

Parchment School District

Parchment Preschool and Childcare Center

Policy Handbook

Northwood Elementary
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Admission Policy and Purpose of Program:

To provide a warm, safe, secure, adult supervised, nurturing environment, with developmentally appropriate programming for children ages 2½ through 12 years of age. All children attending the center must be potty trained.

Philosophy Statement:

We believe that each child develops socially, emotionally, cognitively, and physically at different developmental rates that are sequential and continuous during the natural growth process. We, therefore, value and respect individual differences among children and families. We believe children need to be in a secure, risk free and rich environment. They need to be provided with a variety of activities and opportunities to learn at their own pace through active involvement with materials, peers and adults. We further believe early childhood education should be a cooperative and joint venture between home and school with community collaboration in the process. Our caregivers receive annual training on licensing rules and regulations ensuring that our children are in a safe, secure environment.

Program:

Our Center provides a program of daily scheduled activities and relationships that offers the opportunity for the developmental growth as a whole child. Our program believes that we have to plan for the physical development of large and small muscles, social development including communication skills, emotional development including positive self-concept, as well as intellectual development. Each day children will have an opportunity to rest and spend time outdoors unless prevented by inclement weather.

Hours:

We are open from 6:30 AM until 6:00 PM. Please inform us of your needs in advance so we can schedule the proper number of caregivers.

We are open Monday through Friday all year around. The center will be closed for the following 9 holidays: New Years Eve, New Years Day, Memorial Day, the 4th of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day.

Registration Procedure:

Registration packets are available at the Childcare Center. It will be necessary for the parent/guardian to complete a registration packet including a daily schedule form, preschool and childcare billing and payment policy, child information record card/emergency contact, permission to administer medication, photo release permission, participation agreement, health statement form (school age), health appraisal & immunization record (preschool age). If your child is a toddler, or preschooler, a health physical will be necessary within 30 days. If your child is of school age a health appraisal will need to be completed. A copy of your child's shot record is mandatory and immunizations must be up to date to enroll.

Attendance/Absence Policy:

If your child does not attend the program you are still responsible for full payment based on your set schedule (this includes child absences due to illness). In the event of a prolonged illness arrangements will be made on a case by case basis. It is your responsibility to sign your child in and out on a daily basis. If you find it necessary to change your child's set schedule at the Center you must fill out a Change of Schedule form two weeks in advance of the change. If your child has not attended the Childcare Center for two weeks without prior notification, they will be put on an inactive status and dropped from the classroom list. To reactivate you must call to see if we have space available and update your file.

Daily Schedule:

The daily schedule for each age group of children will be posted on the parent bulletin board in each room. Our center offers care for children in kindergarten through 12 years of age, an early preschool room for children age 2 ½ through 3 ½ years, and an older preschool room for children 4 through 5 years of age. Developmentally and age appropriate activities are planned weekly for each program. Please let staff know if you have any questions.

Vacation Policy:

If your child will not be attending for a week or more, you are required to fill out a Change of Schedule Form two weeks in advance and inform the staff as to when he/she will be returning. A \$10 fee will be assessed per child for each week he/she is not in attendance. This fee will hold your child's opening in our program.

Pre-Approved Drop in Basis:

If you choose to use our service on an irregular basis, we require that you notify us in advance of your request for service and that all registration enrollment forms are completed and on file at the Childcare Center. We will check to make sure space is available for your child and confirm your reservation. Licensing requirements regulate our staff/student ratio. Your childcare fee will be due on the day of service at the time your child is picked up.

Withdrawal Procedure:

Your child may be withdrawn from the program by notifying the Childcare Center office. We require two week's notice, in writing.

Schools Closed Due to:

Snow (Ice) Days:

If Parchment Public Schools are closed due to inclement weather, the Childcare Center will make every effort to open on time. If the weather is deemed severe enough that the State Police are advising people to stay off the roads, we will be closed. It is best to call ahead. For the last several years we have been able to be open on time every day that school was cancelled.

Power Outage:

If school is cancelled due to a power outage, we will also be closed. If we are open and the power goes out we will make the best we can of the situation. If the power company advises it will be more than an hour before power is restored we will have to notify parents to pick up their child/children. In the event power is out, the district phone system shuts down. We can use our fax line as an emergency number, 269/488-1310, during power outages only.

Water:

If school is cancelled due to a water main problem, we will also be closed. If we are open and the water goes off, we will make the best we can of the situation. If the water authority advises it will be a lengthy time before water is restored we will have to notify parents to pick up their child/children.

