

Algonac Community Schools

Latchkey Parent Manual

**Pointe Tremble Early Childhood Center
9541 Phelps Road
810-794-3022**

Latchkey Centers

Locations and Telephone Numbers

Main Office – Pointe Tremble

9541 Phelps Road

Clay, MI 48001

(810)794-3022

- Susan Stringer – Director of Early Education ext. 1622

Millside Elementary School

1904 Mill Street

Algonac, MI 48001

(810) 749-8880 ext. 1718

PHILOSOPHY STATEMENT

Algonac Childcare Program is committed to providing a safe learning environment for its students. Through creative curriculum we help our students maximize their social, emotional, physical, and intellectual growth. Our program fosters curiosity, creativity, and self-esteem by taking into consideration children's abilities and interests through our curriculum and parent involvement. Staff and student engagement is a necessary component in a child's early development. Students are encouraged to use critical thinking and problem solving skills in their daily experiences. The classroom environment is carefully designed to reflect the children's interests and to cultivate positive self-image, independence, and interdependence. Algonac Childcare Program is an equal opportunity facility and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Parent Manual

INTRODUCTION

The Algonac Community Schools' Latchkey centers are located at Millside Elementary School and Pointe Tremble Early Childhood Center. The centers offer childcare services for school aged children 5 up to 13 years old and in grades K-6. The program is licensed with the state of Michigan, meeting all health and safety codes. Algonac Community Schools is committed to providing excellent childcare services for the children of the community. The program provides a caring, warm, and stimulating environment for your child.

GOALS

1. To provide a safe and secure environment for the child while parents are employed or otherwise occupied.
2. To provide supervision by trained and carefully selected personnel who will provide gentle and consistent care.
3. To provide security by providing a safe and dependable environment.
4. To provide stimulation through a planned daily program that provides a variety of activities and experiences which are geared to facilitate the participants social, emotional, physical, and intellectual growth and development.

STAFFING

Each teacher in this program will develop and maintain a warm and understanding rapport with each child, possessing an insight into each child's needs. Each child will have a primary teacher assigned to help in their daily needs. There will be a lead teacher to coordinate the overall program. The Childcare Director will oversee each program at the Center. Each classroom will have a lead teacher and teacher's assistant to implement the program on a daily basis.

FEES

A non-refundable registration fee of 29 dollars per child is required at the time of registration. Registration must be completed annually and at least 48 hours before using the program. Tuition is due at the Center by 6:00 pm each Thursday for the following week of childcare. Tuition fees are non-refundable. **All fees must be up to date for participants to attend.** Please make checks or money orders (no cash) payable to "Algonac Childcare." If tuition has not been paid by 6:00 pm each Thursday, a late fee of \$20.00 per child will be charged. Additional fees are listed on the tuition payment forms.

SCHEDULE

Latchkey is offered from 6:00 am until the start of the school day and immediately after school until 6:00 pm; Monday through Friday on a year round basis with the exception of holidays. During the summer break, latchkey is held only at Pointe Tremble. If school is dismissed early due to weather, children will go to the pre determined home as listed on the child's information card. In the event of a tornado warning, the children will be taken to an area in the building that is designated the safest. It is the responsibility of the parent to notify the Center when a child will not be attending on a day they are scheduled.

A telephone call to the office (810) 794 3022 or the specific room extension (labeled on the contact list) is a requirement.

ADMISSION/WITHDRAWAL

Participants must be in grades K-6 and be between 5 and 13 years of age. Each child enrolling in the program must have the following forms completed and on file:

- 1. Registration Form**
- 2. Permission Form**
- 3. Child Information Card**
- 4. Food Agreement**
- 5. Walking/Bussing Permission-Latchkey**
- 6. Electronics Permission-Latchkey**
- 7. Sunscreen/Bug spray Permission**
- 8. Photo Permission**
- 9. Parent Manual Acknowledgement**

Latchkey participants may be enrolled on a monthly or weekly basis. Parents will designate on their registration form specific days and time slots needed. **Children must be registered by 6:00 pm each Thursday at Pointe Tremble or Millside if childcare is needed for the following week.**

A child can be withdrawn from the program at the completion of any week. In the case where payment has been made for the entire month, the parent or guardian must contact the Program Director to request a refund.

