

YALE PUBLIC SCHOOLS CHILDREN'S CENTER  
**LATCHKEY and DAYCARE**  
**PARENT HANDBOOK**

Avoca Elementary School  
School

8751 Willow Street  
Avoca, MI 48006  
(810) 387-3231 ext. 2440  
Melissa Poulsen, Director  
Director

Emmett Elementary School

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Dawn Vokes, Director

Yale Elementary

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Stacy Schweihoffer,

“Offering Licensed Latchkey, Preschool and  
All Day Care”

Updated August 6, 2016



## Table of Contents

Program Highlights	Page 3
Daily Schedule	Page 3
Admission Policy	Page 3
Drop Off and Pick Up Procedures	Page 4
Nap and Rest Time	Page 4
Medication Policy	Page 5
Illness Policy	Page 6
Accident Policy	Page 6
Discipline Policy and Conduct	Page 7
Rules of Conduct	Page 7
Lunch, Breakfast and Snack	Page 8
Inclement Weather/Emergency Plans	Page 8
Holidays and Breaks	Page 9
Withdraw Policy	Page 9
Weekly Schedule	Page 9
Drop-In or Adding Days / Times	Page 10
Registration Fee	Page 11
Latchkey and Day Care Costs	Page 11
Parent Relationships and Responsibilities	Page 11
Health Care Plan	Page 12

Hand Washing	Page 12
Handling Bodily Fluids	Page 13
Cleaning and Sanitizing	Page 12
Controlling Infections	Page 13

Yale Public Schools provides **Latchkey/Day-Care** fully licensed through the state of Michigan for children age 3 years and potty trained through 12 yrs or completion of 5<sup>th</sup> grade. Along with the latchkey/day-care the program also offers preschool services.

**Latchkey** is a program providing child-care before school from **6:00 a.m.** until school begins at **8:35 a.m.** It addition, the program also offers an after school session from **3:45 p.m.** until **6:00 p.m.**

**Preschool** classes are provided at Avoca Elementary, Farrell-Emmett Elementary and Yale Elementary for children beginning at age 3 & 4 years old. Students must be potty trained to participate in the program. **Preschool is offered to the Latchkey/Day-care children and paid with a \$4.00 hourly fee.**

### **Program Highlights**

1. The program is intended to provide quality Childcare and Preschool services for student’s age 3 years old(potty trained) through 12 years old or the completion of 5<sup>th</sup> grade.
2. The program will provide consistency for a child’s daily routine before and after school.
3. Social, emotional, physical, cognitive, and creative activities will be provided which enhance the school programs and opportunities for a child’s educational development.

### **Daily Schedule**

The program is open Monday – Friday on regularly scheduled school days. The program will not operate on vacation days or snow days. **Please read all notes given out by your child’s teacher thoroughly and read the newsletters sent to your home by the district for days off and special events. A school calendar is available on the school district’s website.**

**All day childcare** is available daily from **6:00 a.m.** through **6:00 p.m.** A school lunch is available to these children at the parent’s expense.

The **Latchkey** morning programs will operate from **6:00 a.m.** until the beginning of the elementary school day at **8:35 a.m.** Afternoon programs are from **3:35 p.m.** until **6:00 p.m.** An afternoon snack time is offered for **children who bring a snack from home.**

## **Admission Policy**

It is necessary to register in advance to participate in either programs. To complete registration process, the following forms must be completely filled out and returned to the Children's Center:

### **Latchkey (Kindergarten thru Fifth Grade & Preschoolers)**

1. Registration form
2. Child information card
3. Parent handbook form
4. Enrollment agreement
5. Discipline policy
6. Nutrition agreement
7. Good health statement
8. Transportation agreement
9. Copy of immunization for 3-4 year olds
10. Physical, dated within 6 months prior to enrollment for 3-4 year olds.

**All forms must be filled out and turned in on or before your child's first day.**

## **Drop Off and Pick Up Procedures**

The following procedures will help to assure that each child is safe and that the wishes of the parents are followed for child-care.

