



*We are your neighborhood school.*

# ***Second Home Child Development Center***

## **Parent/Guardian Handbook**

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## **Program Overview**

The Great Start Readiness Program (GSRP) is Michigan's state-funded preschool for eligible four-year-old children with a focus on supporting children's development of school readiness skills. The program is administered by the Michigan Department of Education (MDE), Office of Great Start (OGS). Research on preschool programs and specific research on GSRP indicates that children provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds who did not attend a high-quality preschool program.

To support learning at home and increase positive child outcomes, programs must provide for active and continuous involvement of parents in the learning process. Through advisory meetings, parents assist to evaluate and make recommendations about the program.

## **Program Philosophy**

Our program is designed for children to have freedom to learn and play at his/her speed. A variety of educational and developmental activities will be available to the children as well as outdoor and indoor play time to promote physical development. All of these activities are to supplement a child's development and to promote success in experiencing the joys of learning.

## **Curriculum**

Montessori is a philosophy of education developed by Dr. Maria Montessori at the turn of the twentieth century. Dr. Montessori said of her philosophy, "Our aim is not merely to make the child understand, and still less to force him to memorize, but so to touch his imagination as to enthuse him to his inmost core."

The Montessori philosophy differs from traditional school. One philosophical principle involves the child's development of abstract understanding from sequenced concrete experiences. The child gains knowledge thorough understanding of introduced concepts. The program focuses on having an individualized program for each child. In the Montessori classroom, children are honored for who they are, and for where they are in their personal development. Each child's strengths are recognized and built upon.

The Montessori approach to education is grounded in the belief that children have a dynamic inner desire to explore and learn about their environment. All children carry within themselves the person they will become. Developing the physical, intellectual and spiritual potential to the fullest requires freedom – freedom achieved through order and self-discipline. A prepared and stimulating environment allows children to learn at their own pace, according to their own capabilities in a non-competitive atmosphere.

Teachers regularly observe and record children's behavior, experiences and interests. Based on these careful observations, teachers are able to plan activities that will promote children's growth and

development. They also use these notes in parent meetings, conferences, and home visits to help parents better understand their children's development.

## **Character Education Program**

Second Home Child Development Center is committed to the development of children becoming responsible citizens. We work to build a strong, supportive community of learners in each classroom. Communication skills, conflict resolution, grace and courtesy, teambuilding activities and character education are a vital part of our curriculum. A different character trait is discussed each month, such as respect, courage or citizenship.

## **Assessment**

Developmental Screening: In partnership with families we complete the Ages and Stages Questionnaire (ASQ) developmental screening for all GSRP children within two weeks of the child's first day of school. This information is entered online where it can be automatically scored. All families will receive their child's results and activities at or before the fall parent-teacher conference. Teachers and families will partner to use the information to plan for each child's success. If further evaluation is indicated by the results of the ASQ, the parents will be notified and a plan of action will be developed.

Ongoing Assessment: We use Teaching Strategies GOLD to support and plan for each child's progress throughout the school year. TS GOLD is an observation tool that helps tell the story of your child's growth and development throughout the program year. Notes are recorded and entered all curriculum areas. Families receive a, *My Child's Developmental Profile (Family Report)* three times per school year.

## **Parent Involvement**

Parent involvement is welcomed and encouraged. To establish and maintain a strong school-home connection, which benefits children, we offer the following ways for families to be involved:

- Volunteering in the Classroom: Talk with your child's teacher about how you can be involved as a volunteer.
- Home Visits and Parent-Teacher Conferences: Teachers work with families to schedule two home visits and two parent-teacher conferences. Additional meetings can be arranged.
- Parent Orientation: Takes place at the start of the school year to support relationships, invite input, share community resources, and encourage future involvement in program decision making.
- Parent Advisory Meetings\Local Advisory Committee: Two or more are scheduled to share program goals, share community resources, and attain input related to program decisions. Meeting minutes will be available 1 week after the meeting. Child care is provided.

## **Volunteers**

Volunteers are welcome in the program provided that they are at least 18 years of age, complete the same interview and reference check process as Staff, and are cleared through the Department of

Human Services Central Registry and ICHAT systems. Candidates will not be accepted to volunteer in the program if they have been convicted of either of the following:

- a. Child abuse or neglect.
- b. A felony.

Volunteers will serve under the direct supervision of assigned childcare staff and never left alone with children.

## **Hours/Days of Operation**

The school day program is scheduled to operate Monday through Thursday from 8:15AM to 3:15PM, which is the same length as a full elementary school day for at least 120 days during the school year.

## **Calendar**

Each family is provided a program calendar prior to the first day of school. Refer to the calendar for information regarding the first day of school, last day of school, school breaks, or other days the classroom may not be open. If you are in need of another copy of the program calendar please contact your child's teacher or the program administrator. See attachment C for the full yearly calendar, which may change throughout the school year.