ARRIVAL/DEPARTURE PROCEDURES

To ensure that each child in the Program has a safe and pleasurable experience, the following procedures will be adhered to at all times:

- Parents or authorized persons are required to come in to the Center with their child when dropping them off and picking them off.
- Parents or authorized persons, as listed on the **Child Information Card**, must sign their child in on the “sign-in sheets” upon arrival and note the time. Parents or authorized persons must also sign their child out each day and again note the time.
- The staff will question those with whom they are unfamiliar and check their authorization (photo ID is required). Anyone without proper authorization will be stopped from taking the child. This is for the safety of the child.
- Please inform the Pointe Tremble office of any changes or additions you wish made to the child information card. **This cannot be done by phone**, since we cannot accurately identify your voice on the phone and must be certain that *you* want the changes made.
- Parents/guardians or authorized persons are required to pick up their children from the Center no later than 6:00 pm. If a parent/guardian/authorized person is late picking up his/her child, an additional fee of \$5 .00 per fifteen minutes (or portion of) will be charged. This must be paid in cash to the caregiver in charge at time of pickup.

Childcare Tuition Agreement

1. I hereby agree to comply with the rules and regulations of the Algonac Childcare Program regarding tuition fees and to other topics as specified in the Parent Manual.
2. I understand that if my child is enrolled in the Program that the FULL TUITION FEE is due on the Thursday **preceding** the week that child care is needed. Advance payments will be accepted anytime during operational hours at the Center. I understand that I am to turn my tuition into the office, or to the drop box located in the office. I will always receive a receipt for any payments made and I understand that a total receipt for taxes is NOT given at the end of the year. I understand that I will need to keep all of my weekly tuition receipts.
3. I understand that any payment received after 6:00PM Thursday will be assessed a \$20.00 late fee per child.
4. I understand that there is a two-day per week minimum that my child must attend. I understand that I must sign-up and pay tuition for each week my child is registered in order to guarantee my child's spot. I understand my child's spot will not be held after 3 weeks of being absent without notification to the Director. I understand I will be responsible for another registration fee after three weeks and no prior arrangement made with the Director.
5. I understand that tuition cannot be deducted or refunded for missed days, including illnesses, inclement weather, or family vacations as outlined in the Parent Manual.
6. I understand that tuition is NOT refundable for vacations which exceed the vacation policy.
7. I understand that my child needs to be at the center at his/her scheduled time each day. If I am running late I understand that I must call my child's room so the center will not consider him/her absent. I understand that if my child is not here within ONE hour of their scheduled time the center will mark them absent and not have care available for that day. I understand that if my child is absent or marked absent after one hour I do not receive a credit for that day.

8. I understand that I may withdraw my child from the program at the completion of any week. In the case where payment has been made for the month, I understand I **will not** receive a refund.
9. I understand that if my child is picked up later than his/her scheduled time, I will be charged a \$5 late charge for every 15 minutes or portion of beyond the scheduled pick up time, payable by check/money order to Algonac Childcare.
10. I understand that the Center closes promptly at 6:00pm each day and I must have my child picked up by that time if scheduled. Overtime fee after 6:00pm is \$5.00 per 15 minute period, per child due in cash to the caregiver present.
11. I understand that my child will NOT be admitted in the program if payment is not current and any late fees are not paid.
12. I understand that there is a non-refundable registration fee for each child and that it must be paid before my child can be enrolled.
13. I understand that if my child is enrolled in the **PRESCHOOL PROGRAM ONLY**, the monthly tuition payment is due near the end of the month for the up-coming month (per provided payment schedule)
 - a. Preschool students must be picked up by 12:00pm (please see above for late pick up fee.
14. I understand the **LATCHKEY** staff is available Monday thru Friday from 6am to 9am and pm to 6pm at each latchkey site during the school year and from 6am to 6pm during Holiday breaks and summer at Pointe Tremble Early Childhood Center.

HEALTH/MEDICATION

Your child's health is a matter of importance to all of us. Upon enrollment, you must sign a health release form stating your child is in good physical health and has no communicable diseases.

A sick child is to be kept home for his or her own sake and that of others. Many communicable diseases begin with cold-like symptoms.

