

AL HADI CHILD CARE CENTER

PARENT HANDBOOK

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CENTER-WIDE APPLICABILITY OF THIS HANDBOOK

This Parent Handbook applies to all children enrolled at Al Hadi Child Care Center, including infants, toddlers, preschool, pre-kindergarten, and GSRP children, unless a section specifically states that it applies only to a particular classroom or program.

Program Philosophy. Al Hadi Child Care Center is committed to providing a safe, nurturing, healthy, and developmentally appropriate environment for all children in our care. We believe children learn best through positive relationships, active exploration, play-based learning, consistent routines, and strong partnerships with families. Our goal is to support each child's social, emotional, physical, and cognitive development in a respectful and inclusive environment. Decisions are made from a child-centered focus which includes looking at the early childhood standards of quality preschool, the curriculum, assessment information, feedback from parents and the diverse social, economic, cultural and family needs that exist within the classroom.

For children enrolled in GSRP classrooms, the program also follows all applicable Great Start Readiness Program requirements and curriculum expectations.

Curriculum. HighScope is a curriculum that emphasizes adult-child interaction. A HighScope-designed classroom builds a learning environment that strengthens a child's initiative and self-esteem. Teachers and students are active partners in shaping the classrooms educational experience. HighScope curriculum states that children learn through direct, hands-on experiences with people, objects, events, and ideas.

Program Quality Assessment. The preschool Program Quality Assessment (PQA-R) 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.

Developmental Screening. At the home visit, your child's teacher will ask you to participate in completing an "Ages & Stages Questionnaire" (ASQ)." The ASQ is a parent-based questionnaire that will help pinpoint your child's strengths, as well as areas of concern. The developmental areas focused on are "Communication, gross motor, fine motor, problem solving, and personal-social." This questionnaire takes just 10–15 minutes for parents to complete and 2–3 minutes for professionals to score. The questionnaire will be used by your child's teacher to help plan lessons that best meet your child's needs, as well as serves as a guide to provide additional resources if needed. The results of the questionnaire will be reviewed the same day as the home visit. A copy of your child's ASQ will be provided for you at Parent-Teacher conferences, as well as sample activities to help meet your child's individual needs. (www.asqonline.com)

Child Observation Record. (COR).

The COR Advantage focuses on children's naturally occurring activities rather than their performance on tests, allowing for a broader assessment of each child's development. It can be used with the HighScope curriculum and assesses all key developmental areas of children's progress, including:

- Kindergarten readiness and success
- Head Start Child Development and Early Learning Framework
- Common Core Standards for Kindergarten
- All state early learning standards
- HighScope Key Developmental Indicators (KDIs) at all age levels

COR Advantage has nine categories:

- Approaches to Learning
- Social and Emotional Development
- Physical Development & Health
- Language, Literacy, & Communication
- Mathematics
- Creative Arts
- Science and Technology
- Social Studies
- English Language Learners (Optional)

Each category is divided into specific areas of development, called Items, and each item is scored on an eight-level scale ranging from 0 (lowest) to 7 (highest), offering a detailed developmental profile for each child. The eight scoring levels of COR Advantage provide an overlapping continuum, so that children can be scored at the developmental and ability level appropriate for them. Thus, for example, infants and toddlers will generally be scored at levels 0–2, but it would not be uncommon for an older toddler to score a level 3 on some items. Likewise, preschoolers will typically score at levels 2–5, but may rate higher or lower on any given item. Based on the child’s age and developmental level, users are given a suggested starting point for scoring, but can scroll up or down to the level appropriate for each child. This system accommodates children with special needs and developmental delays, as well as those whose early learning may be more advanced in some content areas than others. (coradvantage.com)

Parent-Teacher Conferences. Parent-Teacher Conferences are held in the fall and spring to discuss your child’s progress. Additionally, you will receive two observation reports during the school year. If you have any concerns, you may set up a conference with your child’s teacher any time during the school year.

Home Visits. Your child’s teaching team will set up two home visits during the school year as part of the GSRP program. One will take place at the beginning of the year and one will be mid-year. The purpose is to foster the home-school connection with you, your child, and the teaching team. Each home visit will be 1 hour long.

For Infant and toddler classrooms, the Brightwheel application will be the main communication tool for sharing daily updates and milestone information with parents.

