

**Mattawan Early Childhood Education Center**  
Preschool Parent Handbook 2024-25

**School Colors**

Blue and Gold

**Mascot**

Wildcat  
Willie Wildcat

**Fight Song**

Fight on our Mattawan — Never, never yield  
The blue and gold we proudly hold  
As we march down the field. Rah! Rah! Rah!  
Our team is here to win, no foe do we fear  
FIGHT! FIGHT! for Mattawan.  
Hear our cheer!

**Mattawan Consolidated Schools Superintendent**

Randall Fleenor

**Mattawan ECEC Principal**

Louis Williams

**Preschool Hours**

8:30-11:30 AM Session

12:20-3:20 PM Session

8:30-3:20 Full Day



## **Important Phone Numbers**

Mattawan Schools (269) 668-3361  
Early Childhood Office, extension 8800  
Early Elementary Office, extension 8600  
Later Elementary Office, extension 8500  
Middle School Office, extension 8400  
High School Office, extension 8300  
Transportation, extension 1745  
Food Services, extension 1765

## **Board of Education**

Vickie Mabin Herzberg  
Shari Magrath  
Rick George  
Mark Noffsinger

Ted Roethlisberger  
Marika Hawes-Ruhrup  
Onur Arugaslan

## Mattawan ECEC Mission and Vision

**Mission:** Our mission is to provide a highest quality whole child education for all students in a caring, safe and inclusive environment. We will ensure that systems are in place to support positive and encouraging learning environments where students are healthy, supported, and grow their social and emotional intelligence.

**Vision:** Mattawan Early Childhood Education Center will create an emotionally safe learning community in which every individual will be valued, engaged, and empowered.

## Program Philosophy

We believe that Early Childhood Education is key in helping children be successful in school. A child's brain is growing and developing so much during these important years and our goal is to provide a caring and nurturing environment to help them grow. Students will be provided an age appropriate curriculum in math, reading, science, and social studies. Students will also be introduced into social emotional learning activities that will help them learn to interact with other students and problem solve daily situations with other children. We know how important play based learning is at this age!

Teachers and caregivers are provided professional development as required by the state to encourage them to provide a wonderful school experience for our students.

## Age Requirements

Students must be turning either 3 or 4 by September 1st. Programs will be determined based on birthdate.

- 2 Day Preschool: 9-1-2020 to 8-31-2021
- 3 or 4 Day Preschool: 12-2-2019 to 8-31-2020
- Young 5's: 6-1-2019 to 12-1-2019

\*\* All students must be potty trained.

## Student Registration

Student registration will take place on PowerSchool. Parents will register their child and will receive an email from our school secretary regarding setting up a meeting to bring in their child's birth certificate, immunization records, proof of residency, and physical documentation. Parents can contact [portalsupport@mattawanschools.org](mailto:portalsupport@mattawanschools.org) if they need help creating a parent account. Parents will then be allowed to make the choice which program days/times they would like their child to attend.

Mattawan district resident registration will occur first in March. Non-Mattawan district resident registration will take place in April. Spots will be determined as a first come, first serve basis. \*\* This does not qualify students as School of Choice approved Y5-12. Parents will still need to apply for School of Choice designation upon official district

enrollment. Your enrollment is completed when you return all requisite forms and pay the required fees for your child.

## **Waiting List**

Enrollments will occur first come, first serve. If we cannot immediately accommodate your child, we will place your child on a waiting list. Please note that if you decline an enrollment opportunity, we will extend that offer to another child on the waiting list.

## **Forms**

Please complete and return all of the necessary forms to the ECEC office prior to your child's first day.

Necessary forms include:

- All forms on PowerSchool
- Immunization Certificate
- Physical Exam (Well Child Visit) from within the last year of enrollment
- Hearing and Vision Screening (if possible)
- Child Information Card
- Additional forms may be needed or may differ based on current state regulations.

## **Student Contact Information**

When enrolling your child, please make sure that you provide accurate contact information including emergency contacts and daycare contacts. Make sure your child's contacts are aware that they are on your child's record at school and may receive a phone call if the school is unable to reach you. Please keep the office up to date on any changes in information including email address, mailing address, phone numbers, marital statuses, etc.

## **Program Options for 2024-25 School Year**

Included are the days/times that will be available based on age. There will be two classrooms running both an AM and a PM session. Parents will be able to choose which program they would like their child to participate in. Again, the programs are first come, first serve. If a class is full, parents may have to pick their second choice of times available.

