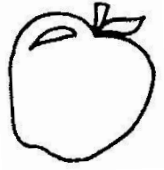




Dearborn Early Learning Center Handbook

My Baby & Me Program



Welcome to the My Baby & Me program! You and your child will enjoy our preschool program, which brings together children of the same age, and provides developmentally appropriate activities to help your child develop early learning skills and build self-esteem. You can choose from a one-hour class period once a week where your child will enjoy making new friends and playing in our clean classrooms with the most up-to-date equipment and toys. ***This is a class for both Parent & Child. Your participation and supervision is required to make this program successful!***

My Baby & Me Classes Days & Times:

Day of Class	1 Year Old Preschool	2 Year Old Preschool	3 Year Old Preschool
Mondays	5:00 p.m. - 6:00 p.m.	6:15 p.m. - 7:15 p.m.	
Tuesdays	5:00 p.m. - 6:00 p.m.	6:15 p.m. - 7:15 p.m.	
Wednesdays		5:00 p.m. - 6:00 p.m.	
Thursdays		5:00 p.m. - 6:00 p.m.	6:15 p.m. - 7:15 p.m.

Center Time:

Your child will enjoy spending their time playing in the block area, kitchen area, art area or on the carpet which has lots of books, puzzles and other hands-on manipulatives.

We also have stimulating centers that will help your child to develop the skills necessary to give them an academic advantage. Our different centers will provide your child with experiences in the following areas: Shape, color & number recognition, sorting and visual discrimination, extending patterns, counting objects, comparing numbers and plenty of other activities to help your child develop their fine motor skills!

Circle Time:

You and your child will enjoy singing songs and learning seasonal finger plays. We use different instruments with our songs & play with a parachute, rowing sticks & movement scarves each week.

Table Time:

The children, along with help from their parents, are able to make an art project each week. The activity changes weekly and is geared toward your child's age. Such activities include finger painting, collage trays, Q-tip painting and other seasonal projects.

Our Reading Program:

Our curriculum focuses on phonics and the development of early reading skills through the use of the "Zoo Phonics " reading program. Early Phonemic Awareness plays an important part in your child's reading success!

Our Mission

My Baby & Me's mission is to ensure that every child in our care develops a positive self-image, good social skills and the best possible educational foundation for preschool readiness and future academic success.



Our Program Philosophy

- We believe that the parents, along with the school, are partners in educating their child.
- We believe that children need a safe, loving and structured learning environment in order to develop self-discipline, self-confidence and a positive self-image.
- We believe that children develop at different rates and should be challenged according to their ability.
- We believe that children need to be provided with an environment and activities that encourage problem-solving.
- We believe that children who are provided with activities to promote communication and language development are better able to regulate emotions and develop positive social skills.

Payment of Tuition:

• Unless you pay your yearly tuition when registering, we will only accept payments that are set up with auto-payments through your checking account or a credit card. Parents are responsible for credit card processing fees of \$15.00 per payment. There are no fees for ACH payments and a voided check must be submitted when registering.

		1 Day A Week Class
Payment Due Date		\$950.00/year
Payment #1	Due when registering your child	\$500.00
Payment #2	November 1st	\$450.00

Refunds:

- We do not offer refunds for missed classes due to illness, vacations, field trips, holidays, snow days, or dropping your child from the program.
- If you choose to withdrawal your child from the program, you will not be refunded any monies you paid when registering your child.

Siblings:

Siblings are not permitted to attend classes unless they are registered for the class. However, siblings of any age are permitted on field trips.

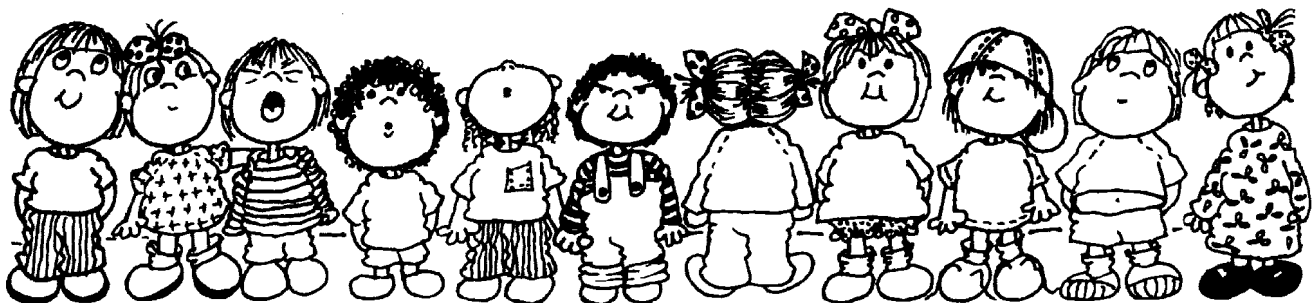
Holidays:

The Center will be closed for the following holidays: The Friday before Labor Day and Labor Day, Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Christmas Break (10 days), Martin Luther King Jr. Day, Winter Break (2 days), Spring Break (5 days), Easter Break (2 Days), Celebration/Observance of Eid al-Fitr (3 days) the Friday before Memorial Day and Memorial Day.

Exclusion Policy for Child Illnesses:

It is the policy of My Baby & Me to only accept **WELL** children.

- A child must be free of fever, vomiting, and diarrhea for a full 24 hours before returning to school.
- Although we miss your child being at school, children who return to school too soon after being home sick oftentimes catch something else because their immunities are low.



Center Hours:

Regular School Day: Monday - Friday from 8:00 a.m. - 4:00 p.m.