Tornado:

The Center may or may not be dismissed during a *Tornado Watch*. However, children will remain in the building during the event of a *Tornado Warning*. PLEASE DO NOT CALL THE CENTER. Individual calls tie up the telephone lines so emergency calls cannot be made. When a tornado warning is issued children will *immediately* be moved to a secure area with no windows. The state requires a minimum of two drills to be conducted between the months of April to October.

Delayed Start Days:

If Parchment Public Schools are on a delayed start, we will be open at our regular 6:30 AM start time.

Early Dismissal Days:

If the Parchment Public Schools are dismissed early due to weather or operational problems (power failure, etc.), the Childcare Center may have to close. We will contact you to arrange for your child's departure or contact your designee on the child information card.

Fire/Disaster Drills:

Fire and disaster drills are conducted periodically throughout the school year. The state requires these drills be conducted quarterly to ensure the safety of the children.

Lock-Down:

In the case of a building lockdown procedures will be followed as outlined at the school building the Center is housed in. The state requires a minimum of two drills to be conducted throughout the school year.

Student Drop off and Pick-up Procedure:

A parent or other authorized person (listed on child information card) must accompany the child to and from the Childcare Center. Children must be signed in at time of arrival by the parent or authorized person. At departure children must be signed out by the parent or authorized person. For the protection of your child, adults will be asked to provide their drivers' license for proof of identification. We will then check the child information card before we release your child. If a parent wants their child released to an older sibling or other minor, we need a signed note on file from the parent in addition to their name listed on the child information card.

Fee:

Contracted rates are listed on the separate pricing fee sheet. We participate with the DHS child care reimbursement program. If you are income eligible, you may qualify for reimbursement of your childcare costs through the State of Michigan. We will bill the State of Michigan directly for those who are entitled to reimbursement of child care costs. If you are receiving FIA benefits you are responsible for payment of any amounts not covered by FIA.

Late Pick-up Charge:

Parents are encouraged to call the Childcare Center if they are going to be late due to an emergency. If after 6:00 PM the child has not been picked up, the staff will contact the person(s) designated on the emergency card to arrange for pickup. If a child is not picked up from Childcare by 6:00 PM there will be a late pick up charge per child. Our budget does not include overtime pay for our employees; therefore these fees will compensate for their overtime.

Fees: 6:00 - 6:15 PM	-- \$10.00 late charge
6:16 - 6:30 PM	-- \$15.00 late charge
6:31 PM or later	-- \$20.00 late charge per hour

Consequences of late pick-up:

- 1st offense: verbal warning and late charge
- 2nd offense: written warning and late charge
- 3rd offense: possible exclusion and late charge

Late Pickup Procedures After Closing Hours:

If after closing hours (6:00 PM) at the Childcare Center, a child hasn't been picked up, the following procedure will be implemented by the Childcare Center staff.

If a child should have been picked up prior to 6:00 PM and is still in attendance at the Childcare Center, procedures will begin at normal pickup time. Police contact will not occur until 6:30 PM. (Example: child's regular pick up time is 4:00PM, it is 5:00PM and there has been no communication with a parent about a later pick up, start calling procedure as to not wait until 6:00 PM for parent contact.)

1. Staff will begin to call family's home, parent's work, and then the adult emergency contact person listed by parents on the child emergency card.
2. If there is no response or a refusal to pick up the child, the following procedure will be observed.
3. Messages will be left at all emergency contact numbers and at 6:30 PM the Police and Possibly Protective Services will be called and notified of the situation. All of this will be done as discreetly as possible so that the children aren't made to worry.
4. As the police arrives or calls for more information, our staff will cooperate with the requests of the Police Officer and/or the Protective Service Worker while reassuring the child that things will be okay. The staff will keep normalcy for the child.
5. Depending on the contact or lack there of with the parent, the police officer may take the child into their custody and continue with the contacting procedure.

Billing: Childcare fees are due by 6:00 PM on Friday of the week before services are rendered for the upcoming week. If payment has not been made by 6:00 PM on Friday a \$5.00 late fee charge will be assessed on Monday when billing invoices are sent out.

We will bill the State of Michigan directly for those clients who are entitled to reimbursement of child care costs. If you are receiving FIA benefits you are responsible for payment of any amounts not covered by FIA. A statement of your account may be forwarded to you when appropriate. There are no credits or refunds for absences because program costs are based on your child's expected attendance.

