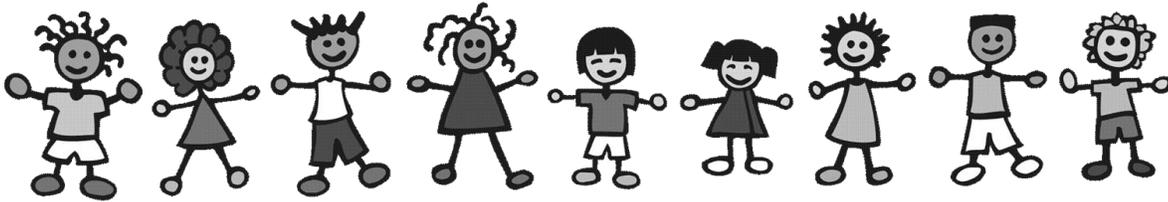


Updated August 2017

Parchment   
Early Learning Center  
AND SCHOOL AGE CHILDCARE

# Center Policies

## School Age



Northwood: 600 Edison Street

Central: 520 N Orient St

North: 5535 Keyes Dr

Phone: 269-488-1360

Fax: 269-488-1363

# Mission Statement

Parchment Early Learning Center's school age childcare program exists to partner with Parchment School District to provide a complete support for families in our school system. Our staff offers a calm, but engaging environment to students before school, after school, and on days when school is not in session.

# Philosophy

The Parchment Early Learning Center believes that children develop and learn best in a **child-led, disciplined, loving, and structured environment.**

# General Programming

## Admission and Withdrawal Procedures

Admission: The center provides care for children ages 12 mo-12 yrs. Enrollment packets are available at the center or can be mailed/emailed to a prospective family. A parent/guardian is required to complete and return all forms before the child may begin. The center will work cooperatively with families to enroll the child as quickly as needed for the family. The following documents are required before admission to the program:

- Child Information Card
- Immunization Record (or verification of record filed with child's elementary school)
- Health Appraisal (or Health Waiver for elementary students)
- Tuition Express Form – or written plan of payment
- Written Agreement Sheet
- Childcare Contract
- Lunch Application
- Snack Program Eligibility

## Before/After School Location Options (Including half days)

- Children in Kindergarten – 3<sup>rd</sup> grade
  - Families may choose to enroll their child in the Northwood OR Central location
- Children in 4<sup>th</sup>-6<sup>th</sup> grade
  - All children will attend the North location

## No School Day Location

- Due to the reduced number of children attending on a No School Day, only the Northwood location will be open. This includes all school breaks, professional development days, etc
- All children, regardless of which elementary they attend Before/After School, will attend the Northwood location

Withdrawal: You may withdraw your child at any time for any reason. Notify the Director of your end date and your reason for withdrawal, kindly giving one week's notice.

The center may require a family to withdraw their child(ren) due to the following reasons:

1. The account balance has passed the 1 week grace period
2. Excessive absences when the classroom has a waiting list
3. When special needs (emotionally, physically, behaviorally) can no longer be met by our staff.  
This will happen in conjunction with a Student Support Team.

**Hours:** The center is open Monday-Friday, 6:00 AM – 6:00 PM.

Available at Northwood, Central, and North Elementary

Before school care: 6:00 AM – 8:30 AM

After school care: 2:30 PM – 6:00 PM

Half day care: 11:45 AM – 6:00 PM

Available ONLY at Northwood Elementary

No school day care: 6:00 AM – 6:00 PM

The center is closed for 9 holidays every year:

- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Memorial Day
- Fourth of July

The center may choose to close for specific days preceding or following closed holidays, depending on the day of the week the holiday falls on. The center will give a minimum of one month's notice if these changes will occur.

The center is also closed for the last full week before the beginning of the school year. (Typically the last full week in August, but always the week before Labor Day Monday.) This closing is for Professional Development and preparation for the new school year.

**Signing in and Out:** Families are required to sign their child in and out each day on the laptop located in the classroom. Our security system not only protects your children when they are here, but also gives us a record of the child's attendance, hours, and the person who brought/picked up the child each day.

