

# Richmond Community Schools

68399 Forest \* Richmond, Michigan 48062 \* (586) 727-2509 \* Fax (586) 727-9223



## RICHMOND EARLY CHILDHOOD LEARNING CENTER - CHILDCARE

Child's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Birthdate \_\_\_\_\_ Gender \_\_\_\_\_ Grade \_\_\_\_\_

E-mail Contact (required) \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_

I am registering for the following Childcare Options:

Please make a selection:

Before School Childcare	6:30 a.m. - 7:50 a.m.	_____ \$4.50/per hour
Afternoon Childcare	10:50 p.m. - 2:50 p.m.	_____ \$4.50/per hour
After School Childcare	2:50 p.m. - 6:00 p.m.	_____ \$4.50/per hour

**A \$25 non-refundable deposit is required to hold a place for your student in the childcare program. The completed registration packet must be submitted to the front office prior to your child attending childcare.**

Non-Refundable Deposit received on \_\_\_\_\_ by \_\_\_\_\_

*Guaranteed Learning for All Students!*

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### Child Care Registration Packet

Welcome to Richmond Community Schools Child Care Center! In this packet you will find the items listed below. Please complete ALL the forms, front and back. Return the packet to secure your child's place in the Center.

Please read carefully the Child Care Handbook. Sign and return the policy agreement. If you have any questions, please contact us! 586.727.2509 EXT. 1106. We look forward to a fun-filled year with your child!!

- CHILD INFORMATION CARD  
Please complete each item on the card. Do not leave any spaces blank! Be sure to include health insurance name and group number, and hospital preferred. **You may NOT leave any spaces blank.**
- DISCIPLINE POLICY  
Sign and return.
- SNACK ACKNOWLEDGEMENT  
Sign and return.
- CHILD CARE CENTER GOOD HEALTH STATEMENT  
Sign and return.
- POLICY AGREEMENT  
Sign and return
- PHOTOGRAPHY RELEASE  
Sign and return.
- CHILD CARE HANDBOOK  
Please read and keep the enclosed handbook. It states the rules and regulations of child care.
- CHILD CARE WORKSHEET

*Guaranteed Learning for All Students!*

# CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing Bureau

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

<b>For Provider Use Only:</b>		Date of Admission	Date of Discharge	
Name of Child (Last, First, Middle Initial)				Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State
Parent/Legal Guardian's Name			Primary Phone ( )	Parent/Legal Guardian's Name (Optional)
Home Address (if not child's address)			2 <sup>nd</sup> Phone (if applicable) ( )	Primary Phone ( )
City			State	Zip Code
Email Address (optional)			Email Address (optional)	
Employer Name			Work Phone ( )	Employer Name
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ( )	
Hospital Preferred for Emergency Treatment (optional)				
Allergies, Special Needs and/or Special Instructions? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: (Attach additional sheets, if necessary.)				

CCL-3731 (Rev. 3/17/2022) Previous editions 7-18 & 4-21 may be used

See Reverse Side

**Emergency Contact & Release of Child:** List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	( )	( )
2.	( )	( )
3.	( )	( )

**Release of Child Only:** List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	( )	2.	( )
3.	( )	4.	( )

**Parent/Legal Guardian Initials:**

\_\_\_\_\_ I give permission to \_\_\_\_\_, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

**I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.**

Signature of Parent or Guardian \_\_\_\_\_ Date Signed \_\_\_\_\_

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	

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## RICHMOND EARLY CHILDHOOD LEARNING CENTER - CHILDCARE

### Childcare 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. 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, treat materials and equipment properly, 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 being a part of our school wide Positive Behavior System as well as learning through modeling. Redirection and discussion will be used when appropriate choices are made. Inappropriate behavior will be brought to the attention of the parent who drops off or picks up the child. In some situations, the parents will be contacted by phone either at home or work. Repeated misbehavior will result in a meeting between the caregivers, parents, and administrator. A written warning will be given. Possible suspension or removal from the program may result.

**I have read and discussed the above rules with my child.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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## RICHMOND EARLY CHILDHOOD LEARNING CENTER - CHILDCARE

### Snack Acknowledgement Sheet

I understand that I must provide a peanut/tree nut free snack for my child EACH day he/she attends Child Care. I understand I will have to provide a lunch and a snack on half days of school if my child attends Child Care on a half day of school.

