

# Seasons of Learning Early Childhood Center

## Parent Handbook



Playing and Learning In All Seasons"

Center Hours  
6:30am to 6:00pm

67055 Gratiot Ave. Richmond MI 48062 586-248-4949

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Find us on facebook at [facebook.com/seasonsoflearning](https://facebook.com/seasonsoflearning)

# **Seasons of Learning Early Childhood Center**

## **A Letter to Parents:**

**Welcome to the Seasons of Learning Early Childhood Center. We are so excited to be offering interactive toddlers and preschool for children ages two to five years old. It is wonderful to see so many families interested in giving their children a Christian beginning and a school day that revolves around God's love.**

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

**It is our prayer here at Seasons of Learning that as your child grows and develops in God's love your family will be richly blessed as well.**

**In Christ,**

**Seasons of Learning Staff**

## **Mission Statement**

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

# **Seasons of Learning Early Childhood Center**

## **Philosophy**

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

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

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

All of our center's programs will accommodate children ages 2 to 5. Each child will use the open ended materials in different ways and at their own appropriate developmental level. In a properly prepared learning environment, using a "hands on" approach will allow each child to naturally progress to the next level when they are ready. We will be there to gently guide the children and encourage new challenges!

## **Curriculum**

All curricula offered here at Seasons of Learning are designed to develop all areas of growth for your child including:

- Spiritual
- Cognitive
- Language and Literacy
- Math and Science
- Large and fine motor skills
- Social and emotional development
- Self-help Skills

## **Class Offerings**

### **Interactive Toddler Program Three and Four Year Old Preschool Programs Before and After Pre- School Extended Care**

- **All programs will be offered Monday to Friday for children 12 months to five years of age.**
- **The classes will run from 8:00am to 10:55 am for the morning session.**
- **For those attending all day (8:00am to 3:pm), we will eat lunch together and provide a 45 minute to 1 hour rest period\*\*.**
- **Extended care is offered for all age groups for before and after program times.**

**\*Each toddler will provide their own supply of diapers, wipes, change(s) of clothes and any other necessary diapering needs the parents deem necessary.**

**\*\*Please bring a crib sheet, pillow and blanket in a tote bag to be kept in a cubby in the hallway for nap time.**

## **Licensing**

The State of Michigan Department of Licensing and Regulatory Affairs has granted a license for the operation of the interactive toddler and preschool program as well as, extended preschool care at Seasons of Learning Early Childhood Center. The evaluation of our building and programs is carried out bi-annually by this department to ensure a quality program and facility.

## **Transportation**

Transportation to and from the Center is the responsibility of the parents. Parents are to notify the Center of persons to whom their child may be released. The Child Information Record has a space for this information. Please notify the teacher or the office if special circumstances exist.

## **Admission Process and Children's Records**

All of the following records must be submitted prior to the first day of childcare or preschool:

- **Completed Registration Form**
- **Child Information Record** must be completed in full with all current information. It is the responsibility of the parent to keep the Center notified of any changes in phone numbers or other important information.
- **Signed Contract**
- **Immunization Certificate**
- **Copy of Child's Birth Certificate**
- **Health Appraisal Form** (Physical) must be completed and signed by a physician before the child can be admitted into the program.

### **Withdrawal Policy**

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

To withdraw before the start of the program, the Director must receive written notification to receive any tuition refund.

To withdraw after the start of the program, a two-week written notice must be received by the Director. Any refund will be determined accordingly.

### **Dismissal Policy**

**Your child will be released only to the person(s) listed on the emergency card. A photo identification will be required in most cases.**

## Pupil Absence

Absence due to illness or vacations of any length still warrants full payment of monthly fees. Please call the office at **586-248-4949** to notify us when your child will be absent.

## Discipline Policy

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

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

1. **Restate** and discuss the problem with the children and help them work it out with appropriate language.
2. **Redirect** the child that is having trouble to a new area if the problem cannot be resolved.
3. **Reflect** on the problem by having the child sit in a reflection chair to think about appropriate choices that could have been made with help from the teacher.
4. **Remove** the child from the room and call parents if the child is out of control.

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

## Childcare and Preschool Health Concerns

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

### Symptom

### Keep child at home until

- |                             |  |
|-----------------------------|--|
| • Fever                     | fever free for 24 hours  |
| • Running Nose              | thick discharge subsides   |
| • Cough                     | cough diminishes   |
| • Pink eye (Conjunctivitis) | treated by a physician and no longer contagious                                |
| • Red or Watery Eyes        | eyes return to normal  |
| • Upset Stomach or Diarrhea | no further problem exists  |
| • Earache                   | examined by a doctor   |
| • Rash                      | cause determined by a doctor and recommendation made to return child to school |
| • Pale or Flushed Skin      | color returns to normal  |
| • Draining Sore             | until drainage stops   |
| • Head Lice                 | hair is treated and no nits remain   |
| • Vomiting                  | subsides   |

**If your child should contract any contagious condition of any kind, please notify the office or the teacher.**