Your child may be sent home if he or she appears to have symptoms of illness while in attendance. In such cases, the child will be immediately isolated from others and a parent or designated person will be contacted to pick up the child. **Please call the Latchkey Center when your child is ill or will be absent for other reasons.**

Should your child become injured while in attendance, parents will be contacted if the staff feels medical attention is necessary. An accident report form will be completed by the staff and will be kept on file by the director. In case of serious injury we will make an immediate attempt to contact the parent or designated person. If we can't reach you, we will contact your child's physician. If necessary, we will also call an ambulance. You will be responsible for any incurred expenses. **Please keep your emergency contact numbers up to date.**

Medication, including acetaminophen, cough syrup, etc. shall be given or applied and recorded according to the Algonac Board of Education policy. Prescription medication shall have a pharmacy label indicating physician's name, child's name, instructions, the name and strength of the medication. Medication shall be given in accordance with the instructions. **Parents and the child's physician must fill out a "Prescription Request Form" before prescription medication can be administered.**

NUTRITION GUIDELINES

Algonac Childcare Program follows the same standard nutritional requirements and food safety guidelines as Algonac school district. Latchkey students are provided a breakfast item, and an after school snack. When students are in attendance half or full days, parents need to provide a nutritious lunch. Please do not send pop or candy in your student's lunch. Also, per licensing staff are not allowed to mix or prepare children's lunch. Please do not send items like Easy Mac. Students participate in setting up mealtimes. If applicable, staff share meal times with students. Staff and students will work together to prepare necessary meal preparation. Pointe tremble early childhood center encourages and promotes healthy eating habits, and follows the nutritional guidelines to incorporate at least two food groups through center provided nutrition. Preplanned breakfast and snack items may be found in the classroom newsletter. As part of the requirements of continuing education, staff members may elect to take classes in health, safety and nutrition. In the event students have an allergy, parents in the appropriate classrooms will be notified of the allergy and asked not to bring in snacks associated with the allergy. Upon enrollment, all staff are given a master copy of student allergies in the building.

DISCIPLINE

Latchkey staff only applies methods of discipline which encourage the development of self-control, self-direction, self-esteem, and cooperation. A positive approach to discipline is utilized by the staff according to the following procedures:

- Stopping inappropriate behavior with a statement of positive redirection.
- Repeating the statement of positive redirection

- If the child chooses to ignore the redirection, then a teacher will give the child two positive choices.
- If resistance is met, the child will be unable to participate in the current activity and may be given a brief timeout.

There will be no physical punishment. If the inappropriate behavior persists, the following steps will be taken:

1. Verbal warning by the caregiver
2. Student/Director conference
3. Director/parent/child/teacher conference
4. Suspension for a limited time period up to 10 school days
5. Suspension for a limited time period up to 90 school days.
6. A child who causes injury to others may be immediately dropped from the program.

Latchkey works to develop:

- Self-help skills – To encourage and develop independence. Helping when needed but allowing children to do what they are capable of doing and want for themselves.
- Social skills – To provide opportunities for the child to play by himself/herself, next to another or in group play. Encourage children to share and take turns.
- Motor skills – To exercise and explore large and fine motor skills with a wide variety of activities from arts and crafts to physical activities.
- Science and math skills – To explore and learn about the environment, to exercise their natural curiosity and to experiment with cause and effect relationships.
- Language and music skills – To extend children’s language and musical abilities. Providing dramatic play opportunities. Helping children use language to solve problems.

LEGAL AND CIVIL MATTERS

It is the philosophy of the childcare center to not directly involve itself in civil dispute matters. This includes: interpersonal relationships with parents, custody issues, legal matters etc. It is solely the responsibility of the legal parent or guardian to provide the center with appropriate, up-to-date legal documentation in regards to child custody, and parental rights regarding releasing students to the appropriate individuals. It is also the responsibility of the legal parent or guardian to provide any revisions or changes that may occur. In order to stay compliant with legal parameters, it is the responsibility of the legal parent or guardian to provide the childcare center with "a true copy" and/or original documentation in regards to any legal or civil matters.

