



CHILDREN'S CENTER FAMILY HANDBOOK 2019-2020



**Schoolcraft
College**





**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, sexual orientation, 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.

Children's Center Family Handbook

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

Children's Center Philosophy Statement

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

We 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.

Children's Center Mission Statement

As a teacher training facility for the students in the Early Childhood Education and Special Education Program , our mission 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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Schoolcraft College Children's Center

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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.

In conjunction with the Schoolcraft College Statement of Non-Discrimination, the Children's Center welcomes persons of different races, genders, ethnicity, sexual orientation and ability, and is committed to providing developmentally appropriate early learning experiences that support full access and participation of every child. We work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Infants, transition toddlers, and toddlers will be accepted for five full days only. Preschoolers may use a minimum of two full days per week.

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 the completed enrollment packet found on pages 13–24 of this handbook.
- A completed health appraisal form with immunization record (required by the State of Michigan)
- The Michigan Department of Public Health states that children attending childcare programs are required to be fully immunized, or have a waiver obtained from a local Health Department. Children who have not met immunization requirements may not be admitted to any licensed program.
- Two child information cards, signed by the adult legally responsible for the care and wellbeing of the child (required by the State of Michigan). These cards will be renewed and updated yearly.
- A one-time, non-refundable registration fee of \$175.00 for the first child, and \$125.00 for each additional child
- New and current families enrolling more than four weeks in advance of their child's start date will be required to pay the Registration Fee and two weeks tuition. This pre-paid tuition will be applied to the first two weeks of enrollment. The Registration Fee and pre-paid tuition are non-refundable. An Enrollment agreement will be submitted with payment.
- Key fobs will be issued to families on the child's first day of school. There is a \$10 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. Additionally, we are pleased to offer two statement and payment options for your convenience: **MyProcare** and Tuition Express. MyProcare, is a free online portal for you to access account information and easily pay tuition using a credit card. MyProcare is safe, secure and created with your convenience in mind. **TUITION EXPRESS** is an automatic payment processing option which allows families to set up recurring weekly tuition payments using a credit card or withdrawal from your checking/savings account. A 2% processing fee will be added to credit card payments. There is no fee for automatic withdrawals from your checking/savings account (the current \$25.00 fee for checks returned for non-sufficient funds will still apply). **Simply complete the form on page 15** and return it with your child's enrollment paperwork. A \$50.00 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, family vacation, 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 enrolled on a full-time basis. 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.

Families should plan to pay tuition 51 weeks per year.

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.

During the 2019-2020 school year, the Children's Center will be closed for

- Labor Day, September 2, 2019
- Thanksgiving Recess, Thursday and Friday, November 28 and 29, 2019
- Christmas Recess, Friday, December 23, 2019 through Wednesday, January 1, 2020
There is no tuition charged December 23, 2019 through January 1, 2020.
The Center will reopen Thursday, January 2, 2020.
- Martin Luther King Day, Monday, January 20, 2020
- Teacher Professional Development Day, Friday, January 31, 2020
- Memorial Day, Monday, May 25, 2020
- Independence Day, Friday, July 3, 2020

If the College is closed due to inclement weather, the Children's Center will close also. You will be

notified via the *SAlerts* program described in the next section.

If Children's Center closures due to inclement weather, water main break, extended electrical outage, or any other emergency that is out of our control, exceed five in a year between September 2019 to August 2020, a tuition adjustment of \$30.00 per day, per child will be made to compensate families enrolled on the dates of closure.

Emergency Alerts

In an effort to keep you informed in an emergency situation, upon enrollment you will automatically be registered in the college's *SAlerts* emergency messaging system. The system is designed to send parents text messages during emergency situations and on days when campus is unexpectedly closed. The system also will be employed to share reunification information with you in the unlikely event that we need to move the children to a safe location away from the Children's Center.

You will receive a text message announcing your official enrollment in the system to the cell number you listed first on your child's enrollment card.

Because we are automatically enrolling you in the system, you must opt out if you do not want to receive these messages. You can do so by visiting the Schoolcraft College website at www.schoolcraft.edu/scalerts.

While we hope we never have to use this system, we are confident it will give you comfort knowing that through the *SAlerts* emergency messaging system we will be able to keep you informed.

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 at these times. Adults dropping off and picking up children are not permitted to be on cell phones.

Pick Up

Be certain to notify the Center if someone other than a parent 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. Additions to the Child Information Card must be made in person. Adding authorized adults to the Child Information Card by phone, fax or email will not be accepted. 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.

Late Pick Up Fee

Families who are in the Center after 6:00 pm will be charged a late fee of \$3.00 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. CASH ONLY. Recurring late pick-up could result in disenrollment.

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 phone in the school vestibule to call the staff person on duty to admit you.

For the safety of all children, we must request that families not give the key fob to your child to gain entry to school. Additionally, we ask that you not encourage children (older siblings included) to jump to open the door on their way out of school. These behaviors encourage children to enter and exit the building without an adult, running in the hallways, frequently causes the door to become dislodged from its track, and increases possibility opening the door for someone who does not belong in our building.

Everyday at school we talk about the rule, "Adults open doors". Your support of our request will be consistent with this rule and will foster the safety and security of all children in our program.

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 and Preschoolers only if they are in the Center between 7:00 and 8:00 am. Children arriving after 8:00 am must 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 and Preschoolers. The lunches 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.

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 EpiPens®.

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.

