Schoolcraft College

Mission Statement
Schoolcraft is a comprehensive, open door, community-based College. The mission of the College is to provide a transformational learning experience designed to increase the capacity of individuals and groups to achieve intellectual, social, and economic goals.

Statement of Non-Discrimination
It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed or disability, be subjected to discrimination during or be excluded from participating in or be denied the benefits of any program or activity or in employment.

REVISED MARCH 2013
Welcome to the Children’s Center!
We’re glad to have you here and want you to enjoy your experience with us.

Philosophy Statement

Our program offers children many and varied opportunities to interact with people and materials during the course of the day. Children will be encouraged to engage in “hands on” experiences that lead to learning through discovery, recognition of logical consequences, organization of thoughts, facts, and problem solving.

We will assist children in practicing skills of leadership, social interaction, decision making, and using language to negotiate, cooperate, and compromise.

The activities and interactions offered to children encourage the development of independence, initiative, competence, and positive self-esteem.

Our teachers are prepared and knowledgeable. They value and respect individuals, and are committed to providing the best possible experience for our children and their families.

As a teacher training facility for the students in the Child and Family Services Program, our goal is to facilitate adult learning through observation and hands on experiences. Our program’s doors are open to students, faculty and staff of the College who want to learn about young children.

We want you to feel comfortable in our program, and encourage you to become a part of our community.

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Enrollment

It is the policy of Schoolcraft College not to discriminate against any person on the basis of race, creed, color, sex, age, handicap, or national origin.

Infants, transition toddlers, and toddlers will be accepted for five full days only. Preschoolers may use a minimum of two full days per week. The Kindergarten program is five full days per week during the school year, with part time enrollment available in the summer.

Priority is given to families who already have a child enrolled in the Center, or those desiring full time care.

If you have chosen to enroll your child into our program, we require you to bring the child to the Children’s Center for at least one visit before their first day. Please take the time to allow your child the opportunity to see their classroom and spend some time with their new teachers. This orientation will make the transition to our school much easier for your child.

To Enroll

- Contact the Center to discuss child care availability. Families may be placed on a waiting list until spaces become available.
- When a space becomes available, the Assistant Director or Director will contact you to begin the enrollment process.
- The enrollment of your child can be completed upon the receipt of: a completed enrollment packet. including pages 11, 14, 16, 18 and 20 of this handbook.
- A completed health appraisal form with immunization record (required by the State of Michigan)
- Two child information cards, signed by the adult legally responsible for the care and well being of the child (required by the State of Michigan)
- A one-time, non-refundable registration fee of $150.00 for the first child, and $100.00 for each additional child
- A yearly fee of $25.00 will be charged to your account in support of collaboration with Teaching Strategies GOLD, an on-line assessment and portfolio system for infants, toddlers and preschoolers. This fee will be paid upon registration, and annually the first week of September. Families enrolling a child after May 1st will not be charged this fee until the following September.
- Key fobs will be issued to families on the child’s first day of school. There is a $10.00 charge for key fobs that are lost or not returned on your child’s last day of enrollment.

Tuition

Tuition is to be paid the first day of the attendance week. Alternatively, tuition can be paid bi-weekly or monthly, but must be paid in advance. A $25.00 fee will be added weekly to accounts carrying a balance for non-payment of tuition.

No tuition adjustments can be made for absences due to illness or canceled classes at the College, etc. Fixed costs of staffing, insurance, equipment, supplies, and utilities necessitate this policy. A tuition reduction of 10% is made for the oldest child from the same family. All tuition is due and payable in advance at the beginning of the week or the beginning of the month. Disenrollment will occur for non-payment of tuition.

Health Records and Contact Information

The Health Appraisal Form submitted upon entry into the Children’s Center will be updated yearly for all children enrolled in the program. Updated Immunization Records are required any time a child receives an immunization. At least once per year, families are asked to update their contact
information on their family’s Child Information Cards. By enrolling your child at the Schoolcraft College Children’s Center, you agree to update any and all information that is requested by the program. Failure to update the required information places us in noncompliance with our licensing regulations, and could result in disenrollment from the program.