## **Inclement Weather**

Inclement weather, power outages, or other building problems may require that classes be closed. Families are encouraged to tune in to school closings listed on the local TV, our Facebook Page and radio stations to learn if school is closed for the day. If school is in session and needs to be closed, families will be contacted via phone and/or electronically to pick-up their child.

## **Before/After Care for GSRP**

We offer before and after care at our site for working families. Our before care starts at 7:00AM. We also offer an extended day option in which that ends at 5:00PM. Children must be signed up in advance for the before school care.

## Typical Daily Routine

This is a sample daily routine for a school day GSRP classroom. The daily routine for your child's classroom is posted outside the classroom as well as displayed at a child's level inside the classroom.

7:45-8:15	<b>Arrival/Greeting/Wash Hands</b> – Children enter classroom at their own pace, they spend time with books, or interact with and their peers. Children wash and dry their hands.
8:20-8:45	<b>Breakfast</b> – Children have choices about what they serve themselves and whether they want to eat breakfast.
8:45-9:00	<b>Morning Meeting-</b> Adults and children discuss the events for the day, new classroom work, the weather, review letters/numbers, and a read aloud.
9:00-9:30	<b>Outside / Gross Motor</b> – Children have many choices outdoors, while interacting with adults and peers.
9:30-9:45	<b>Small Group/Planning-</b> In a small group, children explore play, work with materials and talk about what they are doing. Children use materials in their own way while adults discuss what they are seeing to extend on learning.
9:45-10:45	<b>Work Time</b> – Children are encouraged to follow their plan or revise their plan as they work. Children make many choices about where they want to work and decide how to use materials. Adults participate as partners and encourage children's problem solving with materials and social conflict.
10:45-10:50	<b>Clean-up</b> – Children and adults clean up together, keeping it fun. Children make many choices where and how to clean, with adults supporting children's level of involvement.
10:50-11:00	<b>Recall</b> – Adults provide a variety of materials and strategies to maintain interest as they encourage children to talk about their experiences during work time.
11:00-11:15	<b>Bathroom and Read Aloud</b>
11:20-12:00	<b>Lunch</b> – (family Style) Children choose where they want to sit for a “family style lunch”. They serve and clean up after themselves.
12:00-12:30	<b>Work Cards-</b> Students chose Montessori work to complete their work cards. When they finish the activity, they explain it to the teacher and it gets written on their work card before moving to the next activity.
12:30-12:45	<b>Bathroom and set up rest mats</b>
12:45-1:45	<b>Rest (Quiet) Time</b> – Children are resting or sleeping. Children who are awake choose quiet play such as books, soft music, stories or fine motor manipulatives.
1:45-2:00	<b>Clean up rest time and bathroom</b>
2:00 – 2:20	<b>Snack</b>
2:20 – 2:50	<b>Outside / Gross Motor</b> - Children have many choices outdoors, as much as work time indoors.
2:50 – 3:10	<b>Art/Music/Movement/ Table Toys</b>
3:10 -3:15	<b>Pack up &amp; Depart from School</b>
3:15 – 4:45	<b>Free Choice/Work Time</b> – see a.m. description
4:45 – 5:00	<b>Clean up/Dismissal from after-care</b>



## **Rest Time**

All children will be provided with a cot or mat on which to rest. Families are welcome to provide their child with a small blanket. A large blanket or pillow should NOT be sent. Talk with your child's teacher if you would like to bring other rest items for your child. Please remember to label all items sent to school. Rest items provided by families will be sent home at the end of each week for laundering.

Transitioning into rest time, children are encouraged to gather their nap belongings and place them on their cot. The lights dimmed and soft music may be played. Rest time is scheduled to last no longer than one hour. Children that do not rest are welcome to participate in a variety of quiet activities on a cot, on a mat, or at a table. After an hour, the lights are turned on and children are encouraged to return their rest items to their cubbies. Children that are still resting will be gently encouraged to wake up but not forced to get up.

## **Outdoor**

Your child will go outside every day, as long as the real feel is 20 degrees Fahrenheit or above. Outdoor play time is structured to be a healthy, educational and enjoyable time for children. Please make sure your child is dressed in clothing that is appropriate for the weather conditions. If it has recently rained, your child will need to have a pair of boots to wear outside. If there is snow on the ground and/or the temperature outside is very cold, your child will need a snowsuit, hat, gloves or mittens, and snow boots. Each child must have a complete change of clothes (underwear, socks, shirt, and pants) that will be kept in the classroom. Each piece of clothing must be clearly labeled with your child's first and last name. If you are in need of any of these items please let your classroom teacher or program administrator know. Kindly remember if your child is too sick to go outside and play he/she is too sick to come to school.

## **Conflict Resolution/Discipline**

Second Home Child Development Center believes that discipline is designed and implemented to help each child learn self-control, choose appropriate alternatives, identify feelings, and when possible, develop an understanding and respect for the feelings of others. Discipline should not damage the child's self-image or embarrass the child who is being disciplined. When possible, the child being disciplined should contribute to resolving the conflict in which he or she is involved.

