Parent/Student Handbook

Clawson Childcare Center

Dear Clawson Childcare Families:

Clawson Childcare staff, and I welcome you to our childcare program. We are very excited to have you.

The goal of our program is to provide a safe and inviting learning environment.

This handbook contains basic information regarding our childcare program from infant room until 5th grade. Please review our handbook and sign the last page saying you have received and read the material.

Thank you for choosing Clawson Childcare. We look forward to working with you and your child(ren).

Sincerely,
Renay Swords, Childcare Director
Baker Building
626 Phillips, Clawson, MI 48017
Office (248) 655-4421

TABLE OF CONTENTS

General Information Educational philosophy, program goals, childcare providers, employee and volunteer screening policy, mandated reporting, office hours, hours of operation, enrollment requirements, non-discrimination, program licensing, child release policy, confidentiality, arrival and departure, late pick-up and charges, parking, transportation, emergency drills, center closings, holidays, and conflict of interest/babysitting.	
Billing Policies and Procedures Payment schedule, payment due dates, methods of payment, absences & vacation time, DHS (subsidy), non-sufficient funds fee, failure to pay, withdrawal, collections, and tax letters	
Health General health and emergency information, exclusion from activities, illness & health care plans, re-admission, communicable disease, medication and first aid, health care policy, Hand washing, screening, and disinfecting and laundering	
Safety Emergency procedures, fire, storm & safety drills, weather related schools closings, and pest management plan.	
Child Discipline Discipline, methods of discipline, withdrawal/termination, parent & staff communication, and biting policy.	
Classroom Policy Room transitions, parent visitation/participation, parent information board, parent newsletters, daily schedule, ages & stages questionnaire, food policy, clothing, potty training, illness, birthdays & holidays, toys from home, and transportation	
Early Childhood Programs Infant room, Ones & Twos room, Lower & Upper Pre-K, and School Age child care	
Directory	

General Information

The policies and procedures stated in this handbook apply to all parents and children in attendance of the programs offered by the Clawson Child Care Center. A room handbook will be provided to give specific polices and procedures relevant to your child's classroom. This handbook is meant to serve as a reference and is not meant to cover every aspect of the childcare program or situation that may arise. The Clawson Childcare Center reserves the right to add, delete, or amend the policies and procedures provided with thirty (30) days written notice to parents.

Philosophy

Dedicated to the idea that children need to be nurtured in developing socially, emotionally, physically, and intellectually in an optimal learning environment using hands on activities. Our curriculum and daily program are designed to encourage this environment daily. Along with offering a safe, positive, and caring environment in which parents feel welcome and comfortable leaving their children, we strive to recognize and encourage individual needs, interests and talents.

Goals

- Provide high quality childcare setting.
- Provide a safe and inviting learning environment.
- Develop a strong and positive self-image within each child
- Offer a variety of activities to satisfy, enrich, and challenge each child to their fullest.
- Foster positive social behavior, cooperation, and skills.
- Encourage a love for learning
- Provide an atmosphere conducive to learning and experimenting.
- Foster large and small muscle development.
- Provide a positive physical, social, and emotional atmosphere, which is responsive to the needs and abilities of each child.
- Encourage independence and self-confidence
- Provide and understanding staff that exhibits warmth, patience and a fondness for children.
- Ensure an open and positive line of communication between the staff, parents, and children.

Childcare Providers

One of the most important elements is providing quality care is well trained and experienced staff. Under the sponsorship of Clawson Public Schools, our program is planned and administered by a certified director with a bachelor's degree in elementary education. The lead teachers in all of our rooms have their associate's degree or higher. All staff members are certified in CPR, First Aid, and Blood Borne Pathogens. All staff members are screened and fingerprinted as well as background checks completed. Our staff is skilled in assessing children's needs and resourceful in providing opportunities and experiences which will enhance social, emotional, physical, and intellectual growth. All staff participates in a minimum of 16 hours of training in the field of childcare each year.

Employee and Volunteer Screening Policy

The Clawson Childcare Center and Clawson Public Schools screen every employee and volunteer (*Class * or Class**).* Before employees or volunteers may have contact with children documentation is provided from the Department of Human Services (Central Registry Clearance) that the employee has not been convicted of child abuse or neglect. In addition each employee is fingerprinted and a background check is completed through ICHAT (Internet Criminal History Access Tool) by Clawson Public Schools.
**Class I Volunteers are individuals who work with students on a regularly ongoing basis. They are required to submit fingerprints and are subject to a criminal history and records check.*
***Class II Volunteers are individuals not working directly with students on a regular ongoing basis, but who volunteer are subject to a background check prior to volunteering.*

Mandated Reporting

All employees in Clawson Public Schools are mandated reporters. This means that every district employee is required by law to report all suspected cases of child abuse and/or neglect. All program parents also have the right to call protective services in the event of suspected case of child abuse and or/neglect.

Office Hours

The Clawson Childcare center office hours are from 7:30 a.m. to 3:30 p.m. daily throughout the year.

Hours of Operation

Baker child care hours are from 6:30 am until 6:00 pm, Monday through Friday.

Children may be combined in classrooms during the early morning or late afternoon hours if needed to accommodate staff to child ratio standards from the State of Michigan Department of Human Services

School Age Child Care (latchkey) programs are in operation at all Clawson elementary buildings from 6:30 a.m. until the start of the school day and from the end of the school day until 6:00 p.m.

Enrollment Requirements

Enrollment is open to children ages 6 weeks to 12 years of age. All children must have proof of up-to-date immunizations and a signed health appraisal by a licensed physician before they may attend. Pre-registration is required with a non-refundable enrollment fee. Enrollment papers may be obtained from the Clawson Childcare Office. After choosing the appropriate program for your child and paying the enrollment fee the following forms must be completed and returned to the office.