Withdrawal

Written notice two weeks prior to the withdrawal of your child is requested.

Hours of Operation

The hours of operation are Monday through Friday from 7:00 am until 6:00 pm. When the College is closed for holidays, the Center is closed. We are closed on:

- New Year’s Day
- Martin Luther King Day
- The last Friday in January for Teacher Professional Development Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve, Christmas Day
- The week between Christmas and New Year’s Day.

There is no charge for time scheduled when the College is closed between Christmas and New Year’s Day.

If the College is closed due to inclement weather, the Children’s Center will close also. You should watch or listen for Schoolcraft College on the school closing lists. We will only be closed if Schoolcraft College is listed. The Center may still be open, even if the neighboring public school systems are closed. School closing lists are available on the local television and radio programs, and on their supporting web sites. If the College is closed, a message will be placed on the Center’s voice mail for that day. Information regarding closing is also available on the College web site, www.schoolcraft.edu.

Arrival

Your child must be accompanied into the Center by a responsible adult who must then notify the teacher of the child’s arrival and sign in. There is a sign-in sheet on the doors of the Preschool and Kindergarten classrooms. Adults bringing Infants, Transition Toddlers and Toddlers to the Center are required to complete the top portion of the chart (located in the classroom) to be kept on the child’s eating, sleeping, and activities for the day.

Cell Phone Use

Drop off and pick up are important transitions in your child’s day. Please make yourself available to your child and your child’s teacher by not using your cell phone while in the Center.

Pick Up

Be certain to notify the Center if another person will be picking up your child. Please write your message on the sign-in sheet. We will not release your child to ANYONE without written consent of the parent or guardian who enrolled the child. We will not release your child to anyone who is not listed on the Child Information Card. Please inform us on the sign-in sheet if you plan to alter your normal schedule.

Michigan law requires children to be in the appropriate car safety restraint based on their height and weight. For children between four and eight years of age, this restraint is as simple as a booster seat.
Please be certain that the person who picks up your child has a car safety restraint appropriate to your child’s needs.

Pick up time is a busy and sometimes stressful time of day for children. Bearing in mind that the Children’s Center must be vacant at 6:00 pm, we respectfully request that you allow yourself enough time at the end of the day to speak to your child’s teacher, gather your child’s belongings and visit with other families before a timely departure from the Center.

During the winter months, it is important that you watch the weather forecast and traffic reports to ensure that your child is not in the Center after 6:00 pm, and you are not charged a late fee. Families who are in the Center after 6:00 pm will be charged a late fee of $2.00 per minute, per child, for every minute they remain in the Center. This fee must be paid before your child returns to school the next day.

**Center Security**

The Children’s Center has an electronic security system that prohibits entry to anyone who does not have a coded key fob. Key fob(s) are assigned to families. There is a $10.00 (non-refundable) charge for key fob(s) that are lost or not returned that last day of your child’s enrollment. For the safety of all children, please do not allow anyone else to use your key fob.

Doors to the Center do not recognize any code prior to 7:00 am or after 6:00 pm If you arrive after 6:00 pm, you will need to use the red security phone to call the staff person on duty to admit you to the Center.

**Smoke Free Environment**

The Schoolcraft College Children’s Center is a smoke free environment. Smoking is not allowed anywhere in the facility or on the grounds.

**Weapon Free Environment**

The Schoolcraft College Children’s Center is a weapon-free environment. Weapons including, but not limited to, firearms, knives, mace, clubs or any item intended to bring bodily harm to another individual, are not permitted in the facility or on the grounds.

**Absence**

Please call the Center by 9:00 am if your child will not be attending on his or her scheduled day.

**Food and Nutrition**

Breakfast will be provided by the family, and served to Toddlers, Preschoolers, and Kindergartners only if they are in the Center between 7:00-8:00 am. Children arriving after 8:00 am should plan to eat at home. We encourage you to pack a breakfast that includes cereal or bread and fruit or fruit juice. We will microwave breakfast foods, if required (frozen waffles, pancakes, etc.) and provide skim milk, as needed.

