



River Rouge School District

Ann Visger Preparatory Academy

Parent Handbook

Philosophy

The River Rouge School District GSRP is committed to providing an active participatory learning environment that focuses on the whole child and aims to prepare students for elementary school. Our program will support our belief that we will treat our students like our own.

We believe that each child is a unique individual and that all children can learn. Our preschool programs provide inclusive settings that recognize children's varying abilities, interests, needs, skills, and learning styles.

Children learn best through meaningful interactions. Individual growth and development based upon the development of positive self-esteem is supported through this theory of learning. We offer an integrated play-based, child centered program with a focus on developing the child's physical, cognitive, social, emotional, language, self-help and aesthetic skills.



Student Learning

River Rouge School District's Great Start Readiness Program, developed in response to a Michigan Department of Education grant, is modeled after the High Scope Curriculum, and it employs high-quality learning activities,

guidance methods, daily schedules, and routines tailored to align with our philosophy.

Ages and Stages Questionnaire (ASQ) will be completed by parents during the enrollment process with the assistance of teaching staff.

The classroom teacher will utilize the High Scope Curriculum's COR Advantage (Child Observation Record) Assessment to document progress. This information will be used throughout the year to assist with the children's growth and development.



Preschool Staff

River Rouge School District has a highly qualified team of educators with a background in early childhood education who will work closely with our early learners throughout the day. Every classroom consists of a Lead Teacher and an Associate Teacher with an additional paraprofessional to accommodate up to 18 students. If a classroom has 16 students, two teachers are utilized.



Program Schedule

Our early learners will attend classes on Monday, Tuesday, and Thursday from 8:20 a.m. until 3:40 p.m. **Wednesdays are early release days and students will dismiss at 2:40 p.m. There will be no school on Friday.** Pick up students will begin dismissal procedures earlier to prevent release with older students in the building. The program follows the River Rouge School District calendar for holidays and inclement weather closures. An event calendar will be provided to each family.

Arrival and Dismissal

River Rouge GSRP Classes will be required to conduct their arrival procedures



outdoors for the remainder of the year. Upon arrival, our early learners will be welcomed by their teachers at the Stoner entrance door following the elementary scholars. Our program ends at 3:30 p.m. for all learners. **NO LATE PICK UPS. Please Note: Tardiness, late pick-ups and excessive absences (without medical reason) risk removal from program.**

Release of Children



The emergency cards must include all the full names of people to whom the child may be released. If the child is going to be picked up by someone other than the parent, the parents are requested to inform the staff. A driver's license must be presented by the alternate person for the child to be released. If the person's name is not listed on your child's emergency card, a written notice is required. Children who are dropped off late or need to be released early must call to alert teachers. Early release during a classroom's rest time will only be granted if an emergency arises. If you need to pick up your child before rest time, please notify your child's teacher in advance. ****PLEASE do not use cellphones during drop off/ pick up procedures****



Adjustment Period

In order to ease the transition to preschool, our preschool staff works with both parents and early learners to ensure a smooth transition. A virtual meeting will be arranged to take the place of a traditional, "Home Visit." During this time families will have the opportunity to begin building trust among the teacher, support staff, child, and parents. During class time, early learners

will interact with staff members in whole-group and small-group settings to cultivate a positive attitude toward school.

Our school welcomes positive talk from parents about school. It is not uncommon for a child to hear their parents speak anxiously about the start of school. A child might learn that being nervous is also acceptable. Prepare a matter-of-fact plan for leaving your learner each morning prior to the start of school. With a purposeful transition schedule, tears are rarely experienced when we follow this plan.

Never sneak out! Always say "good-bye!" When an early learner is upset, they usually stop crying before their parents leave the parking lot. You may call to check on how they are doing. Sneaking out while they are distracted causes anxiety when it becomes apparent.

What Your Child Will Need Before the First Day of School

- Completely filled out emergency cards
- Online registration complete
- Health appraisal form
- Complete change of clothes (labeled)
- Child Information Record
- Ages and Stages Questionnaire complete



CLASS ROUTINE

Arrival - Parents drop children off outdoors to staff. Children walk in, cleanse hands and sign in.

Greeting Time – Children gather on the carpet for daily message.



Breakfast - Children wash up & eat a nutritious breakfast with teachers.

Large Group Time- Children take part in music, stories, dancing and gross motor activities.

Outside/Gross Motor Skills

Children play outside, weather permitting. Children play on playground, using their whole bodies & have fun safely playing, running, jumping, hopping, or using tricycles, balance beams, scooters, balls and other toys designed for large-muscle exercise.