Enrollment Checklist

- ✓ Child Information Record
- ✓ Student Enrollment Sheet (front and back)
- ✓ Health Appraisal (physician signature on back)
- ✓ Parent Agreement
- ✓ Parent Handbook Form
- ✓ Custody Papers (if applicable)

Non-discrimination

Clawson Public Schools and the Clawson Childcare Center comply with all Federal laws and regulations prohibiting discrimination and with all the requirements and regulations of the United States and Michigan State Board of Education. The policy of these governmental agencies being that no person on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or from which it receives financial assistance from the State of Federal government.

Program Licensing

All Clawson Childcare Center Programs are licensed by the State of Michigan Department of Human Services. The center maintains licensing notebooks of all licensing inspection reports, special investigation reports and all related corrective action plans developed on or after May 27, 2010. The notebook is located on the sign in/out table at Baker, and at the schools for before/after school care. Licensing inspections and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at **www.michigan.gov/michildcare** .

Child Release Policy

Parents must supply the name of at least one individual to whom the Clawson Childcare Center may release the child to in the event of an emergency. Children will not be released to anyone not recognized by caregivers and who is not on the child's emergency card. Any individual picking up who caregivers do not recognize (even if the child does) will be asked for photo identification.

The Center must be notified if a parent retains sole custody of a child. If one parent is legally barred from contact with the child, the center must have a copy of the court order on file. Without an official court order, BOTH parents are allowed rights to the child.

Confidentiality

All information given on forms and in discussions will be treated as confidential. Information in children' files including, health, family needs, behavior, etc. will only be made available to staff and the children's parents. If you have any questions or problems regarding our policies or program, your child's development or any other issues, please feel free to contact our staff.

Arrival and Departure

Upon arrival and departure a parent or guardian MUST sign their child(ren) in and out with a time and signature. It is necessary to sign your child in and out because often, important information is placed in your child's sign out page such as receipts, notes about the day, incident reports and newsletters. It is also a requirement of the state licensing rules for these records to be kept. **Failure to sign your child in and out will result in withdrawal from the program.**

Your child may only be released to the contact people on his/her emergency card. If you would like your child released to a person not on the emergency card, inform the staff prior to pick up. All staff reserves the right to check a picture ID when child is picked up.

As stipulated in state licensing rules, adults MUST accompany children into the center. Adults are NEVER to allow their children to enter or leave the center unattended. If parents know they are going to be late, they must notify the center immediately. Children will NEVER be released to anyone without the expressed written consent of the parent/guardian who enrolled the child.

Late Pick-Up and Charges

The center closes promptly at 6:00 pm. It is expected that parents will notify Center staff if unable to arrive by 6:00 pm. **Parents who pick up later than 6:00 pm will be charged $1 per child for each minute.** If the Center is NOT alerted by 6:30 pm and if no other emergency back-up person (as listed by the parent on the Child Information Card) responds to phone calls from the Center, then CHILD PROTECTIVE SERVICES (248) 975-5010 will be notified to pick up the child. Center staff is **NOT** authorized to transport children. Please keep phone numbers for yourself and emergency backup persons current.
After 5 late pickups the charge will double. After 7 late pickups your child will be withdrawn from the program.

Parking

Parking for drop off and pick up is designated at each Clawson Public Schools site. Please do not park in any of the designated bus zones.

Transportation

Any form of transportation needed will be provided by Clawson Public Schools.

Emergency Drills

Practice drills will be conducted for fire safety, evacuation, tornado and lock down throughout the year.

Center Closings

We will provide a calendar each year which indicates scheduled closings.

In the event of inclement weather, the Clawson Public Schools will make a decision on school closings. The Clawson Childcare Center will be closed when Clawson Public Schools are closed. During severe weather, parents are requested to listen to the radio or TV stations for information on school closings, or check the district website at www.clawson.k12.mi.us. If the center is closed for inclement weather the center will credit your account for the date the center was closed.

Holidays

The center will be closed for the following holidays:

New Year's Eve Day
New Year's Day
Good Friday
Friday before Memorial Day
Memorial Day
4th of July
Friday before Labor Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

If a holiday falls on a weekend, the preceding Friday or following Monday will be closed. Parents will be provided a schedule of dates closed. Clawson Childcare Center reserves the right to change dates and parents will be given 30 days notice if any of the dates must be changed.

Some additional days of care will be offered to families when the elementary schools are not in sessions, but the center must meet a minimum enrollment in order to run programing.

Conflict of Interest/Babysitting

In an effort to maintain the professional status of Clawson Public Schools Childcare Program and prevent potential conflict of interest, babysitting by center staff for center children is strongly discouraged by Clawson Public Schools. However, if you choose to have one of our staff members babysit your child, services must be outside the center premises and with the understanding that such arrangement and payment for services are solely between you and the person who is caring for your child. The arrangements are not sanctioned and no liability is assumed by the center, the client sponsor, or Clawson Public Schools.

Billing Policies and Procedures

Payment Schedule

A payment schedule will be given to each family every year, which includes cost of registration fee. All registration fees are non-refundable. Your registration paperwork reserves your child's placement in our program for the duration of the school year. Your fees will be based on this form, so a consistent schedule is necessary. Due to licensing ratio requirements, it is necessary to know children's schedules for adequate staffing.

Payment Due Dates

The payment schedules informs you when payments are due, the attendance dates the payment is for, and any days during that time the center is closed. There are 3 payment options available:

Option One: Payment is due on Monday of each two-week period or on the first day of the week attending daycare.

Option Two: Payment is due on Monday of every week.

Option Three: Payment is due on the first business day of each month or on the first day of the month attending daycare

Note: If you know your infant through 2 year old will not need care during the summer months a non-refundable $500.00 deposit will hold your spot until the fall. The deposit will be applied to your fall tuition. If you need occasional care during the summer please notify the center a week before needing care and a daily rate will be charged.

Methods of Payment

Payments will be accepted in the form of check, money order, or PaySchools (credit card or e-check).