- A parent designee is a person who is at least 16 years old and has valid ID.
- A note from the parents will be required for all designees that are having persons under the age of 18 dropping off and picking up of any child. No exceptions will be made.
- When dropping off a child in the morning, the parent or parent designee must walk the child **into** the Children's Center room in the school and sign them in. Staff will not be responsible for children not signed in. **When picking up a child, the person must be prepared to show ID daily.** When the caregiver in the room is unsure if they recognize the person, even if it is the mother or father, they will require identification. When picking up the child, sign them out before leaving.
- A child will be released **only** to those persons listed on the emergency card. Notes for releasing a child to a person not on the emergency list in the child's file will only be honored for that specific day. Parents may update names on the emergency card as needed.
- Any change to a child's schedule or daily routine must be communicated by the parent. It is the parent's responsibility to contact the childcare center and the main office.

## **Nap And Rest Time**

- Yale Public Schools Children’s Centers are required by state licensing to offer a rest time for children up to age 6 years.
- According to the licensing rules for the Child Care Centers, rule R400.8188. “A center shall provide each child under school age in attendance for 5 or more continuous hours a day with an opportunity to rest.”
- Cots or mats are provided daily. Parents of children who will lie down may bring a blanket and pillow in a plastic bag. The child may also bring a “stuffy” to cuddle with.

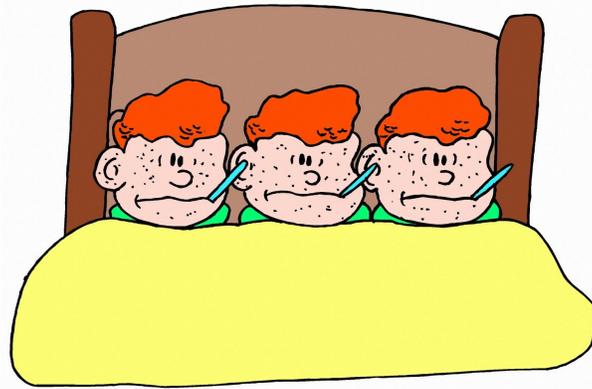


## **Medication Policy**

It may be necessary to provide medication to a student during the time the child is in our care. Medication, prescribed or over-the-counter, must be administered according to the Michigan Department of Consumer and Industry Services Day Care Licensing Handbook, rule R400.8152. Other health and emergency situations may arise which require attention and will be handled according to the guidelines, which follow:

- Medications ordered one or two times daily should be given at home unless the medication must be given specifically during time periods when the child is in attendance.
- A medication consent form must be completed and on file at the program before any medication, prescription or over-the-counter, can be administered to a child. Such forms will contain written consent of parent or guardian and the complete instructions of the physician according to the prescription bottle. This includes chapstick, sunscreen, and any ointments.

- Over the counter medications, cough medicine, pain or fever medication, etc., must have the appropriate dosage for the child's age and/or weight on the package. Only the amount specified on the package will be administered unless otherwise specified by a physician's note.
- Program staff will not administer any prescription medication not prescribed by a physician.
- Medication must be in the original pharmaceutical container and labeled with the child's name, medicine name, amount of dosage, date, the time of administration, and the physician's name.
- Medication is not to be carried by the child on a daily basis. The parent must carry any medication to any child care program and given to staff. Medication carried to any child care program by the student will be confiscated and given to the parents; this includes chapstick, lotions, and makeup.
- The parents are responsible for notifying the staff when medication has been discontinued or changed. The parent is expected to pick up any unused medication.
- Suntan lotion and bug spray may be brought to any of the child care programs by the parent to be kept at the childcare center. A form will need to be filled out and signed by the parent annually.
- Forms signed by grandparents cannot be accepted unless the grandparent has official guardianship of the child.



## **Illness Policy**

Please call the center on days when your child is ill, or will be absent for any other reason.

A child may be sent home if he or she appears to have an illness while in attendance. In such cases, the child will be isolated from others and a parent or emergency contact person will be contacted to pick up the child immediately.

Your child must be fever free without medicine for 24 hours in order to return to school. If your child has been vomiting or had diarrhea, they need to be home for 24 hours from the last episode to attend school. If your child is on an antibiotic they cannot return for 24 hours from the first dose.

