

# Sunshine & Rainbows Preschool

Located in the Wayne Westland Educational Center  
Adjacent to the William D. Ford Career Technical Center

Further information concerning programs, program  
development, services and costs please contact:

**William D. Ford Career Technical Center**  
36455 Marquette, Westland Michigan 48185  
Main Office Phone: (734) 419-2100

**Tracy Vaughan, Instructor**

**Teacher Cadet**  
(734) 419-2112

Wayne-Westland Community Schools

Dear Parents:

We welcome you and your child to Sunshine and Rainbows!

Sunshine and Rainbows is the preschool component of the William D. Ford Career Technical Center of the Wayne-Westland Community School District. It was established in 1973 at Kettering Elementary School as a training site for high school students and adults in the child care field. The program moved to the Timothy J. Dyer Social Services Building in 1981.

Each day, we are committed to doing the best possible job to teach the children, to keep them safe, and manage various planned activities. We expect that you will maintain a positive attitude and be responsible for following the policies of the school. We expect that you will contact the staff if you have questions or complaints. Issues involving the children and the center are not to be discussed with students-in-training at any time. If a problem arises, a prompt report to the center staff will get action.

## PHILOSOPHY

Our philosophy is to provide an atmosphere which allows a child to feel accepted and secure. Our goal is to maintain an atmosphere of freedom, friendliness, and creativity with adult interaction kept at a level which does not interfere with the development of the child's independence. When children are relaxed and happy, and know what is expected of them, learning potential increases.

In addition, our center is planned/organized so that the placement of equipment and furniture help children learn how to manage their own behavior, make choices and follow through with the completion of activities. Through adult guidance and association with playmates, the child is being prepared for self-control at a pace which he/she can understand and master. She/he becomes aware of individual worth and her/his importance as a group member through this process.

## **GUIDANCE OF THE CHILD**

The center uses positive guidance in order to effectively guide the behavior of the children enrolled. The staff is instructed in the use of positive guidance techniques. We praise acceptable behavior and use positive statements in order to encourage children to follow the rules. We want the child to understand that we value him/her as an individual but his/her behavior in a particular situation may not be appropriate at that time. The child is encouraged to participate in all activities and make a variety of activity choices during the class session. If a child has difficulty in behaving in an appropriate manner, she/he may be removed from the group for a few minutes, so that she/he can regain self-control and understand what is expected of her/him.

Rules for the children are simple: Do nothing to hurt yourself or another, participate in activities, use your inside voice inside the school, do the friendly thing, keep safe, walk, and use equipment and materials appropriately.

## **PROMOTING INDEPENDENCE**

In order to promote independent functioning, children are allowed to make as many decisions as possible within the established limitations. Children are encouraged to do such things as replace materials in the proper place; dispose of paper plates in proper receptacles; hang their own garments; return their paint aprons; print their own names (if they can); keep their belongings in their cubby drawer; etc. We also suggest that each child carry a tote bag or backpack (labeled with his/her name) to school so that projects or belongings can be cared for independently.

## **SAFETY AND HEALTH POLICIES**

The safety of each child is of primary importance to each teacher and staff member. Early Childhood/Teacher Education trainees are directly responsible for maintaining a safe environment in their work site. Trained staff members are always in the childcare center and are immediately available to assist with accidents. In the event of an accident, a parent will be informed. Children will only be released to those listed on the emergency card unless we have written parental notification.

The Sunshine and Rainbows center and participating member families are required to comply to the State of Michigan Health Department standards for immunizations and physical examinations. Verification records must be completed when the child is enrolled in the fall. Parents are responsible for keeping up-to-date records and in compliance with the health department rules.

Parents are responsible for giving accurate information to the center regarding allergies and any other physical problems of the child.

Children who show signs of illness should be kept at home for their protection and the protection of other children and adults. If a child becomes ill while at school, our procedure is: notify parent immediately, isolate child from group, and provide comfort and care. The parent is expected to arrive without delay.