Lunches are provided for Toddlers, Preschoolers, and Kindergartners. The lunches served are well balanced and meet the nutritional requirements which are set by the USDA. Per state licensing requirements and National Association for the Education of Young Children guidelines, children under the age of four years are not served hot dogs in any form, whole grapes or hard pretzels, nuts, raw peas, popcorn, spoonfuls of peanut butter or chunks of raw carrot or meat larger than can be swallowed whole, even if provided by the family. A weekly menu is posted outside the Kitchen for your convenience. Meals are served family style. Children learn to enjoy new foods when eating with their peers. Families should discuss food allergies with the directors to determine the best way to meet the child’s nutritional needs. Please call the Center by 9:00 am if your child will be arriving late to ensure
that a lunch will be ordered for him/her.

Teaching staff do not offer solid foods and fruit juices to infants younger than six months, unless the practice is recommended by the child’s health care provider and approved by families. Food and medication cannot be added to an Infant’s bottle.

The program does not serve cow’s milk to infants younger than 12 months, and it serves only whole milk to children ages 12 months to 24 months. At 24 months, the Children’s Center serves skim milk.

Nursing mothers are welcome to come to the Children’s Center to feed their baby whenever possible. Communication with the Children’s Center staff ensures that your child will be kept on schedule that accommodates your availability to nurse. When available, nursing mothers seeking privacy have the option of feeding their baby in the Children’s Center Conference Room.

Snacks

Snacks are provided by the Center and served in the morning and afternoon each day. All snacks are prepared by the staff, and the children participate in the snack preparation whenever possible.

Allergies/Special Diets

Many children are diagnosed with allergies from a variety of causes, including, but not limited to, insect bites, seasonal allergies/hay fever and food allergies. Additionally, some children have medical conditions that require a special diet.

The Children’s Center serves fat free milk. Families that wish to provide an alternate type of milk may do so. Milk shall be provided in a small container, on a daily basis, and be stored in the classroom refrigerator. Milk containers must be labeled with the child’s name and date of use.

If a child is diagnosed with a food allergy, the family may be required to provide the foods the child will consume at school. The Children’s Center serves lunch and snacks that may be manufactured on equipment, or in a facility that processes peanuts or tree nuts, wheat, soy, eggs, shellfish or other common allergens. The Children’s Center does not guarantee that foods served for snacks, lunch, special occasions, or brought in by another child, will be free of potential allergens.

If a child has been diagnosed with a potentially dangerous or life threatening allergy, the family is required to provide the Children’s Center the medication necessary to respond to the allergic reaction. The Children’s Center teachers are trained in the use of Epi-Pens.

Additionally, the family is required to provide the Children’s Center with written instructions from the physician on the use of medications (see Medication Authorization). Families will also be obligated to provide the Children’s Center with an action plan detailing the protocol the Children’s Center staff are to follow in case of an allergic reaction.

In the case of a medical condition requiring a special diet, families are to discuss the situation with the Children’s Center directors and teachers to determine the best way to meet the child’s dietary needs.

Guidance

A major goal at our Center is to help the children achieve self-control and self-discipline. We believe that discipline is an ongoing learning experience. Our teachers are highly trained, and our classrooms are well equipped, providing children with opportunities to interact with others with a minimal amount of stress. Children can rely on their teachers to be consistent in their expectations and interactions. Logical consequences allow children to learn from their behavior and take responsibility for their actions. If a family or teacher concern arises, a conference may be requested by either party to discuss and resolve the issue. If the issue is not resolved to the satisfaction of both parties, further discussion may be requested with the assistant director or center director. At that time, we will work
together to find a solution to the situation. Once efforts have been made to accommodate the child’s needs and progress has not been noted, the family may be called in to discuss alternative child care arrangements better suited to meeting the needs of the child. The efforts of families and teachers working together enhance children’s ability to achieve self-discipline. Teachers, teaching assistants and practicum students never use threats or derogatory remarks and neither withhold or threaten to withhold food as a form of discipline.

