

WARREN CONSOLIDATED SCHOOLS

PRESCHOOL PARENT HANDBOOK



EARLY CHILDHOOD EDUCATION

Early childhood education is a vital foundation for strong schools and a strong economy. It prepares tomorrow's workforce for global competition, while ensuring that children of today's workers enter school ready to succeed. Studies show that children entering kindergarten with skills they need to succeed are more likely to graduate high school and become productive workers.

The Warren Consolidated Schools Early Childhood Education Programs provide an environment in which children may experience positive social and emotional growth. Children are welcomed into inviting classrooms by certified, experienced, caring teachers that are committed to fostering a love for learning and a base for future learning experiences. Students will learn and explore through hands-on activities in an atmosphere where independence is encouraged to build each child's self-confidence. The various learning opportunities and curriculum have been developed in accordance with the Michigan Department of Education Early Childhood Standards for Quality Pre-Kindergarten.

Research indicates that children whose parents participate in their education are students who achieve higher levels of academic success. Our teachers will partner with parents to help each child reach their full potential.

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ATTENDANCE POLICY

Warren Consolidated School District believes that children benefit from a preschool program if they participate in classroom activities on a regular basis. Children are expected to attend the program daily unless they are ill. If your child is ill, it is necessary that you contact the school each day that the child is absent.

If a child is not in school for reasons other than illness for a 2-week period of time, it will be necessary to review the child's enrollment status. Openings resulting from a student exiting the program will be filled immediately from the program waiting list.

ARRIVAL AND DISMISSAL

In order to ensure the most effective use of instructional time for all students, please arrive on time to school and pick up your child promptly at dismissal.

Parent(s)/guardian(s) are required to walk with the child to the designated pick up/ drop off location. At dismissal, students will only be released to the parents/ guardians unless otherwise indicated by the parent/guardian. When picking up a child, picture identification will be required from anyone with whom the staff is unfamiliar.

For the safety of all, side doors will be locked after your child's scheduled arrival and dismissal time. Upon late arrival/dismissal, please enter through the front entry door for the building and check in with the office.

Below you will find the procedures for late arrivals and late pick-ups at dismissal. Please adhere to the following procedures to ensure your child's continued enrollment in his/her class and minimize disruptions to classroom instruction time:

Late Arrival

- All parents must sign in at the front office and follow office procedures for late students.

Late Pick-up

- Please call the main office or teacher to notify staff that you will be late picking up your child.
- Your child will be placed in the main office with staff.
- After 10 minutes staff will begin calling the next person on your emergency list to pick up your child.
- Parents who are late picking up their child may be charged \$1.00 late fee for every minute that the parent is late.
- Numerous late pick-ups may jeopardize your child's enrollment in his/her class.

BUILDING CLOSURES

If Warren Consolidated Schools are closed due to weather conditions or building problems, all Early Childhood Education Programs will also be closed. Please listen to local television or radio stations for information regarding school closings or visit the District website: www.wcskids.net.

CHILD ABUSE OR NEGLECT REPORTING

Staff is required by law to report all suspected cases of child abuse and/or neglect to the appropriate authorities. (Act No. 238, Public Act of 1975, as amended Sections 722.621-722.636, Michigan Compiled Laws).

COMMUNICATION

Communication between home and school is extremely important to ensure the success of your child. Our staff is committed to providing a safe and educational environment for all students. Please communicate any related concerns to your teacher to reach a mutual resolution. In the event the mutual resolution is not met, please contact the building principal or the Administrator of Preschool at (586)698-4046.

As a friendly reminder, your child's teacher may not be able to freely speak with you about concerns during drop-off or pick-up times: instead, we encourage you to ask the teacher to arrange a special meeting or phone conference, at a time that is convenient for all parties involved.

COMMUNITY RESOURCES

WCS has a registered nurse on staff available by phone for consultation or evaluation. Counselors and Social Workers are also available throughout the district to address concerns, perform evaluations, and attend to special needs as necessary. Other resources available to the community are:

Department of Human Services	Mt. Clemens	586-469-7700
	Sterling Heights	586-254-1500
	Warren	586-573-2300
	Oakland County	248-975-4800
Immunization Clinic	Warren	586-573-2090
	Oakland County	248-858-1305
Health Department	Macomb County	586-469-5520
	Oakland County	248-424-7066
MSU Extension	Macomb County	586-469-5180
	Oakland County	248-858-0880
MiChild		586-988-6300
Poison Control Center	Children's Hospital	1-800-764-7661
		1-800-Poison1
WIC (Women, Infants & Children)		586-469-5471

CONFIDENTIALITY

All records containing information about children are considered confidential and are only seen or shared with the appropriate school staff. All registration paperwork is kept in a locked file cabinet/drawer.