SCHEDULING POLICIES

It is the responsibility of the legal parent or guardian to ensure their students are picked up based on the information provided on the weekly tuition slip. Algonac child care complies with state regulations in regards to staff to student ratios. Parents and guardians are expected to pick up their students within the parameters indicated on the weekly tuition slips. Staffing is based on student ratios, therefore in order to appropriately schedule staff members based on student attendance parents and guardians are expected to pick up their students in correlation with weekly tuition parameters. In the case of an emergency, or inability to adhere to these parameters it is the responsibility of the legal parent or guardian to contact the child care center/classroom in which the student is enrolled. In the case of a student not being picked up within the timeframe outlined on the weekly tuition slip, the child care center staff will make every reasonable attempt to contact the legal parent or guardian.

CULTURAL COMPETENCY PLAN

Pointe Tremble early childhood center recognizes individual diversity and respects cultural differences. The childcare center creates a warm friendly environment that embraces the unique aspects of each student and their families. Pointe Tremble early childhood center will work with students and families to create, implement and embrace cultural differences and diversity into the school setting. Students, families and staff members are encouraged to introduce and incorporate cultural competency by introducing new ideas, celebrations and holidays. Cultural competency will be incorporated in the school setting yearly through displays, bulletin boards and informational handouts in regards to culture, diversity, holidays and celebrations. Each staff member is required to receive 3 clock hours in Cultural Diversity yearly. Upon enrollment, parents are responsible for completing enrollment packets which information specific to the needs of the student and their families. Pointe Tremble Early Childhood Center encourages students to express themselves and their individualism. Our program offers several different age appropriate materials such as books, dramatic play items, displays etc. to promote and encourage cultural diversity.

SPECIAL NEEDS SERVICE PLAN

Pointe tremble early childhood center does not discriminate against students with physical, emotional or cognitive impairments. The childcare center follows strict federal guidelines in accordance with the Americans with Disabilities Act to accommodate and promote a conducive to learning environment for all students and families. Referral information is routinely available from classroom teachers, office staff and administration in regards to internal and external services and agencies. Pointe Tremble early childhood center routinely works with school district professionals, RESA and other agencies to

help identify, educate and promote educational success and accommodations to students with special needs. The staff at Pointe Tremble early childhood center maintain yearly continuing education to stay compliant, educated and informed of the changes and requirements for working with students and families with special needs. Upon enrollment, parents are required to complete enrollment packets that help us identify individual needs and or accommodations. In order to best serve out families and students, we consult with RESA and the intervention specialists to become more informed and implement appropriate practices to individual needs. Teachers complete ASQ assessments twice a year on all students to assess development, social, emotional and cognitive abilities.

Healthcare Policies and Procedures

Your child's health is a matter of importance to all of us, because we want to maintain a healthy learning environment. Upon enrollment, you must sign a health release form stating your child is in good physical health and has no communicable diseases. An updated immunization record along with a physical signed by your child's physician is due before your child can attend the program.

Every spring we will conduct a review of the students in attendance immunization records. You may be asked to provide an updated immunization and health appraisal. If your family needs help with finding health insurance or other health needs we will be more than happy to help you find resources to meet your needs.

*For information and resources for immunization and well visit schedules stop by the parent resources table/board or in the office.

Illness and Exclusion

A sick child should be kept home for his or her own sake and that of others. Many communicable diseases begin with cold-like symptoms. Through you may think that "it's just a cold," the child should NOT attend for several reasons. 1) It may be a communicable disease, 2) if it is a cold others may catch it, and 3) your child's resistance to disease is lowered. Your child may be sent home if he or she appears to have symptoms of illness while in attendance. In such cases, the child will be immediately isolated from others and a parent or designated person will be contacted to pick up the child. When children are healthy they learn better.

A child with any of the following symptoms or diseases should be **kept at home:**

- **Impetigo**
- **Vomiting**
- **Diarrhea**
- **Roseola**
- **Pink eye**
- **Measles**
- **Mumps**
- **Bronchitis**
- **Chicken pox**
- **Scarlet fever**
- **100+ temperature**

Your child may be sent home if he or she appears to have symptoms of illness while in attendance. In such cases, the child will be immediately isolated from others and a parent or designated person will be contacted to pick up the child. **Please call the child's room when your child is ill or will be absent for other reasons.**

