



Oak Park School Great Start Readiness Program Handbook

GSRP

Oak Park School District

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Introduction

Welcome to Oak Park School's Early Childhood Great Start Readiness Program (GSRP). We are delighted that you would like your child to attend the GSRP program in Oak Park Schools. The teachers and staff in Oak Park support your decision to provide high quality education for your preschool child.

This GSRP Handbook is filled with information to ensure your child has a successful first year. Please read this handbook and feel free to visit or email our early childhood staff with any questions. It shall be the policy of the Oak Park School District to not discriminate on the basis of race, creed, color, gender, national origin, age, sex, sexual orientation, marital status or handicapped status in educational programs, activities or services.

GSRP Philosophy

We strive to ensure that your child's future is filled with exploration, excitement and adventure on their educational journey. Early learning depends upon experiences which have a lasting impact on future educational success. We believe that play is a foundation of this learning. While engaging in play, children make choices, talk to one another, negotiate, and use imaginative creative expressions. It is these experiences, which enable children to practice appropriate social and emotional skills. Independence, competence, and increased self-esteem grow in the process. We acknowledge that it is essential for children to feel safe so they are able to make these choices. A nurturing, consistent environment enables the physical, emotional, social, and cognitive needs of each child to be met.

GSRP Details

The Great Start Readiness Program (GSRP) is a program funded by the State of Michigan specifically for four year olds. The program has a unique balance of learning opportunities for your child.

Curriculum

We follow *The HighScope Curriculum® for Preschool*

Proven, research-based strategies for learning. The HighScope Curriculum emphasizes **adult-child interaction**, a carefully designed **learning environment**, and a **plan-do-review process** that strengthens initiative and self-reliance in children and young people. Teachers and students are active partners in shaping the educational experience.

The HighScope advantage: A balanced approach for young learners and the people who teach them. The HighScope Curriculum integrates all aspects of child and youth development. Using research-validated strategies, this approach enhances each young person's growth in the foundations of academics as well as in social-emotional, physical, and creative areas. By adopting the HighScope Curriculum — and learning to use it effectively — thousands of educators and caregivers worldwide are making a difference in the lives of children, youth, and families. Many of the activities that HighScope teachers do in the classroom or center can also be done at home. For example, families can provide many different learning materials, often using everyday objects that cost little or nothing.



Families should encourage their children to make plans, carry them out, and talk about what they have learned from the experience. Your child's first role model is you.

Admission

In Oak Park Schools we value the Pre-K educational experience and understand our families are eager to secure enrollment in our quality GSRP program. **However, GSRP is not a first come first serve program. We must consider many factors in determining placement.** We begin taking applications in February/March at the district-wide GSRP/Kindergarten Round-Up. Applications are accepted anytime thereafter at the Oak Park School District Administration Office. The enrollment process begins over the summer, typically in late July or early August. Beginning in Mid-August, a letter of acceptance will be mailed to the parent/guardian of a child enrolled into our program.

Completed forms required for admission into the GSRP program:

- Disclaimer
- Head Start Waiver Form
- Emergency Card (Child Information Card)
- Parent Contract
- Home Language Survey
- Electronic & Print Media Release
- Most current Tax Return/W2's/Child Support Letter/DHS Approval Letter.
- Birth Certificate
- Two proofs of residency
- Policy & Procedures Statement
- Family Intake and Profile
- Licensing Parent Notification
- Risk Documentation
- Health Appraisal Form (Current Physical and Immunization Record)
- Receipt of Oak Park Schools GSRP Parent Handbook

All required forms must be fully completed before a child may attend the GSRP program. Completed forms are to be returned to Oak Park Schools Registration Office in the Administration Building.

Reminder: The GSRP program is not first come/first serve; it is based on family need.

Families will be contacted by mail and/or phone if their child was accepted into the program; all other applications will be placed on our wait list.

Oak Park School District Administration Office

**13900 Granzon
Oak Park, MI. 48237**

Oak Park Schools GSRP Administrator, Ms. Akeya Murphy, (248) 336 - 7656

Or

Student Services Coordinator, Ms. Rebecca Luddington, (248) 336 - 7708



Operating Hours & Calendar

The GSRP runs Monday through Thursday from 8:25 a.m. - 3:25 p.m. The GSRP programs follow the regular school calendar. We have an open door policy which will allow authorized adults to visit the classroom and center at any time.