CULTURAL COMPETENCE

The goal of the Early Childhood Cultural Competence Plan is to ensure that all families are treated with dignity and respect regardless of their gender, ability, ethnicity, language, or background. In support of the diversity of our children and families, the Early Childhood Program incorporates cultural competence in the classroom, materials, and lessons. In addition, the curriculum and classrooms reflect the diversity of the families in the program and local community. Staff members also receive training on culture and diversity.

CURRICULUM AND ASSESSMENT

Student learning is best supported by the following practices:

- Instruction and assessment are based on clear learning goals
- Instruction and assessment are differentiated according to student learning needs
- Students are involved in the learning process
- Assessment information is used to make decisions that support further learning
- Parents are informed about their child's learning and work with the school to plan and provide support
- Students, families, and the general public have confidence in the system

The preschool curriculum, which progresses all students toward a K-12 curricular experience, has been developed in accordance with the Michigan Department of Education Standards of Quality for Prekindergarten and the Common Core State Standards with a focus on ten core areas:

Social-Emotional <ul style="list-style-type: none"> ➤ Regulate own emotions and behaviors. ➤ Establishes and sustains positive relationships. ➤ Participates cooperatively & constructively. 	Physical <ul style="list-style-type: none"> ➤ Demonstrate traveling skills. ➤ Demonstrate balancing skills. ➤ Demonstrate gross-motor manipulative skills. ➤ Demonstrate fine-motor strength.
Language <ul style="list-style-type: none"> ➤ Listen to and understand increasingly complex language. ➤ Use language to express thoughts and needs. ➤ Use appropriate conversational and other communication skills. 	Cognitive <ul style="list-style-type: none"> ➤ Demonstrates positive approaches to learning. ➤ Remembers and connects experiences. ➤ Uses classification skills. ➤ Uses symbols and images to represent something.
Literacy <ul style="list-style-type: none"> ➤ Demonstrates phonological awareness. ➤ Demonstrates knowledge of the alphabet. ➤ Demonstrates knowledge of print and its uses. ➤ Comprehends and responds to books and other texts. ➤ Demonstrates emergent writing skills. 	Math <ul style="list-style-type: none"> ➤ Uses number concepts and operations. ➤ Explores and describes spatial relationships and shapes. ➤ Compare and measures. ➤ Demonstrates knowledge of patterns.
Science and Technology <ul style="list-style-type: none"> ➤ Uses scientific inquiry skills. ➤ Demonstrates knowledge of the characteristics of living things. ➤ Demonstrates knowledge of the physical properties of objects and materials. ➤ Demonstrates knowledge of the Earth's environment. ➤ Uses tools and other technology to perform tasks. 	Social Studies <ul style="list-style-type: none"> ➤ Demonstrates knowledge about self. ➤ Shows basic understanding of people and how they live. ➤ Exploring change related to familiar people or places. ➤ Demonstrates simple geographic knowledge.
The Arts <ul style="list-style-type: none"> ➤ Explores the visual arts. ➤ Explores musical concepts and expressions. ➤ Explores dance and movement concepts. ➤ Explores drama through actions and language. 	English Language Acquisition <ul style="list-style-type: none"> ➤ Demonstrates progress in listening to and understanding English. ➤ Demonstrates progress in speaking English.

Warren Consolidated Schools believes that the primary role of assessment is to enhance teacher and improve student learning. Preschool utilizes Teaching Strategies GOLD and Teacher Created Formative Assessments to evaluate student performance.