Staff supports children as they begin to understand their behavior choices and learn acceptable ways of interaction with others. The approach we use promotes and encourages self-regulation, self-direction, self-esteem, and a spirit of cooperation. We use a six-step process to resolve conflicts. The steps are:

1. Approach children calmly and stop any hurtful actions
2. Acknowledge children's feelings
3. Involved children in identifying the problem by gathering information
4. Restate the problem in children's vocabulary
5. Ask children for solutions and encourage them to choose one together
6. Give follow-up support when children act on their decisions

We encourage you to help us give children a consistent message by trying to use the six steps at home.

Staff is prohibited from using forms of punishment:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- 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.

Children must not be excluded or expelled because of the need for additional medical or behavioral support; assistance with toileting, or staff attitudes and/or apprehensions.

## **Attendance**

Please make every effort to arrive at school on time. When children arrive after the day has started, they miss out on important parts of the routine. Children who consistently arrive on time and are in school every day quickly master the routine, learn more, are happier to be in school and receive the maximum benefit from our preschool program. If your child will not be in attendance, please call 586-200-5294 before the program day begins and let them know your child's name, the classroom, and the reason for not attending.

If a child is absent and the program is not contacted by the parent, the program will attempt to make contact with the parent. If the program cannot make contact with the parent for 3 consecutive days, then a letter will be sent to the parent. If the program does not receive a response within 7 days of the date of the letter the child may be moved to the program's waitlist.

It is important that children are picked-up on time. If a child is still in attendance 30-minutes after the end of the GSRP day, and contact cannot be made with the parent, the program will contact the local police station to pick-up the child.

If a child is consistently absent, resulting in the child missing 15% or more of the program, the program will partner with the family to resolve the situation. If the situation cannot be resolved, then the child may be moved to the waitlist.

## **Referrals for Child and Family Needs**

We strive to meet the individual needs of all children in the program. To determine each child's needs, the program conducts screenings within the first two weeks of the child's first day of school to assess children's developmental, behavioral, and language development. If these screenings - as well as information gathered from observations or provided by parents, doctors, or other specialists - result in a concern about the child's development or functioning, we will begin a process to follow up on that concern, including further evaluation if needed.

If your child enters the program with a documented special need, the documentation will need to include a notation that GSRP is a suitable setting in light of the needs of the child.

Families may also need services unrelated to special education. To provide this support, families are asked to provide information related to the child's life experiences and current living situation. If there is a non-educational need that your family has, please notify a staff member. Staff will assist in seeking the resources you need and follow-up accordingly.

We will work with families to locate support needed in the areas of medical, mental health, food, clothing, and housing. If there is additional support needed, please see office staff for assistance.

## **Confidentiality**

Out of respect for the privacy of each family in our program, all information pertaining to students and families will be kept confidential. If a student is attending a program administered by a public school, the student's TS Gold assessment and attendance records may be passed on to the students' Kindergarten school building. Information may be reviewed by Macomb Intermediate Schools and/or the MDE to ensure and support program compliance. The only instance in which information will be shared about a child or family without a parent's written consent is when staff has reason to suspect the child may have experienced abuse or neglect.

A parent has the right to:

- a. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit request. The Custodian of Records will notify parent or adult student of the time and place where records can be inspected.
- b. Request amendments if the parent or adult student believes the record is inaccurate, misleading or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- c. Consent to disclosures of personally-identifiable information contained in the student's education records except to those disclosures allowed by the law.
- d. Challenge District non-compliance with a parents request to amend the records through a hearing. If the Custodian of Records decided not to amend the record, the parent or adult student will so be notified and provided an opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- e. File a complaint with the US Department of Education, 600 Independence Avenue, Washington D.C., 20202

## **Notice of Program Measurement**

GSRP sites are required to work with the MDE to measure the effect of the state-wide GSRP. Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers.
- Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law. If you have questions about this, contact:

Address: MDE

Office of Great Start  
608 W. Allegan, P.O. Box 30008  
Lansing, MI 48909

E-mail: [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov)

Phone: 517-373-8483

## Admission

Children must meet criteria based on the MDE, Department of Licensing and Regulatory Affairs (LARA), and federal guidelines if the program is a GSRP/Head Start blend. Priority is given to families with greatest need. Students are not selected on a first-come, first-serve basis. Prior to admission, the following documents need to be completed and on file:

- Proof of age (four years old on or before September 1), which could be one of the following:
  - Birth certificate (a district may require a certified copy)
  - Passport
  - Hospital record
  - Baptismal record
  - Other governmental form such as a Medicaid Card
- Proof of income, which could be one of the following:
  - Tax return
  - Paycheck stub
  - W-2 Form
  - Written Statement from employer(s)
  - Public assistance
  - Signed Income Verification Form or local equivalent
- Eligibility factor information and related documentation
- Head Start Waiver (if applicable)
- Immunization records
- Child Information Record
- Application
- Free and Reduced Meal Family Application

Once the above documentation is on file, a determination regarding admission will be made. A child will either be admitted to the program or placed on the waiting list. Children will be on the wait list in order of need, listing those with greatest need first.