A parent or other authorized person (listed on child information card) must accompany the child to and from the Early Learning Center. For the protection of your child, adults will be asked to provide their driver's license for proof of identification. We will then check the child information card before we release your child.

**Late pick up:** Families are encouraged to call the center if they will be late. If a child has not been picked up by 6:00 PM, staff shall take the following steps:

- Call all family members and emergency contacts listed on Child Information Card
- Work cooperatively with families and stay with child until an authorized adult arrives
- If no contact is made by 6:30 PM, staff will call Police and follow their instructions
- Families will be charged a late fee on the following scale:
  - 6:01-6:15 PM \$10 late fee
  - 6:16-6:30 PM \$15 late fee
  - 6:31 PM or later \$25 late fee
- Multiple occurrences of late pick up will cause the center to send a written letter of concern. If late pick up continues, possible expulsion from the center may occur.

### **Scheduling**

Families are required to submit to the office a schedule for each child in attendance. When you have a schedule change, you must inform the office before the program begins for the day. If you do not inform the office (ex: your child is not scheduled to attend and they do attend OR your child is scheduled to attend and they do not attend), you will be charged an “Un-notified Schedule Change Fee” of \$5/child.

Excessive absences will lead to a letter of concern and possible expulsion if we currently have a waiting list for the classroom. Three or more consecutive days absent with no contact from the family will result in a phone call or letter of concern from the center. Two consecutive weeks of absences with no returned contact from families will result in expulsion from the program.

### **Transportation**

Parchment School District provides bussing for all students located in the Parchment district. Please contact the transportation department at (269) 488-1290 to schedule drop off/pick up locations and times for your child. If you have any changes in your schedule, please notify the center AND the transportation department as soon as possible.

**Postings:** The following items shall be posted in each classroom:

- A typical daily routine
- Snack menu
- Emergency telephone numbers (911, fire, police, poison control) and the center’s address and 2 main cross streets – by every telephone

### **Staff-to-Child Ratio**

Staff will maintain a staff-to-child ratio of no more than 1:18 at any time lasting more than 5 minutes. There will always be minimum of 2 staff in the building any time children are present.

**Daily Routine:** Routines depend on the developmental levels and individual personalities of the children in each classroom. The following is a basic outline for our program:

### **Before School**

- **Free Time:** Children enter the classroom at their own pace. Staff have multiple activities prepared and available for children to choose. Staff interact with children and engage in their play.
- **Clean up:** Children and staff work together to clean up the classroom.
- **Group Activity:** Staff prepare an engaging activity that promotes team work, community, social/emotional learning, etc.
- **Dismissal:** Staff escort children to the bus, cafeteria, or playground.

### **After School**

- **Arrival:** Children arrive by walking from their elementary classroom to the Before/After School classroom or arrive on the bus.
- **Snack:** Children are offered a 2 part snack. All children are encouraged to sit with the group. Staff establishes a calm and pleasant atmosphere to engage in conversation and reflect on each child's day.
- **Group Activity:** Staff prepare an engaging activity that promotes team work, community, social/emotional learning, etc.
- **Outdoor Play:** If weather does not permit outdoor play, children will have access to the gym or have free time in the classroom.

### **No School Day (At Northwood Location):**

- Arrival/Free Time
- Snack
- Group Activity
- Outdoor Play
- Stations
- Lunch
- Quiet Time (may include computer lab, movie, etc)
- Group Activity
- Snack
- Outdoor Play
- Free Time/Dismissal

**Legal Information:** In families that have shared custody or the parents are not living together: One parent may not limit the other from visiting the child or receiving information about how the child's day went. Our staff has no legal right to prohibit a parent from visiting his/her child unless there is a court order (on file with the center) which limits one parent's right to visit the child.

**Child Protection Law:** 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.

**Confidentiality:** All staff and volunteers at the center adhere to a strict confidentiality agreement. Staff will not give any personal information to any person who is not the parent/guardian of the child(ren) whom the information is regarding.