Child Recruitment Plan. Starting March 1st enrollment plan for the GSRP will include:

Send Letters/Flyers/messages to current and previous parents. Posters displayed at local health departments, doctors’ offices, libraries, post offices and businesses that draw young families such as Laundromats, and grocery stores; flyers sent home with children enrolled in elementary school; informational articles in the local newspaper; door to door census; recruitment tables at local area fairs and festivals; electronic community bulletin boards; information on local cable stations; and displays at kindergarten orientation.

Confidentiality Policy. To be confidential is to be entrusted with someone’s personal information and not share it with others. GSRP staff must respect families’, children’s and colleague’s privacy. All information and documentation necessary for GSRP enrollment will be only shared with the lead teacher and GSRP administrator for verification of eligibility only. Documentation will then be stored outside the classroom in a locked location. Confidentiality also includes sharing any other information regarding a GSRP child including but not limited to, all child/family information and records, private conversations with a parent, or developmental information. The GSRP lead teacher should discuss confidential information with other GSRP teachers only if they need to know the information to complete their job responsibilities. Employees should never discuss confidential information with anyone other than employees of Al Hadi Child Care Center. Confidential information should not be removed by any employee unless approved by the Site or Executive Director.

Admission and Withdrawal Policy. Children are admitted to Al Hadi Child Care Center based on available space, age eligibility, completion of required enrollment paperwork, receipt of health and immunization records as required by licensing, and payment of applicable fees.

Parents/guardians must complete all required center and licensing forms before a child may begin care

Parents/guardians may voluntarily withdraw a child from the center by providing at least two (2) weeks written notice whenever possible.

The center reserves the right to withdraw or terminate care for reasons including, but not limited to:

- non-payment of tuition or fees,
- repeated late pick-up,
- incomplete required records,
- inability of the center to safely meet the child's needs within licensing ratio and staffing requirements,
- repeated violation of center policies,
- or prolonged unexplained absences.

Classroom Information

Attendance Policy

Daily attendance is mandatory.

In order to participate in the GSRP program, your child will be required to attend on a regular basis. Extended or unexplained absences not related to sickness or family emergency can result in immediate dismissal from the program.

GSRP guidelines from the State of Michigan require at least a monthly 80% attendance in order to stay in the program. Attendance will be reviewed on a monthly basis.

- *Five tardies are equal to one absence.*

If attendance becomes a concern, you will be notified in written form to make adjustments to your child's attendance and/ or tardiness.

Schedule of Operations.

Al Hadi Child Care Center operates according to its posted annual schedule and classroom schedules. Standard center operating days and hours are provided to families at enrollment and may vary by classroom or program.

The center maintains an open-door policy and authorized parents/guardians may visit the center during hours of operation, subject to health, safety, and classroom procedures.

Current schedule:

The center operates Monday through Friday from 7:00 a.m. – 7:00 p.m.

The GSRP runs Monday through Thursday from 9:00 a.m. – 4:00 p.m, following the applicable school-year calendar and program schedule. Our GSRP students attend the program beginning in September through middle of June, in alignment with the Dearborn Heights district calendar.

Parents will be notified in advance of holiday closures, emergency closures, or schedule changes whenever possible.

Fee Policy. Tuition and fees for non-GSRP classrooms and services are due according to the payment schedule provided at enrollment. Any applicable registration fees, supply fees, late payment fees, or late pick-up fees will be communicated to parents/guardians in writing at enrollment.

GSRP is a state-funded preschool program, and eligible GSRP families are not charged tuition for the GSRP portion of care. However, fees may apply for non-GSRP care, wraparound care, late pick-up, optional services, or other programs, as applicable.

Failure to pay required fees may result in suspension or termination of care.

Classroom Ratios. Al Hadi Child Care Center maintains lower teacher-to-child ratios than state guidelines whenever possible. The GSRP classroom will maintain a teacher-to-child ratio of 1:8.

Daily Schedule. Daily routines for infants and toddlers vary according to each child's age, developmental needs, feeding schedule, diapering/toileting needs, rest schedule, active play, and learning activities. Preschool and GSRP classrooms follow a more structured classroom routine.