A Health Appraisal must be on file within the first 30 days of initial attendance or the child will not be able to attend until it is submitted. The Health Appraisal must have a physician's signature, stamp, and the date.

Fee (sliding scale) – the Great Start Readiness Program is a grant provided by the state of Michigan. Tuition fees only apply if you are above 250% Federal Poverty Level. We will comply with Macomb County Great Start Readiness Tuition Sliding Scale.

### **Sliding Fee Tuition Scale\***

- **Families whose income falls below 250% of the Federal Poverty guidelines pay no fee for preschool tuition.**
- **Families whose income is above 250% of the Federal Poverty guidelines will pay the following fee for preschool tuition:**

<b>Weekly Tuition Rates</b>	<b>Below 250% of the Federal Poverty Level</b>	<b>251%-300% of the Federal Poverty Level</b>	<b>Above 300% of the Federal Poverty Level</b>
<b>½ Day Programming</b>	GSRP Eligible- No tuition	<b>\$5/week</b>	<b>\$10/week</b>
<b>School Day Programming</b>	GSRP Eligible- No tuition	<b>\$10/week</b>	<b>\$20/week</b>

### **Emergency Cards**

Parents will complete an emergency card at the time of enrollment. Your child will ONLY be released to someone authorized on that card. Please keep us up to date if the information on that card should change.

### **Sign-In and Sign-Out Procedure**

Second Home Child Development Center does not assume responsibility for a child until he/she is signed in by the parent/guardian or person designated on the emergency card. A child may not sign himself or herself in or out of school. The only person who can sign in a child or pick up a child is the parent or person designated on the emergency card. The person picking up or dropping off must come to the classroom with the child. Calling ahead does not meet the standard of signing the child in or out. Sign-in and out procedures must be followed or services will be terminated.

### **Release of Children**

Only those people listed on the Emergency Card will be allowed to pick your child up from school. All “Pick-Up People”, other than parents, must be at least 18 years old and will be asked to show photo ID before your child is released. This policy must be strictly adhered to for your child’s safety and

compliance with Day Care Licensing Rules. We understand that situations may arise where someone who may not be on the Emergency Card will need to pick your child. We will not be able to release your child to that person unless we have written consent from you. The person picking up will also need to show identification in order for the children to be released.

For your child's safety, we will not release them to someone not on their Emergency Card, or to anyone on the card who does not appear to be a safe pick up person, due to intoxication or other impairments. The following steps will be taken when a parent or other pick-up person appears to be intoxicated or otherwise impaired.

### **The Staff will attempt:**

- To contact the other parent or another person responsible for the child.
- To keep the child until another authorized person can pick up the child.
- If the pickup person insists on leaving, the staff will tell the pickup person that they feel it is not safe for the children to ride with him/her and notify the local police as soon as they leave the facility.

### **Custody Issues**

We realize that for our families, sometimes custody is an issue. We must have a copy of custody order on file outlining your child's custody arrangement. Only with this order may we respect any wishes you might have for our child not to be released to the non-custodial parent.

### **Withdrawal Process**

Our GSRP withdrawal process consists of two parts: 1) the steps we ask families to take if they decide to leave our program and 2) reasons why a child might be asked to stay home or leave a GSRP program.

#### **1. Parent initiated withdrawal**

- If you decide to withdraw from our program, please let Michelle Nighbert, Program Coordinator know as soon as possible so that we can notify a family on our wait list.

#### **2. Program initiated withdrawal**

- Once enrolled in GSRP, the only reason we will initiate permanent withdrawal from our program is due to low attendance (see page 10 for more information)
- Children will be asked to stay home while they have a contagious illness that endangers the health and/or safety of children or others. (see page 15 for more information)
- According to the MDE, children enrolled in GSRP programs "must not be excluded or expelled because of the need for additional medical or behavioral support." If your child is struggling in our GSRP program, we will partner with you to help your child succeed. (See page 10 for more information)

## **Accidents/Emergencies**

In case of an accident/injury a staff member will identify the injury and notify the certified CPR/First Aid staff member. An incident report will be completed by staff and submitted to the office by the end of the school day. A parent can obtain a copy of the report by request.

When a child incurs a minor injury, staff will take the following steps:

1. Immediate care is provided to the child
2. A phone call, written report (“Incident Report”), or both will be provided to the parent at or before dismissal on the day of the minor injury

When a child incurs a serious injury, staff will take the following steps:

1. A staff member calls 9-1-1 and then immediately phones any other required personnel that need to be notified when 9-1-1- is called, while the certified CPR/First Aid staff member remains with the injured child.
2. Ensure the scene is safe. If so, provide care and comfort to the injured child until EMS personnel arrive.
3. EMS personnel will determine if the injured party needs to be taken to the hospital.
4. The parents will be contacted by phone once the situation is under control. If the parents cannot be reached the next person on the emergency card will be contacted until either the program is able to talk with someone or all individuals have been phoned.
5. A staff member will ride in the ambulance if the parent is unable to do so.
6. Within twenty-four hours of the injury, a call will be made to the Department of Regulatory Services Licensing Division followed by a written report within three days of the injury.