Assessment

The Children’s Center uses formal and informal observations such as naturally occurring conversations, photographs, samples of children’s work and anecdotal notes, along with the Teaching Strategies GOLD Assessment Program to assess developmental areas and adjust programming to ensure that children are following a natural developmental continuum. Individual screening results are used to craft a curriculum that is meaningful to each child and the group as a whole. We welcome and encourage observations made at home to support our assessment efforts.

Twice per year families will have the opportunity to formally conference with teachers regarding their child’s development. We encourage families to have on-going, informal dialogues with their child’s teachers to keep abreast of happenings throughout the days, weeks and months in which everyday experiences occur. Through ongoing communication and the Teaching Strategies GOLD Assessment Program, teachers and families are able to work together on our common goal – healthy child development.

Illness

Many communicable diseases can be prevented through appropriate hygiene and sanitation. Staff at the Children’s Center receive training regarding handwashing practices, appropriate handling of bodily fluids and universal precautions. Despite this, young children contract illnesses easily, and in a child care center share these illnesses readily. We will not be able to prevent your child from becoming ill, but in order to keep illnesses to a minimum, please observe our health policies. It is essential to have an alternate caregiver available for when your child is ill.

Children who are ill must remain at home. Your child should remain at home if he or she cannot go outside or in other ways participate in our full program. If a child becomes ill while at the Center, the parents or emergency person will be notified and must pick up the child within one hour. While they are waiting to be picked up, we will remove them from the classroom and make them as comfortable as possible.

A child who exhibits the following conditions will not be allowed in the Center:

- a temperature of 100 degrees or higher
- conjunctivitis (pink eye)
- impetigo or other unidentified rashes
- diarrhea
- vomiting
- severe cold sneezing or excessive nose drainage
- head lice
- contagious diseases such as measles, mumps, or chicken pox
- If we do not feel we can provide the type of care your “out of sorts” child requires, you will be notified to pick up your sick child.

Please notify the Center if your child has been exposed to a contagious disease. By helping us to observe good health standards, you will be protecting your child and the others in the Center.
Readmission After Illness

A physician’s certification of health for reentry to the Center may be required prior to readmitting a child after an illness or injury. The Center staff will notify you if documentation must be provided. Your child must remain at home the following school day and be free of the following conditions for a minimum of 24 hours before returning to school: fever, diarrhea, vomiting.

Re-admittance to the Children’s Center will also be at the discretion of the teachers and directors. If your child does not seem well, we will ask that your child remain at home until they are able to fully participate in the program.

Medication

The staff cannot administer any medication to a child without the written authority of the parents and precise instructions from a physician. Medication must be in the original container with the child’s name on the label. Medication instruction forms are available at the back of this handbook, in each classroom or in the office. This instruction includes: child’s full name, date, name of medicine, time, amount to be dispensed, and your signature. Please include a medicine dispenser for your child’s medications. We cannot administer over-the-counter medications unless prescribed by a physician.

We will not administer home remedies. Non-prescription health items such as saline drops, teething gels, and hand sanitizers cannot be left in your child’s bag while in the Center.

**Children must be on medication for a minimum of 24 hours before returning to school.**

Sunscreen, insect repellent and diaper creams also require a signed authorization form before they can be applied. This form can also be found at the end of this policy book.

Child Protection Law

All child care providers are required by law to report any suspected child abuse or neglect to the Department of Human Services.

In compliance with the law, our procedure regarding suspected child abuse is as follows:

- We will contact Protective Services immediately.
- We will file a written report within 72 hours after making the telephone report.

A copy of the Child Protection Law is kept in the office if you wish to review it. The Law can also be found at www.mich.gov, keyword Child Protection Law.

Before hiring, or beginning their coursework, all prospective employees and practicum students undergo a Criminal Records check through the Michigan State Police. If hired, the employee or practicum student is required to provide a Central Registry Clearance through the Michigan Department of Human Services, stating that they are not listed in the central registry regarding child abuse and neglect. Volunteers in the classrooms (including parents) are not left alone with children.