Curriculum and Assessment

As a teacher training facility, the Schoolcraft College Children's Center believes that our adult learners need to be exposed to a variety of ages, techniques and curriculums in order to become effective early childhood educators. Toward that end, we use two curriculums in our school. The distinctive components of the Creative Curriculum for Infants, Toddlers and Two's were designed specifically to provide in-depth support for the unique demands of each day in an Infant-Toddler program, particularly through children's daily routines and experiences. Our Reggio Emilia inspired curriculum in our Preschool programs focuses on building the cognitive, social, language and creative skills that empower children to be researchers in their own learning experiences. Relationships are at the heart of the Reggio-inspired curriculum, allowing teachers to support children as they work on projects of interest for one day or spanning several months.

The Children's Center respects the individual development of each child. We use formal and informal techniques to acquire developmental information. Techniques include observations such as naturally occurring conversations, photographs, samples of children's work and anecdotal notes to assess children's development. We work in partnership with families using the Ages and Stages Questionnaire (ASQ) to allow families to regularly share their observations of their child's development. The ASQ is completed by you upon enrollment, and at regular intervals thereafter. We use Teaching Strategies GOLD to assess and document developmental areas observed at school. These screening and assessment tools allow the Children's Center teachers to craft a curriculum that is meaningful to each child and the group as a whole. We welcome and encourage family participation in this important aspect of their child's development.

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, the Ages and Stages Questionnaire, 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 (no nits, no live 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 staff in an early childhood center are mandated reporters, and 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 Schoolcraft College 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 harassment, 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 Police Department 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: http://www.michigan.gov/lara/0,4601,7-154-63294_5529_49572_50051---,00.html.

Emergencies

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

- We will call EMS and contact the Schoolcraft College Police Department.
- 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.
- If the Children's Center is on lockdown, no one, including families, will have access to the building.

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.

Maintenance of Premises

The Children's Center is cleaned daily by personnel from the Schoolcraft College Facilities Management Department. Repairs to the building, snow removal and lawn care are also supported by the Facilities Management Team. Monthly pest management is under contract with Orkin, using non-aerosol applications. Families are notified via email and a note on the door of school prior to the Orkin visit. A log of treatment is kept in the Children's Center Office for review. Fertilizer and weed deterrent occur twice yearly on Saturday or Sunday morning, and the space is unoccupied by children for no less than 24 hours before use. Families are notified via email and a note on the door of school when the weed and feed is scheduled occur.

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 record 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 Centers 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, Twitter, Instagram, LindedIn* 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/Special Occasions

Because of the increase in food allergies, families are welcome to provide a wrapped "Birthday Book" or "Last of Day School Book" (instead of a food treat). A book is a great alternative to food, and ensures that all children in the class are able to participate in the celebration. The book can be sent home with your child at the end of the day or left in the classroom library for all children to enjoy.

If you are planning a birthday party for your child, we ask that invitations to the event be mailed to the guest's home, unless all children in the class are invited to attend. Address can be provided upon request.

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.

Notes and/or Questions for Children's Center Staff:

A series of 20 horizontal dotted lines for writing notes or questions.

Sign up for important updates from the Schoolcraft College Children's Center.

Get information for **Schoolcraft College Children's Center** right on your phone—not on handouts.

Pick a way to receive messages for **Children's Center Families**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/ccfamilies

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message [@ccfamilies](https://t.me/ccfamilies) to the number **81010**.

If you're having trouble with **81010**, try texting [@ccfamilies](https://t.me/ccfamilies) to **(248) 236-1735**.

** Standard text message rates apply.*



Don't have a mobile phone? Go to rmd.at/ccfamilies on a desktop computer to sign up for email notifications.



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We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

SECTION B (Bank Account)

Your Name	Phone #			
Address	City	State	Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

For Official Use Only

Date Received
Employee Signature



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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.

CHILD'S NAME

TEACHER'S NAME

CHILD'S NAME

TEACHER'S NAME

CHILD'S NAME

TEACHER'S NAME

MY NAME

MY EMAIL ADDRESS

OTHER AUTHORIZED ADULT'S NAME

OTHER EMAIL ADDRESS

OTHER AUTHORIZED ADULT'S NAME

OTHER EMAIL ADDRESS

OTHER AUTHORIZED ADULT'S NAME

OTHER EMAIL ADDRESS

SIGNATURE

DATE



Schoolcraft
College

**Over-the-Counter
Lotion/Spray Permission**

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



Schoolcraft
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Enrollment Agreement

CHILD'S NAME (PLEASE PRINT)

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 \$3.00 per minute, per child, for children 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, and recurring late pick up could result in disenrollment from the Center.

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

I understand that the licensing notebook for the Schoolcraft College Children's Center is available in the Office for families to review during normal business hours. The licensing notebook contains all the licensing and special investigation reports and related correlative action plans since May 28, 2010. Licensing inspection and special investigation reports from the last two years are available on the child care licensing website at: www.michigan.gov/michildcare.

I understand that my family will be automatically be enrolled in the college's *SCAlerts* emergency messaging system. I may opt out of this messaging system by visiting the Schoolcraft College website at www.schoolcraft.edu/scalerts

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 Early Childhood Education and Special Education 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 photograph or digitally record 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 photographs or digital recordings 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 photographs or digital recordings 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



Schoolcraft
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School Directory
Authorization

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.**

SIGNATURE OF PARENT/GUARDIAN

PRINTED NAME OF PARENT/GUARDIAN 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.

Schoolcraft
College

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: _____

Medication Authorization

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



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