## **Tuition**

- 2 days, 3 hour program
  - \$36 per week or \$1,080 for the 30 week program
- 3 days, 3 hour program
  - \$54 per week or \$1,620 for the 30 week program
- 4 days, 7 hour program
  - \$168 per week or \$5,040 for 30 week program

Tuition must be paid by the 1st of the month to cover the month in advance. All payments will be made through RevTrak. For instance, tuition is due on September 1st for the month of September. If tuition is not paid by 5th of the month, a reminder will be sent out to the family to get their tuition paid. If tuition is not paid by the 10th of that month, parents will forfeit their spot to be enrolled in the program.

Snow days will be made up to the best of our ability after the 30 week program.

## **Withdrawal from Preschool**

Prior to withdrawal, all school books and materials must be returned. A Withdrawal Form should also be submitted to the school office. This form can be obtained from the ECEC school office. Parents will not be reimbursed for the month of the withdrawal.

## **Visitors and Volunteers**

The ECEC is locked down during the school day. Visitors are required to enter our building through our main, front doors. There is a call button at the main entrance. Press the button to call our office. Students and staff have been directed to refrain from opening any doors for visitors, even if they recognize the person by sight.

Volunteers and/or chaperones are required to submit a Request for Authorization to Volunteer Form. This form can be obtained in our office or is available on our website. This form authorizes us to submit a background check. You will be required to show your drivers license and provide a signature. Please allow two weeks for the background check approval process. If you will be an unsupervised volunteer, you will need to complete the comprehensive background check. All volunteers will be checked against the sex offender registry and will sign a statement stating that they are a mandated reported for abuse and neglect of a child.

## **Drop Off**

Drop off will take place beside the ECEC building. Parent will park in the parking lot and walk their children to the set of double doors where they will meet their classroom teacher. AM and full day sessions start at 8:30 and PM session starts at 12:20. Parents will need to sign the log in sheet when dropping off their child.

## **Dismissal**

Dismissal is at 11:30 for the AM session and 3:20 for the PM and full day session. Please try to schedule pick ups at this time. It is detrimental to your child's learning as well as building-wide end of the day procedures when classrooms are interrupted for early dismissals. It is the policy of the ECEC to not have any children waiting for parent pick up in the office before dismissal. If we know your child is going to be picked up early, we will inform the classroom of the intended early dismissal and ask that the

student be ready for pick up. When the parent/guardian arrives for pick up, we will call the student down to the office. Thank you for your understanding of and patience with this policy.

Parents and visitors should not enter our building at dismissal. If you need to meet with your child's teacher, please contact them by phone or email.

If you need to notify your child of a change in dismissal plans, please call the office at extension 8800 at least an hour before dismissal. Calling early allows us to deliver a message to the teacher before dismissal procedures begin.



Students will be released to their parent at the double doors. Parents will need to sign the release sheet when students leave for the day. Students will only be released to those that have been approved in PowerSchool as a contact.

If you need to make arrangements for someone other than a parent to pick up your child, please contact the office. Together we will decide if the student should meet the pick up person outside or in the office. We may determine that it is necessary for us to see identification from the person picking up. This is to ensure the ultimate safety of and security of your child.

## Late Pick Up

Please make every attempt to pick up your child on time. We do not charge a fee when your children are not picked up on time, but habitual offenses could result in termination from the program. If a child is left for a half hour or more after class end, and the parent's whereabouts are not known, we reserve the right to call the proper authorities to pick up the child in accordance with state guidelines.

## Privacy Policy

Employees are not permitted under any circumstance to provide information about your child (including whether the child is enrolled) unless you have provided authorization for that person to receive such information. Only you and the other individuals you include as a contact will be provided personal information about your child, unless specifically stated otherwise in writing.

## Attendance

Prompt and regular attendance is encouraged for all students. When absence is necessary, please call the school prior to 9:00 AM to inform us of the absence. The office has a 24-hour voicemail at (269) 668-3361 extension 8800, so messages may be left any time of day. When leaving a message, please clearly state the student's name, teacher's name and reason for absence including any known symptoms and diagnoses. Automated daily absence calls are made to verify unexcused absences.

