

CHILD CARE PARENT HANDBOOK

2023-2024



Richmond Early Childhood Learning Center

Will. L. Lee Elementary

68399 S. Forest

Richmond, MI

586.727.2509

Guaranteed Learning for All Students!

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law), height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

District Mission Statement

At Richmond Community Schools, we provide a quality education that empowers students to be successful in a global community.

Philosophy

Richmond Early Childhood Learning Center Child Care Programs will provide each child with an active learning experience that promotes the whole child. We believe children learn best through hands-on experiences. Our environment will allow for a fun learning experience where each child will be able to learn and feel safe within a developmentally appropriate curriculum.

Program Goals:

- Children will learn how to get along with their peers through problemsolving.
- Children will develop large and small motor skills.
- Children will be allowed to share ideas and feelings.
- Children will be allowed to make choices and feel they have a decision in what they do.
- Children will learn to accept their peers feelings and opinions.
- Children will develop the necessary cognitive skills needed for school age learning.
- Children will develop an understanding of the diverse community around them.
- Families will be openly accepted into the classroom and parent participation will be welcomed.

Licensing Notification

Our programs are licensed by the State of Michigan Department of Human Services. This handbook is provided to acquaint you with the programs and our policies. Our center maintains a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans. This notebook is available in our office during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the child care licensing website at www.michigan.gov/michildcare

Our program will follow state licensing guidelines that require childcare to comply with. We will do everything we can to provide your child with the best preschool environment possible. Our program is fully licensed and a copy of our license is posted in the classroom.

Sample Daily Routine

6:30a.m.-7:45a.m. Arrival/Breakfast/Quiet Activity
7:45a.m. – Dismiss/ School
2:50p.m. Sign In/ arrival
3:00p.m. Snack
3:15p.m. Large Motor/Recess
4:00pm. Free choice (legos,
play-doh-coloring, art etc)
4:30p.m. Homework/ Small group activity

Childcare children are provided with the opportunity to explore the centers in the room. These areas include a dramatic play area, block area, science area which includes a sand and water table, manipulative, library, math, discovery, and art area. These centers allow the children to explore and learn about the things around them. Each center will be set-up with activities to enhance the curriculum that is being taught. School Age children are provided with a nurturing, healthy and safe environment for before and after school activities. We foster creative and cooperative play and provide children with structured reinforcement of school day learning!

Early Childhood Staff and Ratios

Certified staff with early childhood qualifications provide your child with high quality care. Childcare providers receive professional training in all programs including CPR and First Aid. All staff is fingerprinted and has a clearance through the Department of Human Services. The ratio for school age children is 1 adult to 18 children. The ratio for 3-year-old preschool children is 1 adult to 10 children and 4 year old preschool children the ratio is 1 adult to 12 children.

Schedule of Operation

Our program runs with the Richmond Community Schools calendar. Days that the school is closed our program is closed also, such as holidays, professional development and weather days. You will receive a school calendar for the year. We encourage you to keep it and make arrangements if needed. Delayed start: please call the school at 586-727-2509 to verify that staff is in attendance before attempting to bring your child in. In the event a snow day is declared after school begins, the caregivers will remain with the children on site until the parents are notified and children are picked up by parents or other authorized persons on the information card. There will be an additional charge for the extra time the child is in the child care center at administrator's discretion.

Fees and Costs/Admission

Richmond Early Childhood Learning Center Child Care is open to any child enrolled in our preschool programs or attending Lee Elementary or Richmond Middle School. Children must be 3-12 years' of age. The child must be toilet-trained. Proper health and immunization records must be completed. Paperwork must be filled out and turned in to secure a spot in child care. There is a \$25.00 non-refundable registration fee for registering each child. The fees are as follows:

- 6:30am-7:50am- \$4.50/per hour
- 2:50pm-6:00pm-\$4.50/per hour
- Half days- 11:15am-6:00pm \$4.50/per hour
- Preschoolers Extended Day 10:50am-2:50pm \$4.50/ per hour (any preschooler attending before and after preschool care)
- Childcare balances **must be paid in full bi-weekly** before the next billing cycle/invoice is received. Failure to do so will result in removal from program.
- \$25.00 fee on all returned checks.
- There is a **late fee** if a child is picked up after **6:00pm** with or without notification from the parent. The cost is **\$1.00** for every minute past 6:00 pm
- If a child is not picked up within **30** minutes of the centers closing time, local authorities will be contacted.