A parent will be contacted to pick up their child when:

1. The child has a fever of 100 or higher
2. The child has an unidentifiable rash
3. The child is in any pain
4. The child has excessive green or yellow discharge from his/her nose
5. The child vomits for any reason
6. The child has diarrhea

**AT ANY TIME A COMMUNICABLE DISEASE IS IDENTIFIED THE CHILD WILL NEED A DOCTOR'S CLEARANCE IN ORDER TO RETURN.**

### **Accident Policy**

Should your child become injured or ill while in attendance, parents will be contacted if the staff feels medical attention is necessary. An accident report form may be completed by the center staff and will be kept on file by the site Director. In case of serious injury, the staff will make an immediate attempt to contact a parent or designated person. If the parents cannot be contacted, we will contact the child's physician. If necessary, an ambulance may also be called.

**\*\*\*Please keep emergency contact numbers up to date.\*\*\***

### **Discipline Policy and Conduct**

It is a goal of the program to provide a physically and emotionally secure environment for the children. Standards of individual conduct and interaction with other children will be followed for the well being of all participants in this program. When necessary, corrective action will be fair, consistent, immediate, and appropriate for the development of the child. **The Yale Public Schools Children's Center staff is prohibited at any time from using any form of corporal punishment as a form of discipline for any latchkey or preschool children.** The children center staff attempts to work through minor issues with the child before informing parents of any concern. For this reason, parent may not always be informed of minor behavior issue that develop. A few simple rules for conduct each child must follow include:

### **Rules of Conduct**

1. The child must keep his/her hands to oneself.
2. Children must take care of items in the room, including playthings or work items and leave other children's items alone.
3. Children must show respect for each other and staff.
4. Children must never leave the supervision of the staff.

The following consequences are usual procedures for addressing problems with student conduct:

1. A verbal warning in which the child is warned that his/her behavior is inappropriate and with any necessary explanation.
2. The child is redirected to positive behavior.

3. A child is placed in the “thinking chair” for a brief period of time appropriate for the age of the child to reflect on their actions or choices.
4. A child may be restricted from participating in certain activities.
5. Parents will be given a written notice that their child’s behavior could be cause to terminate the child’s enrollment with the program. This is the “first warning.”
6. If behavior continues a conference may be called with the parent(s) to discuss persistent unacceptable behavior to determine corrective action. This is considered a “second warning.”
7. The third occurrence of any unacceptable behavior will result in the parents being called to pick up the child and the child will be dismissed immediately from all Children’s Center programs. The child will not be eligible for re-registration until the start of the following school year. A meeting may be required before re-registering. No credits will be given.

**Any child exhibiting behavior, which is dangerous to themselves, other children or staff, will be terminated from the program immediately** without the above warnings, and the parent will be contacted to pick up the child immediately.

## **Lunch Money**

Lunch money should come in an envelope with the child’s name, date, amount, and teacher’s name clearly printed on the front. **Please do not combine lunch money and childcare tuition. They are separate programs with separate accounts.**

## **Lunch Meal**

**Lunch** may be purchased at school or a sack lunch can be brought from home daily. A lunch schedule is posted at each site. The cost of a lunch from school is **\$2.20** daily. Parents can send any amount over **\$2.20** to be kept in an account for their child to use. The school will let parents know when the amount is used up. When packing a child’s lunch, please make sure there is enough for the day and the contents are nutritious. Please inform staff as soon as possible if your child is having a hot or cold lunch. The kitchen needs to know our lunch count by **9:00 a.m.** Children cannot share food with other children in the room. **Candy bars, cookies and cake are not nutritious and are strongly discouraged.** When needed, certain items may be restricted due to student allergies.

## **Breakfast/Snack**

DayCare children will be served breakfast/snack, free of charge, from an approved menu each day. Items will be from at least two (2) food groups. For example: pancakes and milk, cereal, and apples. If your child has severe multiple food allergies: the parent must supply the child’s breakfast each day. It is

safer for the child to have approved food items from home in these cases Parents will need to provide. Cakes, cookies, and candy items are reserved for special occasions, for example birthdays and class parties. Special treats will be given in addition to regular snack item.