## Daily Schedule

Please note the daily schedule is an approximate guess of the schedule for the day. Teachers adjust lesson plans based on the needs of the students and the academic abilities. The full day program will incorporate similar activities over longer durations with the addition of lunchtime and rest time. Skills will be incorporated throughout Center Time and Learn and Play Centers. Play based learning is extremely important at this age!

- Welcome to Class - 10 minutes
- Story Time - 15 minutes
- Literacy Circle - 15 minutes
- Playground Time - 20 minutes
- Snack- 20 minutes
- Center Time - 60 minutes
- Math Time - 15 minutes
- Play and Learn Centers - 30 minutes

## School Closings

Certain weather conditions may cause Mattawan Consolidated School to alter typical school activity. **If Mattawan Schools are closed, the preschool will be closed as**



**well.** Information regarding school closings can be obtained on our local television channels. Mattawan Consolidated School has also implemented an automated calling system to inform parents of weather related closings or delays. Parents must complete a one-time 'opt in' to SchoolMessenger, which is our automated service. Mattawan Consolidated School will utilize the phone numbers and email addresses on file for the primary guardians.

Decisions regarding severe weather and other emergencies will be made according to the following guidelines:

If a tornado watch is issued by the Weather Bureau and/or Civil Defense authorities, students will remain at school for the remainder of the normal school day. Administrators will watch for imminent severe weather. If imminent severe weather exists, students will be instructed to take cover according to the established procedures that utilize the safest shelters possible.

If a tornado warning is issued by the Weather Bureau and/or Civil Defense authorities, students will be instructed to take cover according to the established procedures that utilize the safest shelters possible.

In the event of a severe snowstorm or other weather-related emergency predicted or in progress, students will be dismissed when transportation can be provided *if* local conditions appear safe enough for transport. Parents will be informed of the early dismissal via the SchoolMessenger system.

## **Preschool Calendar**

The Preschool calendar is different than the Mattawan school calendar due to the program only being 30 weeks. Please make sure you check the correct calendar for class. The calendar is available on the ECEC website.

## **Communication**

The school newsletter is delivered via email once a week on Tuesdays. This newsletter provides weekly updates and the latest information regarding school activities and programs. All email addresses utilized are the email addresses on file for the primary guardians. If you are not receiving the newsletter, please call the office at (269) 668-3361 extension 8800.

In addition to our building-wide weekly school newsletter, teachers may have classroom newsletters or other forms of classroom communication as well.

The *Wildcat Connection*, a district-wide communication, is mailed to district residents three or four times each school year and is available on the district website.



## **SchoolMessenger**

SchoolMessenger is a rapid alert/notification system used by Mattawan Consolidated School. It allows for parents, guardians and staff to receive information and notifications from the district using different communication methods including telephone, SMS (text), and email.

To sign up, go to the InfoCenter website at <https://go.schoolmessenger.com>. The following information is required: email, password, and location. The sign up verification screen directs you to verify your account by following the instructions that were emailed to you. If you have any problems you can email [portalsupport@mattawanschools.org](mailto:portalsupport@mattawanschools.org).

## **Lost and Found**

Articles found in school with no identification information are placed in a “Lost and Found” box. During conferences, lost articles are set on tables in the halls for families’ inspection. After spring conferences, items remaining in our Lost and Found are donated. Please identify lunch boxes, books, shoes, and all outdoor clothing with your child’s name.

## **Dress Code**

Students should dress comfortably and without restrictions. Shoes must completely cover the bottom of the feet for safety reasons. Students do go on the playground throughout the week. It is best for children to have tennis shoes on the playground. Shorts may be worn during warm weather and should cover the upper thigh. Tops should cover the shoulders, stomach and back. Sandals can be worn but are not appropriate for gym or the playground.

## **Bring a Change of Clothes**

Accidents happen. We recommend bringing a seasonally appropriate change of clothes (including socks and underwear) in a bag marked with your child’s name and place it in their backpack. Be sure to replace this extra set of clothes as seasons change and your child grows.

## **Snacks**

Parents are to provide one healthy snack half way through the three hour class session. If a snack is not provided, the center will supplement. If a pattern is shown of snacks not being provided by the parents, the teacher will reach out to the parent.

\* Parents should mark all snacks and drinks with first name, last name, and date. Food may not be left for more than 1 week in the facility.

For the full day program, 2 snacks and a lunch should be provided by the parents.