Procedures for the above described billing:

1. Billing invoices are sent out every Monday for the next full week of services. When invoices are sent out on Monday, the bill is due on Friday of the same week.
2. If payment is not paid on the due date, the bill is considered past due on the following Monday and a \$5.00 late fee is applied to your account. If payment is not made by Friday of the same week your child may not be able to attend the following Monday.
3. We are willing to work out a payment plan with families that find themselves in financial difficulties. We ask that you contact us as soon as it is apparent that you are unable to pay your bill in full. Contact must be made directly with office staff at the Childcare Center. When payment is made in full or other agreed upon arrangements have been made with the Childcare office staff, the child may return to the Childcare Center.
4. If we do not receive payment by the following Friday of the due date, a second late fee charge of \$10 will be added to your account.
5. If we receive no contact from the parent about their past due bill and services have been cancelled notices will be sent out weekly with a late fee added to the account to attempt to collect payment. The third past due notice has a \$15.00 late fee applied to the original amount of the bill.
6. After exhausting all above options for collections of an outstanding debt, more extreme measures will be taken. A sworn affidavit and claim will be filed in the Small Claims Division of the Kalamazoo County District Court. Once this occurs, you will receive a copy of the lawsuit by certified mail from the court. Further instructions will be on the copy you receive. If you wish to settle this obligation before the hearing date you will be expected to pay the outstanding debt, the court filing fee, and the cost of the certified mail.
7. There will be a \$25.00 fee for any check returned to us marked non-sufficient funds.

Tax Credit:

The Parchment Preschool & Childcare Center is licensed by the State of Michigan and qualifies for the Child Care Tax Credit. An itemized statement will be mailed to you in January of the year following your childcare payments for your use in filing for this tax credit.

Transportation:

Transportation to and from the Childcare Center is your responsibility. There is bussing to and from the Childcare Center and the Parchment Elementary School which your child attends. By enrolling your child you are giving permission to Parchment School District and the Parchment Preschool and Childcare Center Staff to transport your child in a vehicle and/or participate in field trips.

Field Trips:

Field trips may be taken occasionally. Permission slips must be filled out completely and returned to the Childcare Center before each field trip.

Breakfast-Lunch and Snack:

During the school year, breakfast and lunch will be available through the school's food service program for those children who are able to eat table food. Cost for breakfast is \$1.00 (reduced \$.30 or free if you qualify) and lunch is \$1.60 (reduced \$.40 or free if you qualify). Parents can choose to participate in the school food service program or provide their child with nutritious breakfast and lunch foods in a labeled container. Parents will need to provide children with a lunch on No Schools days and Half Days of school because there is no food service

program available on those days. Breakfast can be purchased through the school's food service program on full days of school and Half Days of school only.

All year around a nutritious snack, approved by the Child & Adult Care Food Program, will be offered to your child each morning and/or afternoon, the snack is no additional charge to your childcare account. Menus will be planned in advance, will be dated and posted in a place visible to parents. Food substitutions shall be noted on the menus.

If your child has any dietary restrictions, be sure to indicate them on the child information card and inform staff of these restrictions.

Rest Time:

After lunch, there will be a rest time (licensing requirement). Children do not have to sleep but must rest quietly during this time. You may want to provide a blanket and pillow for your child.

Primary Caregiver Policy:

Each child in the under 3 years old will be assigned a staff person who will be the Primary Caregiver of your child. This person will be chiefly responsible for meeting the daily needs of your child and completing daily logs. If you have any questions or information that concerns your child please feel free to address your child's Primary Care Giver as well as any other staff person.

Health Care Policies and Resources:

Illness:

It is necessary for parents to provide a place where their children can go and be cared for by an adult in the event that the child becomes ill while at the Childcare Center. On the child care information card, the parent must designate two emergency people (who have phones) to be notified when the parent is not available. We are not equipped to care for sick children. Please make sure that you keep your child home under the following conditions. Also, please call the school to tell us you are keeping your child home and WHY! We have to report certain illnesses to the health department. We will contact a parent and expect the child to be picked up if the following conditions occur during the day.

When to keep your child home:

Vomiting and/or diarrhea within the past 24 hours.

Fever of 101 degrees within the past 24 hours.

Head lice: We have a "no-nit" policy. Children are checked upon returning to the center and are allowed back in only when there are no nits present.

Strep throat, Scabies, Scarlet Fever, Conjunctivitis ("pink eye"), Meningitis and/or other communicable diseases: Ask your physician for his/her recommendation – but not less than 24 hours after beginning medication for treatment.