Make checks payable to **CLAWSON PUBLIC SCHOOLS**.

Absences & Vacation Time

NO credit will be given for absences such as personal business, doctor appointments, illness, etc. Extended illnesses (2 or more days) that are considered to be highly contagious with a doctor's note will be adjusted (a maximum of 2 weeks or 10 days will be excused). Each family will receive 2 weeks or 10 days of vacation time that they do not have to pay for. Families who keep their account in good standing throughout the entire school year (January to December) will receive an extra week. Weeks must be used in one year (January to December) and will not carry over. ***If your child will not be attending you are required to submit notice in writing to the assistant director or director with the dates and whether or not you would like to use vacation time, e-mail notification is acceptable.***

DHS (Subsidy)

DHS payments are accepted. It is the parent's responsibility to contact the DHS office to determine eligibility and authorization amounts. Please keep in mind that DHS only pays a percentage of an hourly rate. You will be responsible for the remaining amount.

Any family receiving a subsidy for tuition will be required to pay their child's tuition on the same payment schedule. The state or federal reimbursement procedure does not change your personal obligation to pay for the use of our programs and these family accounts must hold a two week balance.

Non-Sufficient Funds Fee

A fee of twenty-seven dollars and fifty cents ($27.50) will be charged for any checks returned for non-sufficient funds. This is the fee that is charged to the school district when a check is returned. The fee plus the amount of the check is payable immediately. You will not be allowed to make further check payments until the fee has been paid. After two returned checks your check writing privileges will be suspended for the remainder of the year.

Failure to Pay

Failure to pay the total amount due at the end of the first week that payment is due will result in a $5.00 dollar late fee. Failure to pay the total amount after two weeks will result in a termination of enrollment. A termination letter will be sent to you and your child will not be allowed to attend until the balance is paid. **In addition you will be charged a re-enrollment fee of $20.00**. Written notice is required for all changes made within the program including vacations and extended absences, etc. E-mail notice is acceptable.

When you receive notification that your child cannot attend because of failure of payment please do not send them. You will be called to pick them up immediately.

Withdrawal

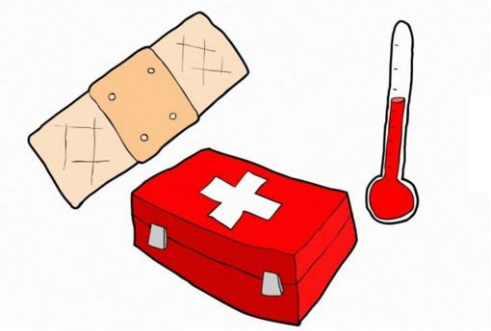
If it is necessary to withdrawal a child from an early childhood program a two week advance notice must be given. Tuition paid will not be refunded, but families are encouraged to use paid portion before leaving.

Collections

If payment is not received by the 10 day collections grace period, the account will be turned over to collections. If an account goes to the collections agency, the child will not be able to attend the Clawson Child Care Center in the future.

Tax Letters

Tax letters will be available by the end of January every year. You will also receive an email copy as well. If you misplace your tax letter a fee of $5.00 dollars will be added to your account.



Health

General Health and Emergency Information

At registration, and annually after initial enrollment, health and emergency forms are sent home with your child. This is your opportunity to update us on any significant changes in your child's health, to alert us to potential health problems with your child, and to provide information that could be critical in an emergency situation. Please make sure that any emergency numbers you give us belong to people who are usually home and willing to take responsibility for your child. Please keep the staff and office updated on changes during the school year.

If your child has asthma requiring medications at childcare, allergies, or any serious medical condition. Please provide a physician's medical plan for your child. The plan tells the childcare staff what to do should your child need care at the center.

Exclusion from Activities

Generally, a child needs fresh air and an opportunity to go outside at recess. The childcare's position is that children well enough to attend school are well enough to take part in gym time and outdoor recess. A stay-in request will be honored if made by the child's physician in writing. The physician's note must include the type and duration of the restrictions.

Illness & Health Care Plans

It is required that children and Staff be kept home or sent home if she/he has:

- A fever of 100 degrees of higher (must be fever-free for 24 hours without fever reducing medication)
- An infectious (green) runny nose
- Discharge from eyes or ears
- A severe cough, wheezing, difficulty breathing
- If your child has vomited or had diarrhea, the child should stay home 24 hours after the last episode, and be able to eat normally.
- Been on antibiotics less than 24 hours
- Communicable diseases (such as rashes, pink eye, etc.) A rash will require a doctors note to return.

If a child becomes ill while at the center, parents will be contacted to pick up the child. In the event the center is unable to contact anyone, the child will be separated from the program (as not to expose the other children), and made comfortable as possible until a parent or designated person arrives. A child must be completely free of any symptoms before returning to daycare. We reserve the right to request a doctor's note to return to care. If the child is taking antibiotics for an illness, the child many return to daycare after the initial 24 hours of beginning antibiotics

for an illness, as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting. **Any Child with a fever of 100 degrees or above, orally (in the mouth), or auxiliary (under the arm), may not attend daycare.** State law requires that we notify parents and the health department of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

HANDWASHING

All children and staff are to wash hands before handling food, after use of restroom, and regularly during the day. Hand washing signs are posted on either the sink mirror or paper towel dispenser and elementary schools.

HANDLING CHILDREN'S BODILY FLUIDS

Staff should wear gloves at all times when handling children's bodily fluids. Hands will be washed immediately after handling fluids. Soiled clothing is removed from child and placed in a plastic bag to be sent home.

CLEANING AND SANITIZING

All table surfaces are cleaned and sanitized between each activity. Toys are sanitized once a week with a mixture of bleach and water Custodians clean rooms in the evening including sinks and bathrooms.