Adult Conduct Guidelines

If an adult family member engages in an inappropriate behavior on our premises, the director and College Security Police Department will be notified of the incident, and steps will be taken to ensure that there is no reoccurrence of the situation. Physical punishment, yelling, derogatory language, sexual harrassment, etc., are not permitted at the Schoolcraft College Children’s Center.

Improper actions on the part of adult family members involving children, staff, students, or College personnel may result in the child’s disenrollment from the center.

Basic Safety

Please do not leave your child unattended in the Center. Your child must be with you at all times. This includes the dropping off and pickup up of multiple children, and during social family events.
Due to the dynamics of our automatic door and our parking area, be certain that your child is always within your reach as you enter and exit the Children's Center. Children are not tall enough to activate the automatic door, and the door could close on your child. Our parking area is part of the large campus environment, and other drivers are often not watching for young children.

For the safety of children and adults, please turn off your vehicle while you are in the Center. Unattended running vehicles can cause an accident resulting in serious injury or death. The Schoolcraft College Campus Security Police will issue tickets for violation of this important safety rule.

Children are not to be left unattended in vehicles in the parking area. If you need assistance, please let the Children's Center staff know, and we will be happy to help you drop off or pick up your child, or retrieve the forgotten item from the cubby.

**Releasing a Child in Danger**

As child development professionals, we are committed to protecting the individual rights of children. It is our responsibility to ensure that each child is healthy and safe. If a parent or guardian or designated pick-up person arrives to pick up a child and is suspected to be impaired due to drug use or alcohol, the following measures will be taken:

- We will offer to call someone on the emergency card.
- If the adult refuses, we will tell the adult that we feel it is not safe for the child to ride with him/her at this time. We will notify the police about the situation as soon as he/she leaves the Center with the child.
- We will tell the police the general direction the driver will be traveling and a description of the car.

**Records / Confidentiality**

The educational records of all students are protected by the 1974 Privacy Act. Personally identifiable information, including health records, developmental assessments and family history may not be released without a parent’s written consent identifying who is to receive the records. Parents/guardians have access to all information in their child’s files. Children’s records are kept in a locked file cabinet in the Children’s Center Office.

The Children’s Center treats each child and family’s right to privacy with utmost respect. Information regarding a child’s family situation, special needs or other sensitive issues may be shared among teachers or with teaching assistants on an as needed basis. This information would be shared in an effort to keep the child safe, support inclusion efforts, or offer consistency with a behavior modification plan. Information will not be shared between agencies without the parents/guardian’s written consent.

When discussing illnesses or behavior incidents with families (e.g. a child is bitten, hit, etc. by another child), staff members will not reveal the identity of the aggressor. It is the Center’s policy to focus any discussion with parents/guardians on their child only, to avoid violating confidentiality.

**Licensing Notebook**

The State of Michigan Department of Human Services Licensing Rules for Child Care Centers states that all licensed child care centers must maintain a licensing notebook, which includes all licensing inspection, special investigation reports, and related corrective action plans from May 27, 2010 until the license is closed.

The licensing notebook for the Schoolcraft College Children’s Center is available in the Office for families to review during normal business hours. Licensing inspection and special investigation reports from the last two years are available on the Bureau of Children and Adult Licensing web site: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).
Emergencies

In the case of an emergency requiring medical treatment, the procedure is as follows:

- We will call EMS and contact the College Security Police.
- We will contact the parent/guardians immediately.
- We will contact the emergency care person in the parent's absence.
- We will attempt to contact the child's physician.
- We will take the child to the closest emergency service or designated hospital if the above persons cannot be reached.

First Aid and CPR

All teachers have current certification in infant/child and adult CPR (cardiopulmonary resuscitation) and First Aid.

Tornado Watch/Warning

In the event of severe weather, Schoolcraft College public safety officers keep the Center staff informed of conditions, and a safety plan is followed. Should a tornado watch or warning be in effect, please do not call the Center. The staff will be insuring the comfort and safety of the children and will not be available to answer the phone.