### **Incident Weather / Emergency Plans**

When Yale Public Schools is closed due to building problems or weather conditions, all childcare programs offered within that school will also be closed. If **one** school closes because of a building problem; all the programs within **that particular** school will also be cancelled. **If school is cancelled after children have arrived, the childcare programs are required to close, and the children will need to be picked up according to the emergency plans form submitted to the transportation department and the school office for Latchkey and Preschool Daycare within one hour of call.** All day care and preschool parents will be contacted to pick up their child according to the information card on file for each child. Parents should listen to local radio stations or follow schools on social media for school closing information.

### **Holidays and Breaks**

**All centers are closed on the following days in accordance with YPSD calendar.**

*Thanksgiving  
Christmas Break  
Mid-Winter Break  
Good Friday  
Spring Break  
Memorial Day  
Summer Break*

***The site Directors and Yale Public Schools reserves the right to cancel a day or any program due to low enrollment, room availability, staff absences, or any situation where the school has been deemed unsafe to accept children. Advance notice will be given when possible.***

### **Withdraw Policy**

A **written** one-week notice is required when withdrawing your child from the program or when changing the established schedule. Examples when notice is required include, a parent's job change, lay-off, extended illness (parent or child), or a relative staying in the home. Failure to do so will result in the child or children being dropped from the program and their spot being given to another child.

After a two-week period of a child not attending and no communication from the parents, the child is automatically dropped from the program. Upon returning, the registration fee must be paid again and new paperwork must be filled out IF there is room for the child to return.

When notice is given of switching from attending weekly to a drop-in basis, the registration fee does not need to be repaid. The child's paperwork will need to be inspected to make any necessary changes.

**All past charges a parent has incurred will need to be paid before the child will be allowed to re-enroll.**

**\*\*\*\*\* The Yale Public Schools Children's Centers reserve the right to notify a parent of immediate disenrollment due to unforeseen circumstances.\*\*\*\*\***

### Weekly Schedule

A weekly **schedule and payment** will be required to be completed by **THURSDAY @ 2:00 p.m.** for the next week. The parent will also be required to pay based on the weekly schedule. **There will be a \$15.00 late fee per child for weekly schedules and fees turned in after Thursday @ 2 p. m., Absolutely NO exceptions!** It is the parent's responsibility to make sure the childcare staff has the child's weekly schedule, **IT IS NOT THE CHILD'S RESPONSIBILITY**. If you give your child the schedule and money to turn in and we do not receive it on Thursday parents will be charged the late fee. If your child is not scheduled on Thursday you will need to turn in the schedule on another day earlier in the week or make a special trip to turn the schedule in by Thursday. Friday the late fee will be applied.

### Drop-In or Adding Days and Times

When using the Yale Public Schools Children's Centers as a backup to another childcare source or when adding days and times, parents need to call in advance to check if the program is able to accept the child on the day and times needed. Although we know this can not always be days in advance, the more notice we have, the better chances that there will be room. When adding a day by phone parents will be required to pay for that time even if the situation changes and the child doesn't attend. **If parents do not pay for the time by Thursday @ 2:00 p.m., a \$15.00 late fee will be applied.** It is the parent's responsibility to fill out their schedule and know their child's school schedule.

Our programs are "**ratio based**", which means we must have a certain number of staff for the amount of children based on the age of the youngest child in the room. For example if we have a **3 year old** in the room we must have **1** adult for every **10** children. Our rooms are licensed to hold a specific amount of children of any age, see license in each room for specific amount. That means if you call and your child would put the number over ratio, we cannot let them attend. If we have two adults in the room with the youngest child being a **3 year old** and **20** children and your child would be number **21** we cannot let them attend unless another staff is available.

The ratios as stated by the Department of Consumer and Industry Services are:

3 year old	1 adult to 10 students
4years old	1 adult to 12 students

5 through 12 years old

1 adult to 18 students

***It is very important that the parent contacts the school office, the child's teacher, the transportation department, the Childcare staff, and tell the child (when possible) when adding an afternoon to avoid any confusion.***

There will be no credit days *except* for when the Yale Public Schools cancel school because of inclement weather, building problem, or low enrollment. We will give a credit due to illness if we have verification from your physician. Please contact the Director of your Children's Center for any questions or concerns.