The Great Start Readiness Program follows the Oak Park Schools district calendar. Oak Park Schools GSRP students attend the program beginning in September through early June.

Emergency School Closing / Snow Days

On rare occasions, district administration may determine it necessary to dismiss school early after the regular school day has begun because of threatening weather conditions or other emergencies. Please be sure to watch the local news for school closings. We will attempt to contact you with the information listed on the emergency card, through email and mass automated phone call. If we are not able to contact you, we will contact someone listed on your emergency card.

Please check the Oak Park School District website and your local news for unexpected school closing information: www.oakparkschools.org

Forms

Emergency Card - Please be sure to fill in all information. In the event of an emergency the child care staff will contact you or someone you have designated on this card. Please be sure to update cards throughout the year as changes occur, particularly phone numbers or work locations. Your child will be released only to those persons listed on this card and need to be 18 years old or older.
LEAVE NOTHING BLANK.

Health Appraisal (Current Physical, Immunization Record) - This form must be completed on both sides and signed by your physician. Physicals are valid for one year. Immunization records are to be kept up to date. Turn into the office a copy of any immunizations your child may have received while in our care. Be sure to inform the childcare supervisor and lead teacher of all health concerns regarding your child. Michigan Department of Health and Human Services has the following guidelines in place for parents or guardians wishing to opt out of immunization for attending Michigan Public Schools:

Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department. The new rule requires the use of the State of Michigan nonmedical waiver form dated January 1, 2015.
http://www.michigan.gov/mdhhs/0,5885,7-339-73971_4911_4914_68361-344843--,00.html

Policy & Procedures Statement - This signed form indicates you have read the Parent Handbook and agree to abide by all policies and procedures of the Oak Park School District GSRP program. You give your permission for school personnel to discuss information relevant to your child.



Medication Form - This form is required whenever your child will need medication while in our care. The form is to be filled out by the physician and parent for all medication the student may take, prescription or over the counter medicine. It is important the form be filled out completely so the staff can administer any medication. For over-the-counter medication a Nonprescription Medication Consent Form is available.

Licensing Parent Notification – This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. This information may be viewed by the parent upon request. For more information regarding Oak Park Schools' licensing status please visit www.michigan.gov/michildcare.

Attendance Policy

The GSRP program is state and federally funded. We understand that your child may become ill during the school year. Your child will be required to return to school with a doctor's not for prolonged illness. Please contact us if your child will not be in attendance. If a child misses 15 days of the program we have the right to place the child on our waitlist and remove them from attending the program due to excessive absenteeism.

Parents (or a designated adult) must accompany each child into and out of the program room(s) each day. Parents (or a designated adult) must sign the child in and out daily. Sign-in and sign-out sheets must **ALWAYS include the time and signature of person dropping off or picking up for the day.** For the safety of your child, please be diligent in letting your child's teacher know your child is leaving for the day. **Any designated person, other than the parent or guardian, will be required to show identification at pick-up.**

The GSRP staff will not, under any circumstances, release a child to an individual who is not on the child's emergency card. Phone calls by parents to add people to the card are not acceptable. Persons picking up a child must provide picture identification. Please be sure to keep emergency cards updated with current phone numbers, including area codes.

Serious Accident/Injury/Illness Procedure

In the event of a medical emergency or accident, we will first contact 911 and then attempt to contact the parent by telephone. A parent will be contacted by telephone to take the child home or meet to reunite with their child at a local hospital. If the parent/guardian cannot be reached, we will contact the person(s) listed on the Child Information Card designated as Emergency Contact(s). You have agreed to authorize Oak Park School District to contact your family doctor or to take whatever emergency medical measures are deemed necessary for the care and protection of your child while enrolled in our program. For minor injuries and illnesses, we will administer first aid as needed and inform the parent by telephone and incident report.



