

Madison Early Childhood Center
25601 Couzens Ave
Madison Heights, MI 48071



School Age Child Care
Parent Handbook
2023-2024

TABLE OF CONTENTS

INTRODUCTION	3
OUR PROGRAM MISSION AND PHILOSOPHY	3
NON-DISCRIMINATION POLICY	4
ENROLLMENT POLICY	4
HOURS OF OPERATION	5
SUMMER CALENDAR	5
FEE SCHEDULE	6
ADDITIONAL FEES	6
WITHDRAWAL POLICY	7
DISMISSAL POLICY	7
ABSENCES	7
ADDITIONAL DAYS	7
ARRIVAL AND PICK UP POLICY	8
DISCIPLINE POLICY	8
HEALTH AND SAFETY	9
MANDATED REPORTERS	10
ACCIDENTS, INJURIES, INCIDENTS AND ILLNESSES	11
MEDICATION	11
CHILDREN WITH ALLERGIES	12
EXCLUSION AND RETURN POLICY FOR ILLNESS	12
NUTRITION AND FOOD SERVICE	14
EMERGENCY AND EVACUATION PLANS	15
FIELD TRIPS	15
CLOTHING	16
RESPONSIBILITY AND LIABILITY	16
INTEGRATED PEST MANAGEMENT PLAN	16
LICENSING NOTEBOOK/BINDER	17

INTRODUCTION

Welcome to Madison Elementary School Age Child Care Program. We are very excited to have you and your child join our Madison Elementary School family. The child care program is available before school, after school, and during the summer. Here at Madison Elementary, we focus on the development of the whole child. Each day your child will be engaged in educational activities that take place in a secure, caring, and enriched environment. We treat each child and parent with understanding and respect, while being responsive to your individual needs and expectations.

You will receive information from our staff outlining your child's daily activities and routines. The Parent Handbook provides you with the guidelines and policies of our school/program. The guidelines have been developed in accordance with state licensing standards, accreditation standards, research-based education practices, and guidance from the American Academy of Pediatrics.

We encourage you to read this information for a better understanding of what to expect during your time here at Madison Elementary School Age Child Care Program. We welcome any questions you might have on the information contained in this handbook and we encourage you to talk with the director if you require clarification on any topic.

Madison Elementary School Age Child Care Program is licensed by the State of Michigan, Child Care Licensing Division and follows the rules and regulations outlined in Section 2 of Act No. 116 of the Public Acts of 1973, as amended, being 722.112 of the Michigan Compiled Laws.

We hope you and your child will find Madison Elementary School Age Child Care Program a rewarding place to learn and grow together.

OUR PROGRAM MISSION AND PHILOSOPHY

The early years are the most critical years in a child's life; experiences during this time have a lasting impact on a child's development and future academic success. Our purpose is to empower our earliest learners beginning at 4 years of age to elementary school age to acquire the skills they will need to become creative problem solvers, lifelong learners, and responsible members of their community.

Our mission is to support the growth of each child and recognize the potential for learning in all of our children. We believe that children should have equal opportunities to learn based on their needs, interests, and abilities, which enhance their cognitive, socio-emotional, and physical development. Our mission is to provide a safe and

nurturing environment with the intent to strengthen parent/community involvement between home and school.

NON-DISCRIMINATION POLICY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

ENROLLMENT POLICY

When you enroll your child with us, you are required to complete the Enrollment Registration Information packet. These forms give us vital information about your child so we can provide the best possible care. It is imperative for your child's health and safety that all forms are accurately completed and submitted to management for review before your child's first day. There may be other state-specific forms that must be completed as well.

Within the Enrollment Registration Information packet, you will be asked for telephone numbers where you can be immediately reached. Please notify us if any of these numbers change. For your child's health and safety, we must be able to quickly reach you while your child is in our care. You will also be required to provide us with the names and telephone numbers of at least three other individuals that you authorize to pick up your child from school. Please inform these individuals that they are required to come to the office and present a valid, government issued identification.

Enrollment for Madison Elementary School Age Child Care Program is open to children ages 4 years to 11 years. **Children must be potty trained before enrollment.**

Enrollment for our Summer Child Care Program is based on availability of space and registration fees can be paid at any time prior to the start of the program.