For GSRP students:

- **Arrival/Greeting Time (8:35 - 8:45 a.m. or 12:20 - 12:30 p.m.)** Children enter the classroom at their own pace. Parents/guardians are encouraged to stay until children are ready for them to leave. Children have choices about whether to spend time with books or interact with adults and one another. Once all children have arrived, adults share the daily announcements.
- **Large-Group Time/Music and Movement (8:45 - 9:00 a.m. or 12:30 - 12:45 p.m.)** All adults and children participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects, and events meaningful to children.
- **Small Group Time (9:00 - 9:15 a.m. or 12:45 - 1:00 p.m.)** 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.
- **Planning Time (9:15 - 9:25 a.m. or 1:00 - 1:10 p.m.)** 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) planning individually, in pairs, and in small groups.
- **Work Time (9:25 - 10:25 a.m. or 1:10 - 2:10 p.m.)** Children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Work Time, adults participate as partners in child-initiated play and encourage children's problem solving both with materials and during times of social conflict.
- **Cleanup Time (10:25 - 10:35 a.m. or 2:10 - 2:20 p.m.)** Children and adults clean up together, keeping the spirit of play and problem solving alive. Children make many choices during clean up time. Adults accept children's level of involvement and skill while supporting their learning.
- **Recall Time (10:35 - 10:45 a.m. or 2:20 - 2:30 p.m.)** Gathered in small group settings, children choose Work 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.). Adults are unhurried in their approach and may complete Recall Time with four or five children each day.
- **Snack (10:45 - 11:05 a.m. or 2:30 - 2:50 p.m.)** Family-Style meals support children doing things for themselves (e.g., serve themselves, 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 snack space including disposal of leftovers, wiping of tables, and pushing in their own chairs.
- **Outside Time/Dismissal (11:05 - 11:45 a.m. or 2:50 - 3:30 p.m.)** Children have many choices about how they play in the outdoor learning environment much as they do during Work Time indoors. Adults supervise children for safety and also join in their outdoor play, supporting children's initiatives and problem solving.

(Taken from Michigan.gov/documents/mde/Sample_Routine_Part-Day_Sample_Routine_353318_7.pdf)

For all other students, a typical day would usually have this set up:

Activity	Time
Greeting Time/Morning Snack	9:00-9:30
Message Board	9:30-9:45
Outside/Bathroom	9:45-10:30
Large Group	10:30-10:50
Read Aloud	10:50-11:00
Lunch	11:00-11:30
Bathroom	11:30-11:45
Quiet Time	11:45-1:00
Bathroom & Hand washing	1:00-1:15
Small Group 1	1:15-1:30
Small Group 2	1:30-1:45
Large Group	1:45-2:00
Snack Time/ Hand washing	2:00-2:30
Work Time	2:30-3:30
Dismissal	3:30-4:00

Clothing. Children should wear clothes which are comfortable and easy to fasten. Rubber-soled shoes are recommended. An extra set of clothing may be placed in the child's cubby for spills or accidents which may occur. Please label all clothing, including coats, with your child's name. Warm outerwear including boots, caps, snow pants, and mittens are needed on cold days. All belongings should be kept in a labeled bag.

Food Service Policy.

Al Hadi Child Care Center participates in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. Through this program, children receive balanced, nutritious meals and snacks that meet USDA meal pattern requirements. Proper nutrition during the early years supports healthy growth, development, and lifelong healthy eating habits. Weekly menus and meal information are shared with families through Brightwheel and posted at the center. Food allergies, dietary restrictions, and special feeding instructions must be provided in writing at enrollment and updated as needed. If a child requires parent-provided food due to allergies, medical, religious, or other approved reasons, the parent/guardian must complete the Parent Providing Food Agreement included in the Enrollment packet.

BREAKFAST	LUNCH & SUPPER	SNACK
• Milk • Fruit or Vegetable or Juice • Grain/Bread	• Milk • 2 Fruit/Vegetable servings • Grains/Bread • Meat or Meat Alternate	(serve 2 from 4 food groups below) • Milk • Fruit/Vegetable • Grain/Bread • Meat or Meat Alternate

Field Trips. Occasionally, classroom teachers plan class trips. Field trips are meant to be fun, learning experiences. When taking children off-site on field trips or even stroller rides, the book containing the classroom Child Information Record (emergency cards), cell phones, and a First Aid kit is taken. All field trips must be pre-approved by the Site Director. Parents will receive written notice of all field trips, and written permission must be given before a child is allowed to attend a field trip. All vehicles must meet state licensing transportation standards, and drivers must hold a chauffeur's license and meet state licensing standards.