## **Birthdays**

The healthy snack policy includes snacks supplied for birthdays. (We strongly encourage no food on/for birthdays. Goodie bags for classmates containing non-food items are welcome as desired.) Please follow all guidelines established if your child is in an allergy classroom.

## **Lunch**

Lunch will not be provided to students due to a half day program. Lunch is provided by parents for the full day program.

## **Transportation**

Transportation will not be provided by the school district. Please plan and transporting your child to and from preschool during their assigned times. A field trip form and emergency transportation form will be required for parents to sign in the enrollment packet in the event that it needs to be used.

## **Drills**

Children practice 5 fire, 2 tornado, 3 shelter-in-place lockdown, 1 inside threat lockdown.

## **Extra-Curricular Activities**

Extra-curricular activities are advertised throughout the school year in our weekly newsletter. These programs are not sponsored by Mattawan, although we may provide facilities and/or information.

## **Weapons**

Legislation prohibits knives, firearms and other items that could be classified as potential weapons being present at school.

## **Toys including Electronics**

Toys should be left at home. This includes all electronics. This prevents loss and theft. Toys that replicate weapons are strictly prohibited.

## **Cell Phones**

Cell phones, if brought to school, should remain off and in backpacks. Cell phone usage at school and on buses is prohibited.

## **Childcare**

For childcare information you can access [childcareresources.com](http://childcareresources.com).

## **Accidents and Incidents**

If an incident were to arise during the school day, parents will be notified immediately via phone call. If a head bump or serious injury occurs, parents will be called. Other injuries such as scrapes or bumps will be treated and sent home with a blue note in the child's backpack.

## **Health Room**

Children may be sent to the health room during the day because they are not feeling well, have received an injury, or had a bathroom accident. In most instances, your child will be allowed to rest and return to class. In the case of a bathroom accident, the school does have some extra clothing. It is suggested that parents keep a change of clothing in their child's backpack for use during the school day. Please launder all borrowed clothing and return them to school. The exception is underwear- any underwear provided by the school becomes your child's property.

### **Head Bumps:**

If your child is sent to the health room due to a "head bump", you will receive a phone call or email notifying you that your child sustained a bump to the head.

**Illnesses:** We ask that parents keep the school fully informed of any illness their child experiences. There are protocols for when ill students can return to school following sickness to ensure a healthy learning environment. Your cooperation with promptly phoning in these matters is appreciated.

### **Fever:**

Children are sent home from school whenever a fever of 100.4 degrees or above is detected. It is our policy that children remain home from school until the fever has been broken for 24 hours without the use of fever-reducing medications.

### **Vomiting/Diarrhea:**

Students will be sent home for cases of vomiting and diarrhea. It is our policy that students remain home until 24 hours symptom-free without the use of medications. The decision shall be made by the school nurse/administrator/designee.

### **Conjunctivitis or Pink Eye:**

Is a contagious and uncomfortable condition. Common complaints are; eye burning, watery eyes, itching, pain, inflammation, pus, and/or crusty eyelids. Keep your child home until your doctor says it is ok to return usually 24 hours after medication has started.

#### Lice:

Please caution children against sharing combs, brushes, and clothing, especially hats. If your child develops a case of lice, please let the school office know and check with your doctor or pharmacist for the most effective way to treat it.

#### Medication:

A Request to Administer Medication Form must be filed with the office before a student will be allowed to begin taking any medication during school hours. This form is to be completed by a physician and signed by both the physician and parent/guardian. A new Request to Administer Medication Form is to be submitted each school year or with any medication changes. Parents should determine, with their doctor's counsel, whether the medication schedule can be adjusted

to avoid administering medication during school hours. Medication may be administered to a student while under the jurisdiction of the school according to the following guidelines established by the Board of Education:

- No medication shall be administered unless it appears that such medication during school hours is necessary for the health and well-being of the student.
- Medication may be administered once a fully completed Request to Administer Medication form is submitted to the office.
- All medications must be in the original container and have the pharmacy label attached with the name of the pharmacy and phone number. The label must match the Request to Administer Medication Form including the student's name, the name of the medication, and the dosage.
- The preparation of the medication shall not require any special skills.
- All medication is secured in the ECEC office.
- Medication is administered in the school office by an adult designated by the school administrator and verified by another adult employee.
- Records of when the school administers medications are kept in the school office.
- No medications can be sent to school with your child. All medications must be brought to the office by an adult. This includes all prescription and over-the-counter medications (cough drops, Orajel, etc.)
- Elementary students may not administer any medication of any kind to themselves or another student.
- In special circumstances, students may be allowed to self-carry/self-administer certain emergency medications (Epinephrine Auto-Injectors, Inhalers, and diabetic supplies). To self-carry these emergency medications, the appropriate line on the Request to Administer Medication Form must be signed by a physician and a parent stating that the student can safely handle and administer the emergency medications. The elementary student must show competency in self-administration of the medication. Competency will be evaluated by the District Nurse.
- Expired medication will be disposed.

#### Vaccination Records:

We ask that parents keep the school fully informed of vaccination records which will be kept here in our office for each child. Your cooperation in promptly providing vaccination

records in these matters is appreciated. We are required to keep a record of all immunizations on record and up to date.

#### Vaccination Rules:

State law prohibits a principal or teacher from admitting students to school without a record of the required vaccinations OR a valid waiver from our local health department. You must provide the school with a record showing that your child has received all of the required vaccinations to attend school.

To remain in school, you must provide the school with a record showing that your child has received all of the required vaccinations. If you are seeking a non-medical waiver, you must contact the Van Buren County Health Department at (269) 740-4155 to schedule an educational session.

Children who have not completed the required vaccinations will be excluded until the requirements are met.

#### Voluntary Student Accident Insurance:

(might want to have Pam write a blurb about this since some of the building handbooks have wrong information)

#### Biting:

Child care experts agree that biting is not uncommon among young children, primarily because of lack of communication skills. Children who engage in behaviors usually stop through guidance and direction of family and teachers. Our staff handles biting incidents by redirection children from the situation. If another child is bitten, we will immediately wash the site with soap and water, complete a Biting Report, and notify the parents. If biting behavior continues, a parent conference will be scheduled.

Disenrollment may occur if there is no improvement to the behavior.

## **Insurance**

The Mattawan Consolidated School Board of Education does not provide students with accident insurance while attending school or its specified events. Parent or guardians can purchase coverage if they wish. Please see the Mattawan Consolidated Schools website under Other Parent Resources for information. If your child reports an injury that you detect may have happened at school, please notify the school office.

## **Americans with Disabilities Act**

Mattawan ECEC does not discriminate on the basis of disability in admission to, access to or operation of its programs, services, or activities. Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to Mattawan Consolidated School's Supervisor of Special Education. The office may be reached at (269) 668-3361 extension 1772. Auxiliary aids needed for effective communication in

programs and services of our school district are also available through the Office of Special Programs.

## Playground

Students are expected to follow playground expectations by being respectful, responsible, kind, and safe. Expectations and consequences are posted in the cafeteria.

- Children are encouraged to play in a safe manner and remember established procedures for the use of playground equipment. Good citizenship is expected at all times during recess.
- The only items that may be thrown on the playground are balls and frisbees. These, among other things, should not be thrown: snowballs, rocks, stones, sticks, and pine cones.
- Extreme care should be exercised near the swing and exercise sets. All swings have been converted to the flexible soft-seat type with pinch-free chains.
- Disagreements are to be handled in ways other than through physical fighting. “Play fighting” is never appropriate — boxing and wrestling are not appropriate activities on the playground.
- Tackle football and related rough games such as “king on the mountain” may not be played on the playground.
- Children may not climb backstops, trees and other items not specifically designed as climbing devices.
- All play toys, toy guns, play knives, and similar items should be left at home.
- Children who require the use of the bathroom while on the playground must let a recess paraprofessional know so that an adult is aware of the location of all children.
- Playground paraprofessionals have access to first aid items and may assist children who experience an injury. Children may also be sent to the Health Room.
- If there is snow on the playground, children will be required to wear snow boots and snow pants.

**Windchill Table:** Temperature and windchill are always considered when making a decision regarding outdoor recess during the winter. If the windchill is reported by local weather stations to be zero or above, children will go outside. Blowing snow, rain, and high winds may also be taken into account when determining the appropriateness of outdoor activity.

Clothing worn to school should always be appropriate for weather conditions and possible forecasted weather conditions.

## Building Organization

We have a wealth of programs incorporated into the ECEC! We are very fortunate to be able to provide school experiences to our early childhood students. The following programs may be found in our ECEC Building.