Small Group Time Children participate in open-ended learning activities in a small-group setting.

Planning Time Children make their own choice of plans/ activities that allow them to explore a variety of experiences in art, building, creating, dramatic play, sensory play, books or other offerings.

Work Time Play is the young child's work. Students spend an hour engaged in child-initiated play, exploring a variety of different activities.

Clean-Up Time Children and adults work together to tidy the room and to put away tools used during Work Time.

Recall Children gather with the teacher to share their experiences and to recall their activities in a variety of ways.

Lunch Children and teachers eat together, 6 kids to a table, serving themselves, communicating ideas, with an adult present at each table.

Prepare for Rest Time



Rest Time Children get their own mats and blankets, and then rest quietly on their mats

Rest Transition/Bathroom Children put away mats, go to bathroom, and wash up for snack

Snack Time/Story Time Children may enjoy light snack while working on literacy skills

Outside Variety of open-ended, child-selected activities

Small Group Time Open ended learning activities

Dismissal Children independently put on coat, pack backpack, and are escorted to the gymnasium for pick up.

Clothing/Dress Code



- Clothing should be appropriate for messy play
- Clothing should be easy-on/off to prevent bathroom accidents
- Outdoor clothing and extra set of clothes should be **labeled with name**
- Class will go outside if wind-chill is above 28 degrees F. **Please** send appropriate outdoor attire.
- All shirts must cover shoulders and have school-appropriate graphics
- No make-up, cologne, or perfume, no necklaces, bracelets, or hoop/dangling earrings!
- **NO OPEN TOED SHOES!** You will be called to bring new shoes

All students must wear socks and tennis shoes—NO EXCEPTIONS! (Velcro shoes are preferred but not required.) Sandals, Crocs, dress shoes, flip-flops, slip-ons,



open-toed shoes are not safe for preschool activities. Boots must be left in cubby and exchanged for shoes to be worn in the classroom. ******NO OPEN-TOED SHOES**

REST-TIME: All children are required to have a 60-minute rest time each day. They are encouraged to sleep, but must lie quietly on the mat for the entire rest period. For children that don't sleep after 25 minutes, we have quiet mat activities or books.



Preschool Meals

Nutritious food will be provided as part of the school day. A menu will be posted, and children will receive breakfast, lunch, and snack. It is mandated by the state that NO food may be brought into the classroom from home. Meals MUST follow the guidelines of the school's hot lunch program, and special arrangements have been made with the Director of Food Services for family-style service of the food on the daily menu. All food will be provided by the school. **Please note: the teacher cannot accept any food donation for any occasion.**



Many children who attend preschool have food allergies, and some have severe allergies that put them in great danger when they eat certain foods.

Parents must list on the emergency cards any information regarding special dietary needs or food allergies, and this must be supported by **medical documentation.** This information must be reported prior to the start of school.

Health Appraisals

Parents must provide RRSD with a physical health appraisal form completed by a physician. This form must be signed and dated by the doctor and on file to start school.



Sickness

Please **DO NOT** send your child to school if he or she has or has had any COVID related symptoms, fever, unexplained rash, eye or ear discharge, diarrhea, nausea, or any other non-treated communicable disease within the 24 hours prior to school. When a child's symptoms interfere with his or her activities, the child **should be kept at home.** If a child becomes ill at school, he or she will be isolated and the parent will be called to transport the child home. If your child is sent home, they may not return for 24 hours fever-free without use of meds.

Medication

Whenever possible, medications should be given at home. If you wish to provide your child with medication at home, you will complete a form that specifies your wishes. In preschool, medication will only be given with the written permission of the parent and physician's instructions on the form required by the River Rouge School District. This form is available upon request. The medicine must be brought to school in the current prescription packaging, labeled with the child's full name, identification of medication, dosage, and time of administration. This procedure must also be followed for over-the-counter medication. We cannot give your child any medication that is in a baggie or container other than the original packaging as described above, and we must have written



(not verbal!) instructions with a parent signature for OTC, along with your doctor's signature for Rx meds. This is a **state law** and **no** exceptions can be made.

Immunizations

Michigan Law mandates immunization rules and regulations in all Michigan school districts. You must show proof of your child's shots prior to enrolling in the program. Children who have not completed the required immunizations will be excluded from school.

Immunization waivers cannot be obtained at the school and must be picked up and completed, by appointment, at the Wayne County Health Department located at 33030 Van Born Road, Wayne, MI 48184. Call 734-727-7978 for an appointment if you have medical, religious, or personal beliefs that prevent required immunization.