**Licensing Information:** Parchment Early Learning Center is a licensed childcare center in the State of Michigan. We report to and are supervised by a state licensing consultant, currently Roxanne Duckworth. The center has a licensing notebook that contains all the licensing inspections and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to families during our hours of operation and located in the Director's office. 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](http://www.michigan.gov/michildcare).

## Fees and Billing Procedures

**Childcare costs:** Please see Pricing Sheet for specific classroom costs.

**Tuition Express:** TE is an automated billing system that can use a credit card or bank account to make weekly withdrawals. We ask that all families participate with TE unless there is an outstanding circumstance that does not allow for it. We also can accept checks, cash, or credit card payments in person (in the office or on the laptop in the classroom) or over the phone. You are also responsible for a \$5 NSF fee incurred by a declined payment.

**Tuition Reimbursement:** We do accept tuition help through the Department of Human Services if you qualify. We will bill the State of Michigan directly for families who are entitled to reimbursement of child care costs. You can pick up the extra paperwork needed in the main office. **If you are receiving DHS benefits, you are responsible for payment of any amounts not covered by DHS.** If you are waiting to hear if you qualify for assistance and you need to begin services immediately, **we still require your balance to be paid in full on the normal due date.** If we receive qualification paperwork at a later date, and you have overpaid, your PELC account will be credited the overpaid amount.

### **Billing Procedures:**

- Charges are posted to your child's account every Friday for the week that just finished. Tuition Express accounts will be processed the following Monday morning. For families that are paying separately from TE, the charges are due no later than that Monday by 6:00 PM.
- We are willing to work with families that find themselves in financial difficulties. We offer a 1 week maximum grace period before we will cancel services.
- If your account passes the 1 week grace period, services will be suspended. Once payment has been made in full, the child may return to the center.

# Food Service/Nutrition

**Water:** Each classroom has a drinking fountain or water cups that children may access at any point throughout the day. Families may send a water bottle for their child if they choose. Water is the only liquid allowed between meal/snack times. This is based on dental hygiene and general nutrition practices.

**Appointed areas:** Children may only eat or drink while sitting at an appointed eating area. The appointed eating area may be inside or outside. This includes water/water bottles.

**Sanitation:** Staff shall wear gloves at all times when serving food. Staff shall wash any raw fruits or vegetables provided by the center that are not pre-packaged. Tableware and reusable utensils shall be thoroughly washed, rinsed, and sanitized *after* each use. Tables will be washed, rinsed, and sanitized *before and after* they are used for meals or snacks. Uneaten food that remains on a dish from which a child has been fed shall be discarded.

**Snacks:** An afternoon snack is provided for all children. The center follows the guidelines established by the Child and Adult Care Food Program (CACFP). Snack menus are posted in each classroom. Any substitutions will be noted on the menu on the day it was substituted.

**Meals:** On days that school is not in session or days that children attend a half day, families must pack and send a lunch from home. The CACFP nutrition guidelines, that families are strongly recommended to follow, are included in the enrollment packet.

# Equipment

## Indoor

**Play spaces:** Each classroom shall have 3 play spaces available for each child in the licensed capacity. One play space = enough materials for one child to play independently for 15 minutes.

**Sanitation:** Every material and surface in each classroom shall be sprayed daily with a sanitizing solution. Each material shall be washed, rinsed, and sanitized when soiled, after an ill child or staff member uses it, and once a month regardless of being soiled.

## Outdoor

Our program uses the elementary playgrounds on a daily basis. *A school playground is not required to meet the same playground safety regulations that other licensed centers are required to meet.* For information on safety inspections, please contact the appropriate elementary office.

**Weather:** Every child will go outside daily unless inclement weather prohibits. You are required to provide weather appropriate clothes for your child to use while at the center. (If you have financial reasons for not providing the appropriate attire, please see the director. We may be able to connect

you to resources!) If the “feels like” temperature is below 10 F or above 100 F, we will replace outdoor play with other options.