CONTROLLING INFECTION

Children exhibiting signs of infection are separated from other children and sent home immediately. All surfaces and toys are disinfected. Hand washing is the best way to prevent the spread of illness so procedures are gone over with children to ensure proper technique. Parents are made aware of when their child may be excluded from child care. Communicable disease charts are posted for staff to be aware of symptoms.

Re-Admission

Children should not return to the center for at least 24 hours after a condition subsides. A physician's certification of health may be required prior to readmitting a child who has been absent due to a contagious disease, extended illness or injury.

Communicable Disease

All cases of communicable disease must be reported to the office, and lead teacher. This information is relayed to the Oakland County Health Department to keep them abreast of development within the school district and county. New influenza reporting guidelines require us to report all cases of fever, influenza and flu-like illness. Please leave this information, if present, in the phone message you leave the office when you report your child ill.

Medication and First Aid

Medication will not be administered without written consent of the parent or guardian. Prescription medication must be in the original container, properly labeled with the physician, child and medications name, as well as the strength and dosage. The parent or guardian also MUST fill out a MEDICATION PERMISSION AND INSTRUCTION slip. Please ask the childcare providers or childcare office for a Medication slip. Medication will be administered by staff members only and the date time and dosage will be recorded. Basic First Aid (cleaned wounds, bandage, ice packs, etc.) will be administered when needed. Parents will be notified of any injury and will be called immediately in case of serious injury. THIS ALSO INCLUDES SUNCREENS, DIAPERING OINTMENT, AND ALL OVER THE COUNTER MEDICATIONS AS ALL CHILDREN HAVE DIFFERENT MEDICIAL NEEDS.

Health Care Policy

The program's health care policy includes the following health practices and procedures:

- Children and staff wash their hands after using the restroom, before eating or preparing food, after outdoor play and as needed to prevent the spread of germs and disease.
- Safe handling of body fluids will include the use of vinyl gloves and standard Universal Precautions.
- Cleaning and sanitizing of all equipment, toys and other surfaces will be completed on a daily and weekly basis or as necessary to ensure a healthy environment.

Hand Washing

Staff will wash hands:

- After diaper changing or toileting
- After coming in contact with body fluids (Stool, urine, blood, drool, mucus
- Before food preparation
- Before eating

Children will be directed or assisted to wash hands:

- After Toileting
- Before eating or cooking activities

Soap, running water and paper towel will be available for staff/children

Screening

Hearing and Vision Screening is done annually in UPK. The testing is carried out by a trained technician through Oakland County Health Department. Parents are contacted only in those cases where professional attention is required.

Please keep the certificate of completion for both Hearing and Vision for kindergarten registration.

Disinfecting and Laundering

1. Toys – disinfected daily or when obviously dirty
   a. Wash with soap and water
   b. Dip in disinfectant of 1TBS bleach to 1 gallon water and allow to dry
2. Bedding will be stored in separate individual storage container, and sent home every Friday to be laundered
3. Childcare laundry will be washed by staff at least once a week, unless needed more often
4. Bathrooms will be cleaned once a day by custodial staff
5. General cleaning of childcare facility will be done daily by staff and custodial staff
6. Mop water is obtained from and disposed of in custodial closet; chemicals used are determined by the custodial department.
7. Tables and Counters
   a. Before and after use cleaning
      i. Spray with soapy water
      ii. Rinse with warm water
      iii. Spray with bleach disinfectant
      iv. Air dry before wiping

Safety

Emergency Procedures

All exit doors at all three schools will remain locked at all times. Everyone entering the building during childcare hours must ring the buzzer at the entrance, be buzzed in, and sign your child in/out. Even though office personnel and/or daycare teachers may know you, other (staff, students, etc.) may not know you. It is very important that we know everyone who is in the building at all times. Should there be an emergency we must be able to account for everyone.

If an emergency arises that requires everyone to pick up their children, we will use our School Messenger system along with staff members to notify parents. Children will remain in their rooms until a parent or adult listed on the child's emergency card arrives. If an emergency requires us to evacuate the building, you will be contacted from our relocation site to pick up your child there. Childcare personnel will remain with students until a designated adult has picked them all up. Be sure to discuss this with the adults on your emergency card as well as with your children.

Fire, Storm and Safety Drills

All Emergency Procedures are posted in each room. Staff members also carry a copy of Emergency Procedures with them. Phone lists are posted in each room and in each group binder also.
FIRE: Every student and adult will exit the building through their designated route to a safe distance from the school. Teachers will take attendance.
SEVERE WEATHER/STORM: Every student and adult will go to their designated area within the building. Teachers will take attendance.
INTERNAL SAFETY: Classroom doors will be locked and lights turned off. Students will proceed to designated area away from doors and windows. Teachers will take attendance.
EVACUATION: In the event we need to evacuate the building. Children will be taken to a specified safe shelter. All procedures will be practiced on a regular basis to familiarize the children and the staff with proper procedure.

Weather Related School Closings

In cases when weather, in the opinion of the Superintendent of Schools or his/her designee, would unnecessarily expose the students and staff to dangerous conditions created by ice, snow, impassable roads, etc. school will be closed for the day.

During severe weather, parents are requested to listen to the radio or TV stations for information on school closings.

Pest Management Plan

Parents will be notified at least 24 hours in advance when pesticide application will be administered. Information about pesticide, the target pest or purpose, approximate location, date of application, contact information of the center, and a toll-free number for a national pesticide information center will be provided to parents. Notifications will be posted on the classroom bulletin board, and sign in/out table. Pest control is provided by Eradico.

Premises of the Clawson Childcare Center are maintained by Clawson Public Schools. All maintenance, trash removal, and bathroom/floor cleanings are completed by the custodial staff. A detailed integrated pest management plan is available for viewing in the maintenance supervisors' office as well as a log of pest sighting and pesticide applications. Pest management is monitored and administered by Eradico Services 1030 Woodward Heights, Ferndale MI 48220.