SAMPLE SCHEDULE

Sample 3-Year-Old Preschool Daily Schedule (Monday/Wednesday or Tuesday/Thursday)

9:00 - 9:10	Arrival, Circle Time, Morning Meeting (includes literacy, attendance, calendar, weather)
9:10 - 9:20	Language Time (circle time - oral language, phonemic awareness)
9:20 - 9:50	Center Time (free choice - math, science, ABC, creativity/ art, reading, blocks, writer's center, dramatic play)
9:50 - 10:20	Active Play (outdoor/ weather permitting or indoor - guided movement, music, movement)
10:20 - 10:35	Snack time (wash hands, snack)
10:35-10:50	Circle Time (whole group instruction – math, literacy, social-emotional, content)
10:50-11:00	Let's Say Goodbye (get ready to go)

PM schedule follows the same format as the AM schedule. Times and specific activities may vary by buildings

SAMPLE SCHEDULE

Sample 4-Year-Old Preschool Daily Schedule (Monday, Tuesday, Wednesday, Thursday)

9:00 - 9:10	Arrival, Circle Time, Morning Meeting (includes literacy, attendance, calendar, weather)
9:10 - 9:25	Language Time (circle time - oral language, phonemic awareness)
9:25 - 10:25	Center Time (free choice - math, science, ABC, creativity/ art, reading, blocks, writer's center, dramatic play)
10:25-10:40	Circle Time (whole group instruction - math, literacy, social-emotional, content)
10:40- 11:10	Active Play (outdoor/ weather permitting or indoor - guided movement, music, movement)
11:15-11:30	Snack (wash hands, snack)
11:30-11:45	Circle Time (whole group instruction – math, literacy, social-emotional, content)
11:45-12:00	Let's Say Goodbye (get ready to go)

PM schedule follows the same format as the AM schedule. Times and specific activities may vary by buildings.

EMERGENCY PROCEDURES

To ensure the safety of all students, emergency/crisis procedures will be followed as identified below:

- Fire - staff will lead students to designated safe zone away from the school; emergency procedures will be followed.
- Severe Weather - staff will lead students to designated safe locations in the school; emergency procedures will be followed.
- Natural or Man-Made Disasters – staff will lead students to a designated safe zone away from school, emergency procedures will be followed.
- Crisis Management - staff will follow emergency procedures.
- Serious Accident, Illness, or Injury – staff will follow emergency procedures.

In the event of an emergency requiring evacuation from a school, WCS District Procedures will be followed:

- Students will be bussed to a nearby site that has instructional space available.
- Parents will be notified – **please ensure that your child's emergency contact information is always updated.**
- If the situation allows, students will be returned by bus to the normal site for dismissal at their regular time.
- If an alternate site is necessary beyond normal dismissal time, parents will be informed as to where your child can be picked up at dismissal.



HEALTH APPRAISAL AND IMMUNIZATIONS

Maintaining a healthy environment is important in a school setting. When children are brought into group settings, there is a chance for diseases to spread. Therefore, the best way to protect all students from contacting serious diseases is to have all students vaccinated according to the recommended vaccination schedule found at www.Michigan.gov/Immunize

A completed Health Appraisal and Immunization Record must be submitted prior to the child starting school. Please review the list of vaccines required for school entry in Michigan (as of 03/2023) below:

- Four (4) doses of DTP or DTaP – Diphtheria, Tetanus, Whooping Cough
- Four (4) doses of Polio IPV - Polio
- Three (3) doses of Hepatitis B (or laboratory evidence of immunity)
- Two (2) doses of Varicella – Chicken Pox (or laboratory evidence of immunity, or disease history from parent/physician)
- Two (2) doses of MMR – Measles, Mumps, Rubella (or laboratory evidence of immunity)
- Four (4) doses Pneumococcal Conjugate (PCV 13)
- Three (3) doses of H influenzae type b (HIB)

Parents are encouraged to keep the immunizations up to date. Immunization records are monitored regularly by the district who utilizes the Michigan Care Improvement Registry (MCIR) to run reports to monitor the children in Preschool for shot updates. If you receive a letter regarding shot requirements for your child's immunizations, you will have two weeks to comply with the requirement(s) outlined in the letter. If you do not comply, the child will be asked to leave school until the requirements have been met.

If you have any questions regarding immunizations or do not understand the series of shots required, please call the Macomb County Health Dept. at 586-469-5235. If you live in Troy, please contact the Oakland County Health Dept. at 248-424-7000.

