

# 2021-22 YALE PUBLIC SCHOOLS CHILDREN'S CENTER LATCHKEY PARENT HANDBOOK

## Avoca Elementary School

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## Emmett Elementary School

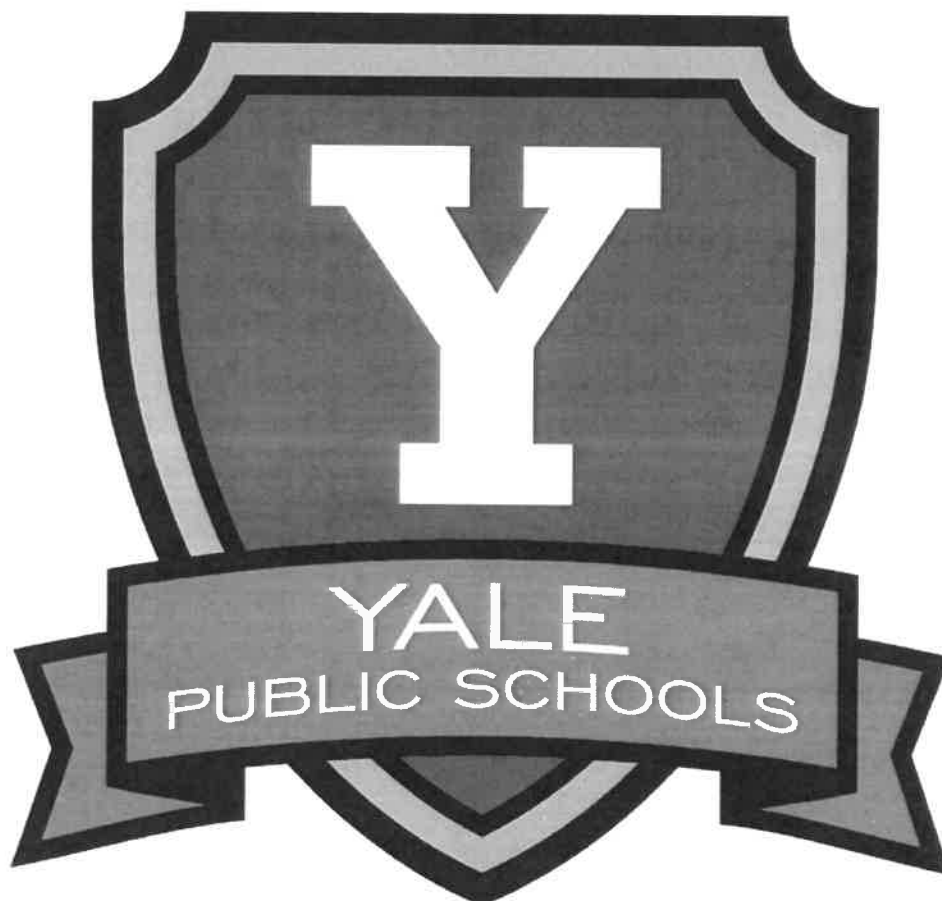
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## Yale Elementary School

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## “Offering Licensed Latchkey”

Updated March 2021



**Table of Contents:**

Program Highlights..... Page 3

Daily Schedule..... Page 3

Admission Policy..... Page 3

Drop-Off and Pick Up Policy ..... Page 3

Medication Policy..... Page 4

Exclusion Policy.....Page 4

Abuse/Neglect Polic.....Page 5

Illness Policy.....Page 5

Accident Policy/Parent Notification Plan.....Page 6

Discipline Policy and Conduct..... Page 7

Rules of Conduct.....Page 7

Inclement Weather/Emergency Plans.....Page 7

Holidays and Breaks.....Page 8

Withdraw Policy.....Page 8

Weekly Schedule.....Page 8

Drop-In or Adding Days/Times.....Page 9

Registration Fee.....Page 9

Latchkey Costs.....Page 9

Latchkey Payments.....Page 10

Late Pick-Up.....Page 10

Parent Relationships and Responsibilities.....Page 10

Special Needs Plan.....Page 11

Health Care Plans.....Page 11

Hand Washing.....Page 12

Handling Bodily Fluids.....Page 12

Cleaning and Sanitizing.....Page 12

Controlling Infections.....Page 12

Yale Public Schools provides a fully licensed latchkey through the state of Michigan for children age 3 years and potty trained through 12 yrs or completion of 5<sup>th</sup> grade. Along with the latchkey the program also offers preschool services. **Latchkey** is a program providing child-care before school from **6:00 a.m.** until school begins at **8:45 a.m.** In addition, the program also offers an after school session from **3:45 p.m.** until **6:00 p.m.**