Transportation Policy. Al Hadi Child Care Center does not provide routine transportation to and from the center. Transportation may be provided only for approved field trips or special activities, when applicable, and only with prior written parent/guardian permission and in compliance with state licensing requirements.

If transportation is used for a field trip or special activity, all drivers, vehicles, and child restraints will meet applicable licensing and safety requirements.

Child Health and Safety

Outdoor Play. Cold weather does not make children ill. Studies have indicated that children who are taken outdoors, even during cold weather for short periods of time, have fewer incidences of respiratory illnesses. Infectious disease organisms are less concentrated in outdoor air than indoor air. Exposing the skin to sunlight promotes the production of the vitamin D that growing children require. Being outdoors in the fresh air helps children to stay healthy. When outdoors, children breathe fresh air, develop their muscles, learn and practice increasingly difficult skills, share and cooperate with other children, and get hands-on experiences with some basic scientific principles. Outdoor play affords an opportunity for learning in a different environment and also provides many health benefits. Open spaces in outdoor areas encourage children to develop gross motor skills and fine motor play in ways that may be difficult to duplicate indoors.

It is also recommended:

- That children wear child-safe sunscreen all year round, even in the winter
- That children are dressed appropriately for activities: long-sleeved and long-legged items protect from sunburn; full jacket, snowsuit, mittens, scarf, hat, boots for snow play; etc...
- That children are adequately hydrated during both hot and cold weather

(Taken from the Michigan Department of Human Services - Technical Assistance Manual)

Children will not be permitted to go outside when the “Feels Like” temperature is under 25 °F or above 100 °F. The “Feels Like” temperature takes into consideration the wind chill or heat index and is a better measure of the weather conditions for outdoor play.

Child Health Policy: The Health Appraisal form must be on file at the time of enrollment and updated as required by Michigan Child Care Licensing regulations.

It is the policy of Al Hadi Child Care Center to notify the parents as soon as possible when changes in the child’s health are observed. This will allow parents to give additional input on a child’s condition and be involved in decision making regarding the child’s care. Indicators of changes in a child’s health are:

- Fever of or over 100 degrees
 - Diarrhea - two or more loose/watery stool without known cause (by teachers or staff).
- Exception:** Medication or new food reaction (call parents to confirm)
- Vomiting - any vomiting
 - Unknown skin rash as these are often symptoms of communicable disease
 - Irritability, lethargy, persistent crying that is not typical for the child
 - Difficulty breathing

If a child becomes too ill to participate comfortably in activities or they need more care than the staff can provide, the child will be temporarily separated from other children and sent home as soon as possible. Parents are expected to pick up ill children within an hour of notification. Parents should notify the Site Director if a child in care has been diagnosed with a communicable and infectious disease. The Site Director will then post a Health Alert visible to all parents and report to the Wayne County Health Department if necessary.

Exclusion Policy for Child Illnesses. A child who is too ill to safely participate in daily activities or who requires more care than staff can provide without compromising the health and safety of other children may be excluded from care.

Children may be excluded from care for symptoms including, but not limited to:

- fever,
- vomiting,
- diarrhea,
- rash of unknown cause,
- difficulty breathing,
- persistent cough,
- heavy nasal discharge,
- unusual lethargy,
- irritability,
- or signs of a communicable illness.

If a child becomes ill while at the center, the child will be separated from the group, supervised by staff, and the parent/guardian or emergency contact will be contacted for prompt pick-up.

Return of Children to Childcare after Illness. Children may return to care when they are able to safely participate in activities, have been symptom-free for at least 24 hours without medication when applicable, or are cleared to return by a medical provider if required. Al Hadi Child Care Center reserves the right to request a doctor's note before allowing a child to return. Staff and volunteers who are ill must not report to the center and may be excluded under the same health and safety standards.

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

Oral Care. Al Hadi Child Care Center promotes healthy oral care habits for children of all ages. Staff encourage healthy eating habits and discuss the importance of brushing teeth twice daily and visiting the dentist regularly. Families receive oral health information through the Parent Handbook, Brightwheel, and educational handouts to support healthy smiles at home.