The following forms must be completed for enrollment in either program:

- Enrollment Application
- Written Information Packet Documentation
- Child Information Record (completely filled out)
- Parent Notification of the Licensing Notebook
- Child/Parent Behavior Contract
- Payment Agreement
- Policy Agreement
- Program Permissions
- Health Appraisal (**Toddler and Preschool age only**)

Forms may be picked up in the front office or found on the school website. Completed forms must be turned in at the office prior to the child's first day of attendance.

Non-refundable registration fees for the school year and summer session are required with all enrollments. New students must also pay the registration fee at the time of enrollment. ***Any outstanding balances must be brought up-to-date before registration for any programs will be accepted.***

HOURS OF OPERATION

During the school year, School Age Child Care is available Monday - Friday before school from 6:30am until 8:00am and after school from 3:00 p.m. until 6:00 p.m. School Age Child Care follows the building calendar during the school year.

Summer School Age Child Care is available Monday - Friday from 7:00 a.m. until 6:00 p.m.

FEE SCHEDULE

Tuition (during school year)

Mornings Only \$15.00

Afternoons Only \$20.00

Morning and Afternoon \$35.00

Summer Tuition

Number of Days	Full Day (over 5 hours)	Half Day (under 5 hours)
5	\$180	\$90
4	\$144	\$72
3	\$108	\$54
2	\$72	\$36

Payments can be made by money order or credit/debit card.

A \$20.00 late payment fee is assessed if tuition is not paid on/or before the due date. Two weeks of non-payment of tuition will result in our services being terminated. Any unpaid fees or tuition will be sent to a collection agency.

ADDITIONAL FEES

Registration Fee: \$35.00 Registration fee for 2023-2024

Late Fee: Children picked up after our closing time of 6:00 p.m. will be charged an overtime rate of \$1.00 per minute per child. When you arrive you will be asked to sign the overtime sheet agreeing to pay the amount owed. The additional fee will be added to your weekly tuition rate for that week.

WITHDRAWAL POLICY

A parent may withdraw a child by providing written notice to the program director two weeks prior to withdrawal. Parents will still be responsible for all the tuition and fees for two weeks, whether or not your child is in attendance. Tuition will be charged from the date of withdrawal if notice is not given in advance of the withdrawal.

DISMISSAL POLICY

Unfortunately certain circumstances may arise that result in it becoming necessary to discontinue a child's enrollment. This decision is based on the best interest of your child, other children in the class and our teachers. Every effort will be made to correct a situation beforehand.

Disenrollment may be the result of:

- Abuse of other children, teachers, or property by a child, parent or guardian
- Continued violations of procedures and policies by child, parent or guardian
- Inappropriate conduct by parent or guardian
- Non-payment of tuition In addition

School Age Child Care reserves the right to end enrollment of a child for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

ABSENCES

If your child is going to be absent we ask that you please notify us. If your child is ill, we ask that you let us know the nature of the illness, particularly if your child may be contagious.

If your child attends our before and/or after school program and will be absent, we ask that you please notify us so we can inform our staff. If while at school, your child becomes ill and is sent home, we ask that you also notify us so we are not trying to locate the child after school.

No refunds, credits or make-up days shall be made for absences.

ADDITIONAL DAYS

Children that attend School Age Child Care on a part-time basis may add a day if space is available. A request for additional day(s) must be in writing and given to the Director at least one week prior to requested day(s). You are responsible for payment once your request has been submitted and approved.

ARRIVAL AND PICK UP POLICY

When dropping off to School Age Child Care, your child must be accompanied into the classroom by a parent, guardian, or responsible adult. When picking up from School Age Child Care, a parent, guardian, or responsible adult must come to the door/classroom to pick up their child. A sign-in/sign-out sheet must be signed at arrival and pick-up. Children WILL NOT be released to anyone whose name is not listed on the Child Information Card.

All persons (including parents) picking up a child must provide identification upon the request of the School Age Child Care staff.

DISCIPLINE POLICY

Our goal is to help children develop the skill of self-discipline. We believe that children are more likely to develop this skill when they are treated with respect and given clear, consistent and fair limits for behavior. Our staff help the children set their own limits, understand the consequences of their actions and the reason behind our rules and expectations.

The ultimate goal of discipline is to assist the child in becoming a self-disciplined, mature adult who accepts responsibility for his/her actions. At each age, a child can assume some measure of self-control and therefore, responsibility for his/her actions. The goal is to foster self-control and self-discipline, as it is appropriate for each age and to support the children as they practice and master these skills.

The following principles of developmental discipline guide the actions of the staff.