Accidents/Injuries

Should your child become injured while in attendance, parents will be contacted if the staff feels medical attention is necessary. An accident report form will be completed by the staff and will be kept on file by the Director. In case of serious injury we will make an immediate attempt to contact the parent or designated person. If we can't reach you, we will contact your child's physician. If necessary, we will also call an ambulance. You will be responsible for any incurred expenses. **Please keep your emergency contact numbers up to date.**

Medication

Medication, including acetaminophen, cough syrup etc. shall be given or applied and recorded according to the Algonac Board of Education policy. Prescription medication shall have a pharmacy label indicating physician's name, child's name, instruction, the name and strength of the medication. Medication shall be given in accordance with the instruction. **Parents and the child's physician must fill out a "Prescription Request Form" before prescription medication can be administered.**

Emergency Procedures and Drills

Algonac Childcare Program regularly practices emergency procedures and drills in accordance with the child care center licensing rules and school district policies. The childcare center practices fire, tornado and lockdown drills. We also practice emergency procedures and evacuations. As emergency situations are not conducive to calm and composed thinking, having written plans allows for the opportunity to prepare and to prevent poor judgments made during an emergency. All emergency procedures and policies take in to consideration the needs and accommodations for all students in the building. A copy of all emergency procedures and Drills are available in the child care office.

PLAN FOR THE EVACUATION OF CHILDREN WITH SPECIAL NEEDS

ALGONAC CHILDCARE/PRESCHOOL PROGRAMS

- The center will identify students whose needs require assistance in the event of an evacuation
- Children with mobility issues that require full or guided assistance will be assigned their primary caregiver or a specific caregiver to evacuate the child. (Due to staffing
- The assigned caregivers will assist the child (ran) in getting into equipment or guiding them by the hand or arm to safely evacuate them from the building.
- The assigned caregivers will take any medication and the emergency bag with all emergency cards.
- A different evacuation route may need to be identified to accommodate cribs, wheel chairs, or other mobility devices and to prevent delays in the evacuation of other children. This will be determined upon enrollment.
- Evacuation caregivers will evacuate the building and take children to the designated areas specified on each individual emergency plan.

Notification of Pesticide

Algonac Community Schools has adopted an integrated Pest Management program. Inherent with this are the district's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort.

You have the right to be informed prior to any pesticide application (other than a bait or gel formulation that might be needed in your children's school. To receive notification, please complete the information located in your child's registration packet. You will be notified by flyer, email or the district's web site. If the Pre-Notification Request form is not returned we will assume you do not want to be notified. Notification of pesticide applications (other than a bait or gel formulation) will also be notified on the District's website at www.algonac.k12.mi.us under the title Integrated Pest Management Program, and will be posted at the entrance of the building and the class room doors. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. At anytime should you have questions or concerns about Pest Management within your children's school, please contact the Operations Department at 810-794-4911 ext. 1117 or ext. 1101.

Parent Notification of the Licensing Notebook

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

All child care centers must maintain a licensing notebook which includes all licensing inspections reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.

Written Screening Policy

Rule R400.8125 (3a)

Our center will screen all potential employees by conducting the following procedures:

- Complete application
- Interview staff
- Check References
- Complete a physical including a drug screening and TB test
- Complete a criminal history check via Comprehensive Clearance Background Check (CCBC) before an offer of employment is made to the person. A copy of the eligibility letter and parts 1-4 of the Consent and Disclosure form will be kept on file at the center.
- FBI fingerprint clearance Statement (School District employees only) A statement will be on file indicating the TCN number, and date of fingerprinting shall be kept on file at the center.
- Any adult that will have unsupervised contact children must have the CCBC. This includes volunteers

A staff member will not be present in the center if the CCBC shows a staff has been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 20.722
- Child abuse and neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of volunteering.

Written Volunteer Policy

Rule R400.8125(3b)

Volunteers will work under the direction of staff and will and will be supervised by staff at all times. Volunteers will complete a criminal history check via (ICHAT). Volunteers will not be allowed to diaper children or escort children to the restroom. All volunteers will sign a Self Certification statement attesting to the following:

- I have not been convicted of a crime falling under a listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- I have not been convicted of child abuse or neglect
- I have not been convicted of a felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of volunteering

Volunteers will not have unsupervised contact with children if they have been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 20.722
- Child abuse and neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of volunteering.

