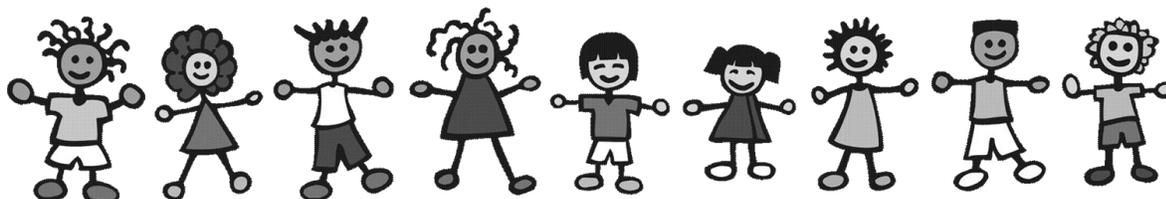


Updated August 2017

Parchment 
Early Learning Center
AND SCHOOL AGE CHILDCARE

Center Policies

Childcare and GSRP



600 Edison Street
Kalamazoo, MI 49004
Phone: 269-488-1360
Fax: 269-488-1363



"These materials were developed under a grant awarded
by the Michigan Department of Education."

Mission Statements

Childcare: PELC's young childcare program exists to provide the highest quality childcare experience to families in the Parchment area. Our staff is committed to continuously love and support the families that entrust their children to us.

GSRP Preschool: PELC's GSRP program exists to prepare children to be successful in Kindergarten, while remaining developmentally appropriate to 4-5 yr old children. Our staff provides opportunities for active and continuous family involvement in order to strengthen learning at home and positive child outcomes.

Philosophy

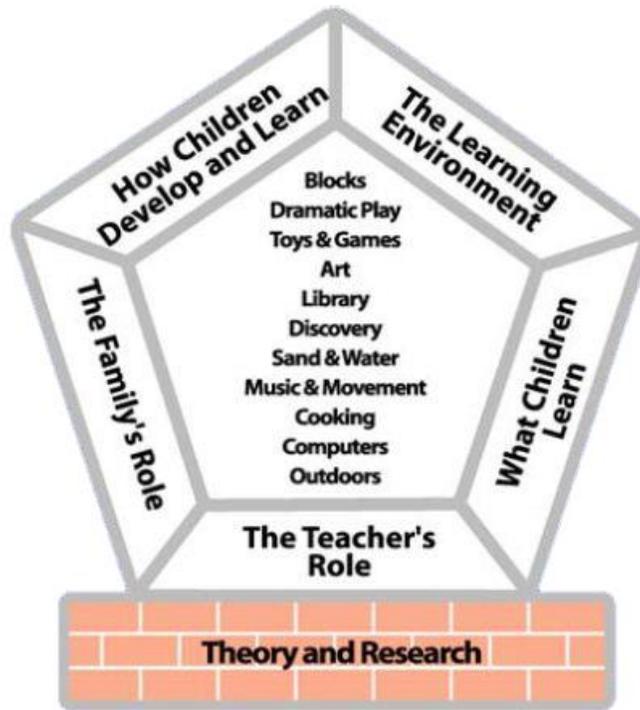
The Parchment Early Learning Center believes that children develop and learn best in a **child-led, disciplined, loving, and structured environment.**

Curriculum and Assessments

Curriculum: The center uses the Creative Curriculum, a nationally recognized, researched based, Birth – Five curriculum. This is a comprehensive curriculum that addresses all aspects of teaching preschool children. The curriculum defines what to teach, why the content and skills are appropriate learning expectations for young children, and where, when and how to teach effectively. Please see the director or your child's teacher if you would like more specific information. We would be happy to share! Below is a basic overview.

Here are the five fundamental principles behind our curriculum:

1. Positive interactions and relationships with adults provide a critical foundation for successful learning
2. Social-emotional competence is a significant factor in school success
3. Constructive, purposeful play supports essential learning
4. The physical environment affects the type and quality of learning interactions
5. Teacher-family partnerships promote development and learning



Screening and Assessments: All children are screened using the Ages and Stages Questionnaire within 6 weeks of beginning at the center. Staff use ongoing assessments through Teaching Strategies GOLD assessment system that range through the following areas of development:

- Social-Emotional Development
- Language Development
- Physical Development
- Cognitive Development

Conferences: Staff will meet with families twice during the school year to discuss each child’s development, specific concerns, and to set goals for growth. GSRP teachers will also meet with families once prior to the school year and once after the school year. These additional visits will typically take place at the child’s home.

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

Withdrawal: You may withdrawal 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.