1. Understand developmental characteristics, behaviors, and needs. Be honest, reasonable, and realistic in the expectations of children.
2. Focus on/give positive attention for appropriate behavior. Ignore inappropriate behavior as much as possible. Try to keep the “no’s” to a minimum.
3. Anticipate and plan ahead to prevent possible problems. Structure or restructure the environment to prevent possible problems. Redirect a child to avoid potential problems or conflicts.
4. Be consistent. Make rules that can be enforced.
5. Identify and accept a child’s feelings. Correct behavior by telling the child what he/she did wrong, then tell the child what to do in a positive statement.
6. Remain calm.
7. Remember the long range goal of SELF-DISCIPLINE. Give growth-fostering direction. Encourage independence. Offer choices and allow children to make as many decisions as possible within the necessary limits.

When preventive and structural measures do not work and additional discipline is required, the child is (1) removed from the immediate situation to a nearby area and (2) required to sit and regain control.

After a few moments, a staff member discusses the situation with the child, helping them find appropriate means of dealing with a situation and at the same time making clear the limitations placed on their behavior and the reasons why.

In exceptional cases, additional alternatives may be employed, such as temporary removal/suspension, and requests for evaluation and/or consultations. Cases will be handled on an individual basis in cooperation with parents and in accordance with the school district policy on discipline.

Under no circumstances are the following types of discipline allowed:

- Corporal punishment or threats of corporal punishments (such as pinching, shaking, humiliating, ridiculing, rejecting, harsh or abusive language)
- Restriction of food, naps or toilet learning
- Restricting a child's movement by binding or tying
- Inflicting mental or emotional punishment
- Confining a child in an enclosed area
- Excluding a child from outdoor play or other gross motor activities
- Excluding a child from daily learning experiences
- Requiring a child to be silent or inactive for an inappropriate period of time

HEALTH AND SAFETY

It is our commitment to our families to provide a clean and healthy environment and to take precautionary steps to prevent the outbreak of illness. Each child's health and safety is a matter of major importance. Good health habits, such as proper handwashing, are stressed throughout the year. Tables and bathroom areas are disinfected daily.

Children are encouraged to wash their hands at the following times:

- Before and after snacks
- After using the bathroom
- After contact with any body fluids
- After playing in sand or water
- After playing outdoors
- When soiled.

Staff are encouraged to wash their hands at the following times:

- Before and after snacks
- After serving food
- After using the toilet or helping a child use the toilet
- After cleaning or handling garbage

Caregivers and children are required to wash their hands before food preparation or eating.

Covering one's mouth when sneezing or coughing, and routine hand washing are stressed throughout the year. Despite all efforts, it is still a close environment in which contagious illnesses can be easily transmitted.

MANDATED REPORTERS

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of West Bloomfield Preschool Academy are considered mandated reporters under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Questionable, recurring bruises and/or welts on various parts of the body or in various stages of healing
- Consistent signs of hunger, inappropriate dress, poor hygiene.
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Leaving a child unattended for any amount of time
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

ACCIDENTS, INJURIES, INCIDENTS AND ILLNESSES

Your child may be involved in a minor injury, accident or incident while in our care. When an injury or accident occurs our staff will perform basic first aid to treat an injury. Parents will receive a phone call to inform them of the situation and an Accident Report will be completed detailing the circumstances surrounding the injury. Parents will be asked to sign the Accident Report at pick up time.

If staff notices changes in your child's health or your child becomes ill, a parent/guardian will be called immediately to have the child picked up. If the parent cannot be contacted, staff will call the next person on the child information card until somebody is reached.

The child will be cared for in a separate comfortable place in the classroom until they are picked up.

In the event of a severe medical emergency, we will take the emergency measures deemed necessary for the medical care and protection of your child, including contacting EMS. In the event that we cannot contact you, we will make continuous efforts to contact you or someone listed by you as an emergency contact. If your child is transported by EMS, an administrator or staff member will accompany your child and remain with them until a parent/guardian arrives.

MEDICATION

We are more than happy to provide your child with medication in accordance with our policies and State of Michigan regulations.