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

*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.

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## RICHMOND EARLY CHILDHOOD LEARNING CENTER - CHILDCARE

### PARENTS VACCINES REQUIRED FOR CHILD CARE AND PRESCHOOL IN MICHIGAN



Whenever infants and children are brought into group settings, there is a chance for diseases to spread. Children must follow state vaccine laws in order to attend child care and preschool. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect your child from other serious diseases is to follow the recommended vaccination schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines). Talk to your health care provider to make sure your child is fully protected.

2-3 months	4-5 months	6-15 months	16-18 months	19 months—4 years	5 years
<b>Diphtheria, Tetanus, Pertussis (DTaP)</b>	1 dose DTaP	2 doses DTaP	3 doses DTaP		4 doses DTaP
<b>Pneumococcal Conjugate (PCV13)</b>	1 dose	2 doses	3 doses or Age-appropriate complete series	4 doses or Age-appropriate complete series	None
<b>H. influenzae type b (Hib)</b>	1 dose	2 doses		1 dose at or after 15 months or Age-appropriate complete series	None
<b>Polio</b>	1 dose	2 doses		3 doses	
<b>Measles, Mumps, Rubella (MMR)*</b>	None		1 dose at or after 12 months		
<b>Hepatitis B*</b>	1 dose	2 doses		3 doses	
<b>Varicella (Chickenpox)*</b>	None		1 dose at or after 12 months or Current lab immunity or History of varicella disease		

These rules apply to children who are the above ages upon entry into child care or preschool. During disease outbreaks, incompletely vaccinated children may be excluded from child care and preschool. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at [www.michigan.gov/immunize](http://www.michigan.gov/immunize).

\*If the child has not received these vaccines, documented immunity is required. All doses of vaccines must be valid (correct spacing and ages) for child care and preschool entry purposes.

Updated March 1, 2017



**Dear Parent/Guardian of a school aged child:**

The State of Michigan requires children to be age-appropriately vaccinated to enroll in school programs, unless a valid exemption applies\*.

The following vaccinations are required for **children entering KD or a young five program**

- ✓ 5 doses DTap
- ✓ 4 doses Polio
- ✓ 3 doses Hepatitis B, or laboratory evidence of immunity
- ✓ 2 doses MMR, or laboratory evidence of immunity
- ✓ 2 doses Varicella, laboratory evidence of immunity, or disease history from a parent/ physician.

**In addition to the above vaccinations 7<sup>th</sup> graders are required to have the following vaccinations:**

- ✓ 1 dose ACWY Meningococcal Conjugate at the age of 11 years old or older
- ✓ 1 dose of Tdap at the age of 11 years old or older

To obtain these vaccinations contact your physician, the MCHD Immunization Clinic at the following locations (**call first because hours of operation have changed & services are by appointment only**),

<b>Temporary Location</b> 21885 Dunham Rd Clinton Twp, MI 48036 <b>(586) 469-5372</b>	27690 Van Dyke Ave, Suite B Warren, MI 48093 <b>(586) 465-8537</b>	25401 Harper Ave St. Clair Shores, MI 48081 <b>Temporarily Closed</b>
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**or the Ascension School based Health Center at the following locations:**

<b>Warren Mott High School</b> 3131 E 12 Mile Rd Warren, 48092 <b>(586) 558-8765</b>	<b>Clintondale High School</b> 35200 Little Mack Clinton Twp., 48035 <b>(586) 790-4096</b>	<b>Center Line High School</b> 26300 Arsenal Center Line, 48015 <b>(586) 510 2232</b>
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**\* Parents must provide the school with one or both of the below two valid exemptions.**

- 1) **Non-Medical Immunization Waiver Form** – The local health department must certify this type of waiver for religious or other objection(s) to vaccine(s).  
To obtain a certified nonmedical waiver, a legal guardian **must schedule an appointment by calling (586) 466-6840** and receive an education on the vaccines being waived.  
**“How to Obtain a Nonmedical Waiver” instructions (included) found on the link below.**
- 2) **Medical Contraindication Form** - This type of waiver is completed by a physician (MD or DO) verifying a medical reason that prevents the child from receiving a specific immunization(s) for a specific period of time. This form can be found on the link below.