- Fee of \$5.00 will be charged for payments not made by due date.

Bills for childcare are tabulated from the daily sign in and out protocol. If you are interested in paying online through the easy and convenient ProCare, Please ask for registration sign up in the office.

Attendance

Sign- In /Sign -Out Procedures- the parent **MUST** sign child in and out each day. Caregivers will sign the children in after school. Sheets along with ProCare are used for attendance and billing purposes. Parents **MUST** fill out the monthly/yearly schedule and sign on bottom.

You **MUST** call to let us know if your child will not be attending. Absences without prior notification may be mistaken for a missing child and unnecessary concern and time are spent looking for your child. There will be a **\$10.00 fee** charged to your account if we have to look for your child. 586.727.2509 ext. 1106. **REMEMBER:** The school office and classroom teacher are **NOT** responsible to relay a message about childcare. You must call Childcare directly at 586.727.2509 EXT. 1106 or the Lee frontoffice.

A child who is attending after school activities ON school campus, such as scouts, gymnastics, Lego club, tutoring, etc. must have a note from his/her parents. Without a note, students will attend childcare. This is **ONLY** for school activities.

Withdrawal

Richmond Early Childhood Center Child Care programs will make every effort to keep your child in our program. A child may be dropped from the program if one of the following occurs:

- Parents refuse to meet basic health requirements including up to date immunizations and health appraisals.
- Non-payment of tuition/childcare balance.
- Late payments of any kind.
- If the child's parents and teacher feel the program is not meeting the needs of the child.
- Non-compliance of discipline policy.

Please talk to your child's teacher if there are circumstances that you may be able to work out without withdrawing your child. If you do feel the need to withdraw your child, we will need a two week notice.

Child Release/ Custody Policy

In case of child custody, a Court Order designating a parent or guardian who has full custody must be on file with the office. If someone other than a parent/guardian is picking up the child, we will need to see identification before releasing the child. Children can only be released to persons who are on the Child Information Record (emergency card).

State Assistance

Richmond Community Schools Child Care Program accepts child care payments from the State of Michigan for eligible families. The parent/guardian is responsible for full payment until the program receives verification from the State of Michigan case worker. Once we receive the back payment from the State of Michigan, we will credit your account. The parent/guardian is responsible to pay any portion not covered by the State of Michigan.

Food/Snacks

Parents **MUST** provide a lunch AND two snacks for children attending full day. Before and after school care children need a snack **EACH** day provided by the parent. Parents will provide lunch on half days of school. It is **IMPORTANT** to remember to send a snack in with your child, children are often hungry at the end of the school day. You can bring snack in bulk labeled with your child's name. **Please remember we are a nut-safe zone, no lunches or snacks with nuts or that requires microwave use.**

Sick Policy

We understand it is hard to find care for your children when emergencies come up, but please do not send your child to school when they are not feeling well. If children, staff and volunteers have a fever of 100 or above they are not allowed to come to school that day. Likewise they may be sent home if they have a fever of 100 or above, diarrhea or vomiting, any undiagnosed rash, colored discharge from eyes, ears or nose and/or a persistent cough.

The health department requires that children with certain communicable diseases be excluded from school until a physician says they are not contagious. These diseases include:

- Chicken Pox
- Measles
- Mumps
- Pinworm

- Ringworm
- Impetigo
- Scabies
- Pink eye
- Lice
- Rash that has not been identified

If your child has been treated by a doctor we will need a doctor's note to allow them back into class. We would also require that you notify your child's teacher of any communicable disease so we can take protective measures within the classroom.