**Pesticide Application:** Under Parchment School District Policy 8405: *The District shall implement a pest management program in accordance with the U.S. Environmental Protection Agency’s Integrated Pest Management (IPM) in the school’s guidelines. This program will include appointment of a District IPM Coordinator and advisory committee, implementation of training for custodians, and provide for notification to all affected persons when chemical use becomes necessary. The advisory committee shall semiannually review and evaluate the District’s progress toward its pesticide use, reduction, and minimization goals. This program shall also include implementation of an IPM awareness program. All persons applying pesticides on District property shall hold appropriate State certification and be approved by the District IPM Coordinator (see AG8431A)*

## Medication/Illness

**Administering medications:** A staff member shall administer medication only with prior written permission. All medication must be in the original container and clearly labeled with a child’s name.

**Notification and Exclusion policies:** See the charts below. The illness exclusion policy applies to all children, staff, and volunteers.

- If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, the center shall notify families by a letter posted on the information boards and sent home with each student in the classroom.
- If a child is too ill to remain in the group, the child will be cared for in the office until a family member arrives.
- Items and facilities used by an ill child or adult will not be used until they are washed, rinsed, and sanitized.

<b>Illness</b>	
<b>Parent Notification</b>	<b>Exclusion from program for 24 hours min.</b>
Temperature of 99 F	Temperature of 101 F
Diarrhea (at least 2 loose stools)	Diarrhea accompanied by flu-like symptoms
Vomiting	Vomiting accompanied by flu-like symptoms
Rash (developed while at center)	Rash of unknown origin
Child behavior (acting abnormally or complaining of aches or pains)	
	Head lice (no-live bug policy)
	Any communicable disease

**Accident/Injury/Incident:**

*Staff will use best judgment possible when dealing with these situations. Any incident on this list will require a report filled out by the staff involved. The Director will sign the report and place a copy in the child's file. The original report will be sent home with the child. In extreme cases, an Incident Report will be filed with the State of Michigan.*

<b>Note sent home</b>	<b>Phone call as soon as possible</b>
Small abrasion	Any head injury
Small bruise	Noticeable swelling
Significant incident with another child	Vomiting induced by an injury
	Large abrasion or bruise
	Sexual incident with another child
	Asthma attack or allergic reaction
	Unconsciousness

**Hand Washing:** Consistent hand washing is the most effective prevention that the center uses to protect against the spread of infectious germs. All staff and volunteers shall wash their hands at all of the following times:

- Prior to starting the workday at the center
- Prior to care of children
- Before preparing and serving food and feeding children
- Before giving medication
- After each diapering
- After using the toilet or helping a child use the toilet
- After handling bodily fluids
- After handling animals and pets and cleaning cages
- After handling garbage
- When soiled

Staff and volunteers shall assure that children wash their hands at all of the following times:

- Before meals, snacks, or food preparation exercises
- After toileting or diapering
- After handling animals and pets
- When soiled

## **Discipline**

Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation shall be used. When redirection or the natural consequences are not enough to help a child follow the classroom rules, we use the following conflict resolution method. (The degree this is used varies depending on the developmental ability of the child.)

**Learning to Resolve Conflicts:** Helping children manage frustrations and resolve social conflicts is an area of social learning that is very important. What children learn about social interaction in pre-school

contributes to their ability to meet a variety of challenges for the rest of their lives. We find that High Scope's six-step conflict resolution process is especially useful. The six steps summarized below are used to help children settle disputes and conflicts.

1. **Approach calmly, stopping any hurtful actions.** Place yourself between the children, on their level; use a calm voice and gentle touch; remain neutral rather than take sides.
2. **Acknowledge children's feelings.** Say something simple such as "You look really upset."
3. **Gather information.** Ask "What's the problem?" Do not ask "why" questions as young children focus on that what the problem is rather than understanding the reasons behind it.
4. **Restate the problem.** "So the problem is..." Use and extend the children's vocabulary, substituting neutral words for hurtful or judgmental ones (such as "stupid") if needed.
5. **Ask for solutions and choose one together.** Ask "What can we do to solve this problem?" Encourage children to think of a solution but offer options if the children are unable to at first.
6. **Be prepared to give follow-up support.** Acknowledge children's accomplishments, e.g., "You solved the problem!" Stay nearby in case anyone is not happy with the solution and the process needs repeating.