Chicken Pox: after the sores have dried up (scabs are no longer oozing).

Colds, influenza and/or other viral infections: Ask your physician and/or use your best judgment. Consider the following: Is your child feeling up to attending? Will his/her being there present any danger of spreading infection to others? Will his/her being there cause his illness to get worse?

Health Consultants:

Staff will call the Kalamazoo County Health Department when there are health questions and/or concerns with which they need assistance.

Blood/Bodily Fluids:

We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing. Michigan law requires that a child that has bodily fluids on his/her clothing cannot be exposed to other children. The home will be contacted for a change of clothes, if one is not already in their backpack.

Extra Set of Clothes:

We ask all parents of children 2½ through 4 years of age to provide an extra set of clothes in the event your child has an accident. You will need to bring one complete set of clothing, including socks. All clothing should be marked with a permanent label showing the child's last name.

Emergency Medical Care:

By state law, we must obtain written permission to seek emergency medical care unless the parent objects on the basis of religious grounds. There is a section on the child information card for parental signature. The child information card must be updated annually or when information changes.

Health Threatening Conditions (including allergies):

Please notify the school if your child has a health threatening medical condition (including allergies such as bee stings). It is important that we have specific instructions from your physician for proper treatment.

Immunization Status:

By state law, we are required to obtain and keep on file at the time of registration, or not later than the first day of initial attendance, a certificate of immunization. The State now requires that all children attending childcare centers must be immunized with the Hepatitis B and Varicella vaccines. School-age children must have their immunization record or a signed waiver on file at the school.

Medications:

If your child requires medications, state law requires a special form to be filled out giving us permission and instructions to administer the medications. Prescription medication shall be in the original container and have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions. Caregivers shall maintain a record as to the time and the amount of any medication given or applied. Caregivers will store all medicines in a secure place.

Annual written parent permission for topical: nonprescription medications (sunscreens, insect repellents) is required. These items must be provided by parents, labeled with the child's name and will not be shared among children without written parental consent.

Children & Staff Hand Washing:

The hands of children and staff shall be thoroughly washed prior to handling food and before eating. Guidelines for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R 400.5902c.

Controlling Infection, Including Universal Precautions:

All staff will receive Blood Borne Pathogens training within 6 months of being hired. Emergency rules and procedures as well as CPR and First Aid will be reviewed annually by all staff.

Sanitizing Equipment:

All tableware, utensils, food contact surfaces and food service equipment shall be thoroughly washed, rinsed, and sanitized after each use with an approved sanitizing solution. Children's toys and equipment will be sanitized regularly to adhere to Child Care Center Licensing Rules and Regulations.

Homework Policy:

Time and a quiet area will be provided for doing homework. Adult assistance will be available. However, it is not the responsibility of the caregiver to ensure homework completion.

Rules:

1. We ask that children use quiet voices.
2. Keep hands, feet and objects to yourself.
3. Follow directions the first time they are given.

Discipline Policy:

Preschool and School Age:

Childcare Center students are expected to cooperate with, and respect the rights and property of other students and adults. Childcare students must stay in the designated activity areas. Every effort will be made to resolve behavior problems in a positive manner.

The staff will promote positive self-esteem by encouraging dialog between children and allowing for parallel play. Staff will remind children of rules, redirect them to another interest area, and state expectations in a positive manner. The staff will speak with clear short instructions in words that the children can understand. Positive choices will be offered for all children allowing them to experience success. Children will be recognized for expected behavior.

After the above steps have been taken, the staff will follow the positive behavior support plan as used in the elementary building and/or remove the child from the group for all ages of children. In the event that a child is presenting physical or emotional harm to themselves or others, a conference can be set up with parents and individual behavior plans can be designed to offer the child opportunities to be successful.

School Age:

In addition to being provided with positive behavior support as described above, school-age children will also follow the Parchment Childcare Behavior Plan discipline system posted in the classroom.

We will have a pocket chart and each pocket will be designated for a school age child in care. Inside the pockets, there will be different colored cards. Each card has a different meaning as stated below:

- **Green Card:** Perfect Behavior Day-Right on Track
- **White Card:** One verbal warning-Good Behavior Day-Good job staying on Track
- **Yellow Card:** Detour Slip is given-Not So Good Behavior Day-Off Track Behavior
- **Orange Card:** Possibly 2 Detour Slips-Really Off Track Behavior
- **Red Card:** Too many Detour Slips or serious problems-Really, Really Off Track Behavior Day

What happens if my child does not stay on green?