If your child gets sick at school the parents will be contacted to pick up their child early. If we are unable to contact the parents, a number on your child's emergency card will be called. We will then keep the child in an isolated area as comfortable as possible until they are picked up. The child must be symptom/fever free for 24 hours before returning to school. A child may be excluded from school for health reasons if it is in the best interest of the child and for the protection of other children and adults in the room. Approval to return to school may require a doctor's statement.

Accident/Injury/Incident Reporting

We will contact you if any accident occurs while in our care. In the event of an accident, an accident report will be completed. You will be asked to review and sign the report when you arrive to pick up your child.

1. Minor injuries (scrape, small cut, etc.) will be treated with basic first aid, including soap and water, band aids and ice.
2. Parents, guardians, or emergency contacts will be notified immediately by telephone of all head injuries, even those that are very minor.
3. Parents, guardians, or emergency contacts will be notified immediately for accidents requiring further medical attention.
4. If a parent, guardian, or emergency contact cannot be contacted and the child needs immediate attention, employees will call an ambulance, accompany the child to the hospital, and stay with the child until the parent arrives.

FOR ALL SERIOUS INJURIES, 911 WILL BE CALLED.

Medication

If your child has an allergy an **allergy plan must be filled out by the physician**. Special actions will be taken to make staff aware of allergies. If a child has a peanut allergy the classroom will be nut safe. The teacher will post any special needs.

If your child needs prescription medicine, we will need a medication form completed by the physician. This will provide us with dosing information and times that it is to be given. You may have it faxed to the school. We must have the medication in its original labeled bottled (must have physician's name, child's name, instructions, and name and strength of the medication). It also needs to have the expiration date and dosage. The first dose of the medication should be given at home in case of an allergic reaction. Over the counter medicine may be given as long as you provide us with written permission stating when to give it and the length of time it needs to be given.

If any lotion or sunscreen is to be applied, we will need a form on file also. The Health Department requires that we have up to date immunization records on file. If you are against vaccinations for your child we will need a waiver that is signed and that has a religious and/or medical reason why you don't want your child vaccinated.

Pest Management

Richmond Community Schools will notify the parents if they request notification when a pest application will be applied to the campus. We will post a note on the parent board outside the classroom, and also on the preschool main entrance. If we have advance notice of an application being applied we will notify you as soon as possible through our newsletter.

Pests are controlled to protect the health and safety of students and staff. Pesticide applications will not be applied during school hours nor will it be in contact with the children.

School Age Guidance and Discipline

It is the student's responsibility to:

1. **BE SAFE:** walk in halls, keep hands and feet to self, be cooperative and follow the instructions of caregivers.
2. **BE KIND:** Use appropriate language, take turns with materials, and respect other students or adults.
3. **BE RESPONSIBLE:** Clean-up materials and centers, play co-operatively with others, play in designated areas, and be responsible for their actions.

Our goal is to nurture self-control and positive behavior in our students. The staff will promote good behavior by planning many interesting games and activities. Redirection and discussion will be used when appropriate choices are made. Inappropriate behavior will be brought to the attention of the parent at pick up or drop off.

In some situations, the parents will be contacted by phone either at home or work. Behaviors that result in harming other students or ongoing inappropriate behavior will result in the following and is subject to change when directed by the building administration:

1st offense: Behavior plan to be completed by the child and parent.

2nd offense: Behavior plan to be completed by the child and parent and a meeting with the Caregiver.

3rd offense: If a child receives a third behavior plan, the child will be suspended from the program, and the director, caregiver, and parents will meet in order to determine the conditions of reinstatement.

PRESCHOOL Guidance and Discipline Policy

Staff will use **positive** methods of child management, which encourage self-control, self-direction, self-esteem, and cooperation.

Group Management Technique- Limiting the number of children in each area of the room avoids overcrowding and allows for sufficient materials and the opportunity for constructive interactions, which reduces opportunities for negative behaviors.