Updated shots must be reported to the building secretary and a copy of the updated report given to the teacher for his/her records. Additional information may be found at www.Michigan.gov/Immunize or www.cdc.gov/vaccines

INCLUSION

The Preschool Program is committed to meeting the needs of all children, regardless of special health care needs or disabilities. Inclusion of children with special needs has been shown to enrich the childcare experience for all staff, children, and families of enrolled children.

Children with special needs may be accepted into the program under the guidelines of the Americans with Disabilities Act (ADA) and in keeping with the State of Michigan Licensing Rules for Child Care Centers. All families will be treated with dignity and with respect for their individual needs and/or differences. In addition, the district/designee will be responsible for ensuring that confidentiality about special needs is maintained for families and staff and the program.

As such, parents must report specific health/ medical/ special needs during the registration process. In addition, parents should identify any additional support the student may require.

In support of severe health/medical condition (diabetic care, asthma, severe allergies, etc.) or special needs that may require additional support, parents are required to contact the Administrator of Assessments, Latchkey, and Preschool at (586)698-4046 to schedule a planning meeting with parents, Preschool staff, and the WCS Nurse (as appropriate). The planning meeting must be held prior to the child's first day of attendance.

LICENSING INFORMATION

Warren Consolidated Schools Preschool Program complies with all State of Michigan Licensing Child Care Centers requirements. Parents may access these rules at: www.michigan.gov/michildcare

A licensing notebook is available to parents during regular business hours at each building. The notebook contains the following documents for the previous 5 years: license inspection reports, special investigation reports, and corrective action plans. In addition, licensing inspection reports, special investigation reports, and corrective actions plans may also be found online for the previous 3 years at: www.michigan.gov/michildcare

MAINTAINING A HEALTHY ENVIRONMENT

Staff members are aware and have received training regarding the Health Policies of the State of Michigan Rules for Child Care Licensing. Early Childhood staff members are certified in CPR and First Aid. In addition, licensing rules require knowledge of and compliance with the following procedures:

- Hand Washing - the following procedures will be used:
 - Moisten hands with water (temperature between 60- and 120-degrees F) and apply soap.
 - Rub hands vigorously until a soapy lather appears, continuing for 10 seconds.
 - Rub areas between fingers, around nail beds, under fingernails, jewelry and back of hands.
 - Rinse hands under running water until free of soap and dirt. Water will remain running while drying hands.
 - Dry hands with clean, disposable paper or single-use cloth towel. Water will be turned off with disposable paper or single-use towel.
 - Dispose of the single service towel in a lined trash container.
- Handling Children's Bodily Fluids – brief overview:
 - Use of disposable gloves (waterproof barrier)
 - Placing soiled objects in biohazard bags.
 - Cleaning and sanitizing areas and articles.
 - Centers shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. OSHA has model exposure plan materials used by the centers in addition to formal staff training.
- Cleaning and Sanitizing – the following procedures will be used:
 - Surface of article will be washed vigorously with warm water and detergent.
 - Articles will be rinsed with clean water.
 - Surface of article will be submerged in, wiped or sprayed with a sanitizing solution.
 - Articles will be air-dried.
- Controlling Infection – the following procedures will be used:
 - Parents are notified when changes in the child's health are observed, if an accident or injury occurs, or if the child is too ill to remain with the group.
 - Child is placed in a separate location under adult care until parent(s) arrives.
 - Items exposed to risk are thoroughly cleaned and sanitized.
 - Upon notification of communicable disease, parents are informed of the name of the disease, that exposure may have occurred, and the symptoms of the disease.

A registered nurse is on staff with WCS and available by phone for consultation or evaluation. Counselors and therapists are available throughout the district to address concerns, conduct evaluations and attend to special needs as deemed necessary.

MEDICATION

Students requiring the continuous availability of emergency medications must submit a completed medication form signed by the child's doctor and parent to the school. Preschool/school staff will dispense medication to a child as needed when the following conditions exist:

- All special health/medical needs policy guidelines are followed.
- A current medication form is signed by both the parent/guardian and the form is on file with the school. A photograph of the child must also be provided with the form.
- Prescription medication is left on site in the original container and packaging. The label consists of the following information: child's first and last name, physician's name, instructions for administration, name and strength of the medication, and expiration date.
- There is another adult to witness the dispensing of the medication.

Any medication that has been dispensed will be listed on the building Medication Log which contains the following information: child name, date, time, dosage amount, witness signature.

