachers will meet with families four times per year to discuss child

progress and program development.

- Twice per year the teachers conduct home visits. These home visits take place before

the child enters the program in the fall and again at the end of the program in spring.

Visits are 45 minutes long.

- Family conferences are also held twice per school year during the months of November

and March. The conferences are 30 minutes in length and that time is used to discuss

the child's progress, teacher expectations, family needs, and kindergarten readiness.

Landmark invites family members to share in their child's preschool experience by:

- Attending parent activities through the Great Start Family Coalition.

- Participating in center parent meetings and learning opportunities throughout the year.

- Participating on the Parent Advisory Committee held twice per year.

- Attending parent education meetings.

- Meet with teachers, Early Childhood Specialist, and supervisor as a member of the data

analysis team to review and analyze program data.

Contact Information

Landmark Academy GSRP

Address: 4800 Lapeer Road Kimball, MI 48074

Phone: (810)982-7210

Email: jacksont@landmarkacademy.net

Website: www.landmarkacademy.net

(Grievances can be made by contacting Landmark Academy or the GSRP organization)

Thank you for choosing the Great Start Readiness Program at Landmark Academy. We look forward to a wonderful year of learning and growth together!

****For programs with only state funding: These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential.*

Release of Information

As per the Great Start Readiness Confidentiality Policy, parent/guardians are asked to sign a release of records for information to be shared outside of the GSRP staff and the MDE.

Each spring, your child's teacher will meet with members of the Kindergarten Transition Team to prepare for your child's entry into kindergarten. By signing below, you are allowing for the release of your child's achievement and academic records to the members of the kindergarten transition team.

I _____ understand that by signing below, I am allowing for the release of my child's achievement and academic records to members of the kindergarten transition team for placement consideration at the end of the Great Start Readiness Program.

Parent Signature

Relation to Child

Date

Child's Name

Parent Copy

Parent Acknowledgement Form

By signing below, I acknowledge that I have received a copy of the Great Start Readiness Handbook and will review the enclosed policies. These policies include admission and withdrawal, daily activities, fee schedule, discipline, food services, accident reporting and exclusions.

By signing below, I further understand that Licensing information, as provided through the State of Michigan, is available for my review in the Great Start Readiness Classroom during business hours. This information includes Licensing Rules and Regulations, as well as information about the programs' adherence to those standards.

 Parent Name

 Signature

 Date

 Child's Name: _____

Pesticide Prior Notification

Please initial all that apply

_____ I have received a pesticide prior notification request form and understand that if I wish to receive notification prior to a pesticide application, I must complete the form and return it to my child's school.

Parent Copy