Fire

Procedures for safe evacuation of the building are posted and familiar to all teachers. Fire drills are held on a regular basis to familiarize the children with these procedures.

Observation

Adult family members are welcomed and encouraged to visit their child's classroom at any time. Additionally, we allow the use of the one-way viewing windows outside the classroom to observe the program at your convenience. Classrooms have overhead microphones that can be accessed with headphones that plug into jacks located at the side of the windows. Headphones are available in the office.

Additionally, all of our classrooms have ceiling mounted cameras so we can film our child development students who are interacting with children during routine times or are teaching. These cameras are utilized for education purposes and not surveillance.

Outdoor Play, Clothing and Personal Belongings

Children will be children, and accidents will happen. Paint, juice, silly putty, goop, and toileting accidents occur. Please send a complete change of clothes with your child to be kept in his/her classroom. Please label everything. Multiple changes of clothing are required for toddlers who are in the process of toilet learning. Children should wear simple, washable play clothes which do not inhibit their participation in activities at school. Shoes that provide adequate support for running and climbing activities are required. Flip-flops, sandals, and "jelly" shoes do not meet these requirements.

Outdoor activities are part of the daily scheduled program, and required by licensing; please make sure that your child brings adequate outdoor wear as required by the weather. In cold weather, each child needs to have a hat, mittens, a warm coat, boots and snow pants. Boots worn for outdoor play are too warm to wear inside the Center. If your child wears shoe boots for outdoor play, a pair of shoes to use inside will be necessary.

In warm weather, children will go outside as appropriate to weather conditions. During periods of high
temperatures, we may go outside early in the morning. During the spring and fall, it is important that children wear layered clothing to ensure warmth and comfort while outside.

- **Please label all items with the child’s name.**

**Staff – Family Relationships**

Children’s Center employees are not permitted to engage in relationships with families outside of the program. This includes babysitting, transporting children, meeting with families outside of the program, or the use of social networking web sites.

**Bringing Children’s Work Home**

Your children have been at the Center all day, doing amazing things! Like you, they are busy working. Papers in their cubbies are a result of some of their accomplishments. Like your work, theirs needs to be respected. Please appreciate and enjoy your child’s efforts. Provide a space at home for them to display their creations. Let your child take part in deciding what to hang for all to see.

*Do not let your child see you throw their work away. Purge their papers when they are not around.*

When you honor and respect their forms of self-expression, you are helping to enhance your child’s self-esteem. Enjoy what they have selected to save and share with you!

**Communication with Teachers and Students**

At the Schoolcraft College Children’s Center we feel that communication is very important with regard to our role as early childhood professionals. You will be communicating with Teachers and students each day. For your child and family’s protection, we ask that you use the following guidelines when communicating with our staff.

- During drop off and pick up times you will be greeted by students and staff who are there to care for your children. If you have a concern, please speak directly to your child’s teacher. Students are there to support the teachers and will redirect you to a teacher if you have a concern. You may request to schedule a conference at any time.

- By phone – using the Center’s direct line, (734) 462-4442. Do not ask a teacher or student for their cell phone or personal home phone number.

- By email – Teachers or Center Directors will be the only ones who will email you regarding your child’s care. To insure that all parties are on the same page, always copy both Center Directors to any emails when communicating your family’s needs.

- By our assessment tool, *Teaching Strategies GOLD.*

- The use of *Facebook, Myspace,* or other online social networking web sites is prohibited when communicating with your child’s teacher or student staff member.

**Translation Services**

As part of a large College campus, the Children’s Center has many resources available to us. We may be able to provide an interpreter to assist with family communication by accessing our International Coordinator in the Counseling Office or the Learning Support Services Department. If your family is in need of an interpreter or desires assistance in translating documents, please inform the Children’s Center directors. We will do our very best to coordinate this support within 72 hours of your request.