**\*\* DHS will not pay for any late fees acquired by the parent. The parent will be required to pay any late fees according to the policies in this handbook.**



### **Registration Fee**

There is an annual non-refundable registration fee of \$25.00 per child. Registration fees are transferable with the Yale Public Schools Children's Center.

### **Latchkey and Day Care Hourly Rates**

Latchkey and day care is paid by the **hour** or by the **½ hour**. The hourly fee is \$4.00 an hour per child. There is a **minimum of 1 hour sign up per day.**

### **Latchkey/Day Care Payment**

All fees must be paid by check or money order. **CASH WILL NOT BE ACCEPTED.**

**Payments are due on Thursday @ 2 p.m. the week prior to care** and may be paid at the Center. A late fee of **\$15.00 per child** will be charged to the parent when signing your child up **after Thursday** unless your child is considered a "drop-in".

To discuss questions or concerns about payments please contact the Director of Children's Center.

All Preschool fees are due **the first of each month**. A late fee of **\$15.00** will be applied if not on time.

## **Late Pick Up**

It is expected that each child will be picked up no later than **6:00 p.m.** **A late fee of \$1.00 for every minute beyond 6:00 p.m. will be charged for late pick up per child.** If a child is picked up late, more than twice a year, it will be considered grounds for dismissal from the program.

## **Parent Relationship and Responsibilities**

Cooperative and positive relationships are necessary between parents and childcare staff in order to provide effective childcare. Yale Public Schools will provide qualified and trained staff to assure appropriate care of the children. The following lists of items are parent responsibilities to assure effective program and communication with staff:

1. Complete our required registration forms and provide up-to-date and revised health emergency information when necessary.
2. Meet your financial responsibility according to the schedule and deadline outlined in the parent handbook.
3. Parents or designee must walk their child **into the room**, and sign them in and out and instruct anyone bringing the child to all child care programs to do the same.
4. Notify the staff in case of illness or communicable diseases.
5. Notify staff, school, and bus garage of any schedule changes and absences.
6. Pick your child up on time each day as scheduled and pay for any time differences.
7. Spend a few minutes on a regular basis talking with staff regarding the activities and development of your child.
8. At any time that you have a concern that is not immediately addressed in a brief conference with staff; call or request a conference with the Director to discuss the concern that you have.
9. Stay informed of developments and updates in the program by reading any notes or newsletters, which may be provided to parents.
10. If possible share any special skills; interests, or talents that you have that may be beneficial to the children.
11. Toys brought from home are not the center's responsibility if they are broken, stolen or lost.

## **Health Care Plan**

Staff is trained yearly on all situations

### **Hand Washing**

The following procedures will be used for hand washing:

- Moisten hands at a comfortable water temp. and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue while singing ABC's.
- Rub under fingernails, between fingers, around nail beds and jewelry, wrists and back of hands.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper/single use cloth.
- Turn off tap with paper towel.



### **Handling Bodily Fluids**

Staff will watch a Blood Borne Pathogens video at the beginning of every year for review. The center will use precautions when handling bodily fluids as instructed in the video.

- Staff will put on gloves
- Clean up bodily fluid
- Wash area with soap & water, rinse and sanitize
- Wash hands of child
- Dispose of gloves and wash hands

### **Cleaning and Sanitizing**

The following steps are to be followed for cleaning and sanitizing on a daily basis.

- Wash area/surface with warm water and soap
- Rinse area/surface with clean water
- Spray area/surface with a sanitizing solution
- Let area/surface air dry

Toys are washed monthly and on an incident basis (a toy/item is placed in a child's mouth etc.), items are submerged into the liquids stated above.

\*Sanitizing solution is made up of water and chlorine bleach.

1 tablespoon of bleach to 1 gallon of water

### **Controlling Infections**

- All universal precautions stated above.
- Bedding will be stored in plastic bags.
- Cots/mats will be washed daily when used by children.
- The room is sprayed down every night with a sanitizing solution.
- Children who have any type of communicable disease/condition will be removed from the center and may return with a doctor's note.
- Children who become ill will be kept away from all other children until they are picked up.
- Hand washing is encouraged often.
- Children are taught to cough/sneeze into elbow not hands.
- Staff will wear gloves when handling food.
- Health records and immunizations (waivers) have to be up to date.