## **Emergency Procedures and Precautions**

Severe emergency situations including fire, tornado, serious accident/injury and man-made disasters, as well as, a crisis management plan has been written for GSRP. Emergency procedures and evacuation plans are posted for your review in each classroom and includes detailed instructions on specific emergency procedures.

The GSRP defines crisis as an unexpected, critical event that disrupts normal business operations and could threaten people’s safety and welfare on the property where the program is located including, but not limited to: intruders, bomb threats, custody disputes, power outages, or violence. Both internal and external communication takes place in cooperation with local law enforcement. Phone numbers for emergency personnel, as well as the building address and nearest cross streets are posted in GSRP classroom or GSRP Family Board for immediate and effective response to any emergency situation.

### **Building Evacuation Plan**

In the event of a building evacuation, a relocation site has been predetermined to ensure that all children and adults are effectively and safely moved to an alternate clean and secure site. Children with special needs will be accommodated in accordance with the special health care plans on file.

## **Lockdown Procedure**

Lockdown procedures have been created to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with the special health care plans on file. The severity of the threat will determine how lockdown procedures are enforced. In a 'Lockdown Code', family members will not have access to the building until law enforcement has issued an 'all clear'.

## **Pick up after an all school emergency**

In the event of an all-school or site-wide emergency, site protocol will be followed, including the format of how families shall be contacted. Once law enforcement determines that an emergency has been resolved, family members/designated adults will be contacted via phone using the contact information provided on your child's information card. Adults will be provided details on how, when, and where to pick up their child.

## **Hazardous Exposure Policy**

A plan for responding to a situation of hazardous exposure has been put in place to ensure the safety of all children and adults in the building. Children with special needs will be accommodated in accordance with the special health care plans on file. In this situation, family members will not have access to the building until law enforcement has issued an 'all clear'.

## **Pest Management**

Per licensing regulations, liquid spray or aerosol insecticide applications will not be performed in any classroom unless the room will be unoccupied for at least 4 hours or longer if required by the pesticide label use directions. Families will receive advanced notification of pesticide applications through these two methods; letters sent home with students and notices posted at the center entrance and on classroom Family Information Boards.

The advanced notice shall contain the following information:

- Information about the pesticide, including the target pest or purpose
- Approximate location and date of the application
- Contact information at the Center
- National Pesticide Information Center (NPIC) toll-free number: 1-800-858-7378

## **Health Guidelines**

Regardless of the precautions taken at home or school, your child may become ill during the course of the school year. If your child becomes ill, you will be called and asked to pick up your child. If you are unavailable, we will call someone on your Child Information Record. The child should be picked up within one hour of being notified. If your child has been absent due to a communicable disease, such as strep throat or pink eye, you may be required to present a doctor's note documenting that the child is able to return to school.

There are times when a child should not be sent to school. These times include when a child has:

- A fever (temperature of 100 or more)



- Child must be free of fever for 24 hours (without fever reducing medication) in order to return.
- Diarrhea or vomiting
  - Child must be symptom free for 24 hours in order to return
- Discharge or redness of the eyes
- Discharge from the ear
- Green or yellow discharge from the nose
- Persistent or productive cough
- Sore throat
- Skin rash

Ringworm, lice, hand-foot-mouth or any other communicable disease .

Parents must notify the school if a child has a communicable disease or an extended illness. When applicable, the school will notify families of an illness. A doctor's note for treatment of a communicable disease or an extended illness may be required for re-admittance to school.

## **Exclusion or Dismissal of Children Due to Health Concerns**

The parent, legal guardian or the person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the center. The center shall ask the parents to consult with the child's health care provider. The staff shall ask the parents to inform them of the advice received from the health care provider. The advice of the child's health care provider shall be followed by the center.

## **Universal Precautions/Handling Bodily Fluids**

As a protection against blood-borne pathogens, staff members are to use universal precautions when coming in contact with the blood or bodily fluids of any person. Strict adherence to universal precautions prevents exposure to blood-borne pathogens including HIV and Hepatitis B. The following universal precautions apply:

- Wear latex gloves when coming into contact with blood, skin and mucous membrane cuts, or any open lesion.
- Wear latex gloves when coming into contact with urine, stool or vomit.
- Use gloves for the care of only one child and then discard the gloves.
- Wash hands after discarding the gloves.
- Properly dispose of contaminated materials in a properly labeled biohazard container.

## **Cleaning Up Body Fluids**

Treat urine, stool, vomit, blood and body fluids as potentially infectious. Spills of body fluid should be cleaned up and surfaces sanitized immediately.

For small amounts of urine and stool on smooth surfaces wipe off and clean away visible soil with a little detergent solution. Then rinse the surface with clean water. Apply a sanitizer to the surface for the required contact time.