\

Child Discipline

Discipline

We use positive child discipline methods in order to assist children with self-control and becoming self-disciplined. Child discipline situations are handled with empathy and redirection. Strong communication with parents is also top priority.

If a student exhibits persistent inappropriate behavior, a meeting will take place between the center staff, program director and parents in order to create a positive behavior plan for the child. This plan may encourage all parties to access community resources that may include Clawson Public Schools, Child Find and/or Oakland Schools Project Challenge. Clawson Public Schools will work diligently to create an environment and plan that encourages the development of skills necessary for school success. Every opportunity will be explored to assist the child in maintaining their placement. Clawson Childcare Center reserves the right to suspend a student if persistent dangerous behaviors continue.

Methods of Discipline

The staff may use some or all of the following methods:

- The child will be stopped and spoken to concerning his/her actions and what is expected.
- Ignore inappropriate behavior while praising children who are behaving appropriately.
- A gentle touch to a child's shoulder to bring his/her attention to what he/she is doing.
- A suggestive word of encouragement to change his/her inappropriate activity.
- Give special rewards to a child who behaves appropriately in a situation.
- Redirect a child to an appropriate activity.
- Separate the child from the activity (but not away from supervision) for an age-appropriate time-out.
- If necessary (when all other methods have failed), the child's parents may be called for a conference to discuss the difficulties and possible resolutions.

Withdrawal/Termination

If a parent withdraws a child, two weeks' notice is required and appreciated so that the vacancy can be filled by our waiting list. Center procedures are normally successful in dealing with discipline issues for the majority of children. Every effort will be made to modify inappropriate behavior by using these procedures as well as through parent communication and involvement. In the event that these methods are not effective, the center maintains the right to suspend or withdraw any child who exhibits repeated inappropriate, disruptive, destructive or violent behavior that threatens the wellbeing of other children and staff members. The center will give a two week termination notice if any of the following (or above rules of conduct) has occurred: failure to pay, failure to adhere to policies and procedures, repeated acts of violence against children, caregivers and/or parents, or any behavior that will interfere with the well-being of other children in care of center. The center reserves the right to deny re-enrollment.

Parent and Staff Communication

Children can become very distracted, upset, withdrawn or sullen over an incident that an adult might barely notice or remember. We are striving to provide a safe, secure, caring, and comfortable atmosphere at our center and parents can help in this endeavor.

If something has or is happening at home, please inform us. Send a note, call, e-mail, or talk to someone in person. We in turn will use the information to help better meet your child's needs. Parents are always welcome and are invited to participate whenever and however possible. Parents of school age children, please monitor your child's school calendar as well so you are aware of school scheduled half days, vacations, and in-service days. Always make Center staff aware of your child's attendance plans on those days.

Biting Policy

Our program recognizes that biting is a natural stage that many children go through. In most cases it is a temporary condition that is most common in children under the age of three. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take when a biting incident occurs.

Toddlers can bite for several different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. At this stage toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. At our center we encourage the children to "use their words" if they become frustrated. Our staff will maintain a close and constant supervision of the children at all times.

When a biting incident occurs the following steps will be followed:

- The biting will be interrupted with a firm "No…we don't bite people!"
- The bitten child will be comforted, and the bite will be assessed.
- Staff will remove the biter from the situation. The biter will be redirected to another activity.
- Both parents will be notified of the biting incident by phone and incident report. *Note: If there was blood exposure you will be informed, and you can determine whether you feel a visit to the doctor is necessary.*
- **Confidentiality of all the children involved will be maintained at all times.**

We have monthly lead teacher meetings to address any and all behavior issues. We encourage parents to share any and all concerns and frustrations with the staff. If we have any recurrent biting problems the staff will try to determine why, and what we can do to redirect the child to prevent biting in our classrooms.

Classroom Policy

Room Transitions

Room transitions are done at or around your child's birthday. Lead teachers and parents will work with the director to determine when their child is ready to move to the next room. There will be a transitioning period where the child will gradually spend time in the next room until they are comfortable with their new environment. This time frame varies from child to child and will be determined by the lead caregivers. The following minimum requirements must be met in order to transition:

Infant to Ones: walking confidently, pacifiers only at naptime, one nap in the afternoon.

Ones to Twos: no bottles, pacifiers only at naptime, and able to feed self and drink from a sippy cup.

Twos to LPK: Age 3, must be 100% potty-trained, developmentally ready for more structured and challenging activities.

LPK to UPK: Age 4, and developmentally ready for more challenging activities

In all cases a spot must be available before a transition will be started.

Parent Visitation/Participation

The Clawson Childcare Programs have an open door policy. Parents of enrolled children are always welcome to visit the center.

Parent Information Board

Every Classroom has a parent information board located outside the classroom. Please check this board every day because important information is posted weekly.

Parent Newsletters

Every week the lead teacher will send out a Newsletter. This newsletter showcases what your children have been working on, and also includes important information regarding your child's classroom.

The Daily Schedule

The daily schedule will vary depending on the age of the student, but will include: planning time, work time, clean up, recall time, circle time, small group time, outdoor time, large group time, meals/snack, rest time. The developmental areas include: physical, social, emotional and intellectual. The daily schedule is posted in each classroom.

Ages & Stages Questionnaires (Developmental Report)

Twice a year we will have you and our lead teacher performs an ASQ-3 on your child. The ASQ is typically done after the first month of attendance, and again before transitioning into the next classroom. You may be asked to complete the ASQ: SE if we are seeing some behavioral issues in our classrooms. This way we can get your child the additional support they may need.

What Is ASQ-3?

ASQ-3 is a set of questionnaires about children's development. It has been used for more than 20 years to make sure children are developing well. It is called a screener because it looks at how children are doing in important areas, such as speech, physical ability, social skills, and problem-solving skills. ASQ-3 can help identify your child's strengths as well as any areas where your child may need support.