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 using one of our two check-in kiosks. 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. If the kiosk is not working, you may physically sign your child in or out on the sign in sheet in your child's classroom.

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 drivers 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.

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

- A typical daily routine
- Creative Curriculum weekly planning
- Lunch and snack menus
- Emergency telephone numbers (911, fire, police, poison control) and the center’s address and 2 main cross streets – by every telephone

Age	Staff-to-Child Ratio
12 months until 29 months	1 to 4
30 months until 3 years	1 to 8
3 years until 4 years	1 to 10
4 years until school-age	1 to 12
If there are children of mixed ages in the same room or playground, the ratio shall be determined by the age of the youngest child.	

Primary Caregivers For Explorers Classroom ONLY (12 mo – 29 mo)

Definition: The staff member(s) assigned to a specific toddler. The primary caregiver is responsible for direct care, verbal and physical interactions, primary responses to the child’s physical and emotional needs, and continued interaction with the child’s family regarding the child’s experiences.

Responsibilities: Each caregiver will be focused on a small group of toddlers and focus on the following:

- Greetings and departures
- Comforting
- Feeding
- Diapering
 - **Families are required to provide diapers, wipes, pull ups, and any ointments**
- Napping
- Tracking individual milestones
- Indoor and outdoor play

Primary caregiving assignments will be documented and posted in the classroom. Children will be assigned a primary caregiver in the first few weeks they attend the center. Assignments will be made based on the child’s natural relationship with each staff member.

Daily Routine: Routines depend on the developmental levels and individual personalities of the children in each classroom. The following is a basic outline taken from Creative Curriculum:

- **Choice Time:** Children choose the interest area in which they would like to work, with whom they want to work, and what materials to use. This is a minimum of one hour. Teachers interact with children and engage in their play.
- **Snack**
- **Large Group:** Includes singing, dancing, finger plays, discussions, whole-class problem solving, reading books, etc. Group time provides an opportunity for children to experience a sense of belonging to a group. Teachers lead the children, but accept thoughts and suggestions to encourage children to feel that they are a part of the classroom.

- **Small Groups:** May involve 2-8 children working with 1 teacher, depending on the classroom. This is the time of day that the most teacher-directed, focused learning takes place. Small groups enable teachers to introduce a new concept or new materials to children, teach a specific skill to children, encourage conversations and the sharing of ideas, extend children's thinking by asking questions and posing new challenges, and focus observations on individual children and document what children know and can do.
- **Outdoor Play:** Teachers engage with children in the outdoor environment. Some days it will be choice time outdoors and some days teachers will have pre-planned activities available
- **Lunch:** Teachers establish a calm and pleasant atmosphere to engage in conversation over the course of the meal. Children are encouraged to help with set up and clean up as much as they are able.
- **Read-Aloud:** Teachers read children new stories and re-explore the children's favorites from Group time to transition to rest time.
- **Quiet Time:** For a minimum of 20-30 minutes, all children must lay quietly on their sleeping mats. Quiet activities will then be provided for children who are ready to be awake. (See section on Quiet Time for more information.)
- **Snack**
- **Choice Time**
- **Outdoor Play**

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

Media Usage: Use of media is prohibited for children under 30 months. Children from 30 months until school-age non-interactive media usage will not exceed 1 hours per month.

Special Needs: The center is committed to an inclusive environment for all children and families. Our physical environments are free of barriers and will be adjusted as needed to accommodate all children and families. Staff will collaborate with families to develop a plan to meet the individualized needs of each child and will keep open communication to make revisions as necessary. Staff will use a variety of teaching strategies to meet each child's needs and will facilitate interactions between the child and their peers as needed. Staff will gain verbal assent from families before involving additional specialists and resources, including: school counselor, school Special Education director and staff, therapists, Community Mental Health Liaison.

Diversity and Culture: The center is committed to respecting each child's culture and diverse needs. We are committed to learning accurate information about the diversity and culture of all families and treating each family with respect and sensitivity. The center will actively involve families in the development and learning of their child, as culture is the framework in which children develop. (See Volunteer Opportunities section for a list of specific examples.) Staff will focus on incorporating the diverse cultures of families, communities, and the Parchment area.

Fees and Billing Procedures

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

Preschool costs: The center hosts a grant based "Great Start Readiness Program" preschool. Families will complete an application; your qualifying factors will dictate your out-of-pocket costs. When the application has been processed, the center will notify you if you qualify for free, reduced, or full tuition preschool. Before and after school and no school day care is an additional fee. See Pricing Sheet for complete details.

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 at the kiosk) 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.