NUTRITION AND WELLNESS

The goal of our program is to create a healthy school environment that enhances the development of lifelong practices which promote healthy eating and physical activities in support of academic success. The preschool program supports the development of good eating habits and increased physical activity both in and out of school.

In support of the link between healthy eating and academic achievement, parents are encouraged to send healthy snacks to school. Parents are encouraged to review communications provided by staff which may assist with snack selection and other nutrition information. Additional information for considering snack selection may be found at <https://www.choosemyplate.gov/>

In addition to healthy eating, our program provides a variety of both outdoor and indoor physical activities to promote life-long wellness. Students will engage in outdoor play daily (weather dependent).

Additional resources may be found below:

ORGANIZATION	CONTACT INFORMATION
Healthy Children/ Bright Futures – Health Promotion	https://brightfutures.aap.org/families/Pages/Resources-for-Families.aspx
Learning Resources – Children Songs, Videos, etc.	http://bussongs.com/
Let's Move – Raising Healthier Generation of Kids	https://letsmove.obamawhitehouse.archives.gov/
USDA Food & Nutrition Services Parent Information	https://www.fns.usda.gov/school-meals/school-day-just-got-healthier-parents
WIC (Women, Infants & Children)	1-800-225-5942



PARENT INVOLVEMENT

Parent involvement is a critical component in fostering a child's educational success. Research indicates that parents who are engaged in their child's education are likely to achieve high levels of academic success. Warren Consolidated Schools teachers and staff are committed to partnering with parents to promote the success of all children.

There are many ways to be involved in your child's preschool experience. Listed below are a few ways that you can help and let your child know that you believe school is important:

- Attending Parent-Teacher Conferences. This is your opportunity to meet individually with your teacher to review their growth, progress, and any areas of concern. Conferences will be held two times per year.
- Attending parent collaboration and program review meetings.
- Reading school notes and newsletters.
- Reading to your child every day.
- Ask open-ended questions that allow your child to tell you in their own words, not just answer yes or no.
- Listen to your child's stories about school and their new friends.
- When it's time and your schedule permits, sign up to help in the classroom on your child's special day.
- Let your child see you being supportive of the teachers and school.
- Keep the lines of communication open (phone, text, email, etc.).
- Attend school functions when possible.
- Attend parent activity nights.
- Participate in communication and activities related to Kindergarten Transition.
- Explore additional resources. Some helpful websites are listed below:

http://www.greatstartmacomb.org/	www.janbrett.com
http://www.misd.net/index.htm	www.scholastic.com
http://www.greatstartmacomb.org/	https://brightfutures.aap.org/families/Pages/Resources-for-Families.aspx
http://www.geocaching.com/	http://www.cdc.gov/vaccines/parents/downloads/milestones-tracker.pdf
http://www.starfall.com/	https://www.mcir.org/school-childcare/education-and-training/
http://www.mel.org/	https://www.choosemyplate.gov/
https://letsmove.obamawhitehouse.archives.gov/about	https://www.ucfamilyservices.org/
http://bussongs.com/	http://www.chaldeanfoundation.org/



PAYMENTS AND BILLING

Invoices are sent electronically via the e-mail you specify on your registration form. All payments must be made online. As such, you must maintain a valid e-mail address for the child to remain in the program.

If you choose to participate in a payment plan, payments are due by the 10th of each month (reference the chart below for invoice and due dates). Failure to pay by the 10th will result in a \$10 late fee. Late fees are assessed on any portion of your bill that is not paid in total by the due date (late fees, class change charge, late pick up fees, etc.).

Please note that your child may be excluded from class if payment is not received by the date(s) identified below. If your account is not paid in full by 4/10/23, the account may be forwarded to collections by the WCS Business Office.

If you are on the payment plan and do not receive an invoice by the 5th of each month, please contact the Early Childhood Office at (586)698-4046.