Absence Reporting

It is the responsibility of the parent to inform the school in the event of extended illness or other absences. If the illness is of contagious nature, please immediately notify the teacher.

It is very important that a child has regular attendance in order to experience the greatest benefit from the GSRP Preschool. Excessive absences will result in termination from the program. Advance notification of plans to withdraw a child from the program are encouraged and appreciated.

- Every family will receive a printed copy of RRSD GSRP ATTENDANCE POLICY.

Absences may be called in to our office.
313-297-9648

Discipline Policy



The staff encourages warm, positive relationships among the children in the program. This leads to the development of self-control, cooperation, and self-esteem. It is expected that these efforts will help achieve a comfortable and friendly atmosphere that will be enjoyed by all.

Staff utilizes High Scope's "**Six Steps for Conflict Resolution**" when it becomes necessary to intervene, due to an issue with discipline or a disagreement. These same steps can be practiced at home:

1. Approach calmly, stopping any hurtful actions.
2. Acknowledge children's feelings.
3. Gather information.
4. Restate the problem.
5. Ask for ideas for solutions and choose one together.
6. Be prepared to follow up with support.

Staff members will assist children in choosing appropriate behaviors that will result in satisfying relationships with both staff and other children in the program. If you see a child acting out, please allow the staff to handle the situation.

No form of corporal punishment will be used at any time.

Parent-Staff Communications

Newsletters will be provided to parents to communicate classroom and program activities and another important curriculum information. School calendars will also be



provided and should be utilized by parents to stay informed about daily activities.

Parent-Teacher conferences will be conducted. Every effort will be made to accommodate parent work schedules; conferences will be scheduled both in the evening and during daytime hours. It is mandatory (program rules) for the teacher to meet with parents face-to-face in a conference setting at least twice a year at the school. It is very important for parents to make a sincere effort to keep the conference appointment and to avoid rescheduling unless an emergency arises.

Parent Education Activities



Parents are encouraged to attend the various parent workshops and programs that will be sponsored through the

River Rouge School District GSRP Preschool. There will be no charge to attend any of these programs. Information on other school district or community-sponsored family events or parent workshops will be shared throughout the year, and we hope that you will make it a goal to attend as many of these events as you can.

Emergency School Closings



The GSRP Program will not be in operation on days that the River Rouge School District is closed due to inclement weather or other

emergencies, such as a power outage or building problem. Parents should listen for school closings on the radio (WJR 760 AM) or television (Channels 2, 4, 7). You also have the option to view school closings on the Internet on one of the local channel sites, such as www.ClickonDetroit.com.

The River Rouge School District may also send out automated phone calls (sometimes referred to as “Robo Calls”) to make you aware of school closings or other crucial information. Classroom Lead Teachers will send a text Remind or Class Dojo message to parents as soon as a snow day is officially called as well.

Emergency Procedures

**SCHOOL SAFETY:
A SHARED
RESPONSIBILITY**



State law requires all students in the school building to practice emergency procedures. The GSRP classroom will be practice fire, tornado, relocation and lockdown drills throughout the year. GSRP will be locked from the outside and parents will not be admitted during a drill. Instructions will be posted on the door telling parents where and how to reunite with their children in the highly unlikely case of a real emergency.

Parent Volunteer Policies

Parents are invited in as volunteers annually in our program, following a thorough background check.

Volunteer policies in the event COVID 19 is fully implemented with screening requirements: **The following policies are provided to ensure a safe and pleasant environment for children, parent/guardian, staff, and volunteers:**

1. Volunteers must go through the COVID 19 Screening Process
2. Volunteers are **required** to complete a Volunteer Criminal Background Check through the State of Michigan. (1993 Public Act AJ65) Any individuals registered on the Public



Sex Offender Registry (PSOR) is prohibited from having contact with any child in care.

3. Volunteers are **not** left alone with a child or children.
Only school **staff** may accompany children when they leave the room.
4. Only school staff may assist children in bathroom needs.
5. Only school staff may assist children in emergency situations.



The following behaviors are prohibited during any program activity, on school grounds:

1. Cell phone usage
2. Photographs and videos of students or classrooms
3. Offensive language, including profanity, sexual, racial or ethnic slurs, name-calling
4. Violating confidentiality
5. Smoking
6. Sexual harassment
7. Neglecting, endangering, abusing children
8. Being under the influence of drugs or alcohol
9. Possession of drugs or alcohol
10. Verbal or physical threats
11. Possession of weapons
12. Any act of violence
13. Use of children's mailboxes as means of parent-to- parent communication
14. Gossiping or slandering of children, staff, families, or district employees
15. Any illegal conduct

Grievance Policy

River Rouge School District GSRP recognizes that, from time to time, disagreements may arise. It is our policy to provide a process to discuss and attempt to resolve any differences. A grievance policy

will allow for a formal resolution to these matters.