Medication authorization forms must be completed for all prescription and over-the-counter medications. The form must be filled out completely and signed by the parent and physician/licensed prescriber. **Staff WILL NOT accept medication or administer medication without documentation from a physician.**

Any medication administered to your child must be:

- In the original container
- Labeled with the child's first and last name
- Labeled with the date and dosage
- Include directions to administer the medication
- Include name of physician prescribing the medication
- Include expiration date
- Include possible side effects
- A medicine spoon must be provided for any oral medication

A staff member will record the following information:

- Name of the child to whom medication was given
- Name of medication
- Date, time and amount given
- Name of staff administering medication

Medication is stored in a locked area inaccessible to children. We will refrigerate medications if instructed on the prescription label. No injections will be administered, with the exception of Epi-Pens and Insulin. The staff cannot follow instructions from

parents that contradict the instructions of the physician or the instructions on the medicine's packaging.

CHILDREN WITH ALLERGIES

Please notify us immediately if your child has allergies. If a child requires medication for a life threatening allergic reaction (i.e. bee stings) your child's medication may be kept at the center and administered when necessary. Please contact a Director to discuss your child's allergies and we will provide you with additional information.

EXCLUSION AND RETURN POLICY FOR ILLNESS

The School Age Child Care Program has devoted much time and research into developing illness policies that are in the best interest of the children and staff. We cannot guarantee that we are fully able to contain or prevent the spread of all illnesses. To protect all children from communicable illnesses, students and staff infected with certain diseases should stay home from school while they are contagious. Students and staff should be symptom-free for 24 hours before returning to school. Contact a staff member if you are unsure whether or not your student should return to school.

Children and staff with any of the conditions listed below must be excluded until the symptoms/conditions have been resolved and the child has been symptom free for at least 24 hours, has been on medication for 24 hours, or submits a signed Physician's statement that he/she is not contagious and recommended a return to school date.

- Temperature of 100.4 degrees or more - Students must be fever free for 24 hours, without the use of fever reducing medications, before coming back to school.
- A sore throat that is accompanied by fever, headache, chills or stomach ache - If your child's Physician has diagnosed Strep throat, your child would need to remain home until they are under treatment for 24 hours, fever free for 24 hours without the use of fever reducing medications and a note from their Physician with recommendations on when they may return to school.
- Nausea, vomiting, diarrhea - Students must remain home until 24 hours after the last episode of vomiting or diarrhea and must be symptom free without the use of medication before returning to school.
- Headache of unknown origin or due to injury
Headache (of unknown origin) - If the headache is accompanied by other symptoms please contact your child's school to determine whether the student should remain home or whether a Physician's note is required.

Headache (due to Injury) - Students should remain home until seen by a Physician and given clearance to return to school.

- Pain and/or swelling in the neck - Recommended to stay home and have an evaluation by a Physician to determine the cause of pain and/or swelling in the neck.
- Influenza/ Influenza like illness - Students should remain home until 24 hours with no fever and without the use of fever reducing medications, and cough has subsided.
- Norovirus (viral Gastroenteritis) - If your child has been diagnosed with Norovirus they must remain home until the illness has ceased for at least 2 days. Excluded from food handling for 3 days after recovery.
- Undiagnosed rash over any part of the body - Must remain home until rash has disappeared and fever is gone or until a Physician diagnosis is obtained.
- Undiagnosed scaly patches on the body or scalp - Must remain home until rash has disappeared and fever is gone or until a Physician diagnosis is obtained.
- Red, draining eyes - Must remain home until they are seen by a Physician, treatment has started, and drainage from eye/eyes has cleared.
- Intense itching with signs or symptoms of secondary infection - Should remain home until seen by Physician and Physician's recommendation when to return to school.
- Open, draining wounds or lesions that cannot be covered - Some wounds/lesions may require a Physician evaluation to determine if infected or contagious.
- Jaundice-yellow color of skin or eyes - May return with Physician note.
- Live Head Lice or nits (eggs) that are ¼' or less from scalp - If noted while at school, the student may be dismissed at the end of the school day. **Must** remain home until First treatment and exam for live lice/nits (eggs) is completed. A second treatment may be necessary 7-10 days after the First treatment.
- An unwell-looking student that is acting abnormally such as: tired/fatigued, crying, difficulty breathing, or continuous cough.
- If child/children exhibit any of the following COVID-19 symptoms: New cough accompanied by other symptoms, shortness of breath or difficulty breathing, new loss of taste or smell, fever (100.4 degrees or higher), chills, muscle or body aches, headache, sore throat, fatigue, diarrhea, nausea or vomiting, congestion or runny nose accompanied by other symptoms should stay home and it is recommended to take a COVID-19 test. If the test is positive, follow COVID-19 guidelines. If COVID-19 test is negative, students must be vomit free and diarrhea free for 24 hours from last episode, fever free for 24 hours without the use of fever reducing medication; as well as improving symptoms prior to returning to school and mask up day 6-10. Your child needs to stay home if there is a pending COVID-19 test.