For larger spills on floors, or any spills on rugs or carpets:

Wear gloves while cleaning. While disposable gloves can be used, household rubber gloves are adequate for all spills except blood and bloody body fluids. Disposable gloves should be used when

blood may be present in the spill. Take care to avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have. Wipe up as much of the visible material as possible with disposable paper towels and carefully place the soiled paper towels and other soiled disposable material in a leak-proof, plastic bag that has been securely tied or sealed. Use a wet/dry vacuum on carpets, if such equipment is available. Immediately use a detergent, or a disinfectant-detergent to clean the spill area. Then rinse the area with clean water.

For blood and body fluid spills on carpeting, blot to remove body fluids from the fabric as quickly as possible. Then spot clean the area with a detergent-disinfectant rather than with a bleach solution. Additional cleaning by shampooing or steam cleaning the contaminated surface may be necessary. Sanitize the cleaned and rinsed surface by wetting the entire surface with a sanitizing solution of bleach in water (1/4 cup of household bleach in 1 gallon of water) or an industrial sanitizer used according to the manufacturer's instructions. For carpets cleaned with a detergent-disinfectant, sanitizing is accomplished by continuing to apply and extract the solution until there is no visible soil. Then follow the manufacturer's instructions for the use of the sanitizer to be sure the carpet is sanitized by the treatment. Dry the surface.

Clean and rinse reusable household rubber gloves, then treat them as a contaminated surface in applying the sanitizing solution to them. Remove, dry and store these gloves away from food or food surfaces. Discard disposable gloves.

Mops and other equipment used to clean up body fluids should be:

- Cleaned with detergent and rinsed with water
- Rinse with a fresh sanitizing solution
- Wring as dry as possible
- Air-dried

Wash your hands afterward, even though you wore gloves. Remove and bag clothing (yours and those worn by children) soiled by body fluids. Put on fresh clothes after washing the soiled skin and hands of everyone involved.

### Sanitizing Process and Solution

The following steps are to be followed for cleaning and sanitizing:

- Clean surface with detergent and water.
- Rinse the surface with clean water
- Submerge, wipe or spray surface with bleach solution.
- Wipe bleach solution over the surface with a paper towel. Do not dry off.
- Allow to air dry for 2 minutes.
- Cloths can be rinsed in solution for food preparation areas, large toys, books, and activity centers.
- Objects, such as small toys, can be dipped into a container filled with the sanitizing solution.

Sanitizer solutions can be applied in various ways to surfaces that have been cleaned with detergent and rinsed: spray bottles for diaper changing surfaces, toilets, doorknobs, cabinet handles, phone receivers, countertops, and tables. Note: Spray bottles and other containers should ALWAYS be

labeled with the name and strength of the solution they contain and kept out of reach of children. In addition, fresh air should be moving about when sanitizing (a large fan or windows open).

A bleach solution is recommended:

- Made fresh daily (the solution loses strength once it is mixed).
- 1/4 cup household (not industrial strength) bleach + 1 gallon of cool water OR 1-tablespoon bleach + 1 quart of cool water.

Other examples of sanitizing solutions include but are not limited to:

Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions. Bleach being used for sanitizing must have an EPA number indicating an approval for food sanitizing.

## Handwashing

Hands shall be washed with soap under running water. The following are **not approved** substitutes for soap and running water: hand sanitizers, water basins, and pre-moistened cleansing wipes.

**The following procedures are considered best practice for hand washing:**

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.

**Additional Hand Washing Information:**

- By using a paper towel to turn off the water faucet, staff that have just completed hand washing prevent recontamination of their hands.
- Shared cloth towels can transmit infectious disease.
- Taps that turn off automatically or those that can be turned off without using hands avoid the recontamination problem.
- When hand-washing facilities are not available at a remote work site, use appropriate antiseptic hand cleaner or antiseptic towelettes. As soon as possible, rewash hands with soap and running water.
- Good practice mandates that staff members always wash their hands, upon arrival for the day or when moving from one child care group to another

Before and after:

- Eating, handling food, or feeding a child
- Giving medication
- Playing in water that is used by more than one person
- After:
  - Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores
  - Handling uncooked food, especially raw meat and poultry
  - Handling pets and other animals
  - Playing in sandboxes
  - Cleaning or handling the garbage

## Medication

In order to establish and maintain a system of safe storage, handling and administering of medications at school, an Authorization to Administer Medication Form is required. We will follow all steps noted in the Licensing Rules for Child Care Centers, Rule 400.8152, including:

- Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only.
- A caregiver shall give or apply medication, prescription or non-prescription, only with prior written permission from a parent. A physician’s permission may also be required.
- All medication shall be in its original container, stored according to instructions, and clearly labeled for a named child.
- Prescription medication shall have the pharmacy label indicating the physician’s name, child’s name, instructions, and name and strength of the medication and shall be given according to those instructions.
- Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually. Any nonprescription medication needs to be provided by the parent.