Child Incident/Accident. In case of injuries, the incident is logged and Child Incident/Accident Report is completed. All staff is trained in CPR and First Aid and AED. Until the arrival of the parent, a physician, an ambulance or paramedics, the child's teacher or Site Director will make decisions regarding care of the child. Al Hadi Child Care Center is not responsible for medical bills incurred because of accident or injury while a child is in attendance. All serious injuries requiring medical attention are required to be reported to the Office of Children and Adult Licensing. **Please report any phone number changes on your Child Information Card** so that you can be reached in an emergency.

Parent Notification Plan for Accidents, Injuries, Incidents, and Illnesses. Parents/guardians will be notified as soon as possible when:

- a child becomes ill while in care,
- a child is injured,
- a significant incident occurs,
- emergency medical care may be needed,
- or the child must be excluded from care due to illness.

In the event of a serious accident, injury, or medical emergency, staff will call 911 first when necessary and then notify the parent/guardian or emergency contact immediately.

Minor injuries and incidents will be documented and shared with parents/guardians the same day.

If a child becomes too ill to remain comfortably in care, the child will be separated from the group, supervised by staff, and the parent/guardian or emergency contact will be contacted for prompt pick-up.

Emergency Procedures. Al Hadi Child Care Center has written procedures for emergency situations including fire, tornado, serious accident/injury and man-made disasters, as well as a crisis management plan. Emergency procedures and evacuation plans are posted in each classroom.

In case of an emergency, parents will be notified by staff immediately. This may include a phone call, text message and a post on the Al Hadi Child Care Center Facebook page. Please be sure to provide updated emergency contact information to your child's teacher and the center's director.

Parents will be notified in case of a school closing. Classes may be canceled due to weather and/or building issues.

Child Abuse/Neglect. Al Hadi Child Care Center is required by law to report any suspected child abuse or neglect to the Michigan Centralized Intake at (855) 444-3911. Community resources are available to families seeking support or intervention. Please contact the Director for additional information.

Discipline Policy. This discipline policy applies to all classrooms and age groups, with discipline practices adjusted to the child's age and developmental level.

Staff will use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation. Discipline is most effective when it is consistent, reinforces desired behavior and offers natural and logical consequences. Discipline helps children gain control over their behavior. Children act best when they know the rules and know they are expected to follow them. Positive methods of discipline create a constructive and supportive social group and reduce incidents of aggression. Positive discipline methods will help guide a child toward self-discipline and independence.

This is encouraged by the following methods:

- Planning ahead to prevent problems
- Setting consistent/clear rules
- Encouraging appropriate behavior
- Relating the discipline method to the behavior
- Talking to the child about the feelings he/she is having
- Redirection or distracting a child
- Removing the child from the source of conflict
- Tailoring the method of discipline to the individual child
- Suggesting appropriate solutions
- Involving the child in problem solving

All of the following means of punishment shall be prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying him or her including harness, leash or other restraint device. Strapping devices on confining equipment, such as high chairs used to stabilize the child in that type of chair, cannot be used for punishment or discipline.
[**Note:** If a child needs to be restrained in an extreme situation to prevent harm to themselves or others, place the child's arms across their chest in a criss-cross position, position yourself behind the child with your arms on top of theirs until they are calm and the situation is safe.]
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
- Excluding a child from outdoor play or other gross motor activities. Examples of this include:
 - Not allowing a child to go outside because of misbehavior during small group time
 - Excluding the child from the entire outdoor period for throwing sand
 - Excluding the child from gym activities for not eating their lunch
 - Excluding a child from daily learning experiences. This does **not** include age appropriate discipline techniques, such as:
 - Redirecting a child from the block area after throwing blocks
 - Having a child participate in small group time in a way that benefits the child and doesn't disrupt the group, such as having the child sit a few feet away

Nap/Rest Time. Students will have a rest-time each day. Please provide a blanket for cots. Children are not required to sleep, but are required to rest on a cot and/or participate in a quiet activity for at least an hour daily. Bedding should be taken home each Thursday for laundering and returned on Monday. Please be sure all items are labeled with first and last name.

Grievance Procedure

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

1. Talk with the classroom teacher about your concerns.
2. Contact the Director at 313-903-5593 and/or the Specialist of Early Childhood, Cynthia Pitts at 734- 334-1478.