Medical

Regulations require us to maintain information on each child:

- Child Information Record
- Signed statement that the child is in good health to attend the GSRP program

For the protection of all children and staff, a child may not attend if there is evidence of any of the following symptoms:

- Temperature of over 99 degrees
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse nasal discharge

If the child has been exposed to any contagious disease, such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, or scarlet fever, please report this to the Center immediately. If a child develops any of these symptoms while at the Center, s/he will be isolated. A parent will be contacted to take the child home. **IT IS THE RESPONSIBILITY OF THE PARENT TO BE SURE THAT THERE ARE ALTERNATIVE ARRANGEMENTS AVAILABLE IN THE EVENT THAT THEY CANNOT PICK UP AN ILL CHILD.** There may be occasions to provide a doctor's permission to return. For further information please visit www.michigan.gov/mdch

School Illness

Temporary care for an ill child may mean the child is separated from other children. The child will be placed in the main office until a parent (of designated adult) arrives to pick the child up from the program. **The Parent of (designated adult) is still required to sign the child out from the program room upon arrival.** Also, a child may also be excluded if he/she exhibits any other conditions which may be considered contagious to others. **A child must be excluded until he/she is fever free for 24 hours without the use of medication, or unless the doctor provides a written note.** If your child has an undiagnosed rash we need a doctor's note to return to class. If a child becomes ill, or shows any of the symptoms above, the parent/guardian will be contacted and the sick child will need to be picked up within the hour. After notifying parent/guardian, and a sick child has not been picked up in a timely manner, other persons listed on the emergency card will be notified. We appreciate a phone call and information about your child's illness, should your child not feel well enough to attend school. We ask that you follow by these rules in order to help keep everyone healthy.



Medication

It is the Oak Park School District policy that all prescription medications dispensed at school require a **Medication Form** to be filled out completely by the physician and parent/guardian. Over-the-counter medication will need to be filled out on the **Nonprescription Medication Consent Form** by a parent/guardian. All medications must be in the original packaging with the pharmacy or packaging label intact. Once a completed form is received we will dispense the medication to your child. Medications may not be in the possession of children. **Staff are not permitted to prescribe, or make available, any medication (including but not limited to diaper cream, aspirin, Tylenol, Motrin, antacids and/or similar items).** Please keep staff informed of any medical concerns your child might have while in our care.

Conferences & Home Visits

The GSRP staff will communicate regularly with parents about the progress of their children. We will host parent teacher conferences three times a year and your child's teachers will schedule a home visit with you two times per year. The home visits will take place in the fall, prior to your child's first day of school, and again in the spring. During home visits, and at parent teacher conferences, your child's GSRP Lead Teacher will obtain and/or present assessment information regarding your child. The assessment tools we use in the Oak Park Schools GSRP Program are research-based and appropriate to use with Pre-K students. The assessments are named the ASQ- 3 and Child Observation Record. The Child Observation Record (COR) is used to track and assess your child's growth. The ASQ-3 is a developmental screening tool to identify milestones.

Developmental Assessment Policy

Oak Park School District partners with our families to monitor GSRP students' development through conversations with parents and using the Ages and Stages Questionnaire. The Ages & Stages Questionnaires, Third Edition (ASQ-3), is a developmental screening tool designed for use by early educators. It is dependent on parents and guardians as experts, is simple to implement, family-friendly and generates the information needed to bring awareness to developmental delays and to celebrate milestones.

ASQ-3 questionnaires will be taken at two times during the year: the initial home visit and midyear. Your child's teacher will schedule the session with you at your convenience. The questionnaire takes about fifteen minutes to complete and a few minutes for the teacher to score. Through ongoing dialogue with your child's teacher, you will receive information about your child's strengths and any concerns. The goal is to relay general child development information with our families coupled with specific information about the child.

In addition, GSRP Teachers observe and document your child's developmental progress daily. The assessment used is the Child Observation Tool. COR provides a detailed developmental profile for each child covering nine key areas of child development and learning, including English language



learning.

Confidentiality

Due to the sensitive nature of information, staff will always keep information confidential. It is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a “need to know” basis only. Thus, we are very sensitive about discussing children’s developmental needs and family information in public places such as the hallway. Also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great early care and education.

Daily Routine

Our programs are carefully planned to meet the needs of the children. Each GSRP classroom will include physical, cognitive (including math and science), language, literacy, communication, interpersonal skills and relationships, creative arts, dramatic play and construction according to the interest of the child. A sample daily routine is provided below:

- Arrival and Sharing
- Planning time
- Work time
- Recall time
- Snack time
- Large group meeting
- Outside or indoor play
- Lunch
- Rest time
- Snack time
- Planning time
- Work time
- Recall time
- Outdoor Play
- Departure

Items from Home/Birthdays

Please do not send toys or personal items from home. We will not be responsible for lost or broken items. We will make sure that your child’s birthday is recognized, however, outside treats/food are not permitted.