3-Year- Old Preschool Payment Plan:

Payment Plan Due Date:	Payment Amount
Upon Registration	\$170 (\$100 1 st Payment + \$70 Fees/ Supplies)
9/10/23	\$100
10/10/23	\$100
11/10/23	\$100
12/10/23	\$100
1/10/24	\$100
2/10/24	\$100
3/10/24	\$100

4-Year- Old Preschool Payment Plan:

Payment Plan Due Date:	Payment Amount
Upon Registration	\$280 (\$200 1 st Payment +80 Fees/ Supplies)
9/10/23	\$200
10/10/23	\$200
11/10/23	\$200
12/10/22	\$200
1/10/24	\$200
2/10/24	\$200
3/10/24	\$200

PERSONAL HYGIENE: TOILET-TRAINED

Your child must be toilet trained. Your child must be independent in taking care of bathroom needs. Pull-ups are not allowed. We understand that children of this age may have accidents; in the event your child has a bathroom accident, we will assist your child with changing to dry clothes. If additional clean-up is needed, parents will be called.



PROGRAM WITHDRAWAL

Should it become necessary to withdraw your child from the Preschool program, please notify the child's teacher in writing, of the last day of attendance. Written notice shall be provided two weeks in advance.

Refunds must be requested in writing and will be considered on an individual basis on or before Jan.14, 2022. The \$50.00 registration fee and the supply fees are non-refundable. A letter with your name, date, address, phone number, student name, last date of attendance, and stating why you are dropping the program must be submitted to 31300 Anita, Warren MI 48093 or e-mailed to lknight@wcskids.net Please allow 5-7 business days for the request to be processed.

Please be reminded that staffing, supplies, and availability are dependent upon enrollment. The program expects that the student will be enrolled for the whole year; therefore, the entire tuition amount is due regardless of the child's attendance. Payments should be rendered to Warren Consolidated Schools for the same.

PROHIBITED: SMOKING AND VAPING

For the safety of all, Smoking and Vaping is prohibited at all times while on school property and during field trips.

PUBLIC SEX OFFENDER REGISTRY (PSOR)

All staff and volunteers are screened to ensure that they are not registered on the Public Sex Offender Registry. Individuals registered with the Public Sex Offender Registry (PSOR) are prohibited from having contact with any child in care.

REGISTRATION

Step 1: Complete Preschool On-Line Registration Form

Complete the WCS Tuition-Based Preschool on-line registration forms. Once the on-line forms are completed and the registration fee has been received, a seat in the preschool program will be reserved for your child if all additional WCS Enrollment Paperwork (Step 2) is submitted by July 1, 2023.

The on-line registration forms are found online at www.wcskids.net (Parents/Students, Preschool).

REGISTRATION PROCEDURE

STEP 1:

Select Link Below & Complete Online
Registration Process

REGISTER ONLINE ↗

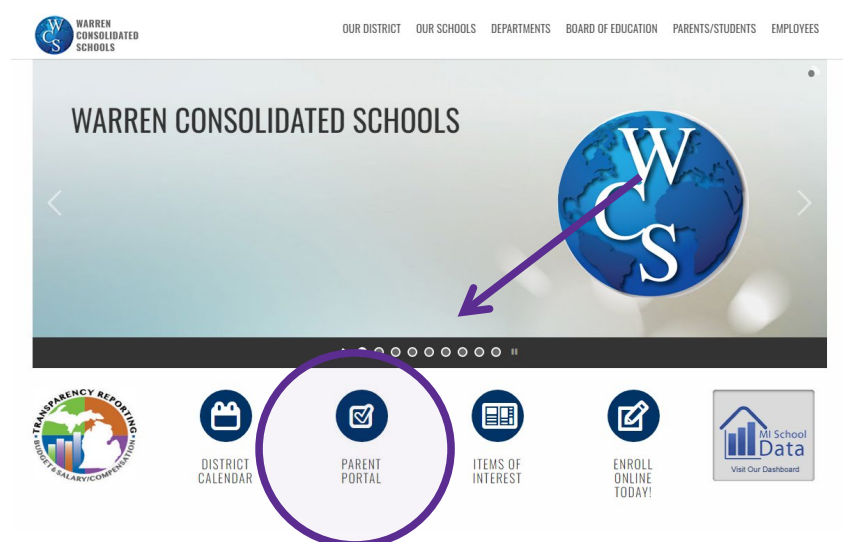
Completion of the online registration includes the required information below:

- Child Information
- Parent Notification of Licensing Notebook
- WCS Preschool Program Policies
- Enrollment Questionnaire

For assistance completing the online registration forms, please call (586)698-4046.