Step 1: Request to meet with the classroom teacher.

Step 2: If differences are not resolved, parent will put grievance in writing and a meeting of involved parties shall be called with the School Principal and/or Academic Engagement Officer.

Step 3: At the meeting, a resolution shall be met and be put into print for future use. Immediate attention will be given to all grievances and you will be notified in writing as to the resolution after the meeting.

Accident / Emergency Policy



There will be at least one staff member in each classroom who is licensed in First Aid Training and CPR. Should an accident or

medical emergency occur, the teacher will remain with the injured child while another calls 911 (if necessary) and notifies the parent/guardian.

An accident report will be completed by the teacher or staff member who witnessed the accident. The parent will be notified of any known injury in school.

Child Abuse/Neglect Reporting Law



There is an important Michigan State Law concerning the reporting of child abuse and/or neglect. As a mandated reporter,

River Rouge School District GSRP Program endorses and cooperates fully with authorities concerning this law. Specifically:

1. All staff members are **required** by law to report any suspected cases of



emotional, verbal, physical abuse or sexual exploitation.

2. All incidences are reported to the County/State Department of Social Services who will do the follow-up investigation.
3. We may or may not inform a parent that we have reported a case of suspected abuse and/or neglect.

If you would like further information on this state law or policy, parenting classes, or available community resources, please speak to a staff member.

Abandonment Policy



Parents should not forget to pick up their children. Arrangement for their care should be arranged by the parents. If a child is not picked up on time, the phone numbers on the emergency card will be called. If prompt emergency pick-up cannot be arranged, the student will be turned over to the River Rouge Police Department and a Child Protective Services referral may be made.

Child Custody



Until custody has been established by a court action, one parent may not limit the other from picking up the child from River Rouge School District GSRP care. It is not within our right to withhold a child from a parent unless there has been a court action that limits one parent's rights to the child. **Custodial parent MUST provide the GSRP Preschool with pertinent legal documentation.**

Confidentiality



Every aspect of child/parent record are strictly confidential.

Referral Policy

Any family/child in need of assistance in any area will be referred to the appropriate agency. The classroom teacher will follow up with the family at a scheduled meeting regarding referrals made.

Enrollment Eligibility



The River Rouge School District Great Start Readiness Program (GSRP) is a state-funded program that provides an early-learning experience for four-year-old children who reside within the boundaries of Wayne County or any of its contiguous counties. Children who are considered most at risk, as determined by the Wayne County RESA selection criteria, will be invited first for enrollment into the program. Children must be four years of age by September 1st of the school year in which they are enrolled. Parents will be interviewed and asked to provide documentation of family income. A Waiting List will be maintained for future openings.

Enrollment Procedures

1. Contact Ann Visger Preparatory Academy Main Office to obtain an application and to set up an interview.
2. Provide documentation requested at the interview to verify information.
3. Register your child as a River Rouge School District Student at the Enrollment Office.



Withdrawal from the GSRP

Parents may withdraw their child from the program by contacting Administrative Assistant, Ms. Escoe, or the School Principal, Nichole German by phone (313) 297-9648, email, or in writing. **Children who are absent for ten consecutive, unexcused days may be dropped from the program.** (If a child is quarantining or has medical issues, it can be excused.)

Notice of Nondiscrimination

The River Rouge School District does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap or disability in any of its programs or activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies.

Inquiries by students and/or their parents/guardians related to discrimination on the basis of disability/handicap should be directed to:

Alisa Berry Brown
Deputy Superintendent
1406 W. Coolidge Highway
River Rouge, MI 48218
313-297-9600

Licensing Information



A licensing notebook will be available in the GSRP classroom during regular school hours. The mandated notebook

contains the following:

All the licensing inspection and special investigation reports and future related

corrective action plans that may be relevant.

Parent Advisory Committee.



Each school year, parents will be asked to participate in 2 advisory committee meetings. These meetings are held with GSRP teachers and

administrative staff and designed to get valuable information from parents on program function. Topics of discussion may include: Curriculum, nutrition and other health related topics, program outcomes and goals, Kindergarten transitioning and program evaluation. This is a great opportunity to communicate the needs of your child or what would benefit your child in our program.