*\*Adapted from <http://www.highscope.org/Content.asp?ContentId=294>*

**Prohibited punishments:** The center will never use the following means of punishment:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
- Restricting a child's movement by binding or tying
- Inflicting mental or emotional punishment, such as humiliation, shaming, or threatening
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Excluding a child from outdoor play or other gross motor activities
- Excluding a child from daily learning experiences
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle

**Crisis Management:** It is possible that the behavior could escalate to a point where the child is dangerous to themselves, others, or the environment. This strategy will be used at this point:

Hold the child as gently as possible and remove them from the environment. Bring to the office for extra support if necessary. Contact family member immediately for the child to be picked up from the center. Let go/put down as soon as the situation is under control.

## Safety

- **Wall Displays:** The center will not suspend combustible materials from or near the ceiling. The center will not hang combustible materials to exceed 20% of the wall space in each classroom and hallway.
- **Means of egress:** A minimum of 36 inch wide continuous and unobstructed path to exit each room shall be maintained at all times. Exterior exits shall be marked with a large printed EXIT sign.
- **Electricity:** Extension cords will be used on a temporary basis only. Power strips will be equipped with surge protectors and will not exceed 6 feet. All electrical outlets shall be kept inaccessible to children with tight-fitting plastic inserts.
- **First Aid Kit:** Each classroom and office will have a fully stocked first aid kit readily accessible at all times.
- All open-flame devices are prohibited.
- Any flaking paint on interior or exterior surfaces will be scraped off and repainted as soon as possible.
- Electric fans, when used, shall have a blade guard of less than ½ inch.
- Classrooms will be kept between 68-78 degrees F. When the temperature is below or above the goal temperature, measures will be taken to warm or cool the room.

**Field Trip Safety:** Occasionally, our program may take a field trip. Permission slips will be obtained before each trip, containing: child's name, date parent gave permission, when transportation/trip will occur, destination, and parent's signature. The center will follow the following safety procedures on all field trips:

- Each child will have prior written permission from their parents.
- Each child will wear a name tag with their name and the center's name and telephone number.
- A first-aid kit will be taken along on each field trip.
- Child Information Cards with emergency information will be taken for each child.
- Transportation for trips will be as noted on the permission slips. This could include school bus, staff vehicles or walking.

#### **Beach Safety and Swimming Policies:**

- **Lifeguard:** PELC will have a certified lifeguard on duty at all times during any swimming activities. The lifeguard will not count in the staff-to-child ratio. The lifeguard will bring a rescue rope, ring buoy, and a signaling device.
- **Non swimmers:** There shall be an in-the-water ratio of 1 staff to 4 non swimmers. Non swimmers will not be allowed deeper than chest height.
- **Swimmers:** There shall be an in-the-water ratio of 1 staff to 15 swimmers. To be considered a swimmer, a child must be able to complete *both* of the following without using any flotation device:
  1. Keep afloat for 5 minutes by any means possible
  2. Swim a minimum of 25 yards using any stroke
- **Safety:** Staff will assure that children are familiar with the rules for behavior in and around the swimming area. Staff and lifeguard will know the depth of the water and be familiar with the beach and swimming area layout. Staff will designate specific boundaries, both on the beach

and in the water. Staff will account for all children every 15 minutes during a swimming activity.

## Staff/Volunteers

**Volunteer Opportunities:** There are many ways for you to get involved with your child's education. We encourage and welcome all who wish to be involved more intensively with their child's early childhood education. Please contact the office or your child's teacher if you would like to discuss specific opportunities. The following is a list of examples:

- Joining or leading a class in an activity (art project, cooking, etc)
- Helping your child at home with the concepts we are studying here.
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties

**Volunteer Supervision Policy:** All volunteers shall be supervised by a staff member at all times. Supervised means in direct line of sight and within comfortable hearing distance. If the volunteer is a family member of a child in the classroom, the volunteer may have unsupervised contact with their child only.

Long term volunteers may choose to go through the staff screening process (see below) and meet with the director. If all screenings are performed to the satisfaction of the State of Michigan and the director, the volunteer may have unsupervised contact with children and be treated as a staff member.