Step 2: Complete WCS Online Enrollment Forms & Upload All Required Documents Online

Once the online registration process is complete (Step 1), complete the online WCS Enrollment Process found at www.wcskids.net – Enroll Now



REGISTER ONLINE TODAY

PRESCHOOL PROGRAMS

TRANSITIONAL KINDERGARTEN
PROGRAM

LATCHKEY

DISTRICT MAP

NUTRITION SERVICES

TRANSPORTATION

SPECIAL EDUCATION

TRANSCRIPTS

HOW TO SCAN/UPLOAD
DOCUMENT

SCHOOLS OF CHOICE WITHIN
MACOMB COUNTY

OPEN ENROLLMENT/TRANSFER
OF SCHOOLS WITHIN THE
DISTRICT FORM 

KINDERGARTEN REGISTRATION



ONLINE REGISTRATION FOR ALL GRADES 

**NEW
STUDENT
ENROLLMENT**

**SCHOOLS
OF
CHOICE**

THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE
PARENT/LEGAL GUARDIAN AT THE TIME OF ENROLLMENT:

IDENTIFICATION >

RESIDENCY >

BIRTH CERTIFICATE >

IMMUNIZATION RECORDS >

GUARDIANSHIP – If applicable >



HIGH SCHOOL ONLY – Unofficial transcript from previous school


SPECIAL EDUCATION STUDENTS >

Parent should bring most current IEP. Student's start date determined by IEP.

IF YOU CANNOT MEET THE ABOVE REQUIREMENTS, PLEASE
CONTACT THE STUDENT SERVICES DEPARTMENT AT

 586.698.4478 FOR ASSISTANCE.

If you have questions, please don't
hesitate to contact us at
 586.698.4478 or
enrollment@wcskids.net 

Kelly Dumas 

Director of Pupil Accounting &
Student Services

 586.825.2400 ext. 65121

OFFICE HOURS:

MONDAY-THURSDAY
9:00-3:30



Required WCS Online Enrollment Forms & Corresponding Documentation Includes:

- Identification & Residency
- Child's Original Birth Certificate
- Completed Health Appraisal
- Immunization Records
- Parent Driver's License or Valid ID
- If Applicable - Additional Document as Requested

Please complete the required WCS Online Enrollment Process by July 1, 2023. If registering after July 1, 2023, the student may not attend class until all documents are received in Pupil Services.

For assistance with the WCS Enrollment Forms, please call (586)698-4478.

Step 3: Attend "Meet The Teacher" Night

Visit the classroom and meet your child's teacher. "Meet the Teacher" will be held during the week of September 4th, 2023. Please watch your email in late August/ early September for specific dates/times.

RELEASE OF CHILD TO NON-CUSTODIAL PARENT

For child custody cases, a court order designating a parent or guardian full custody must be on file with the program. Unless court action has established custody, one parent may not limit the other from picking up the child.

According to the State of Michigan Licensing Rules for Child Care Centers, “Until custody has been established by a court action, one parent may not limit the other from picking the child up from your (Preschool Program) care. It is not within your (Preschool Program) legal right to withhold a child from a parent unless there has been court action which limits one parent’s right to the child.” As such, Warren Consolidated Schools requires that a copy of the Judge’s order establishing custody be on file with the teacher in order for a child to be withheld from his/her parent.

STUDENT BEHAVIOR

Our caring and concerned staff promotes positive behavior for all students by planning appropriate activities and by enabling students to become increasingly responsible for their behavior. Staff will use positive, developmentally appropriate guidance to encourage students to learn self-control, self-direction, self-esteem, and cooperation as well as enable the students to become increasingly responsible for themselves. Positive guidance includes setting limits and helping children learn appropriate behavior. Staff may also discuss feelings with the child related to the specific program that occurred. Verbal warnings and redirection may be used when necessary. In the event that additional parent support is needed, the information will be brought to the attention of the parent.

TRANSPORTATION

Parents are responsible for transporting their children to and from school. Warren Consolidated Schools does not provide bussing. Children must remain with their parent(s) until the teacher gathers the children from the designated location. Parents are also responsible for picking up their children from the designated location on time.

WAIVER POLICY

Children must be four years old by September 1, 2023, to be enrolled in the 4-year-old preschool program for the 2023-2024 school year. If your child turns four years old between September 2, 2023 and December 1, 2023, he/she is eligible to attend with a waiver. No waiver is available for 3-year-old preschool. Please contact the Preschool Office at (586)698-4046 for additional waiver information.

