



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.

Mission Statement 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

Our GSRP classroom(s) use the research based High Scope Curriculum that aligns with Michigan's Early Childhood Standards of Quality for Pre-Kindergarten. Curriculum areas include Approaches to Learning; Social and Emotional Development; Physical Development and Health; Language, Literacy, and Communication; Mathematics; Creative Arts; Science and Technology; Social Studies; and English Language Learners. In the High Scope curriculum, adults and children are partners in play. More information about the High Scope curriculum can be found at <http://www.highscope.org>.

Character Education Program

Second Home Child Development Center is committed to the development of children to become responsible citizens. We work to build a strong, supportive community of learners in each classroom. Communication skills, conflict resolution, grace and courtesy, team-building 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: Ongoing child assessment is also an underlying component of the HighScope Curriculum. Objective anecdotal observations of children collected throughout children's natural play allow teachers to assess child progress and plan meaningful learning experiences.

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. For the safety and well-being of our preschoolers, staff, and families in classroom volunteering will not be permitted.
- Home Visits and Parent-Teacher Conferences: Teachers work with families to schedule two home visits and two parent-teacher conferences. Home visits and parent-teacher conferences will be held via Zoom, phone calls, or outside while practicing social distancing. 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. Our parent orientation will be done via Zoom or Facebook Live.
- 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. Parent Advisory Meetings will be done via Zoom.

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 must complete a comprehensive background check and a Public Sex Offender Registry check (PSOR). 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 be left alone with children.

Hours/Days of Operation

The school day program is scheduled to operate Monday through Thursday for 7 hours, 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 need 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.**

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.

See Specific Classroom for time.	Activity	Description
	Doors Open/Welcome	Children hang up coats, backpacks and wash hands prior to entering the classroom.
	Arrival, Choice & Bathroom	Table Top Toys & Sign In
	Breakfast	Children eat and clean up after themselves
	Greeting & Read Aloud	Large-group time builds a sense of community. Up to 20 children and two adults come together for movement and music activities, interactive storytelling, and other shared experiences. Children have many opportunities to make choices and play the role of leader.
	Plan – Do - Review	This three-part sequence is unique to the High Scope Curriculum. It includes a 10- to 15-minute period during which children plan what they want to do during work time (the area to visit, materials to use, and friends to play with); a 40- to 60-minute work time minimum for children to carry out their plans (or shift to new activities that interest them); and another 10- to 15-minute period for reviewing and recalling with an adult and other child what they've done and learned.
	Small Group	During this time, a small group of children meet with an adult to experiment with materials, try out new skills, and solve problems. Adults develop a small-group activity based on children's interests and particular skills, materials, or content areas that suit children's developmental learning needs. Though the adult plans the activity and sets it in motion, children make choices about how to use the materials and freely communicate their ideas.
	Choice Time	40- to 60-minute work time minimum for children to carry out their plans or shift to new activities that interest them
	Bathroom	
	Songs and Movement	Children express themselves through songs and movements.

	Re-Read Aloud	Re-Read Aloud
	Lunch	Children eat and clean up themselves. (45-60 minutes)
	Outside	Children have many choices outdoors, while interacting with teachers and peers. (30 minutes 2X a day)
	Rest	Children are resting or sleeping. Children who are awake chose quiet play such as books, soft music or fine motor manipulatives. (45-60 minutes)
	Snack	Children and teachers share nutritious food and interesting conversation together in a relaxed, family-style manner. (20-30 minutes)
	Dismissal	Children along with teachers pack up their belongings and get ready to go home.

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, Remind App (Mrs. Michelle's as well the teachers), and local 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.

Rest Time

All children will be provided with a cot or mat on which to rest. Families must 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 temperature is above 20 degrees Fahrenheit. According to the Child Care Licensing Bureau the outdoor play area is considered an outdoor classroom and an extension of the learning environment (R 400.8170 (2)). 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 need 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. Involve 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 586-209-4267 or contact the child's teacher 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 contact the parent. If the program cannot contact 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.

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.

Late Pick-Up Policy

The purpose of the late pick-up policy is to maintain the integrity of the program and to respect the hours of operation. Therefore, the following policy has been put into place:

Pre-K dismissal time is 3:30 pm. After 3:35 pm your child's teacher will attempt to contact you via telephone, text message, email, and Remind. If direct contact cannot be made with you, your child's teacher will start contacting those persons on the emergency card via telephone. After 3:40 pm there will be a \$1 per minute fee charged for every minute the parent/guardian is late to pick up their child. The fee must be paid to the Director within 48 hours of receiving the bill via cash or money order. Upon payment, a receipt will be given to the parent/guardian. After two late pick-ups the family will have a face-to-face meeting with the Director. After three late pick-ups, the child could be unenrolled from Second Home Child Development Center.