Positive Redirection - If a behavior is inappropriate; we will use positive redirection- Redirecting the child to another area of the room.

Your child's teachers will do every step necessary to positively guide your child in the right direction. You will be notified if a problem has occurred and will be responsible for following up on it.

Staff will NEVER and are prohibited from using any of the following forms of punishment:

- Hitting, shaking, biting, pinching, spanking, or inflicting corporal punishment.
- Mental or emotional cruelty
- Confining a child
- Restricting a child's movement by forceful grabbing etc.
- Depriving of basic needs like food, bathroom and naps.

Parents are encouraged to talk to their child's teacher and the director about any issues they have with discipline. Our staff will follow the child protective law to report any instance where there is reasonable cause to suspect child abuse or neglect.

Grievance policy

Richmond Early Childhood Learning Center believes that all children should be taught in a safe, positive learning environment. All families are encouraged to express their concerns about the program with their child's caregiver or Director. This may be through a conference,

letter or email. We welcome parent feedback and will try to solve any problems promptly and courteously.

To ensure this we will take the following steps:

1. Discuss any issue/concern with your child's teacher.
2. If the problem or concern is still not solved then a meeting will be set up with the director and parent. Any issues will be discussed and a solution will try to be arranged. Written documentation of the meeting will be kept.
3. When a problem still cannot be solved, the Will L. Lee Elementary Principal will be involved in the problem solving solution. Written documentation will be kept and all parties will receive a copy.

Parent Information

We ask that you provide **appropriate** outdoor wear. We do go outside if the weather permits, snow pants, gloves, hats, boots, etc. will need to be provided. We will make every effort that children go outdoors or engage in large motor activities daily for 30-60 minutes. We will go outside as much as possible; however, if the weather does not allow us we will be able to use the gym for large motor activities.



Items from home

. When bringing possessions from home, please make sure that it is kid friendly. No weapons of any kind are allowed at school. We are not responsible for any lost or broken items that kids may bring in. It is better to keep possessions at home, but we do understand that some kids may find bringing a favorite animal or toy to be comforting. Just understand that the possessions will be kept in your child's cubby until it is allowed in the class.

Nap/Bedding

If your child is staying for nap time please provide them with a blanket, pillow and/or sheet. We will provide mats for the kids to sleep on. They will be sanitized after each use with a bleach and water mixture. Your child's bedding will be sent home to be laundered.

Statement of Compliance with Federal law

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from, participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

Caring for children with Special Needs Policy

Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). All families will be treated with dignity and with respect for their individual needs and/or differences. Richmond Early Childhood Learning Center will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program. We will ensure that when a child with special needs is identified on the child care application form, the family will be given a special health care plan and emergency information for children with special needs form to be filled out by the family and health care provider collaboratively with a member of the child care program staff. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, Richmond Early Childhood Learning Center may consult with agencies/organizations as needed, provided parental permission is granted. Staff will be trained on specific accommodations that any child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and/or therapy requirements. The individual written plan of care for children with special care needs will be followed in all emergency situations. Richmond Early Childhood Learning center is responsible for making sure the plan shall be updated annually, at a minimum.

Teacher Trainings

ALL STAFF ARE FINGERPRINTED AND A BACKGROUND CHECK IS PERFORMED BY THE DEPARTMENT OF HUMAN SERVICES BEFORE THEY ARE HIRED. THEY ARE ALSO TRAINED IN CPR AND FIRST AID. Our teachers and director will receive training throughout the school year. The trainings will cover:

- Child Development and Learning
- Health, Safety, and Nutrition
- Family and Community Collaboration
- Program Management

- Observation, Documentation, and Assessment
- Teaching and Learning
- Interactions and Guidance
- Professionalism
- Other child related trainings

If you have any questions about our program please feel free to contact the following:
586.727.2509

Heidi Mangune, Principal, ext. 1010
Mike Gibson, Early Childhood Director ext. 1020
Purchasing/ Payables, ext. 6040
Paperwork/Registration, ext.6060