As a parent or caregiver, you are the best source of information about your child. That's why ASQ-3 questionnaires are designed to be filled out by you. You will only need 10-15 minutes. It's quick and easy. Here's how ASQ-3 works:

- You will answer each question "yes," "sometimes," or "not yet," based on what your child is able to do now. Your answers help show your child's strengths and areas where he or she may need practice.
- To answer each question, you can try fun and simple activities with your child. These activities encourage your child to play, move around, and practice day-to-day skills.
- After you complete the questionnaire, your child's lead teacher will share the results with you.

If your child is developing without concerns, there is nothing more you will need to do. You may try the next ASQ-3 age level as your child grows and learns new skills. There are 21 questionnaires that you can use with children from 1 month to 5 ½ years old. If your child has trouble with some skills, we will help you with the next steps. Finding delays or problems as early as possible supports your children's healthy development.

You are an active partner in your child's learning and development. By completing ASQ-3 questionnaires, you are making sure your child is off to the best possible start!

For more information regarding ages and stages visit www.agesandstages.com.

Food Policy

All children's lunches will be provided by the parent. Microwaves are available to heat lunch foods. In cases where a child may have food allergies, parents will be made aware and signs will be posted. A mid-morning and mid-afternoon snack and beverage will be provided for children attending childcare more than 4 hours. The snacks offered at the center are dry snacks (ex: pretzels, crackers, graham crackers, animal crackers, and cereal).

Clothing

Potty-trained children are encouraged to use the bathroom by themselves; therefore they should have easily manageable clothing free of cumbersome buttons, snaps or ties. All children should

be dressed in clothing that may be worn for activities such as art and active play. We ask that you keep clearly labeled extra set of clothing in your child's cubbie. Soiled clothing will be wrapped and placed in your child's cubbie.
Michigan Department of Licensing requires that all children are provided with outdoor play if children are in attendance for three or more continuous hours per day. Outdoor play is an important part of your child's health and social growth. The outdoor time is scheduled daily and staffed appropriately. In case of inclement weather, children will remain indoors and given alternative gross motor opportunities. Please dress children for the weather and season.

Potty Training

We will work with parents to plan and support potty training efforts at home and childcare. While we understand accidents do happen even with completely potty-trained children, excessive accidents (2 or more per week) will result in additional fees (Toddler Room Rate $210).

Illness

Please notify the center if your child will be absent due to illness. When calling the center state the date, name of child and illness, the center must report all communicable diseases to the health department.

Birthdays and Holidays

Birthdays and holidays are special times which our classrooms enjoy acknowledging. If your family does not observe specific celebrations please inform your teacher, arrangements will be made to accommodate family observances. Parents are welcome to provide a small treat and arrange celebration of a child's birthday. Please contact your child's teacher to schedule the best time.

Toys from Home

Toys from home are permitted on certain days (ex: show and tell, ½ days, and no school days). Please label any item from home with your child's name. The Clawson Childcare Center assumes no responsibility if the item is lost or damaged.

Transportation

Transportation is provided by Clawson Public Schools for field trip purposes. Parents are given advance notice of field trips and permission slips are required before children can participate.

Early Childhood Programs

Infant Room

Your infant will learn about his/her environment through exploration and planned activities. Each infant will be assigned a primary caregiver. Primary caregivers are essential to forming positive relationships between the children and teachers. There are six primary goals that guide our interactions with infants and toddlers:

1. To learn about themselves (independence and self-concept)
2. To learn about their feelings (emotions and expressing feelings)
3. To learn about others (sharing and empathy)
4. To learn about communicating (verbal and nonverbal)
5. To learn about moving and doing (gross motor, fine motor, eye-hand coordination, & self-help)
6. To acquire thinking skills (cognitive development)

We value the need for children's schedules to remain consistent and try our best to accommodate the schedule you have established for your child. The Daily Schedule is an approximation of times and activities and will change to suit each child's needs. Children are held, fed, diapered and involved in play throughout the entire day. Striving to create a nurturing and trusting environment, we foster self-esteem, competence and confidence. It is our hope that the experiences we provide will have a lasting and positive effect on the children and families we serve.

Parent and Teacher Communication

Information about the infant room, reminders, upcoming events, parent news, etc. will be posted on the bulletin board inside the classroom.
Communication between home and center is extremely important. When you bring your infant you will check in with their Daily Report. You will note drop off time and expected pick up time as well as last diaper change and any other information your infants caregivers may need. Please call by 9:00 am if your child is going to be absent or late. A Daily Written Report is carefully maintained throughout the day to record your infants eating/drinking, sleeping, diapering and activities. Please take time to share and read about your infant's day.

Eating and Drinking

Parents are responsible for providing all food for infants. Parents of bottle-fed babies will need to provide bottles, nipples, and lids daily. Bottles must be ready-to-feed (formula and water are mixed in the bottle). All food and bottles must be labeled and dated. Each family will have a bin in the refrigerator to store their bottles.
If you are breast feeding your infant, all breast milk must be dated and have your infant's name on it. Fresh breast milk will be stored for 24 hours in the refrigerator or up to two weeks in the freezer.

Individual Feeding Schedule

We will arrange feeding times around each child's individual schedule and work with you to ensure your infant's needs are met on a daily basis. We do try to avoid feeding solids after 4:30 pm because at this time we are cleaning and sanitizing the room in preparation for the next day.

Both formula and breast milk are heated in a container of warm water or in a bottle warmer. In accordance with State Licensing Regulation we do not microwave bottles.

At around eight months of age, infants enjoy feeding themselves. Teachers will initiate conversations around self-feeding when they feel the child is showing signs of readiness.

Allergies

If your infant (eating table food) should develop a food allergy or intolerance, please notify the staff **immediately**. A doctors' note must be given to the center stating exactly what foods cannot be given to your baby. We will post all allergies (food, medication, environmental) in a very visible location. Should any child enrolled at our center develop a nut or peanut allergy we will become designated as a "Nut and Peanut Free Environment".