WHEN SHOULD A CHILD STAY HOME FROM SCHOOL?

To prevent the spread of communicable disease before returning to school:

- Students should be fever-free for 24 hours without the use of fever-reducing medications.
- Students should be free of continuous coughing.
- Students should remain at home 24 hours after the last episode of vomiting or diarrhea.
- Students should remain at home for 24 hours after taking the first dose of an antibiotic for an infection.
- Additional COVID requirements for school participation may be in effect. Please follow the requirements as outlined.

WCS Preschool Program Policies

- I understand that Warren Consolidated Schools (WCS) Preschool complies with all State of Michigan Licensing Child Care Center requirements.
- I understand tuition payments are due on the 10th of each a month. Failure to make payments in a timely manner may result in my child being removed from the program.
- I understand that all payments must be made online.
- I understand I am responsible for the entire tuition amount upon enrollment regardless of the child's attendance. I understand that full refunds will be automatic if a class is cancelled due to insufficient enrollment. All other refunds must be requested in writing and will be considered on an individual basis.
- I understand that if I am late picking up my child, I may be charged a \$1.00 late fee for every minute that I am late. This fee will be added to my monthly invoice.
- I understand my child must be toilet-trained.
- I understand that I am responsible for providing my child's teacher with any changes in parent/student information including phone numbers, addresses, email addresses, emergency contact, and any other pertinent information pertaining to the child. I will notify the staff in writing immediately of any changes.
- I have reviewed all policies and procedures in the Preschool Parent Handbook. In addition, I understand that I must complete all required program information and documents.
- I understand the parents provide transportation to and from school and field trips.
- I understand that my child may be photographed, videotaped, or voice recorded during their time in the program. These photos or tapes may be used in the classroom and/or for publicity purposes.
- I understand that my child's immunizations must be up to date and agree the appropriate immunization record and/or waiver(s) are on file with the school.
- I understand I must provide my child with a snack and beverage daily.
- I understand that I will be notified prior to scheduled pesticide treatments insider or outside the building.
- I am aware that a Licensing Notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans are available for review at each preschool location. I understand that this notebook will be available for parents to review during regular business hours.
- I understand that all employees of the Warren Consolidated Early Childhood Programs have been cleared through LARA (Licensing and Regulatory Affairs) via a Comprehensive Background Check.
- I understand that I must complete the WCS Background Check Authorization Form, complete the training video(s), send in a copy of a current driver license, and be cleared before I can volunteer in my child's classroom.

WARREN CONSOLIDATED SCHOOLS

CENTRAL ADMINISTRATION

Robert D. Livernois, Ph.D. Superintendent

Dave Meengs, Chief Academic Officer

Kari Elenbaas, Chief Financial Officer

Theresa Callahan, Administrator of Assessments, Latchkey and Preschool

WCS DISTRICT MISSION STATEMENT

The mission of Warren Consolidated Schools, in partnership with families and the community, is to achieve a level of excellence in teaching and learning which enables all students to become knowledgeable, productive, ethical and successful citizens.

WCS DISTRICT VISION STATEMENT

We are creating a collaborative culture of stakeholders committed to scholarship and creating success for our staff and students.

WCS PRESCHOOL MISSION STATEMENT

The mission of the Early Childhood program is to be advocates for children, in partnership with families, to provide a solid foundation for the future learning of all.

WARREN CONSOLIDATED SCHOOLS

31300 Anita | Warren, Michigan 48093 | 1-888-4WCS-KIDS | www.wcskids.net

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Student Achievement

A focus on measurable student achievement in our Professional Learning Communities.

High Expectations

Clear expectations for every stakeholder, including students, staff and parents.

Strong Relationships

Strong relationships among all stakeholders, including: teacher-student, parent-teacher, principal-teacher, and superintendent-board member.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, the Elliott-Larsen Civil Rights Act of 1977, and the Genetic Information Nondiscrimination Act of 2008, it is the policy of the Warren Consolidated Schools that no person shall, on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Inquiries should be addressed to the Chief Human Resource Officer, 31300 Anita, Warren, Michigan 48093, (586) 825-2400, ext 63110.

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