If a parent/guardian has not contacted Second Home Child Development Center within the 5-minute window, the classroom teacher will follow the contact protocol below:

1. First, the parent/legal guardian will be called.
2. If the child is still in attendance 20 minutes after the end of their classroom time, we are still not able to reach any parent/guardian and or authorized emergency contact or we have made contact but the child is still present at Second Home Child Development Center, we will call the local police department.

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 the 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 HighScope/COR assessment and attendance records may be passed on to the student's 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 requests. The Custodian of Records will notify parent or adult students 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 that 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 parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will 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.

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- 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
 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 300% Federal Poverty Level. We will comply with Macomb County Great Start Readiness Tuition Sliding Scale.

**Macomb Intermediate School District
2023-2024 Great Start Readiness Preschool Sliding Fee Tuition Scale**

Weekly Tuition Rates	Below 300% of the Federal Poverty Level	230%-350% of the Federal Poverty Level	351% and above of the Federal Poverty Level
½ Day Programming	GSRP Eligible - No tuition	\$5/week	\$10/week
School Day Programming	GSRP Eligible - No tuition	\$10/week	\$20/week

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. Parents/Guardians/Designated drop off or pick up person will sign the child in/out on the sheet near the child’s classroom entrance door. The only person who can sign in a child or pick up a child is the parent or person designated on the emergency card. 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 up 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.

Late Pick-Up Policy

The purpose of the late pick-up policy is to maintain the integrity of the program and to respect the hours of operation. Therefore, the following policy has been put into place:

Pre-K dismissal time is 3:30 pm. After 3:40 pm your child's teacher will attempt to contact you via telephone, text message, email and Remind. If direct contact cannot be made with you, your child's teacher will start contacting those persons on the emergency card via telephone. **After 3:40 pm there will be a \$1 per minute fee charged for every minute the parent/guardian is late to pick up their child.** The fee must be paid to the Director within 48 hours of receiving the bill via cash or money order. Upon payment a receipt will be given to the parent/guardian. After two late pick-ups the family will have a face to face meeting with the Director. After three late pick-ups, the child could be unenrolled from Second Home Child Development Center.

If a parent/guardian has not contacted Second Home Child Development Center within the 5-minute window, the classroom teacher will follow the contact protocol below:

1. First, the parent/legal guardian will be called.
2. If the child is still in attendance 20 minutes after the end of their classroom time, we are still not able to reach any parent/guardian and or authorized emergency contact or we have made contact but the child is still present at Second Home Child Development Center, we will call the local police department.

Custody Issues

We realize that for our families, sometimes custody is an issue. We must have a copy of the 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

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- 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 include 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

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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 48 hours (without fever reducing medication) in order to return.
 - Diarrhea or vomiting
 - Child must be symptom free for 48 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 the 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 healthcare 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 healthcare 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 non prescription 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. Hair should be cleaned and maintained. 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). The 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 Macomb	586-573-5000	11800 E 12 Mile	Warren, MI 48093
National Capital Poison Center	1-800-222-1222		www.poison.org
General Health & Wellness	American Academy of Pediatrics		www.aap.org
	Healthy children		www.healthychildren.org
	Bright Futures		www.brightfutures.org
Nutrition	My Plate (USDA)		www.choosemyplate.gov
	American Dietetic Association		www.kidseatright.org
Violence & Bullying			www.stopbullying.gov

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 8:45am
- Lunch at approximately 11:30am
- 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, 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, audiotape, 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](#), (AD-3027) found online at: 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](#)-9410; (2) fax: [\(202\) 690-7442](tel:2026907442); or (3) email: 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 the Great Start Readiness Coordinator, families can contact the MDE at (517) 373-8483.

McKinney-Vento Homeless Requirement

By law the Early Childhood Programs must follow the McKinney-Vento Homeless Requirements to support families that are experiencing homelessness. The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

If your family is experiencing any of these situations, or may be experiencing them in the future, please reach out to program staff as soon as possible to understand what your rights are by law, and for support to be provided by our team.

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. 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 licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. The licensing notebook is available to parents

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during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at 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 Health & 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 annually thereafter. All employees will complete 16 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

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.

*Any associated costs, like entrance fees, will be incurred by the program. Second Home Child Development Center will pay for one child and one adult who is over the age of 18. **Your child must have an adult attend the field trip in order to participate.** Siblings or additional family members will not be allowed to ride buses provided to Second Home students.*

Guests/Visitors/Volunteers (see page 6 for more information)

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.

Birthday

*Many families are interested in celebrating their child's birthday in the classroom. Our standard practice is to invite the child to bring a healthy snack to have that afternoon. **We do not allow balloons, candles, table clothes or "birthday" like games.** 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
- Goldfish
- Cheese & Crackers
- Fresh Fruit/Veggies
- Store bought muffins

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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).

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.