Dress

Please dress your child in clothing that is comfortable and appropriate for indoor and/or outdoor play and messy activities. Clothing should be easy for your child to dress themselves if applicable. Your child must wear closed-toed shoes year round. Keep in mind the irregularity of the weather in autumn and spring and provide a sweater or jacket. Once the cold weather arrives, hats, mittens, gloves, snow pants and boots will be necessary when going outside daily. Please label all your clothing with first and last name. Please provide extra change of clothes.

Outdoor Time

To maintain licensing ratio requirements, all children are required to stay with their classroom. **The Oak Park School District is required by the State of Michigan to provide daily outside time year round and weather permitting.** We will use our best judgment to determine outside time. Please dress your child for seasonal temperatures. If your child is well enough to attend school, he/she will be expected to participate in all classroom activities including outdoor time.

Rest Time

In Oak Park Schools, children in GSRP attend a full-day program from 8:25 a.m. – 3:25 p.m. Students will have a rest-time each day. Please provide a blanket for cots. Children are not required to sleep, but are required to rest on a cot and/or participate in a quiet activity for at least an hour daily. Bedding should be taken home each Thursday for laundering and returned on Monday. Please be sure all items are labeled with first and last name.

Toileting

Preschool Toileting:

Children enrolled in programs serving 3 - 5 year olds are expected to be toilet trained. If a student is not fully toilet trained, there will need to be a collaborative plan in place with the Classroom Teacher. Please notify the Classroom Teacher of your child's potty training status prior to the first day of school. We will work with all families.

Meals/Snacks

Preschool nutrition is extremely important to your *child's healthy physical and mental development*. A proper balance of **healthy snacks** and *healthy lunches* will make your child feel great. Also, it will provide healthy productive energy in your child. Healthy snack and lunches may improve your child's concentration, development, and individual disposition. In Oak Park Schools, our GSRP program provides well-balanced meals to the children free of cost. Our Food Service Department will work with food allergies and religious preference. Please ensure the Program Director is aware of any allergies and/or religious preference prior to the start of school.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer (Rev. 8/2012)



Staff & Volunteers

In Oak Park Schools, all children under our supervision are provided high quality educational experiences. We are committed to ensuring all staff and volunteers undergo an interview and screening process prior to their contact with youth in our district. Outlined below are the required guidelines use to facilitate the screening process of all staff and volunteers.

- (1) All staff and volunteers shall provide appropriate care and supervision of children at all times.
- (2) All staff shall be of responsible character and suitable to meet the needs of children.
- (3) Both of the following shall be developed and implemented:
 - (a) A written screening policy for all staff and volunteers, including parents. The written screening policy shall include when a staff member cannot be present at the center
 - (b) A written policy regarding supervision of volunteers, including volunteers who are parents of a child in care. The written volunteer supervision policy shall include when a volunteer shall not have unsupervised contact with a child in care.
- (4) A criminal history check using the Michigan department of state police internet criminal history access tool (ICHAT), or equivalent, for a person's state of official residence, shall be completed before making an offer of employment to that person. A copy of the ICHAT shall be kept on file at he center.
- (5) A staff member shall not be present in the center if he or she has been convicted of any of the following:
 - (a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
 - (b) Child abuse or child neglect.
 - (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
- (6) Documentation shall be on file at the center that a volunteer has not been convicted of any of the following before having unsupervised contact with children:
 - (a) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
 - (b) Child abuse or child neglect.
 - (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the center.



- (7) A staff member shall not be present in the center until there is documentation from the Department of Human Services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.
- (8) Documentation from the Department of Human Services that a volunteer has not been named in a central registry case as the perpetrator of child abuse or child neglect shall be on file at the center before having unsupervised contact with a child in care.
- (9) If a staff person has resided outside of this state as an adult within the 10 years immediately preceding the date of hire, a criminal history check equivalent to Michigan department of state police internet criminal history access tool (ICHAT) and the department of human services central registry clearance shall be requested for all states of previous residence during those 10 years. The out-of-state requests and any responses shall be kept on file at the center.
- (10) The documentation shall be updated every 2 years at renewal and upon request by the department and shall be kept on file at the center.
- (11) A written plan to assure compliance with section 3 of the child protection law, 1975 PA 238, MCL 722.623, shall be developed and implemented.
- (12) A written statement shall be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:
 - (a) The individual is aware that abuse and neglect of children is against the law.
 - (b) The individual has been informed of the center's policies on child abuse and neglect.
 - (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.
- (13) All staff and volunteers will have verification of communicable tuberculosis test and training in CPR.
- (14) All staff and volunteers will receive sixteen hours of professional development annually on topics relevant to their job responsibilities.