**Celebrations**

The Children’s Center’s diverse community affords us the opportunity to learn about many cultures and traditions. Upon enrollment and at the beginning of each school year you will be given a questionnaire asking about your family’s cultural traditions. In this way we are able to adjust our curriculum to fit the diversity of the children enrolled. We encourage families to assist us with these traditions, thereby enriching the curriculum for all children.
Birthdays

You are encouraged to bring a small treat, and we will arrange time to celebrate each child’s special day. All treats provided by parents should be commercially prepared. Families are welcome to join us for the celebration. Please speak to your child’s classroom teacher to coordinate the time of the celebration and amount of food needed before bringing in a treat.

Alternatively, families are welcome to provide a wrapped, "Birthday Book" instead of a treat. A "Birthday Book" is a great alternative to food, and ensures that all children in the class are able to participate in the celebration. The "Birthday Book" could be left in the classroom library for all children to enjoy.

Family Involvement

We encourage all families to become involved in the Center events and committees. The Family Club meets 3-4 times per year to coordinate family activities and events for all members of our school community. We look forward to working with you as partners in your child’s development.

Transition to Elementary School

The transition to Elementary School can be very easy, with the right support. As you prepare to enroll your child in Elementary School, please be sure to speak to the Children’s Center directors or teachers for suggestions on making a smooth transition. You may need copies of your child’s health records to register, or an updated copy of your child’s Development and Learning report, to help the new school make the best placement for your child.

We welcome you as active participants in the learning adventure! Teaching Strategies GOLD™

Teaching Strategies GOLD™ is an ongoing observational assessment tool—based upon years of feedback from thousands of educators and important new research about how children develop and learn.

Teaching Strategies GOLD™ is an assessment system that helps teachers be intentional in their teaching by accurately pinpointing where children are in their development and learning. It’s a teacher-friendly, easy-to-understand approach to observation, documentation, portfolio-building, and reporting—the essential components of a high-quality assessment system.

Teaching Strategies GOLD™ contains many unique, user-friendly features designed to remove some of the most common frustrations with assessment, including:

Objectives for development and learning that are aligned to state early learning standards and are predictors of school success...

...so that educators can stay focused on what matters most for children’s development and learning.

Seamless assessment for children from birth through kindergarten...

...so that educators and families can see a broad picture of development and learning at a glance.

Easy-to-understand color codes indicating age ranges for widely-held expectations for development and learning...

...so that teachers can accurately assess all children, including those with disabilities or special needs.

Integrated, engaging assessment opportunities focused on literacy and numeracy...

...so that teachers can focus their observations on specific literacy and numeracy skills that are important for children’s progress—leaving nothing to chance.

New objectives for English-language acquisition, developed by Dr. Patton Tabors, as well as Spanish oral language and literacy objectives to support dual-language learners...

...so that teachers can assess and support all children in their programs.

A dedicated online portal where families can access and contribute information about their child’s learning and development...

...so that teachers can make regular communication with families an essential part of every child’s learning experience.
Yes! Please invite me to join Teaching Strategies GOLD™.
Please complete this form for all children in the program and all adults in your family who would like to participate.

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Signature: ______________________ Date: ____________
The Schoolcraft College Children’s Center requires a physician’s written order and parent/guardian authorization for administration of prescription and over-the-counter medications.

**PHYSICIAN’S ORDER**

Today’s Date: ________________________________

Name of Child: ________________________________ Date of Birth: ______________

Address:________________________________________

________________________________________________________________________

Condition for which drug is being administered:

________________________________________________________________________

Name of medication: ____________________________

Exact dose of medication: ____________________________

Intervals between doses: ____________________________

If medication is prescribed PRN (as needed), list symptoms that indicate the need for administration:

________________________________________________________________________

Relevant side effects:

________________________________________________________________________

Dates during which medication shall be administered: FROM _______________ TO ______________

Physician’s signature: __________________________________________

Physician’s name: __________________________________________

Physician’s address: __________________________________________

Physician’s phone: __________________________________________

Fax: __________________________________________

**AUTHORIZATION OF PARENT/GUARDIAN**

I hereby request the Schoolcraft College Children’s Center staff give my child, __________________________________________

the medication ordered above by his/her physician. I will not hold the Schoolcraft College Children’s Center or its personnel responsible for complications related to the medication.