Parents are also invited to serve on the area wide GSRP Advisory Committee that meets at Wayne RESA, with communication, transportation can be provided. This committee is made up of representation from parents, GSRP teaching Staff, GSRP administrators, the Early Childhood Specialist, Head Start teachers, Community Health Services, Head Start, and local early childhood programs in Wayne County.

Recruitment and Enrollment

Recruitment, Referral, and Enrollment Recruitment occurs year-round through our newspaper ad, social media platforms, district website, and community fliers. Fliers are posted throughout the community in apartment offices and recreational areas. GSRP accepts names and contact information of interested families throughout the year. GSRP applications are shared



with families that might qualify based on income eligibility guidelines. Families are contacted and an initial phone screening is conducted to determine potential eligibility.

Income eligible families are referred to Head Start if needed. GSRP staff meets with families on an individual basis. Parents must provide documentation of risk factors and income according to the Michigan Department of Education guidelines. Director and teachers determine which families are most likely to qualify for the program. Teachers then prioritize enrollment based on greatest need according to income quintile, then risk factors. When the program is enrolled to capacity, a waiting list is established. Families on the wait list will have an initial phone screening to help determine eligibility. Wait list names are shared with neighboring GSRP programs. As space becomes available during the school year, qualified families are contacted and enrolled.

Preschool Calendar

A school calendar will be distributed separately with events, meetings, and activities scheduled throughout the year. The tentative dates are subject to change.

Program Quality Assessment

The Preschool Program Quality Assessment (PQA) is a rating instrument designed to evaluate the quality of early childhood programs. It evaluates program quality in areas of: learning environment, daily routine, adult-child interaction, curriculum planning and assessment, parent involvement and family services, staff qualifications and development, and program management. An Early Childhood Specialist (ECS) works with the program on

a monthly basis and completes the full assessment three times a year. Results from this assessment are then used by the teaching teams to complete classroom Quality Improvement Plans.

Parent Notice of Program Measurement

RRSD GSRP is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). MDE sometimes collects information about GSRP staff, children and families. They do this in different ways which may include: 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 and track children's educational progress through second grade. Any information shared about your child is intended for the further growth and development of the Great Start Readiness Program. All 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? Contact: mde-gsrp@michigan.gov or (517) 373-8483 or MDE, Office of Early Childhood Education and Family Services, 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.



**River Rouge School District
Ann Visger Preparatory Academy
11121 W. Jefferson
River Rouge, Michigan 48218
(313) 297-9648**

**Mrs. Nichole German, School Leader
Ms. Diana Hampton, Lead Teacher
Ms. JaShana Pryor, Lead Teacher
Ms. Sonya Schuermann, Teacher Associate
Mrs. Maria Bell-Calhoun, Teacher Associate
Ms. DeAundra Henry, Paraprofessional
Ms. Ashlee Moore, Paraprofessional**



River Rouge School District GSRP Program

Addendum

Nutrition Plan

Good nutrition is essential for children's brain development. Children who have access to nutritious food have energy to learn. Providing healthy snacks and meals helps children's bodies grow, giving them what they need to talk, play, and learn together.

The River Rouge School District GSRP program adheres to the Child and Adult Care Food Program nutritional guidelines as well as the National School Lunch Program and School Breakfast Program:

http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm.

<https://www.fns.usda.gov/cn/nutrition-standards-school-meals>

In addition, our program follows guidelines of the DHS Bureau of Children and Adult Licensing.

The Purpose for the Nutrition Plan:

The purpose of this plan is to share details of our nutritional policy that ensures our families that we are fully aligned with the CACF and NSLP Program's nutritional guidelines.

Why is this important?:

Having this plan in place allows children, families, and staff to rest assured that the River Rouge School District GSRP is committed to proper guidelines and ensuring our scholars receive healthy and balanced meals and snacks that represent their families and cultures.

Tools and Resources Being Used:

The River Rouge School District GSRP has adopted the following practices to ensure that we use the proper tools and resources to support ALL learners.

- The River Rouge School District GSRP program receives our prepared foods from a state licensed kitchen.
- Meals will be served in accordance with the minimum meal requirements of the Child and Adult Cared Food Program. In accordance with Federal law and U.S. Department of Agriculture policy, River Rouge School District GSRP program is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W. Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.
- Our GSRP Program provides breakfast, lunch, and snacks during the day.
- Our program incurs the cost for individualization at meals unless changes are part of a special education Individualized Education Program (IEP).
- Our scholar's meals/snacks occur in our licensed GSRP classroom space.
- Adults in the classroom sit at the table, eat the same foods children do, and participate in child-initiated conversation.
- Our GSRP staff will encourage children to explore and discover new foods and new tastes.
- All substitutions will be noted on the menu on the day that the change occurs.
- The River Rouge School District will monitor and comply with local environmental health department guidance and regulations.