Parent Involvement

Children who are successful in school have strong and positive connections between family, school, and community. Parent involvement in the learning process strengthens learning at home and is linked to positive child outcomes. Parents are always welcome and encouraged to participate at the level they are most comfortable. We encourage parents to be involved by:

Participating in two home visits and parent conferences



Volunteering in the classroom (reading books, interacting in play, helping at clean-up time)
Attending parent meetings / workshops
Attending family education events
Serving on our Parent Advisory Committee or Data Analysis Team
Sharing skills, talents, and interests with the class.

Parent involvement is the key to the success of educational programs. Students do better in school when their parents are involved in their education. The younger children are when parents become active in their learning process, the more they excel. We always are looking for volunteers to help in the classroom. All volunteers will have an IChat background check done to protect the safety of everyone child. Volunteers are used in the class but never asked to be alone with a student.

Program Withdrawal

A two weeks written notice is required to withdraw from the GSRP program. Please notify the Program Director if your child is withdrawing from the program as soon as possible.

Discipline Policy

It is our goal to provide a safe and caring environment for all children in our programs. Our policy regarding behavior follows developmentally appropriate practices and expectations.

- Respect the rights and property of others.
- Act in a courteous and cooperative manner.
- Use acceptable and appropriate language.
- Be responsible for their actions.
- Follow caregiver instructions.

Staff will use re-direction, logical consequences and talking with the child to help correct inappropriate behavior. All of these methods help to encourage self-control, self-direction and cooperation. District resources may be called to observe and make recommendations.

Community Complaint Procedure

Parents or Guardians of currently enrolled students of Oak Park Schools shall follow these procedures when making complaints or grievances about Oak Park School's staff, policies and/or procedures.

LEVEL I:

Verbal grievances shall be:

- (1) Voiced directly by the Grievant and/or advocate and not passed on by second or third parties.
- (2) Made directly to the lead teacher.
- (3) Followed up with alleged violations in writing by Grievant and/or advocate and signed by the Grievant(s).



Written grievances shall be:

- (1) Signed by the Grievant(s) or advocate.
- (2) Specific and related to only the issues at hand.

The grievance/complaint shall be either hand-delivered or sent by mail to school.

Resolution to any grievance should be obtained within five (5) days of the occurrence. This is to be handled by the program teacher, unless otherwise directed by the program director.

LEVEL II:

If no resolution is obtained within the first five (5) days at Level I of the occurrence, then the Program Director shall assume responsibility of handling the grievance within five (5) days.

Licensing Notebook

The GSRP program is licensed by the State of Michigan. There is a licensing notebook available to parents during regular business hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

Pest Management

Parents will receive annual notification regarding advance notice of pesticide applications. Additionally, parents will receive written notification of pending pesticide application from your child's school to inform you that a pesticide application will be performed. Also, notifications will be posted in the main entrance way of the building to inform parents/guardians. Furthermore, notifications will be made available in the school office regarding the type of pesticide used, approximate dates, location of application and the purpose of the pesticide. Lastly, parents may receive more pesticide information by contacting the toll free national pesticide information center located in the pest management notebook.

Cultural Competency

Oak Park School District recognizes the vast cultures which create such a great school community. We recognize that parents and families must rely on educators to honor and support their children's cultural values and norms of the home. We encourage all staff, faculty and community stakeholders to provide an atmosphere of respect, integrity and support of cultural differences. We do not discriminate on the basis of race, creed, color, national origin, age, sex, sexual orientation, marital status or handicapped status in educational programs, activities or services. Our district respects our parents' child rearing practices and work to create a positive dialog that focuses on student achievement and building relationships with families.

Our goal is to provide early childhood educators with professional preparation and development in the areas of culture, language and diversity while actively involving parents and families in the early



learning setting. Oak Park Schools encourages and assists all parents in becoming knowledgeable about supporting dual language learners and provide them with strategies to support, maintain, and preserve home-language learning.