*Any child with a valid exemption to a particular vaccination is considered susceptible to that vaccine-preventable disease, and is **subject to exclusion** from the school if an outbreak of the disease occurs.*

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### Good Health Statement

I \_\_\_\_\_ verify that my child, \_\_\_\_\_

Parent/Guardian Name

Child's Name

Is in good health and his/her immunizations are up-to-date. I assume responsibility for my child's state of health while at Richmond Early Childhood Learning Center.

The following activity restrictions apply to my child:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Parent/Guardian Name \_\_\_\_\_

### Reviewed and Updated

Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## RICHMOND EARLY CHILDHOOD LEARNING CENTER - CHILDCARE

### Policy Agreement

Child (ren's) Name(s) \_\_\_\_\_ Program \_\_\_\_\_

1. I agree to clock in/out my child each time I drop off and/or pick up my child.
2. I agree to call the program to inform staff whenever my child will be absent with 24 hour notice. If my child is ill, I will not send my child to his/her program/class and will make alternative arrangements.
3. I will complete all enrollment forms and supply other necessary documents. I will keep all information current and up-to-date.
4. I will read all communications: newsletters, e-mails, posters, and bulletin boards.
5. I agree and assume full responsibility for any damage to person or property caused by my child.
6. I agree that if the behavior or health of my child should necessitate sending him/her home, I (or someone listed on the Child Information Record) will IMMEDIATELY pick up my child from his/her program.
7. I understand if my child has persistent pattern of negative behavior and interventions have not been successful, I may be asked to remove my child from the program.
8. I understand that there may be field trips or special activities, which I can sign up for and pay for in advance.
9. I have read and received a copy of the Richmond Early Childhood Learning Center Parent Handbook which includes program policies, disciplinary procedures, and payment information, etc. I will discuss the rules, regulations, and expectations of the program with my child.
10. In the event of an emergency, I give permission to Richmond Early Childhood Learning Center to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care. The staff member in charge shall make reasonable attempts to contact me prior to any emergency medical treatment.
11. My child has permission to use the Richmond Community Schools playground equipment and gymnasium while participating in the Child Care and Preschool Programs.
12. I have been informed that the center maintains a Child Care Licensing Notebook which is available to view during business hours.
13. I have read, understood, and agree to all of the above. If I have any questions or concerns I will contact the Director, at (586)727-2509 ext. 1051.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

## DO NOT PHOTOGRAPH/VIDEOTAPE FORM

The District values the use of audio-visual and other types of electronic communication in providing your child(ren) with an effective education. In addition, the District values in the ability to display and showcase your child(ren) and/or his/her schoolwork products through photographs or videotapes as part of an educational program produced by the District or coalition of districts, including the District's websites and social media outlets (e.g. Facebook). Through photographs, videotape or showcasing your child(ren) and/or their school work products, your child(ren)'s image, name, work product, school, and grade may be revealed in the presentation(s) but no other information about your child(ren) or his/her schoolwork will be revealed.

***Therefore, if you DO NOT grant permission to Richmond Community Schools to photograph or videotape your child(ren) to be used in media presentations that are made available to other educational institutions or through a cable television station, website or social media network, please complete the form below and return it to the Main Office of your child(ren)'s school.***

Student(s) Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent's Signature Printed Name

\_\_\_\_\_  
Address City Zip Code

\_\_\_\_\_  
Telephone Date

# CHILD CARE PARENT HANDBOOK

2022-2023



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 problem solving.
- 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 childcare licensing website at [www.michigan.gov/michildcare](http://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 childcare 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 childcare. 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 afterpreschool care)
- Childcare balances **must be paid in full 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 6:00pm
- 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 must 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 withdrawal 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 childcare 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 if 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 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:

**1<sup>st</sup> offense:** Behavior plan to be completed by the child and parent.

**2<sup>nd</sup> offense:** Behavior plan to be completed by the child and parent and a meeting with the Caregiver.

**3<sup>rd</sup> 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 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 childcare 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 childcare 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. 1050

Mike Gibson, Early Childhood Director ext. 1051

Purchasing/ Payables, ext. 6006

Paperwork/Registration, ext.1002 or 6011

# Richmond Community Schools

68399 Forest \* Richmond, Michigan 48062 \* (586) 727-2509 \* Fax (586) 727-9223



## RICHMOND EARLY CHILDHOOD LEARNING CENTER - CHILDCARE

### Child Care Payment Contract

#### Parties involved in this contract

This contract is between the Parents/Guardians (first and last name) \_\_\_\_\_  
For the care of \_\_\_\_\_ Student Name (first/last/grade) and  
Richmond Early Childhood Learning Center - Childcare.