Meeting the Needs of Students, Families, and Staff:



We are dedicated to meeting the needs of all of our families utilizing the nutrition plan in the following ways:

- Foods served reflects our scholars' homes and community cultures and are high in nutrients and low in fat, sugar, and salt.
- All children will eat the same foods unless there is a documented allergy or special need for individualization.
- Children with food allergies will be provided with substitute snack/meal foods upon receipt of written notification from a licensed physician.
- Staff are trained to ensure the serving table is cleaned, sanitized, and sterilized.
- Staff and students can enjoy getting to know one another more at the food table.

Sharing of Information:

RRSD School leaders are excited to share this information with ALL stakeholders. This information will be posted on our River Rouge School District website. Our Panther families will receive handouts of information regarding these policies. The school leaders will continue to share this plan with families through our parent meetings, advisory councils, and other information sessions. Staff will be provided with a hard copy of the nutrition plan during annual training events.

Health Plan

River Rouge School District is committed to providing a safe and healthy environment for all children, staff, and volunteers in our program. Our district core belief's focus on the whole child, ensuring the safety of all stakeholders, and a promise to provide quality service in every school.

The Purpose for the Health Plan:

The purpose of this plan is to ensure that practices are in place to keep everyone safe and healthy in our learning environment.

Why is this important:

Having this plan in place allows children, families, and staff to rest assure that the River Rouge School District GSRP is committed to the health, wellbeing, and safety of our stakeholders.

Updating and Tracking Immunization Records and Health Appraisals:

The River Rouge School District GSRP takes the following actions to ensure that immunization records and health appraisals are updated and tracked:

- The River Rouge School District Enrollment Department track and update students immunization records and health appraisals monthly.
- This information is shared with the GSRP Program and files are updated to reflect the changes.
- Scholars who immunization and health appraisals are outdated parents will receive a notification that a doctor's visit is required.
- The immunizations are updated by the child's pediatrician.
- The State of Michigan requires us to utilize the MCIR system to log all immunizations.
- If parents choose not to vaccinate their child, a state waiver is required for enrollment.

Process of Communication:

The River Rouge School District believes in overcommunicating the urgency of having every scholar health and immunization records up to date:

- The River Rouge School District Enrollment Department provides a written correspondence to parents



expressing the importance of staying up to date.

- The River Rouge School District GSRP staff follow up with phone calls to verbally communicate the expectations.
- The River Rouge School District post reminders on the parent's personal Class Dojo and/or emails.

Keeping Families Informed:

River Rouge School District partners with our local health department, dentist office, and health care office, and more to ensure our families have opportunities and access to medical care and health screenings.

- The River Rouge School District promotes free vaccination, dental, vision, and health screenings events held onsite by various health care vendors to encourage families to utilize the services to benefit our scholars.
- Development milestone literature is shared with parents regularly via hardcopy and on our district's social media outlets.

Sharing of Information:

RRSD School leaders are excited to share this information with ALL stakeholders. This information will be posted on our River Rouge School District website. Our Panther families will receive handouts of information regarding these policies. The school leaders will continue to share this plan with families through our parent meetings, advisory councils, and other information sessions. Staff will be provided with a hard copy of the health plan during annual training events.

Special Needs Plan

Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).

River Rouge School District GSRP staff will be responsible for ensuring that confidentiality regarding special needs is maintained for all

families in the program. We will ensure that when a child with special needs is identified on the application form, the family will be given a special health care plan and emergency information for children with special needs form to be filled out by the family and health care provider collaboratively with a member of the child care program staff.

Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, River Rouge School District GSRP staff may consult with agencies/organizations as needed, provided parental permission is granted. The individual written plan of care for children with special care needs will be followed in all emergency situations.

River Rouge School District GSRP Program is responsible for making sure the plan shall be updated annually, at a minimum.

The Purpose for the Special Needs Plan:

The purpose of this plan is to meet the needs of all children, regardless of their special healthcare needs and/or disabilities.

Why is this important?:

Having this plan in place allows children, families, and staff to rest assured that the River Rouge School District GSRP is committed to meeting the individualized needs of the whole child, regardless of the circumstances.

Tools and Resources Being Used:

The River Rouge School District GSRP has adopted the following practices to ensure that we use the proper tools and resources to support ALL learners.

Parents/Guardians will complete annual developmental screening at the beginning of each school year on all children using the Ages & Stages' ASQ screening tool.