## **PROGRAM GOALS**

To promote the social, emotional, intellectual, creative, and physical development geared toward the child's individual needs is the major goal for the preschool component of Sunshine and Rainbows Preschool. The staff prepares the learning environment with activities that are suitable for the developmental levels of three to five-year-old children.

**We want children to:**

- learn
- get along with others
- become more independent
- learn to respect others
- gain some elementary readiness skills

## **CURRICULUM**

The pre-planned curriculum provides the framework for all classroom activities. As the children explore materials, complete activities and interact with their peers and adults, learning takes place. We promote readiness skill development and provide appropriate information about the world around us through the presentation of various topics and themes.

### ***The Needs of Children***

1. Give continuous, consistent, loving care: It's essential for the mind's health as food is for the body.
2. Give generously of your time and understanding: playing with and reading to your child matters more than a tidy smooth running room.
3. Provide new experiences and bathe your child in language from birth onwards: they enrich their growing mind.
4. Encourage your child to play in every way, both by themselves and with other children: exploring, imitating, constructing, pretending and creating.
5. Give more praise for effort than for achievement.
6. Give your child ever-increasing responsibility: like all skills, it needs to be practiced.
7. Remember that every child is unique: so suitable handling for one may not be right for another.
8. Make the way you show disapproval for your child's temperament, age and understanding.
9. Never threaten that you will stop loving them or give them away; you may reject their behavior but never suggest that you might reject them.
10. Don't expect gratitude: your child did not ask to be born-the choice was yours.

From The Needs of Children  
Dr. Mia Kellmer Pringle, Hutchinson (1975)

## **HIGH SCHOOL AND ADULT TRAINEES**

The primary goal of the Teacher Cadet program is to provide experiences for students interested in working with young children. All students learn best through hands-on training, therefore, Sunshine and Rainbows Preschool program is in operation for three, four and five-year-old children. This program is designed to provide a variety of experiences in the field of child development and early childcare services. Students interested in related fields such as medicine, psychology, social work, teaching, etc., also find the experience valuable. Providing students with meaningful on-the-job experiences while enriching preparation for employment is a primary objective of the program.

Some students in the program choose to work towards their **Child Development Associates Certification (CDA)** This certification is issued from The Council for Early Childhood Professional Recognition through Washington D.C. This certification involves lots of extra work on the student's part. Every parent will also be asked to evaluate each of the participating students. It is very important that these evaluations are returned.

Students participating in this program are from Wayne--Westland Schools and other participating school districts.

Students will also be involved in a two or three-week internship. On this internship they will work in a preschool, day care, or in elementary classroom. This gives students an additional opportunity to be involved with different children and learn from different teaching styles and techniques.

Becoming to be a good teacher takes practice and is a continual learning process. Sometimes we learn most from our mistakes. If you see a student doing or saying something you feel is inappropriate, please see me immediately. It is important that students know that I am not the only person evaluating their behavior, attitudes and work. Also, if you see a student doing an exceptional job in the classroom. Take a few extra moments to praise them for their effort. **Outstanding Recognition Papers** are in a basket by the parent mailboxes. Filling out one of these for exceptional students, will be important to students who will be compiling a portfolio during the school year. This recognition is impressive to possible employers.

## PLACEMENT AND ELIGIBILITY

### *Requirements for Entrance:*

1. Three Years of Age by September 1st of the year of entry.
2. Meet health requirements as listed in the State of Michigan Department of Social Services Licensing Rules for Child Care Centers Handbook.
3. Completion of required forms (**health form/shot records, emergency card which is completed each year**, etc.) and contracts for the Sunshine and Rainbows Preschool Center.
4. Submit proper application (prior to the first week in September for fall placement).
5. Agree to tuition payments as scheduled.
6. Toilet Trained (No diapers, few accidents).

### *Factors Affecting Placement:*

1. Career – Teacher Cadet Component.
2. Traditional educational standards establishing the class be representative of different ethnic, occupational, family and income groups residing in the Wayne-Westland School District.
3. Residency.
4. State licensing requirements affecting the number of children and qualified staff ratios.