Great Start Readiness Program Information

This class is designed for children who will be 4 years old by September 1st and live in Kalamazoo County. GSRP is a state funded program which allows us to offer this preschool experience to many of our families for free or reduced tuition.

Schedule: GSRP preschool runs 8:20-3:20 Monday - Friday. This program follows the Parchment School District calendar including holiday breaks, teacher professional development days, and snow days.

Childcare: The center offers the following services to all GSRP families:

**See pricing sheet for costs

Before school care: 6:00 AM – 8:10 AM
After school care: 3:30 PM – 6:00 PM
No school day care: Full day 6:00 AM – 6:00 PM
Half day 11:45 AM – 6:00 PM

This care is available on all days the center is open. See General Programming on pg 2 for specific dates.

Admission: The following documents are required – in addition to the above mentioned documents) before admission to the GSRP program:

- Birth Certificate
- Proof of Residency
- Proof of Income/Public Assistance
- Pre-K Application
- Parchment Enrollment Form
- Life Experiences Form

Transportation: Parchment School District provides bussing for all GSRP 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.

Food Service/Nutrition

“Family Style” Dining: Staff shall foster and facilitate children’s independence, language, and social interactions by doing all of the following:

- Encouraging self-feeding
- Serving appropriate portion sizes
- Sitting and eating with children during eating times

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: A morning snack is provided for all childcare rooms and an afternoon snack is provided for all childcare and GSRP rooms. 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: All meals shall be provided by the family. (*GSRP Families: breakfast and lunch are provided.*) There are two options:

1. Purchase a lunch from Chartwell's Food Service. Menus are posted in classrooms and available upon request. ****Please note: Chartwell's meals are ONLY available on days Parchment Schools are open. Families will be required to send in a meal on ANY no school days.****
2. Pack and send a lunch from home. The CACFP nutrition guidelines, that families are strongly recommended to follow, are included in the enrollment packet.

Refrigeration: The center has a limited capacity for refrigerated storage. When sending meals with your child, please send food with an ice pack and in an insulated lunch box to keep food at an appropriate temperature.

Milk

- **For children under the age of 2:** The center will serve whole homogenized Vitamin D-fortified cow's milk with lunch daily. Families may choose to provide milk. However, if a child does not have milk sent with their lunch, the center will offer whole milk to them.
- **For children over the age of 2:** If the student has purchased a Chartwell's lunch, they will receive fat-free milk. If the student brings in a lunch, families are requested to send fat-free or low-fat milk. This follows the guidelines established by the CACFP.
- **When we discard:** After milk has been unrefrigerated over 1 hour or milk left in a container after a meal. Milk shall be used within 7 days of opening the container.

Choking Hazards for children ages 3 and under: The center will not serve or allow toddlers to eat foods that present a choking hazard. Examples of food choking hazards include, but are not limited to:

- Popcorn
- Seeds
- Nuts
- Hard candy
- Whole grapes
- Whole hot dogs
- Whole or round-sliced raw carrots
- Hard pretzels
- Chips
- Marshmallows
- Spoonfuls of peanut butter
- Large chunks of meat
- Cheese cubes
- Bite-size crackers

Special Nutritional Needs: The center will ensure children with special dietary needs receive meals/snacks in accordance with the child's needs.

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

Safety checklists will be performed by a staff member daily on the George St playground and the Edison St playground.

Weather: Every child will go outside at least 2 times 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 for big body play.

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)*

Quiet Time

Resting: All children will be given the opportunity to rest. While Quiet Time is required, not all children will fall asleep. Quiet activities will be provided for the awake children (looking at books, putting together puzzles, etc). Children will be permitted to sleep on demand.

Rest mats: Each child will rest or sleep alone on their rest mat. Individual mats will be washed, rinsed, and sanitized when soiled or minimally once a week. Sleeping surfaces for different children will not touch. Mats will be at least 18 inches apart to provide a free and direct means of egress.

Bedding: Blankets or other sleeping equipment shall be provided by the families and will need to fit in the child’s locker or cubby. One child’s bedding will not be stored touching another child’s bedding or

rest mat. Bedding will be sent home each weekend to be washed and returned for the next week. If a child forgets their bedding, the center will make every effort to provide a sheet or blanket for that child that day.

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.

Illness	
Parent Notification	Exclusion from program for 24 hours min.
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.

Note sent home	Phone call as soon as possible
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, pick them up if absolutely necessary, and remove them from the environment. Bring to the Director's office for extra support if necessary. 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 GSRP 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.

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:

- Lending objects for units of study (we will communicate these needs through newsletters)
- Coming and talking about your job, hobbies, or interests
- 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 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