- Mattawan Preschool
- GSRP
- Head Start
- ECSE
- Young Fives

## **School Supplies**

A teacher-specific supply list will be provided to each student/family on the ECEC website.

## **Make Up Work**

A major portion of instruction is activity-oriented with a high level of teacher-student interaction and discussion. Learning takes place through modeling, discovery and thought-provoking questioning. Many lessons do not involve paper and pencil work. Therefore it is not always possible to send paperwork to replace activities which are missed in the classroom. The best activity for a sick child is to concentrate on getting well in order to return to school as soon as possible.

## **Conferences**

Parent/Teacher conferences will be held in the spring. Specific information related to dates, times and scheduling of conferences will be published prior to conferences in our weekly newsletter. Please remember that we set aside this specific time for parents and teachers to meet and share all of the exciting things your child has been doing. Each teacher has a number of conferences to fit into their schedule, so please choose one of the scheduled times rather than times outside of this schedule. We know that the time goes by quickly and we ask that if you need more time than the 20 minutes scheduled, you set up a follow-up meeting time, call or email so that teachers may stay on schedule on conference days/nights. Our teachers only have so many time slots, so we also ask that each family select only one slot when all members of that student's family are able to attend. Thank you for your understanding.

## **Licensing Notebook**

A licensure notebook may be found in the office for all parents that would like to see information such as:

- Emergency procedures (fire, tornado, evacuations)
- Current license for the building
- Daily Routine
- Comprehensive background check information
- List of recalled products

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. The licensing notebook is available to parents during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are



available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). The website where parents can access these rules is [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **Technology**

Children may be accessing information and working with educational technology in our building. Children are instructed on the proper use of devices.

Safeguards are in place to avoid situations where children could access an inappropriate site. All sites for children's use have been previewed, checking for content and appropriateness for children at our school. Students are never allowed to freely browse sites or look up information on the internet without adult supervision. Adult personnel are continually present when students utilize the internet.

## **Equal Opportunity/Nondiscrimination Statement**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Assistant Superintendent of Student Services  
Mattawan Consolidated School  
56720 Murray St.  
Mattawan, Mi. 49071  
(269)668-3361 x1770

The School District's complaint procedure may be obtained from the Assistant Superintendence as well. For further information, you may also contact:

Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115

Telephone: 216-522-4970  
FAX: 216-522-2573  
TDD: 877-521-2172  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

Cross-Reference:

NEOLA 2260 *Nondiscrimination and Access to Equal Educational Opportunity*

## **Comprehensive Background Check**

Mattawan Preschool follows the laws and requirements set out by the state. The center requires a comprehensive background check on its employees and unsupervised volunteers prior to starting. Any supervised volunteers shall receive a public sex offender registry clearance before having contact with a child in care. A copy of this clearance is kept on file in the office. Any individual registered on the public sex offender registry is prohibited from having contact with any child in care.

## **Reporting Child Abuse/Neglect**

Our personnel are required by law to report any suspicion of child abuse (physical, sexual, or emotional) or neglect to the proper authorities. All investigations are confidential; therefore, staff members are not at liberty to discuss them, even with parents. Our staff attends training classes to become more aware of indicators of abuse or neglect.

## **School Discipline**

The majority of issues that may arise between students is a teachable moment. Our goal is to help students understand the importance of rules/behavior and help them learn and grow into understanding how to treat others in a school setting. Mattawan ECEC uses Positive Behavior Intervention Systems to make sure that we have clear rules, policies, and expectations in the building. We cannot expect a child to meet those expectations if we have not taught them. We are also using positives and relationship building strategies to encourage students to continue to grow in their lifeskill. Below are a list of things that may occur if a student is disruptive in the classroom. As always, discipline is very individualized to the student and what they need at that moment. Teachers will get to know their children and how to best support them through situations. Physical punishment will never be used. No child will be subjected to cruel or severe punishment or verbal abuse. No child will be shamed, frightened, or humiliated. No child will be denied food, toileting, or rest privileges as punishments. No harsh or profane language or implied threats promising physical punishment will be used. We will praise and recognize children for appropriate behaviors and their attempts at solving problems.