When considering the placement of children with special needs, the well-being and safety of the child, as well as the capacity of the program to serve the needs of the family will be considered.

## SCHEDULE FOR PRESCHOOL CHILDREN

Morning Session.....

8:00 am to 10:00 am

Afternoon Session ..... 11:30 am to 1:30 pm

#### DAILY ROUTINE

Table Time.....	10-15 minutes
Choosing Time* .....	55 minutes
Clean Up and Together Time .....	15 minutes
Mini (small) Group Activity .....	15-20 minutes
Large Group Activity** .....	flex time 5-15 minutes
<i>** Music, movement, group games, stories, videos, mini field trips, or community resource visitors.</i>	
Outdoor Play.....	10-15 minutes

#### DISMISSAL:

Parents line up by the door closest to the office.

Children will be dismissed one at a time when their name is called.

\*\*\*\*\* Anyone picking up children must have their names on the Child Information Card and will be asked to produce photo identification.

PRESCHOOL DAYS: Wednesday, Thursday, and Friday

Our class schedule coincides with the high school calendar. Preschool will not meet on days when the high schools have secondary in-services, exams, half days. Etc. Our schedule is not affected by the elementary school calendar. Vacation schedules coincide with Wayne-Westland Community School's calendar.

In the event of severe weather conditions, which may prevent the center from opening, please call ahead to make sure staff have arrived. Likewise, should severe weather conditions make it necessary to close early, you will be notified by the center to pick up your child early. If buses transporting high school students are running late, due to poor weather, please remain with your child until the buses arrive.

## GENERAL INFORMATION

#### *Enrollment:*

Due to the special aspects of the program, children apply for placement beginning May 1st each year.

Enrollment is based on the special considerations as stated in the Placement and Eligibility section.

Consideration for enrollment is by application only. Residents of the

Wayne-Westland School District has first priority to openings. Non-residents will be accepted only after all residents are placed.

#### *Preschool Fall Registration and Orientation Meeting:*

A fall registration and orientation will be scheduled prior to the first day of regular preschool. Health forms will be collected. Other required forms will be passed out at this time. **The child's parent/guardian/baby sitter needs to be present for this meeting. Even parents with returning children need to attend this opening meeting.**

#### *Parking:*

Cars are to be parked in the North lot directly in front of the preschool entrance.

### *Communications to the Center:*

The Center is open Monday through Friday between 7:10 am and 2:00 pm.

### *Contact Options:*

- Email: [VaughanT@wwcsd.net](mailto:VaughanT@wwcsd.net)
- Phone: 734-419-2112 or 74-419-2113
- Remind App: See office for sign-up

### *Tuition:*

Please refer to the William D. Ford Child Care Tuition and Policy Sheet. The initial payment is due October 1<sup>st</sup>. In case withdrawal from the program is necessary, prepaid/unapplied tuition will be refunded. No refund is made after April 1st.

### *Smoking Policy:*

There is **no smoking** in the center, on school grounds, or on field trips.

## **PARENT RESPONSIBILITIES**

Parents Responsibilities are as follows:

1. Prompt Arrival and Pick up.
2. Arrive in the vestibule and remain until the preschool session starts.
3. Follow rules of conduct regarding the children and responsible behavior.
4. Follow Observation Booth rules as stated in brochure.
5. Supervise younger children while at the center, before and after preschool.
6. Return initial enrollment forms by date specified in placement letter, i.e. Child Care questionnaire, Physical forms, and initial tuition payment.
7. Complete and turn in required forms at fall registration time.
8. Pay tuition on Time. (Check preferred) Make Checks out to (**WWCSD/WDFCTC**)
9. Notify the center in advance when child will not be in school.
10. Prompt pick up when notified of child's illness.

## **CHILDREN**

### *Dress:*

Casual, washable, play clothes. Make sure that belts, zippers, and buttons are easy to pull off and on for the child. Outdoor play is an important part of our program. Please dress children appropriately for outdoor play.