Screening is a quick check of your child's current developmental skills and helps accurately identify children who may be at risk for delays. Each screening questionnaire is to be completed by a parent/guardian.

There are two screeners in the Ages & Stages family: ASQ-3, which looks at key areas of early development, and ASQ: SE-2, which focuses on social-emotional development.

If your child is developing without concerns, there is nothing more you will need to do. You may try the next ASQ-3 age level as your child grows and learns new skills.

If your child has trouble with some skills, our program will help you with next steps and may refer you to your child's physician or our district special education department.

The River Rouge School District GSRP program may make referrals to local ISD, Early On or Build Up Michigan agencies to provide developmental support according to the child's age.

Finding delays or problems as early as possible supports young children's healthy development.

There are twenty-one ASQ-3 questionnaires for use with children from one month to five ½ years old. There are five important areas of development that each questionnaire looks at:

- Communication: Your child's language skills, both what your child understands and what he or she can say.
- Gross Motor: How your child uses their arms, legs, and other large muscles for sitting, crawling, walking, running, and other activities.
- Fine Motor: Your child's hand and finger movement and coordination.
- Problem Solving: How your child plays with toys and solves problems.
- Personal-Social: Your child's self-help skills and interactions with others.

There are nine ASQ: SE-2 questionnaires for use with children from one to six years old. There are seven important areas of development that each questionnaire looks at:

- Autonomy: Your child's ability or willingness to self-initiate or respond without guidance (moving to independence).
- Compliance: Your child's ability or willingness to confirm to the direction of others and follow the rules.
- Adaptive Functioning: Your child's ability success or ability to cope with bodily needs (sleeping, eating, toileting, safety).
- Self-Regulation: Your child's ability or willingness to calm or settle down or adjust to physiological or environmental conditions or stimulations.
- Affect: Your child's ability or willingness to demonstrate their own feelings and empathy for others.
- Interaction: Your child's ability or willingness to respond to or initiate social responses with parents, other adults, and peers.
- Social-Communications: Your child's ability or willingness to interact with others by responding or initiating verbal or nonverbal signals to indicate interests, needs, or feelings.

Meeting the Needs of Students, Families, and Staff:

We are dedicated to meeting the needs of all of our families utilizing the special needs plan in the following ways:

- Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act.
- All children and families will be treated with respect and dignity.
- River Rouge School District GSRP staff will ensure that confidentiality will be maintained regarding ALL learners in



the program. Information will be shared through parent permission.

- The River Rouge School District GSRP staff will meet with the special education department and the special needs scholar's parents to discuss an individualized plan for success and emergencies care plan, annually.
- Prior to identification of special needs, if any risk factors are identified from the ASQ assessment, GSRP staff will go through the MTSS process to determine if extra support is needed.
- After a child with a special need is identified, a meeting will be held between family and staff to identify the child's needs.
- Opportunities for children with special needs will be made if there is no fundamental alteration to our program.
- River Rouge School District GSRP staff will receive training on the special accommodations that the child needs if there is no undue hardship such as requiring time-consuming or expensive training of staff.
- Parents will be involved in the meetings and training sessions to ensure there is partnership amongst the school and home.

Sharing of Information:

RRSD School leaders are excited to share this information with ALL stakeholders. This information will be posted on our River Rouge School District website. Our scholars will receive and understanding of the information through inclusive materials, activities, discussions, and/or books that are read to the class. Our Panther families will receive handouts of information regarding these policies. The school leaders will continue to share this plan with families through our parent meetings, advisory councils, and other information sessions. Staff will be provided with a hard copy of the special needs plan during annual training sessions.

Cultural Competence Plan

The River Rouge School District GSRP is committed to providing an active participatory learning environment that focuses on the whole child and aims to prepare students for elementary school. Our program will support our belief that we will treat our scholars as if they are our own.

We believe that each child is a unique individual and that all children can learn. Our preschool programs provide inclusive settings that recognize children's varying abilities, interests, needs, skills, and learning styles.

Children learn best through meaningful interactions. Individual growth and development based upon the development of positive self-esteem is supported through this theory of learning. We are committed to providing a safe, quality, patience, and culturally responsive learning experience.

The Purpose for the Cultural Competence Plan:

This plan outlines our shared commitment to the operation and promotion of diversity and inclusion in the River Rouge School District GSRP, which shall include our scholars, parents, staff, and community. As part of our programs, we strive to promote respect and understanding of a variety of cultures and social groups, as well as appreciation for the unique attributes of each individual. Our goal is to ensure all participants are heard and will be seen as contributing to our learning programs.