# Behavior Management

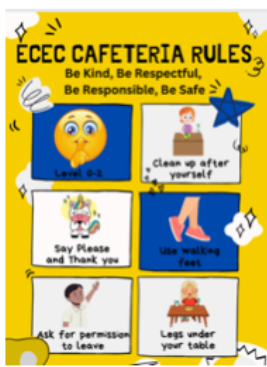
In the event that a child displays inappropriate behavior on an ongoing basis, the director will observe the classroom and the child's behavior, then set up a meeting with the parents and staff to develop a specific program- agreed by all parties- to implement during daily programming. If the efforts do not improve behaviors, dis enrollment of the child may occur. One week's notice will be provided for disenrollment, unless the inappropriate behavior jeopardizes the health and safety of other children or members

## ECEC Behavioral Model

Students are expected to follow the rules of Be Respectful, Be Responsible, Be Safe, and Be Kind. These rules apply to each classroom and in all areas of the building.

### Goals of the MTSS Behavioral Support

- Goal 1.** Each child is healthy, safe, supported, and challenged.
- Goal 2.** Streamline, strengthen, and organize our school's social, emotional, and behavioral support programming to focus on the Whole Child by using the MTSS Framework.
- Goal 3.** Implement behavioral intervention supports to promote positive behavior in all settings and improve student outcomes. We will emphasize Be Respectful, Be Responsible, Be Safe, and Be Kind!
- Goal 4.** Facilitate consistent SEL work through Capturing Kids Hearts to address the emotional needs of all students.



## ECEC Wildcat Pledge

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE, BE KIND

I am a Mattawan wildcat.

I pledge to **BE KIND**, **BE RESPECTFUL** of myself and others, **BE RESPONSIBLE** for my actions, **BE SAFE** by following the rules, and strive to be my best!

As a building, we follow the Capturing Kids' Hearts behavioral model. If students do not follow the rules in the classroom or in the building, they will receive one of the following consequences. They are in sequential order. Hitting with the intention of hurting someone is an automatic behavior out of and immediate think sheet.

**ECEC CLASS CONSEQUENCES**  
Be Kind, Be Respectful,  
Be Responsible, Be Safe

1st: Check your behavior Warning

2nd: 4 Questions

3rd: Think Sheet

4th: Consequence from Think Sheet and Call Home

5th: Behave Out

Hitting to Hurt is Straight to Behave Out

**CKH QUESTIONS**

WHAT ARE YOU DOING?

WHAT ARE YOU SUPPOSED TO BE DOING?

ARE YOU DOING IT?

WHAT ARE YOU GOING TO DO ABOUT IT?

WHAT IS GOING TO HAPPEN IF YOU BREAK OUR SOCIAL CONTRACT AGAIN?

Student Name \_\_\_\_\_ Date \_\_\_\_\_

**ECEC THINK SHEET**  
It is important to stop and think about my actions.

1. How was I feeling?

2. What did I do?

3. What will I do next time?

4. What will my consequence be if I do this again?

Parent Signature: \_\_\_\_\_  
Please sign and return

In the event that behavior becomes a problem in the classroom learning environment, the school staff will develop an MTSS plan for the student to help them be successful.



## MTSS FLOWCHART

To meet the academic and behavioral needs for ALL students

### Tier 1

All students receive high quality classroom instruction and support  
Universal screener data should be used to guide instruction and support  
Differentiate instruction and support to meet the diverse needs of ALL students  
Utilize a decision making process that is based on multiple data points when determining the need for additional student supports

### Tier 2

ALL students continue to receive Tier 1 high quality classroom instruction and support  
Offer supplemental instruction that includes evidence-based, targeted skill building interventions for identified skill deficit(s)  
Utilize progress monitoring that is aligned to the supplemental intervention and the student goals  
Provide individual or small group targeted instruction/intervention and supplemental supports to meet the student's needs  
Employ a decision making process that is based on multiple data points when determining the need for additional student supports or returning a student to Tier 1, adjusting or changing the Tier 2 intervention, or referral for Tier 3 intervention supports.

### Tier 3

ALL students continue to receive Tier 1 high quality classroom instruction and supports  
Offer intensive interventions that include evidence-based, targeted, skill building interventions for the identified skill deficit(s) (increased intensity, frequency, and/or smaller group size)  
Utilize progress monitoring that is aligned to the intensive intervention and student goals  
Employ a decision making process that is based on multiple data points when determining the need for additional student supports

of the staff. In such cases, immediate disenrollment or suspension may occur.