Contact Information:

School number: (313) 791-0877

Fax number: (313) 422-0937

Address:

21350 Outer Drive

Dearborn, MI 48124

E-Mail Address:

mybabyandme@comcast.net

Web Site Address:

www.dearbornearlylearning.com

E-Mails:

Written communication from the office will be primarily done through e-mail. It is imperative that we have an updated e-mail address on file for you and that you check it on a regular basis. The e-mail address for the school is mybabyandme@comcast.net.

WHATSAPP:

Classroom communication from your child's teacher will be done with this app. Please make sure you have it downloaded on your phone.

Arrival:

Please do not enter the building more than 5 minutes before your scheduled class time. Our classes are scheduled closely together and it is disruptive to the class that is still being held when children are entering before their session has ended. Please be sure to vacate the building as soon as class has ended to eliminate problems with our limited parking. If you arrive late, after the doors have been locked, please call the school number so a staff member can come to let you in.

Consistently Late Arrivals:

Please arrive on time for class. Not only are consistently late arrivals a disruption to the class but your child is missing important learning time. Center time will be promptly cleaned up on schedule and your child may miss other activities planned for the day.

Monitoring Your Child's Behavior:

The goal of our center is to maintain a happy and productive learning environment in which children behave in a proper and courteous manner, respecting themselves, teachers, other adults, children and school property. Your child's behavior is your responsibility. Extremely disruptive or dangerous behavior will not be tolerated. Please ensure that your child keeps his/her hands to themselves, are not running in the classroom and that toys are not thrown. If we feel that your child's behavior is becoming a danger to the other children or their own safety, you may be asked to leave for the day. We reserve the right to refund money at any time and ask you not to return. ***Once again, this is a class for both Parent & Child. Your participation and supervision is required to make this program successful!***

Respecting Classroom Property:

Our classroom is well equipped with many toys, books and supplies to stimulate your child's learning. Please be sure that they respect these items so that they will continue to provide enjoyment for all of our children. Please pay special attention when your child is visiting our library.

Circle Time for 1 & 2 Year Olds:

Please encourage your child to participate in circle time. However, if your child chooses not to participate, please find him/her something quiet to do, away from the circle so they don't disrupt the children who do want to do circle time. If your child is having a "bad day" and is disrupting the class, please be courteous to the other children and parents and remove your child from the program for that day.

Circle Time for 3 Year Olds:

Parents are here to prepare their child for a drop-off preschool program for the following year. At age 3, children are expected/required to participate in circle time. If your child is not able/willing to do this, another program that is more developmentally appropriate for your child should be considered.

Emergency School Closings:

-Please watch WDIV Local 4, FOX 2 News and WXYZ channel 7 for school closings due to inclement weather. It will be listed on the television as both "MY BABY & ME" AND "THE DEARBORN EARLY LEARNING CENTER".
-Parents will be notified of school closings via WHATSAPP.

Birthdays:

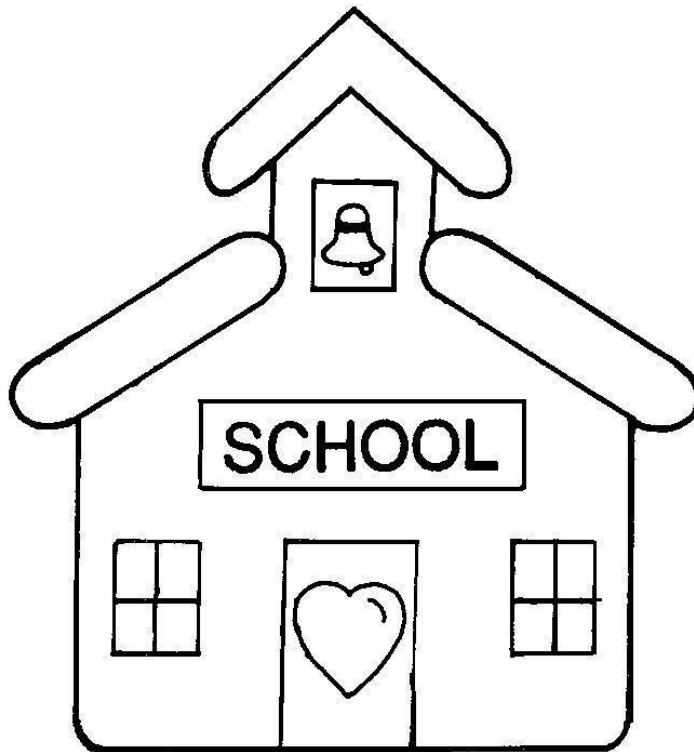
You are more than welcome to celebrate your child's birthday in class if you wish. We do however ask that your birthday treat be something that can be sent home due to our limited class time. We will give your child a special birthday hat and sing to them at the end of class.

First Day Of Classes:

Classes begin: Monday, September 30th, 2024

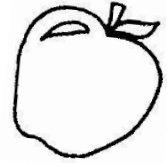
Last Day Of Classes:

Classes end: Thursday, May 22nd, 2025





Daily Class Schedule



15 Minutes

Center Time

Your child will enjoy spending their time playing in the block area, kitchen area, art area or on the carpet which has lots of books, puzzles and other hands-on manipulatives.

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20 Minutes

Circle Time

You and your child will enjoy singing songs and learning seasonal finger plays. We use different instruments with our songs & play with a parachute, rowing sticks & movement scarves each week.

15 Minutes

Table Time (See Monthly Calendar)

The children, along with help from their parents, are able to make an art project each week. The activity changes weekly and is geared toward your child's age. Such activities include finger painting, collage trays, Q-tip painting and other seasonal projects.

10 Minutes

Clean-up, Marching Band & Dismissal