Handbook Disclaimer: The handbook is not intended to be all encompassing, that it does not create a contract between the school and parents or students. School officials may revise the handbook to implement the education program and ensure student wellbeing. School officials are responsible for interpreting the handbook and if a situation is not specifically addressed, the school will make decisions based upon staff discretion, applicable policies, licensing, state and federal statutes and regulations, consistent with the school's best interests. Parents and staff will be notified of any and all changes.

SHCDC 2023-2024 CALENDAR

"Ready to Grow"

8/21 - Staff Return
 8/23- 8/25 - Boot Camp
 8/26 - Back 2 School Bash

Staff: 9

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/16 - No School
 2/19 - President's Day No School
 Staff: 19
 Students: 16

9/1 - No School Labor Day
 9/4 - No School Labor Day
 9/5- Home Visits
 9/6 - Student's First Day

Staff: 19
 Students: 14

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/15 - Conferences (8:30 - 2:45 pm)
 3/20 - Conferences (3:45 - 4:30 pm)
 3/22 - Conferences (8:30 - 11:30 am)
 3/25-3/29 - Spring Break
 Staff: 16
 Students: 12

10/17 - Picture Day
 10/31 - Trunk N Treat

Staff: 22
 Students: 18

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/1 - No School _ Staff PD
 Staff: 21
 Students: 17

11/22-11/24 - Thanksgiving Break
 Staff: 19
 Students: 16

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/27 - Memorial Day - No School
 5/17 - Home Visits (8:30 - 2:30pm)
 5/31 - Home Visits (8:30 - 2:30pm)
 Staff: 21
 Students: 17

12/15 - Conferences (830 - 300pm)
 12/20 - Conferences (345 - 530pm)
 12/21 - Conferences (345 - 530pm)
 12/22 - Conferences (830 - 1130 am)
 12/25-12/29 - Holiday Break

Staff: 16
 Students: 12

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Staff: 10
 Students: 4
 6/6 - Student's Last Day
 6/11 - Home Visits (830 - 2:30pm)
 6/14 - Staff Last Day

1/1 - 1/5 - Holiday Break
 1/15 - MLK Jr Day
 Staff: 16
 Students: 13

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Red - No School (staff & students)
 Yellow: Staff Only
 Green: School Events
 Blue: Student first & last day
 Staff Hours - 730am - 4pm
 Student - 830am - 330pm
 Staff: 186
 Student: 139 days

Tentative: 4/24/23 MN 5/3/23 MN 71423

SHCDC Events 2023 - 2024

(Events & Dates could change)

(Events with * will require pre-enrollment via an online form- NO PAPER ENROLLMENT FORMS)

(Some events will have to be limited to a certain number of attendees)

[Event Sign Up Link](#)

August 2023	
Saturday, August 26 1:00pm - 4:00pm	Back to School Bash
September 2023	
Wednesday, September 6 8:30am	Pre- K First Day of School
Thursday, September 14 3:45pm - 5:00pm	Meet the Teacher Night (MMA Only)
Wednesday, September 20 2:00pm	*Goodie with Grandparents (outside weather permitting)
October 2023	
Monday, October 2-6 9am - 3:45pm	MMA Scholastic Book Fair
Thursday, October 5	*Detroit Zoo Field Trip (each child must have an adult attend with them)
Thursday, October 12 10:00am	Little Creatures @ MMA
Tuesday, October 17	Happy Feet Pictures 8:15am start
Tuesday, October 31 2:00pm	*Trunk-N-Treat
November 2023	
November 1-14	Food Drive

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Saturday, November 11 1:00pm - 4:00pm	*Mother & Son Dance
Tuesday, November 21 2:00pm	Thankful Classroom Party
December 2023	
December 1-20	Toys For Tots Drive
December 18-21	Holiday Spirit Week
Thursday, December 21 2:00pm	Holiday Classroom Party
January 2024	
February 2024	Black History Month
Wednesday, February 14 2:00pm	Friendship Classroom Party
Thursday, February 15	*African American Museum (each child must have an adult attend with them)
March 2024	
March 1-31	March is Reading Month
Thursday, March 7 4:00pm	*Family Game Night
Thursday, March 21 3:30pm - 5:00pm	*Ann Arbor Hands On Museum (on campus)
April 2024	
Saturday, April 13 1:00pm - 4:00pm	*Dad & Daughter Dance
Friday, April 19 9:00am	*Michigan Science Center (each child must have an adult attend with them)
May 2024	
Monday, May 13 2:00pm	*Muffins with Mom (outside weather permitting)
Thursday, May 23 9am - 1pm	*Belle Isle (each child must have an adult attend with them)
June 2024	

Tuesday, June 4 2:00pm	*Donuts with Dude (outside weather permitting)
Thursday, June 6	Pre-K Last Day - Classroom Celebrations (more info coming to you in May)