### *Health:*

Please keep the child home when he/she is ill. No child should be brought to school with a fever, rash, or if he/she has recently vomited. Any of these could be symptoms of a contagious illness such as Chicken Pox, Pink Eye, Strep Throat, Scarlet Fever, Roseola, etc. Please remember to call us. Weekly communicable disease reports have to be sent to the health department.

### *Please Do Not Let Your Child Bring:*

Money, **toy guns**, cars, sharp objects, marbles, candy, gum, or food. We have a variety of manipulative activities planned for each day. It is very sad when treasures are lost!

### *Parent Communication:*

Calendars, newsletters, and other mail will be placed in a parent mailbox. Morning and Afternoon each have their own box. Please check for mail every day. Please sign up for Remind for text notifications @ Remind.com

### *Snacks:*

A nutritious snack is provided by the center, prepared, and served during each preschool session. Snacks are a part of free choice time and available when children choose to visit the snack table. Children will be encouraged to assist in the preparation of snacks. Children will not be forced to eat snacks. Also, we will encourage each child to use good manners, serve him/herself, and help clean up. In case of food allergies, the parent needs to inform the staff and so that we can make arrangements to meet the child's needs.

## **BIRTHDAYS**

Birthdays are special celebrations for preschoolers. We enjoy wishing each child a Happy Birthday by presenting them with a special crown and singing our birthday song.

If you wish to send a special treat for the child to share with his/her friends, please contact us in advance. Treats will be passed out during dismissal process. We will encourage children to say Happy Birthday and Thank You to the birthday child.

Birthday will be celebrated on the last Friday of each month.

## **OBSERVATION BOOTH**

Sound equipment located in our booth will be turned on by the Instructor, Assistant or designated high school student. Buttons on the sound system are preset and should not be touched.

For safety reasons, parents or children should not be sitting on the counter top or leaning against the windows of the observation booth. **Parents are totally responsible for their children in the booth.**

The observation booth is open to parents and grandparents at all times. In the event that non-family members plan to visit, please inform the staff.

We reserve the right to monitor families and children. **Please remember, the booth is not soundproof so laughter and voices can be heard in the center.** The lights remain off in the observation booth at all times.

***Please pick up after your children while in the observation booth.*** Cookies, crumbs and spilled juices attract mice and bugs. Please help us keep the center clean and pest free. Vacuums and cleaning cloths are available for use.

### **Influence**

Drop a pebble in the water,  
And its ripples reach out far;  
And the sunbeams dancing on them  
May reflect them to a star.

Give a smile to someone passing,  
Thereby making his morning glad;  
It may greet you in the evening  
When your own heart may be sad.

Do a deed of simple kindness;

Though its end you may not see,  
It may reach like widening ripples;  
Down a long eternity.

By Joseph Norris

### **I Am the Child**

I am the child  
All the world waits for my coming  
All the earth watches with interest  
to see what I shall become.  
Civilization hangs in the balance,  
For what I am, the world tomorrow will be.

I am the child  
I have come into your world,  
about which I know nothing.  
Why I came I know not; How I came I know not.  
I am curious; I am interested.

I am the child  
You hold in your hand my destiny  
You determine largely,  
whether I shall succeed or fail.  
Give me, I pray you,  
those things that will make for happiness.  
Train me, I beg you,  
that I may be a blessing to the world.

By Mamia Cole

### **Notes:**

It is the policy of the Wayne-Westland Community Schools Board of Education to prohibit any acts of unlawful discrimination in all matters dealing with students, employees or applicants for employment. The Wayne-Westland Schools reaffirms its policy of equal educational and employment opportunities for all persons without regard to race, color, gender, religion, age, height, weight, marital status or disability which is unrelated to an individual's qualifications for employment or promotion, or which is unrelated to an individual's ability to utilize and benefit from the School District's services, activities, benefits, privileges or programs. Inquiries concerning the application of Title VI, Title IX, Section 504 and Title II legislation should be directed to the Executive Director of Student and Legal Affairs, Wayne-Westland Community Schools, 36745 Marquette, Westland, MI 48185 (734-419-2083).