"Shoe-Free" Environment

With infants commonly on the floor, Clawson Childcare wants to provide a clean, safe, and healthy environment. We practice a "shoe-free" policy in our infant room. We ask that adults remove their shoes before entering the room. We take this action to prevent outside contaminants from being brought in and spread. Teachers will wear indoor slippers.

Sleeping

Infants nap according to their own schedules. If an infant should fall asleep while being rocked, in the swing, or taken for a walk in the stroller, he or she will be put in their cribs to continue sleep. All the bedding for infants must be provided by the parent, taken home on Friday, and returned washed Monday morning. We use mini-cribs at the center. You can find mini crib sheets at Babies R Us and Buy Buy Baby.

Diapering

Each parent must provide an ample supply of disposable diapers for their infant. Your child will be changed every two hours throughout the day and as needed. Should your baby develop diaper rash we will apply a topical ointment that you provide. You will be required to complete a "**Sunscreen and Topical Ointment Permission Form**" upon enrollment.

Cloth diapers are also permitted. In accordance with state licensing guidelines staff is not permitted to rinse the contents of a cloth diaper.

Ones & Twos Room

In these rooms, your child will enjoy many activities that will enhance their growing needs. We will focus on social and emotional development, large and small motor skills, and building language. Our rooms are filled with activities to encourage and stimulate these important skills. It may seem that we just play all day; however your child is learning and developing while having fun!

A Typical Day

Our day is split into many parts. During free choice time, children may choose what they would like to play with or they may wish to hear a story. Circle time involves singing songs, and learning the hand motions, as well as reading stories. We encourage all children to join in; however they can make that choice. If they don't want to sit with the group, they may sit nearby with a book or other quiet toy. We will do an art activity daily. We will use the playground and/or the gym for large muscle activities, and we usually take a walk every day, weather permitting. Throughout the day, we will include time for snacks, lunch, and potty/diaper time.

Daily Reports

A daily report is filled out each day for your child. There is spaces at the top for parents to inform us of anything you feel is important, last feeding, change in pick up routine, etc. We let you know feeding and diaper/potty information from the day as well as how your child's day was, and what activities they enjoyed. Also check reports for any supplies your child needs.

Diapering

Each parent must provide an ample supply of disposable diapers for their Toddler. Your child will be changed every two hours throughout the day and as needed. Should your toddler develop diaper rash we will apply a topical ointment that you provide. You will be required to complete a "**Sunscreen and Topical Ointment Permission Form**" upon enrollment.

Potty Training

Potty training is started when parents feel their child is ready to begin. Staying dry for long periods of time, asking to have their diaper changed right when soiled, and asking to use the potty, are some signs that your child may be ready to start. We will work with families to make sure the home and center bathroom routines are consistent. When your child is fully potty trained and three years of age they will be able to move up into the LPK classroom.

Lunches

Please bring a lunch for your child daily, unless noted that we will be having a special party or event.

Lower & Upper Pre-k

Goals and Objectives

To Facilitate Active Learning

- Learning initiated by the learner
- Learning carried out by the learner
- Encouraging learner to be creative
- Use of five ingredients of active learning
    - Materials
    - Manipulation of materials
    - Child's choice of activities
    - Language from child
    - Adult support

To Facilitate Problem Solving

- Children learn best from trial and error
- Children are allowed to make mistakes
- Adults refrain from giving correct answers or solutions
- Children develop the ability to comprehend others written, spoken, dramatic and graphic representation
- Children develop the ability to work with others in group planning, cooperative efforts and shared effort.

About the Room

The room is divided into different developmental areas/centers:

Literacy Area- This contains the writing area, and reading corner as well as a collection of puzzle's and letter/word activities.

Dramatic Play Area- This area contains the kitchen, as well as dress up clothing and supplies to create different dramatic play episodes. It will be changed out every once in a while based on the children's interest.

Block/building Area- This area contains supplies to build and continue with imaginary play. The doll house, and cars are also part of this area.

Art/Sensory Area- This area contains the art table which has basic art supplies and some scraps for children to explore with. The sand table is also a part of this area.

Snack

A morning and afternoon snack is provided for the children. You may also send “breakfast” with them to eat in the morning.

Nap Time

LPK will take a daily nap from 12:30 to 2:30. UPK nap is optional please let us know if you would like your child to nap. Please send a blanket and pillow for your child if you would like them to nap.

Communication

Each week the lead teacher will send out a classroom newsletter. This will keep the parents up to date with what each class is learning, special activities, occasions, and any other important information. A few pictures will be shared via the email as well.

Lunches

Please bring a lunch for your child daily, unless noted that we will be having a special party or event.

School Age Child Care

Daily Activities

All activities are planned by caregivers based on the age and interest of children. Center based activities are planned daily and posted for children and parents. The following activities are offered during the week:

Legos/Blocks	Arts and Crafts	Homework Help
Board Games	Card Games	Playdoh/Clay
Gym/Playground	Computers	Free Choice
Puzzles	Books	Dramatic Play Toys

Food Policy

All children's lunches will be provided by the parent. Microwaves are available to heat lunch foods on Half and No School Days. These conveniences are not available on field trip days. A mid-morning and mid-afternoon snack and beverage will be provided for children attending childcare more than 4 hours. An afternoon snack and beverage will be provided to After school care children.

Items from Home

Due to the large number of children served by the Center, it is requested that toys and other personal items be kept at home, as it is impossible to keep track of each child's special items. Children are allowed to bring special items on Friday's, ½ Days and No School Days, however the child is held responsible for those items. The Center is not responsible for lost or misplaced items. Please make sure your child's name is on items they bring from home.

Clothing

School aged children are required to use the bathroom by themselves;
Therefore they should have easily manageable clothing free of cumbersome buttons, snaps, or times. Children should be dressed in simple, durable, and washable clothes. Dress should also be appropriate for weather conditions. A complete change of clothing is recommended for younger children.