If your child attends school and shows symptoms of poor health or illness, the following process will be implemented:

- ★ The Director or his/her designee and/or the School Nurse will notify the parent/guardian that the student must be excluded from school for medical reasons.
- ★ The parent/guardian will be asked to pick up the student from school within one hour. If the school cannot reach the parent/guardian, emergency contacts will be notified to pick up the student.

Children absent due to a contagious (or suspected contagious) disease may not return without a written clearance from a physician. Once a child returns after being absent from an illness, they must be well enough to be able to participate in all activities.

Thank you for your cooperation to assist us in providing staff and students a healthy and safe environment.

NUTRITION AND FOOD SERVICE

School Age Child Care recognizes that good nutrition and physical activity are essential for students to maximize their full academic potential, reach their physical and mental potential, and achieve lifelong health and well-being. Children will receive breakfast, lunch and an afternoon snack at school free of charge to the parents. Meals and snacks of sufficient quantity and nutritional quality are provided by Madison District Public Schools. Children are not deprived of snacks, but a child is **never forced** to eat.

Any food allergies should be brought to the attention of the center immediately.

Accommodations will be made for documented medical allergies.

EMERGENCY AND EVACUATION PLANS

The School Age Child Care Program conducts fire and emergency evacuations regularly. Parents, teachers and children will not be made aware of the drill date or time, as this is the most effective way to assess the success of our drills. However, we will do our best to notify you after so you are able to talk to your children about the drill. During a fire/emergency drill, parents may not sign children into or out of the building, but must wait until the drill is complete and the children and teachers have reentered the building. Parents can wait with their child's class in the designated safe areas outside the building until the drill is complete.

In the event of a real evacuation, the Director will inform the teachers that the school must be evacuated. Parents will be notified as soon as possible via email or phone. If it becomes necessary to remove the children from School Age property, children will be taken to the emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick up your child.

Teachers are trained yearly and prepared to handle emergency situations.

In the event that the building must go into LOCKDOWN, all exterior doors and windows to the building will be locked. Children will be moved to a safe place inside a classroom with lights off and blinds closed until the situation is resolved. In this case, no one is allowed to come in or go out of the school until cleared by emergency personnel.

FIELD TRIPS

Field trips are planned occasionally to complement the classroom activities. Field trips are scheduled for preschool classes and school-age classes. Generally, field trips for elementary-age groups occur on days when the elementary program is not in session, for example, during the summer months. All the students ride a Madison District Public School bus to and from field trips. Occasionally students may take short walking field trips to locations near the center.

Parents are welcome to participate as space permits. Siblings not enrolled in School Age are not able to attend field trips.

CLOTHING

Unexpected changes in the weather may require a change of clothes. This may include having a jacket, coat, mittens, gloves and hats for days that become colder or the ability to change into lighter weight clothes for warmer days.

If the weather permits, children will be going outdoors and will need clothes that keep him/her comfortable. In the summer, each child should bring in a labeled bottle of sunscreen.

To help keep your child happy, safe and comfortable while in our care, please send an extra set of clothes to be left at the center. As always, please label all items with your child's first and last name.

For the protection of your child we strongly suggest that tennis shoes or other closed toe shoes be worn at all times; however, during the warmer months, sandals with straps along the back are permitted. Please refrain from sending your child in flip flops as these are not safe for running and climbing.

RESPONSIBILITY AND LIABILITY

Private child care arrangements with district employees are discouraged. However, in the event a parent makes their own arrangement with a Madison District Public Schools employee to care for their child on the employee's own personal time, it is strictly an arrangement between the parent and the individual. The Madison District Public Schools has no responsibility or liability in the matter.

INTEGRATED PEST MANAGEMENT PLAN

As part of the Madison District Public Schools Integrated Pest Management Program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application.

If you wish to be notified of pesticide treatments, please enter the following information and copy & paste it into an email to your building principal:

Subject: Pesticide Prior Notification Request

Parent/Guardian Name:

Student (child's) Name: Address:

Telephone Numbers: Email Address:

School your child attends:

Do you wish to be notified prior to a scheduled pesticide treatment inside the building?

Do you wish to be notified prior to a scheduled pesticide treatment on outside grounds?

LICENSING NOTEBOOK/BINDER

School Age is required to maintain a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review in the center.