Oak Park Schools recognizes that each child has special and unique abilities. Our classroom teachers, and support staff will document and work with each family to create an educational experience that meets the needs of all learners.

Child & Family Referral Policy

Oak Park Schools Great Start Readiness Program maintains a list of resources to assist in meeting child and family needs. If there is a non-educational need that your family has, the GSRP Program Director, whose office is in the building housing GSRP, is available to assist you. After a referral is made, the GSRP staff will follow up with you to determine if further assistance is needed. The GSRP Teacher, Program Director, and possibly other support staff will meet with parents or guardians to discuss next steps.

In the event, further screening is needed for your child to determine eligibility for special education services, parental consent will be attained and a referral to the special education department will be made. Parents and Guardians may request a screening for special education eligibility in writing at any time. The parent/guardian request will initiate the process of further evaluation for special education services. After a referral to special education is made, the child's resident school district will follow up within the state required timelines.

Recruitment & Enrollment Plan

The goal of the Oak Park Schools Great Start Readiness Program (GSRP) Recruitment and Enrollment Plan is to provide a quality Pre-K program to families in the community. In Oak Park Schools, our recruitment efforts are ongoing and applications are accepted year round. Recruitment efforts include participation in community events and activities; such as, GSRP Round-Up, distributing flyers to families at the school, and school recruitment fairs. GSRP recruitment and enrollment information is available at each of our elementary schools and Office of Student Services. The address for each school and the Office of Student Services is located at the bottom of this document.

In addition, we network with other Oakland County school districts and organizations through the Oakland Schools Intermediate School District (ISD). Oak Park Schools GSRP information is always available on the Oak Park Schools website: www.oakparkschools.org

Our perspective families may enroll according to the following guidelines:

1. Parents may visit the Oak Park Schools' Office of Student Services to receive and complete an application. Also, parents may print the application on the webpage and bring it to the office completed.



2. Please note, when returning your application please provide the following documentation:

- Original Birth Certificate with Seal or Valid Passport
- Immunization Records – Record of Shots.
- Health Appraisal Form – Only required for kindergarten and pre-school prior to starting school but not needed at the time of enrollment.
- Current IEP/MET - for students currently receiving Special Education services.
- Photo ID of one parent/guardian- name required to verify identity
- Probate Court Guardianship Papers (for Legal Guardians)

- Resident Documentation:

A "resident" is a person who owns or rents within the Oak Park School District. One of the following documents must be provided:

- ✓ Closing Statement
- ✓ Current Signed Rental/Lease Agreement
- ✓ Mortgage Payment Book
- ✓ Current Property Tax Bill
- ✓ Two of the following documents/bills also must be provided:
 - ✓ Gas/Electric
 - ✓ City Water/Sewage
 - ✓ Telephone
 - ✓ Credit Card
 - ✓ Cable TV
 - ✓ Pay Stub with address
 - ✓ Satellite TV
 - ✓ Official Government Business Mail



- Non-Resident Documentation:

A "non-resident" is a person does not live within the Oak Park School District. All non-residents must provide us with 2 pieces of mail containing your name and address.

3. Applications are reviewed and ranked by income quintile:

- 50% poverty
- 51-100% poverty
- 101-150% poverty
- 151-200% poverty
- 201-250% poverty

Please note, there are additional risk factors that determine priority slot allocation.

Participating Schools:

Albert Einstein Elementary School
14001 Northend
Oak Park, Michigan 48237

Francis Scott Key Elementary School
23400 Jerome
Oak Park, Michigan 48237

James N. Pepper Elementary School
24301 Church St.
Oak Park, Michigan 48237

Enrollment Office:

Oak Park Schools Administration Office
Office of Student Services
13900 Granzon
Oak Park, Michigan 48237



Receipt of Oak Park Schools GSRP Parent Handbook

I have read this Parent Agreement and accept the conditions stated therein. I understand that Oak Park School district has the right to make changes or amendments to the handbook as deemed necessary. Oak Park Schools will provide me with a copy of any policy changes via, email, postal delivery, or verbal notification.

I have read this Parent Agreement and do not accept the conditions stated therein. Therefore, I understand my child(ren) may be excluded from the Oak Park School District GSRP Program.

Parent Signature

Staff Signature, Position

Date

Date