Half days, No School Days, Break Weeks

An additional charge will be added for attending ½ days and No School Days. For children grades K-5 attending 3 or more days.

	Cost	Not Signed Up And Child Attended Fee	Signed up & Child Did Not Attend Fee
Half Day	**$10.00**	**$15.00**	**$5.00**
No School Day	**$20.00**	**$25.00**	**$10.00**
Vacation Weeks	**$25.00 per day**	**$30.00 per day**	**$12.50 per day**
THERE ARE NO LUNCH SERVICES ON THESE DAYS, Please make sure to send a lunch with your child.			

School Break Weeks

During school vacation/break weeks the fee will be $25.00 per day of attendance for 5 or more hours. $12.50 per day of attendance for less than 5 hours. You must sign up for the days you will be attending during ½, No School, and Vacation weeks. This way we can staff accurately. If you have signed you child up for a break week and do not attend without letting staff know, you will be required to pay ½ of the rate. If your child attends and you have not signed up or notified staff there is an additional $5.00 charge.

Playground Inspection Notice

School playgrounds are not subject to required playground inspections. Therefore playground equipment and surfacing at Kenwood and Schalm Elementary School's may not be in compliance with the 2010 edition of the Handbook for Public Playground safety. If staff feels equipment unsafe they will prevent children from usage. Any problems with playground equipment or surfacing will be directed to the maintenance supervisor for Clawson Public Schools.

Bullying Policy

Bullying is unwanted, aggressive behavior between school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Adapted from www.StopBullying.gov

Clawson Childcare is dedicated to making our center safe for every child that attends. We take bullying accusations very seriously, and work as a group to find out information in any situation that we believe is bullying, or that is reported to us as a bullying. Our primary goal is the safety of all involved in a bullying situation, and then the appropriate education of children involved. We will work to solve these kinds of problems with positive, meaningful consequences, but if the behaviors continue after repeated instances and with parent involvement, and incident report may be given. WE will always give an incident report for an intentional act of physical aggression towards another student.

Discipline

It is most important to emphasize that the main 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 is capable of assuming some measure of self-control and therefore is responsible for his/her own actions. The goal is to foster both self-control and self-discipline as is appropriate for each age and to support the children as they master these skills.

Disciplinary action will be taken if a child uses inappropriate language, does not listen to or follow directions from a teacher, does not respect the people and property around him/her, or uses violence to solve a problem.

If action is necessary it will be handled in a positive manner to encourage self-control, self-esteem, self-direction, and cooperation. The staff may use some or all of the following methods:

- The child will be stopped and spoken to concerning his/her actions and what is expected.
- Redirect a child to an appropriate activity.
- Separate the child from the activity (but not away from supervision) for an age-appropriate time-out.
- If necessary (when all other methods have failed), the child's parents may be called for a conference to discuss the difficulties and possible resolutions.

Discipline Policies

- 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 telephone either at home or at work.
- Severe behaviors will be recorded with an incident report. These behaviors include (but are not limited to): disruptive behaviors, physical aggression, destruction of property, failure to follow policies or procedures, chronic bullying behaviors and misuse of technology.
- If a child receives a third behavior-related incident report, the child will be suspended from Clawson Childcare Center for up to one week. During that time, the director, parents and supervisor will meet to determine the conditions for reinstatement.
- If the child is reinstated and receives a fourth incident report the child will be withdrawn from the program.

Withdrawal

The following situations may result in immediate dismissal of your child from Clawson Childcare Center:

- Documented evidence of unsuccessful adjustment according to our Discipline Policy (see above).
- Bringing a weapon to school.
- Leaving the center without permission.

- Threatening another child/adult in a manner that could result in bodily harm.
- Behaviors endangering themselves or others.
- Intentionally physical harming of another student or staff member.
- Possession or distribution of inappropriate (violent or sexual) materials.

Directory

Clawson Childcare Program

Childcare Office
626 Phillips
Clawson, MI 48017
(248) 655-4412

Infant Room
626 Phillips
Clawson, MI 48017
248-404-2605

One's Room
626 Phillips
Clawson, MI 48017
(248) 404-2608

Twos Room
626 Phillips
Clawson, MI. 48017
(248) 655-4439

LPK Room
626 Phillips
Clawson, MI 48017
(248) 404-2607

UPK Room
626 Phillips
Clawson, MI 48017
(248) 655-4412

Kenwood Before/After Care
240 Nahma
Clawson, MI 48017
(248) 655-3816 (Lunch Room)
(248) 655-3838 (Main Office)

Schalm Before/After Care
940 N. Selfridge Blvd
Clawson, MI 48017
(248) 655-4955 (lunch Room)
(248) 655-4949 (Main Office)

Important Emails

Renay.swords@clawson.k12.mi.us (Director)
Theresa.margiewicz@clawson.k12.mi.us (Assistant Director)
Lyssa.Ray@clawson.k12.mi.us (Infant Room Teacher)
Jessica.levasseur@clawson.k12.mi.us (Ones Room Teacher)
Mary.Thompson@clawson.k12.mi.us (Twos Room Teacher)
Katie.graham@clawson.k12.mi.us (LPK Room Teacher)
Kristy.henderson@clawson.k12.mi.us (UPK Room Teacher)

Acknowledgement of Receipt of Childcare Handbook

- ✓ I have received the current Clawson Childcare Center handbook and have read and understand the material covered.

- ✓ I understand that any future questions that I may have about the handbook or its contents will be answered by the Director or her designated representative upon request.

- ✓ I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that repeated failure to comply with the policies, procedures, and other guidelines will result in removal from the childcare program.

- ✓ I understand that the Clawson Childcare Center reserves the right to change, modify, or abolich any or all of the polices, rules and regulations contained or described in this handbook as it deems appropriate at any time, with a thirty day notice.

Signature_____ Date_____

Printed Signature_____