## Dress Code

Dress should allow students to participate comfortably in a variety of physical and outdoor activities. The following items are recommended not to be worn for health and safety reasons: open toe shoes, flip flops, hats, and spaghetti strap tank tops. We recommend shorts under skirts and dresses. Sunglasses, hats, coats, and jackets may be worn outdoors only. Parents are urged to see that their children are properly dressed for inclement or cold weather. Students will go outdoors if the temperature is above 20 degrees Fahrenheit (wind chill factor). Dress code is subject to change for special events.

## Health Care Resources

Macomb County Health Division	586-465-8090	27690 Van Dyke	Warren, MI 48093
St. John Hospital of	586-573-5000	11800 E 12 Mile	Warren, MI 48093

Macomb			
National Capital Poison Center	1-800-222-1222		<a href="http://www.poison.org">www.poison.org</a>
General Health & Wellness	American Academy of Pediatrics		<a href="http://www.aap.org">www.aap.org</a>
	Healthy children		<a href="http://www.healthychildren.org">www.healthychildren.org</a>
	Bright Futures		<a href="http://www.brightfutures.org">www.brightfutures.org</a>
Nutrition	My Plate (USDA)		<a href="http://www.choosemyplate.gov">www.choosemyplate.gov</a>
	American Dietetic Association		<a href="http://www.kidseatright.org">www.kidseatright.org</a>
Violence & Bullying			<a href="http://www.stopbullying.gov">www.stopbullying.gov</a>

## Food Service

A planned food service program will be part of the school day. There is no cost for snacks or meals. The following meals/snacks will be served at the following times:

- Breakfast at approximately 8:30am
- Lunch at approximately 11:10am
- Afternoon snack at approximately 2:00pm

All meals will be fully compliant with the final rule for nutrition standards in the Child and Adult Care Food Program. Menus with noted food substitutions will be posted in a place visible to parents. If there is a need for a child to receive substitutions due to medical or religious reasons, a CACFP Request for Special Dietary Needs Accommodations must be submitted. The center will comply with rule 400.8330 (3) to ensure children with special dietary needs receive meals/snacks in accordance with the child's needs.

Families are not allowed to send in food for their children simply because the child does not like the food served or prefers something from home. A child may have to be exposed to a food that is new 12 or more times before becoming comfortable with it. Through our family style dining approach, children will build relationships with each other while learning healthy eating habits.

## USDA Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech

disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, [1400 Independence Avenue, SW, Washington, D.C. 20250](https://www.usda.gov/office-of-the-assistant-secretary-for-civil-rights)-9410; (2) fax: [\(202\) 690-7442](tel:2026907442); or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **Child Abuse and Neglect**

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the act, our employees are considered Mandated Reporters and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to discuss their suspicions with parents before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

## **Grievance Policy**

We strive to provide a positive, nurturing environment for all. However at times, concerns may arise. If you have a concern about something related to your child's preschool program the best place to start to resolve the issue or concern is with the child's teacher. Talk about the concern with the teacher and try to reach a solution. If that does not work, you are welcome to contact the program administrator. We will work with all families to arrive at an agreeable resolution for all parties.

If an agreeable resolution cannot be attained between the parent and program staff, a parent can contact the Macomb County's Early Childhood contact, Kelly Adamek, Great Start Readiness Coordinator at (586) 228-3468. If resolution cannot be found with Great Start Readiness Coordinator, families can contact the MDE at (517) 373-8483.

## **Prohibited Behaviors**

### **Drug Free School Zone**

The use of any alcohol, drug, or tobacco products including E-Cigarettes, within the school buildings, the school facilities or on the school grounds by any individual, including school personnel, is prohibited.

### **Firearms – Weapon free School Zone**

This program is located inside of a weapon free school zone. Weapons/firearms are not permitted.

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The federal Gun-Free Schools Act of 1994 requires school districts to expel a student from school for a period of not less than one year if it is determined that the student brought a firearm to school.

## **Licensing Notebook**

The program licensing notebook is available on-site for parental inspection. The licensing notebook includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) since May, 2010. The notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least the past two years are also available on the child care licensing website at: <http://www.michigan.gov.michildcare>.

## **Staff**

Employees are carefully selected through an evaluation of written applications, personal interviews and reference checks. In addition, staff are cleared through the Department of Human Services Central Registry and ICHAT (Internet Criminal History Assessment Tool).

## **Staff Training**

There will be at least one employee with current certification in infant, child and adult CPR and current first aid certification on duty in the center at all times. All employees will complete blood-borne pathogen training within 6 months of initial hire and annual thereafter. All employees will complete 12 clock hours of annual training, not including CPR, first aid, and blood borne pathogen training.

This handbook was developed under a grant awarded by the Michigan Department of Education.