______________________________

SIGNATURE OF PARENT/GUARDIAN DATE

Phone Numbers

List preferred number first

[ ] HOME  [ ] WORK  [ ] MOBILE

[ ] HOME  [ ] WORK  [ ] MOBILE

[ ] HOME  [ ] WORK  [ ] MOBILE
I give the Schoolcraft College Children’s Center staff permission to apply (as needed) the following items on my child,

____________________________________________________________________

CHILD’S NAME

☐ Sunscreen
☐ Insect Repellent
☐ Diaper Cream
☐ Lip Balm

I understand that these items will be provided by me, and that I will replace these items when necessary.

__________________________________________
SIGNATURE OF PARENT/GUARDIAN

______________________________
DATE
I agree to pay the tuition fees associated with my family’s enrollment each week.

*****

I agree to provide the Schoolcraft College Children’s Center with the documents requested in a timely manner.

*****

I understand there is a late fee of $2.00 per minute, per child, for families remaining in the Center after 6:00 pm. I understand that this fee is multiplied by the number of children I have enrolled in the Center. I understand that this late fee must be paid before my child returns to school.

*****

I understand that there is a $25.00 weekly fee for non-payment of tuition.

*****

I have read and understand the policy on Allergies/Special Diets.

It is my responsibility to communicate with the Children’s Center staff regarding special diets and allergies.

If my child is diagnosed with an allergy, or if my child requires a special diet, it is my obligation to provide an alternative if my child cannot consume the food supplied by the Schoolcraft College Children’s Center.

I understand that I am required to provide, upon enrollment or diagnosis, all medication, signed documentation from my child’s physician, and an action plan to be used if an allergic reaction occurs.

My child is allergic to: _______________________________________________________________

My child’s special diet is: ___________________________________________________________

*****

I have read the Schoolcraft College Children’s Center Family Handbook, and agree to comply with the rules and regulations within. I understand that failure to comply with these policies as written can result in disenrollment from the program.

.

__________________________________________  ________________________________
SIGNATURE OF PARENT/GUARDIAN               DATE

__________________________________________
PRINTED NAME
The Schoolcraft College Children’s Center serves as a teacher-training setting for the Child Care and Development Associate Degree Program. As such, we are committed to providing the best possible care for children, as well as providing an educational setting for students of early childhood development and education.

In our desire to serve the children and our students, the faculty and staff may occasionally wish to film, photograph, audiotape, or videotape teacher/child interactions.

Our purpose is twofold:

- To observe children’s responses to different teaching methods
- To demonstrate valuable methods for future teachers and others within the profession.

As always, our intent is to continue to provide the finest quality care for your child and the children who will be served by our students in the future. In order for us to utilize such films, photographs, audiotapes, or videotapes of the children’s activities, we must have your consent. Please read the following and, if you agree, sign and return it to us.

I have read the above statement and understand and consent to the use of film, photographs, audiotapes, and/or videotapes of my child while in the Schoolcraft College Children’s Center. I understand that these will be used for educational purposes and the production of educational materials.

SIGNATURE OF PARENT/GUARDIAN  DATE
Parents and children often desire to extend friendships outside the school environment. We are unable to make phone numbers and addresses available without permission. If you are interested in being included in a School Directory, please fill out the form below and return it to the office. Refer to your Directory to mail party invitations directly to the children you are inviting. Posting invitations at school will not be allowed, as children who are not included may have their feelings hurt.

*Complete ONLY the information you wish to have included in the School Directory.*

**PLEASE PRINT CLEARLY**

Child's Name: ____________________________
Home Phone: ____________________________

Mother's Name: ___________________________
Mother's Cell Phone: _______________________
Mother's Email: ___________________________

Father's Name: ___________________________
Father's Cell Phone: _______________________
Father's Email: ___________________________

Home Address as listed in school records: _____ Yes _____ No
OR, please use the following address:

______________________________
______________________________

_____ DO NOT include my family's information in a school directory.

______________________________
Printed Name of Parent/Guardian

______________________________
Signature of Parent/Guardian

______________________________
Date