There will be different rewards and consequences for different colored cards as follows:

- **Green Card:** Positive Reward-fun stamp, sticker, or right on track ticket at the end of the day 😊

- **White Card:** Verbal Warning from staff, but will still receive a fun stamp, sticker, or right on track ticket at the end of the day ☺
- **Yellow Card:** Detour Slip will be given to parents at the end of the day.
- **Orange Card:** Possibly 2 Detour Slips will be given to parents and a time-out from a specific activity decided by the staff and/or parents
- **Red Card:** Phone Call Home from camp and consequences will be determined by the staff and/or parent

Reference: Modified from “Grand Central Station’s Classroom Behavior Plan”

Bullying/Harassment:

Bullying and harassment should not be a part of growing up. We are committed to keeping all children physically and emotionally safe. Parents are encouraged to work with the school, reporting incidents their children may discuss with them, as well as supporting and instructing their children in non-bullying behaviors.

Outside Weather Policy:

We will be going outside for recess or a stroll except during inclement weather. Please be sure your child is properly dressed for the weather. If you have an extra hat and mittens that can stay at the Center for your child, we would love a spare as they may get wet on the playground. If you would like to mark your child's name or initials on the tags of their winter clothes it will be much easier to make sure that he or she has their own items. Licensing requires that all of our children spend time outdoors each day. Temperature and wind chill factors will be taken into consideration prior to each recess. If you feel that your child is too ill to spend time outside, he or she is possibly too ill to be at our Center and should be kept home until they are well enough to participate in all parts of our day.

Playground Safety:

Children will be using the school playgrounds. For the safety of the children each class will be using the playground equipment appropriate for their age group. Preschool age children will only be using the equipment on the preschool playground which meets the guidelines in the 1997 Handbook for Public Playground Safety. All playground equipment has been designed and installed to meet safety standards but some school-age equipment may not comply with the guidelines in the 1997 Handbook for Public Playground Safety.

Toys/Electronics:

Children are not allowed to bring toys, trading cards, radios, electronic games, CD/Tape players, lasers, etc. to the Center. The Center can not be responsible for such items in the event they may be lost, stolen, or damaged. The only exception is when staff gives permission and/or for Show and Tell.

Child Abuse/Neglect Statement:

Our Center is in compliance with the child protection law, 1975 PA 238. Under the Child Protection Law all staff are required by law to immediately report any instance where there is reasonable cause to suspect child abuse or neglect directly to Children’s Protective Services.

Parent/Volunteer Screening Policy:

Volunteers will sign a self-certifying statement indicating that they have not been convicted of a crime involving child abuse or neglect or a felony involving harm or threatened harm to children or adults.

- Parents/volunteers are always welcome under supervision of program staff, and are never allowed to be alone with a child not his/her own.
- A criminal history self-certification stating no history of criminal convictions is required.

- Any volunteer that is with the children for at least 4 hours a week for more than 2 consecutive weeks must also have a Central Registry background check via MDHS stating proof of no history of child abuse/neglect and a Medical Clearance Request signed by a physician stating he/she is in good health and free of tuberculosis.

Staff Screening Process Requirements:

The Parchment Board of Education recognizes that it is vital to the successful operation of the district that positions created by the board be filled with qualified and competent support staff. Employees are subject to the terms of the Master Contract Agreement and shall agree to abide by all board policies and district guidelines. All staff are required to:

- Complete an application for employment.
- Obtain a criminal history record check from via Michigan State Police-Internet Criminal History Access Tool (ICHAT) stating a clear criminal record.
- Secure DHS central registry clearance before contact with children. This is a Central Registry background check via Michigan Department of Human Services stating proof of no history of child abuse and/or neglect.
- Secure self-certifying statement of no substantiated abuse and neglect of children or adults before contact with children.
- Secure self-certifying statement of no conviction before contact with children.
- Document review of any and all conviction(s) and determine if appropriate to continue employment. (Staff cannot be present in the Center with felony conviction of harm or threatened harm or conviction of child abuse or neglect.)
- Livescan fingerprinting is required for all school district employees including Childcare Center staff.
- Provide a statement of health signed by a licensed physician and test negative of communicable tuberculosis.
- Program Director and lead caregiver credentials updated and kept on file annually.

Staffing Plan:

In accordance with licensing regulations the adult child ratio will be a minimum of:

2 ½ year olds- - - - 1:8
 3 year olds - - - - 1:10
 4 year olds - - - - 1:12
 School Age - - - - 1:18