#### Rates, fees and payment terms

Hourly rate is \$4.50 per hour with a minimum fee of \$4.50 per day.  
Payments are due upon receipt. There will be a fee of \$5.00 added to your account for every week your payment is late, and services could be suspended.  
A fee of \$25.00 will be charged for Bounced Checks.

#### Hours of Operation

Monday - Friday 6:30AM-7:50AM Before School Childcare  
Monday- Friday 2:50PM-6:00PM After School Childcare  
Monday- Friday 10:50AM-2:50PM Preschool Childcare  
Half Days of School - 11:15AM-6:00PM  
A fee of \$1.00 per minute will be charged to your account for anyone picking up their child(ren) late.

My signature to this contract indicates that I/we agree to abide by the terms of this contract:

\_\_\_\_\_  
*Mother/Guardian*

\_\_\_\_\_  
*Father/Guardian*

\_\_\_\_\_  
*Home Address Home Phone*

\_\_\_\_\_  
*Home Address Home Phone*

\_\_\_\_\_  
*Richmond Child Care Center - Signature*

\_\_\_\_\_  
*Date Contract Signed*

*Guaranteed Learning for All Students!*

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## RICHMOND EARLY CHILDHOOD LEARNING CENTER - CHILDCARE

Name:

School:

Grade:

Teacher:

Week Of:	Monday		Tuesday		Wednesday		Thursday		Friday		Rate	½ Day	Total
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		Hours	
											\$4.50/ Hour		
											\$4.50/ Hour		
											\$4.50/ Hour		
											\$4.50/ Hour		
											\$4.50/ Hour		

6:30am-7:50a.m.      \$4.50/ per hour  
 10:50a.m.-2:50p.m    \$4.50/ per hour  
 2:50pm-6:00p.m.      \$4.50/per hour

\$4.50 per hour ½ Day of School  
 \$4.50 per hour for all childcare program sessions

PAYMENTS MAY BE MADE BY CHECK OR MONEY ORDER PAYABLE TO:  
 Richmond Community Schools  
 Ask about *PROCARE* online payment options



# Richmond Community Schools

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## RICHMOND EARLY CHILDHOOD LEARNING CENTER - CHILDCARE

Dear Parents and/or Guardians,

At Richmond Early Childcare Center, we are constantly looking at ways to improve on the service we provide you and your children. Keeping this in the forefront, we have moved to a mandatory automated tuition. You will also be signing your child in and out by a way of fingerprint or registration code. Please ask your child's childcare caregiver for more information.

Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. In a matter of minutes we will accomplish what has taken us hours to complete – leaving us more time to spend with your children. Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically and on a schedule that we both agree upon. Richmond Early Childcare Center can produce a receipt for the payment or you can receive instant email notification by signing up using the following Instructions:

**Go to [myprocare.com](http://myprocare.com)**

- Sign in using your e-mail address
- Set up a password
- Procare will then send you an e-mail with your confirmation number
- Enter your confirmation number on the prompted screen
- Once you are at your account screen, you will be able to view transactions made.
- You may set up how you would like to pay. Visa, MasterCard, or debit card.
- This is where you will sign in to make future payments and view your account.

**\*Additional billing questions can be addressed at ext. 6006 purchasing/payables**

Your personal account information is safe with Tuition Express – safer, in fact, than payment by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft. There will be a \$25.00 return check fee.

Please look over the attached *Frequently Asked Questions*. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions, don't hesitate to ask.

*Guaranteed Learning for All Students!*

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## RICHMOND EARLY CHILDHOOD LEARNING CENTER - CHILDCARE

By completing the enclosed Tuition Express enrollment form, you will help us take a gigantic step forward in our payment processing – a step that will allow us to spend more time with your children and less time processing payments and making trips to the bank. Tuition Express is convenient for you, efficient for us, but best for your children.

Welcome Aboard!

Sincerely,

Richmond Early Childcare Center  
35276 Division Road  
Richmond, MI 48062

*Guaranteed Learning for All Students!*

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