We want children to grow up to be happy, well-rounded, caring people and a large part of this is influenced by their early experiences and interactions with those around them.

Why is this important?:

This cultural competence plan is important to our scholars, families, and staff because it serves as a model and affirms our belief that we value differences, respect the worth of



individuals, and protect and preserve their dignity.

The River Rouge School District faculty and staff values differences and diversity at all levels of the organization. Likewise, it is our goal to provide quality services through the valuing of differences and the integration of cultural attitudes, beliefs, and practices into instruction, care, support, safety, and interventions. It is extremely important that children grow up learning to respect, accept, and celebrate people from different backgrounds and that have different experiences than themselves.

Children who are cared for by teachers who are culturally competent are more likely to feel accepted and cared for in the classroom as well as develop a positive view of themselves and their families. In addition, children are also more likely to be accepting and empathetic toward other children and engage in pro-social behaviors. This is extremely important as there is research to suggest that children's early social-emotional skills are largely predictive of their later social-emotional skills as well as the interactions they have with peers and the people around them.

This approach includes the ongoing process of gathering and utilizing knowledge, information, and data from and about our scholars and their families, communities, and groups. That information is integrated and transformed into specific instructional practices, standards and skills, service approaches, techniques and intervention/enrichment strategies, and initiatives to increase the quality teaching and learning.

Tools/Resources Being Used:

The River Rouge School District GSRP makes use of culturally appropriate tools and resources. Our classrooms are filled with diverse artifacts, illustrations, and manipulatives. In the dramatic play area, you can find multi-ethnic foods, multicultural dress-up clothes, and dolls representing people of

different genders, races, and ethnicities. As part of our mission to encourage a love of reading, we feature rich, culturally specific genres in the library area. Similarly, the block area represents freedom of creation and exploration of similarities and differences. Illustrations displayed in the classrooms reflect different ages, abilities, genders, races, ethnicities, and roles played by families.

Additionally, we have supports in place to meet the needs of all learners using a Multi-Tiered Systems of support that focuses on 6 elements. This approach allows us to hone in on scholars who may need additional support or services.

Likewise, we take pride in our faculty and staff being able to meet the needs of our scholars and families, through bilingual support, social emotional learning, and mental and behavior therapy. Our parent liaison works diligently to meet with families to gather information to meet their individualized needs and to adequately identify resources and supports that will assist our families in every way.

To support students who have experienced trauma and in need of support, our staff are trained to utilize the zones of regulations where students can determine their emotional state. This allows us to provide our scholars with strategies to decompress and refocus. Our GSRP classrooms have calming corners and our schools have a separate safe space where students can gather their thoughts, de-escalate and return back to the classroom.

Meeting the Needs of Students, Families, and Staff:

We are dedicated to meeting the needs of all of our families utilizes the cultural competence plan in the following ways:

- Cultural competence builds on the abilities that individual children bring with them and provides support where it's needed to enable all children to achieve their learning potential.
- Our RRSD GSRP staff holders will celebrate cultural traditions.



- Our RRSD GSRP staff will build an inclusive classroom and model cultural awareness and competence
- Our RRSD GSRP staff will create a space to display community information and provide bilingual support whenever possible.
- Our RRSD GSRP staff will discuss with family's appropriate ways of acknowledging and celebrating cultural events with children and families.
- Our RRSD GSRP staff will display a calendar of significant cultural events to share with all families.
- Our RRSD GSRP staff will display pictures in the classroom that reflect the diversity.
- Our RRSD GSRP staff will encourage self-expression as well as general curiosity about the world.
- Our RRSD GSRP staff will engage in ongoing reflection relating to their cultural competence and how they build children's cultural competence.
- Our RRSD GSRP staff will ensure there are written words and reading materials in the first language of every child in his or her classroom.
- Our RRSD GSRP staff will provide translated notices, brochures and pamphlets that help explain the routines of the early years setting.
- Our students will be able to see their own culture reflected through activities, decorations, meal preparation, and materials in the classroom.
- When learning about another culture GSRP staff will encourage children to be open and not judgmental and think of differences as something to be celebrated not something to be overcome.

through inclusive materials, activities, discussions, and/or books that are read to the class. Our Panther families will receive handouts of information regarding these policies and also may be asked to participate in project-based activities and making various cultural cuisines. The school leaders will continue to share this plan with families and update it regular with parent and community input. Our GSRP staff will participate in ongoing trainings that support being a culturally response learning environment.

Sharing of Information:

RRSD School leaders are excited to share this information with ALL stakeholders. This information will be posted on our River Rouge School District website. Our scholars will receive and understanding of the information