# **Attachment A**

## **Before and After School Care**

### **Before Care –**

**Monday – Thursday 7:00AM – 7:45AM**

### **After Care –**

**Monday – Thursday 3:45PM – 5:00PM**

*This attachment contains information related to the program we offer before and after GSRP. This information is not related to GSRP hours, which results in differences for tuition and other items noted in this attachment.*

*In order for a child to attend before or after care, the parent must complete the following forms and submit them to the office.*

### **Before & After Care**

- Morning/After School Child Care Form
- Morning/After School Child Care Interest Form (completed and submitted to Second Home Child Development Center office by 5pm on Tuesday prior to the week morning care is needed)
- Play Ground Consent Form
- Good Health Statement
- Emergency Card

### **Morning Care Schedule**

7:00AM – 7:45AM – Arrival and table top toys

### **After School Care**

3:45PM – 4:15PM – Table Top Toys

4:15PM – 4:45PM – Outside/Free Choice

4:45PM – 5:00PM - Clean Up and Library

## **Attachment B**

### **Celebrations/Holidays**

*We invite families to share their home celebrations with the school community. Please share your ideas with your child's classroom teacher, the program director, or at the parent advisory meeting. We look to support celebrations while maintaining curriculum and grant requirements (e.g. not asking families to pay for or donate items).*

### **Birthdays**

*Many families are interested in celebrating their child's birthday with the classroom. Our standard practice is to invite the child to bring a healthy snack to have that afternoon. Please remember sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes, celiac disease, or other dietary restrictions. In addition, frequent sugary snacks do not contribute to achieving our goal of healthy bodies and healthy eating habits for all students. We ask that if you do send a snack on your child's birthday, it is an item from below:*

- Pretzels
- Gold fish
- Cheese & Crackers
- Fresh Fruit
- Fruit snacks
- Fresh veggies
- Store bought muffins.

### **Field Trips**

*Our classrooms may participate in field trips. Field trip locations are determined based on the development and interests of the children in the class. For example, if children are interested in wooded areas and the animals that live within them we may take a field trip to our local nature center. With the goal of maintaining a consistent daily routine, the number of field trips will be limited. We will also prioritize field trips that are part of the day, rather than the whole day, so that children who need to rest will still have the opportunity to do so.*

*Whenever a field trip is scheduled we will be sure to arrange transportation. Any associated costs, like entrance fees, will be incurred by the program. Parents are welcome, not required, to attend as well. If there are entrance fees, the number of adults per student that can attend for free may be limited to one.*

## **Fundraising**

*If our program participates in fundraising or a drive to help those in need, it will include:*

- *Optional participation*
- *No competition between individual students or classrooms*
- *No showy prizes for kids who raise the most funds*

*Lists of suggested donations will include inexpensive items, like boxes of J-e-l-l-o for a Thanksgiving basket.*

## **Guests/Visitors/Volunteers**

*We welcome special guests and visitors into our classroom to support children's growth in knowledge, experiences, and relationships with family and community members. We may have a special guest share on a topic that the children are interested in, like a veterinarian. We may have a community member who has gone through our volunteer training join the classroom to interact with children during work time. We may have a family member join a table during lunch. If you have any suggestions for a special guest or visitor, please talk with your child's teacher or the program director.*

## **Picture Day**

*School pictures are an important part of many cultural heritages in our community. To honor that, we have picture day in the fall every year. Your child will have the opportunity to be in a class picture, as well as individual pictures. Additional classroom and individual pictures can be purchased if you choose to do so. If you do not want your child to participate, please let your classroom teacher and program director know.*

## **Toys from Home**

*We recognize children may want to bring an item from home to school. As a program, we do not take any responsibility for damage to or loss of items brought from home. If challenges in the classroom are created by bringing toys from home we will work with the child and parent to determine a solution.*

**Attachment C**  
**2017-2018 Family Calendar**

August 26	Back To School Bash 12:00pm – 3:00pm
August 31	Meet The Teacher 5pm-7pm
September 7	Curriculum Night 5pm – 7pm
September 11	Student's First Day
September 28	Decorate your Book Bag 5pm – 6pm
October 5	Picture Day
October 19	Harvest Fest 6pm – 7:30pm
October 31	Pajama Day
November 2	Parent Advisory 4pm
November 16	Mobile Dentist
November 22- 24	No School Thanksgiving Break
November 28	Parent Teacher Conferences 4pm – 8pm
November 30	No School – Staff Professional Development
December 1	Parent Teacher Conferences 9am – 4pm
December 25- 29	No School – Winter Break
January 1-5	No School – Winter Break
January 8	Students Return
January 15	No School for Students MLK Day
February 9	Sweet Heart Dance 6:30pm – 7:30pm
February 19	No School Mid-Winter Break
March 15	Wear Green To School
March 22	Parent Teacher Conferences 4pm – 8pm
March 23	Parent Teacher Conferences 9am – 4pm
April 2-6	Spring Break No School
April 19	Parent Advisory & Kindergarten Transition Plan 4pm
May 28	Memorial Day No School
June 5	Field Day
June 6	Kona Ice 2:30pm – 4:30pm
June 7	Last Day of School