### Staff Screening Policy

Permanent staff, temporary staff, and unsupervised volunteers will go through the following procedures:

- Criminal history check using the Michigan department of state police (ICHAT)
  - Staff or volunteer shall not be present in the center if they have been convicted of any of the following:
    - A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
    - Child abuse or child neglect
    - A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the start date
- Central registry clearance obtained directly from DHS
  - Stating staff or volunteer has not been named in a central registry case as a perpetrator of child abuse or child neglect
- Sign a self-certifying statement stating the following:
  - The individual is aware that abuse and neglect of children is against the law
  - The individual has been informed of the center's policies on child abuse and neglect

- The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children’s protective services
- Tuberculosis testing
  - Staff or volunteer will provide a negative TB test result. Test must have been verified within the immediately preceding 12 months.

Permanent staff must be finger scanned instead of using the ICHAT. This provides a consistent, up-to-date criminal history check for the Parchment School District. Permanent staff also go through an intensive interview and credential verifying process.

## **Emergency Procedures**

A full description of the center’s emergency procedures can be found posted in each classroom. The following is a basic overview:

### **Fire**

Immediately upon discovery of any kind of fire in the building the fire alarm will be sounded. Upon hearing the fire alarm, staff members will immediately react as follows:

1. Immediately take the children, along with daily attendance sheet, out through the closest exit to the evacuation site designated on your emergency map
2. Scan the room and hallway for any additional persons
3. Call 9-1-1 and report the fire
4. Decide if further relocation is necessary \*See Off-Site Relocation
5. Contact families through mass text messages and website

### **Tornado**

Immediately following the issuance of a tornado warning, it will be announced over the building’s loud speaker.

Upon hearing this announcement, staff members will immediately react as follows:

1. Immediately take the children, along with daily attendance sheet, to the emergency weather shelter site designated on your emergency map
2. Scan the room and hallway for any additional persons
3. Continue to monitor weather conditions
4. Contact Parchment Director of Operations
5. Contact families through mass text messages and website

## **Natural and Man-Made Disasters**

(Including but not limited to: flood, blizzard, gas leak or chemical spill, sewer back up, power outage, etc)

**Evacuation:** The general procedures for fire evacuation will be followed. Once the building is evacuated and the children have been relocated to one of the sites mentioned below, families will be notified by Parchment Director of Operations and a phone call from center staff. *If emergency personnel determine that it is not safe to shelter at designated location, the center will follow directions from emergency personnel to relocate children to a safe location and contact parents with that information as soon as possible.*

**Emergencies that prevent Evacuations:** Parents will be notified and staff will shelter with children at the center until emergency personnel determine conditions are safe. Parents will be notified again when it is safe to pick up their children. In case of a power outage: Children will be kept safe and remain with staff. For extended power outages (longer than 1 hour), parents will be notified of the power outage and the center's plan for dismissal (bus or parent pick up).

## Serious Accident/Injury

In the event that any child is seriously injured or becomes seriously ill while in attendance at the facility, the following procedures will be followed:

1. Administer first aid as necessary
2. Call 9-1-1 and report the emergency if necessary
3. Contact the child's family

## Off-Site Relocation

In the event that we are unable to return to the center, children will be relocated to one of the following locations:

**1. Northwood Plainwell Little League Fields**

708 G Ave W

Kalamazoo, MI 49004

Contact: Nathan Nash #269-349-9213

**2. North Park Reformed Church**

1316 Barney Rd

Kalamazoo, MI 49004

Contact: Paul Fazio #269-743-8770

Children will be relocated via school buses or walking to the relocation site. Families will be notified through a mass text message or phone call, a posting to the district website, and a posting on the center's exterior doors. Staff will also call and contact parents for immediate pick-up.

**Family Notification for all Emergencies:** Families will be notified through a mass text message or phone call, a posting to the district website, and a phone call from center staff as soon as possible.

## **Safety of Children with Special Needs**

1. The center will identify children whose needs require additional assistance in the event of an evacuation
2. The center will assign a specific caregiver to each child with special needs