LICENSING NOTEBOOK NOTICE

Al Hadi Child Care Center maintains a licensing notebook that includes all licensing inspection reports, special investigation reports, and all related corrective action plans.

The licensing notebook is available to parents/guardians for review during regular business hours.

Licensing inspection reports and special investigation reports from at least the past two years are also available on the child care licensing website.

Parents/guardians will receive the required notice regarding the licensing notebook using Form CCL 4340.

Parent Involvement and Partnership

Parent Involvement. Al Hadi Child Care Center welcomes your family into our community and invites you to become active partners with us as we teach and care for your child. When parents and teachers join in partnership an optimum learning environment can be created. Al Hadi Child Care Center has an open-door policy with all parents and we invite you to drop in anytime. We seek to encourage parents to participate in the education of their child inside and outside the classroom. Here are some ways you can get involved:

- Having informal day-to-day conversations with teachers
- Communicating with your child's teacher through email, phone and notes
- Attending formal Parent-Teacher Conferences.
- Participating in developmental discussions regarding your child by request or invitation
- Volunteering within the classroom
- Reading your child's lesson plans, monthly newsletters and Parent Board information
- Participating in special events for parents and families
- Reinforcing lesson plan activities at home
- Participating in advisory committee meetings
- Participating in program evaluations and giving input on policy and procedure
- Sharing ideas or items related to your culture that can be shared in the classroom

Family Contacts. This program requires a minimum of four family contacts per year: two home visits and two Parent-Teacher Conferences. The purpose of home visits and parent-Teacher conferences are to engage families in the child's education and to help them provide educational experiences for the children. This process requires staff and parents to interact frequently to update each other about a child's experiences at home and at school.

- **Home visits.** The purpose of home visits and Parent-Teacher Conferences is to engage families in their child's education and help provide meaningful educational experiences. It is designed to ease the transition into GSRP for the child and family. The lead teacher will discuss any required enrollment paperwork, implementing the ASQ with parents and family, sharing curriculum and program information, and discussing the goals parents have for their child. The second visit is designed around the individual child and parent needs. The child's assessment will be reviewed highlighting areas of achievement and areas that need improvement. Teachers and parents will discuss the process of transitioning into Kindergarten and summer activity packs will be given to the students.
- **Conferences.** Parent-Teacher conferences are held in the fall and spring. Conferences are designed to provide information concerning the progress of the child, goals for continuous progress and any additional support that may be necessary. Samples of the child's work may be given and teachers will give ideas on how parents can support learning at home.
- **Transition.** To ensure smooth moves between classrooms (e.g., Infant to Toddler, Toddler to Preschool), the following steps will be followed:
 1. Notice – Families receive written notification 2 weeks before the planned transition date.
 2. Visits – Child will spend 3–5 short visits in the new classroom over 1–2 weeks (30–60 minutes each), gradually increasing time.
 3. Info Share – Current teacher provides the new teacher with key notes on routines, feeding, sleep, and comforting techniques.
 4. Family Meeting – A brief meeting with the new teacher occurs before the first full day to answer questions and share the new classroom schedule.
 5. Gradual Shift – The child starts with half-days in the new room for 2–3 days, then moves to full-time.

Advisory Committee. Each semester, parents will be asked to participate in an advisory committee meeting. This

meeting is 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. Parents are also invited to serve on the area wide GSRP Advisory Committee that meets at the Center twice a year. This committee is made up of representation from parents and GSRP teaching Staff.

Parent Acknowledgment of Handbook Receipt

Parents/guardians will sign documentation at enrollment confirming that they received the Parent Handbook and the licensing notebook notice, in accordance with licensing requirements. Form CCL 4340 will be used for this purpose.

CIVIL RIGHTS

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.



Parent Notice of Program Measurement*

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

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

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact:

- Al Hadi Child Care Center at 313-638-9999
- The MDE Office of Great Start, Preschool and Out-of-School Time Learning at:
 - mde-gsrp@michigan.gov,
 - 517-241-7004, or
 - 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.

Office of Great Start Outcomes

Children are born healthy.

Children are healthy, thriving and developmentally on track from birth to third grade.

Children are developmentally ready to succeed in school at time of school entry.

Children are prepared to succeed in fourth grade and beyond by reading proficiently by the end of third grade