### **Daily Schedule**

The **Latchkey** morning programs will operate from **6:00 a.m.** until the beginning of the elementary school day at **8:45 a.m.** Afternoon programs are from **3:45 p.m.** until **6:00 p.m.** An afternoon snack time is offered for **children who bring a snack from home.**

### **Admission Policy**

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

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

1. Registration form
2. Child information card
3. Parent handbook form
4. Enrollment agreement
5. Discipline policy
6. Nutrition agreement
7. Good health statement
8. Transportation agreement

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

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

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

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

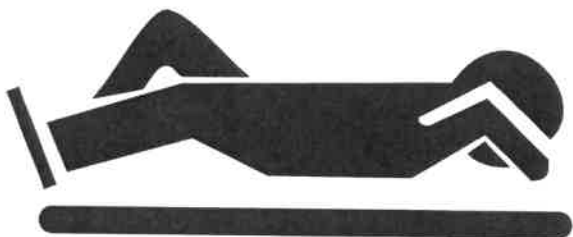
## **Medication Policy**

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

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

## **Exclusion Policy**

If any child becomes ill during the hours they are present, in Latchkey, they will be separated from the group to prevent further spread of the illness to other children. Parents and emergency contact persons will be contacted and required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parents.



## Abuse and Neglect Policy

By law, all child care providers are mandated reporters. If a staff member suspects abuse, she is mandated to report the concern to the director or principal in the Yale Public School Children Centers. Information will be gathered and discussed and the appropriate documents and procedure will be completed as required by the Michigan Child Protection Law, which is stated below.

Under the Michigan Child Protection Law (1975 PA 238), child care providers are legally mandated to report suspected child abuse and/or neglect. Child care providers must report any time they suspect that child abuse and/or neglect has occurred or may be occurring. Mandated reporters are required to report the suspected child abuse and/or neglect immediately. All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our center. Childcare providers, including all employees and volunteers of a center, are mandated reporters:

- If reasonable cause to suspect child abuse or neglect – it MUST be reported.
- Immediate oral report by calling (855) 444-3911.
- Written report within 72 hours after the oral report using the form DHS-3200. Resources at: [www.michigan.gov/mandatedreporter](http://www.michigan.gov/mandatedreporter).
- Take notes of any suspected child abuse or neglect.

All Yale Children Center staff will agree to report suspected child abuse/neglect to protect the children in our care.

## Illness Policy

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

Children may be sent home and may not return to school if:

1. The child has a fever of 100 or higher-(They must be fever free for 24 hours without the aid of fever reducing medication in order to return to care)
2. They are vomiting or have diarrhea-(They must be symptom free for 24 hours without aid of medication to return to care)
3. The child has an unidentifiable rash (exception: mild diaper rash) must be symptom free or have a doctor note.
4. The child is in any pain-(must wait 24 hours and symptom free or have a doctor note)
5. The child has excessive green or yellow discharge from his/her nose
6. **Communicable diseases (such as chicken pox, measles, lice, ringworm, pinkeye, scabies ... ect.) Must have a doctor note and be symptom free.**

(If on antibiotic they can return after 24 hours after first dose and be symptom free)

**Communicable Diseases: R400.8155 (4)** - When the center becomes aware of communicable diseases we will notify all parents of children in care, not just parents of children who had direct contact/exposure to the disease. Parents will be notified but not limited to:

- Postings of information on the Parent board in Latchkey center
- Sending home written notification to parents
- Emailing parents
- Calling parents

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

## **Accident Policy and Parent Notification Plan**

Should your child become injured or ill while in attendance, parents will be contacted **when** the staff feels medical attention is necessary, by one or more of the following:

- When the center observes changes in the child's health
- A child experiences accidents, or injuries
- When a child experiences an incident
- When a child is too ill to remain in the group

**How** parents will be notified:

- Written injury report they receive at pick up
- Phone call
- Email
- Text message

Notification will occur at pick up time for minor injuries, or incidents such as minor scrapes on the knees that only require staff to apply first aid. A completed incident report will be given along with verbal explanation of details.

Notification will occur **immediately** via telephone call to parents for serious injuries/incidents. If unable to reach parent the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents such as but not limited to head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member or volunteer, alleged sexual contact between children or between a child and staff/volunteer.

An accident report form may be completed by the center staff and will be kept on file by the site director. In case of serious injury, the staff will make an immediate attempt to contact a parent or designated person. If the parents cannot be contacted, we will contact the child's physician. If necessary, an ambulance may also be called. **PLEASE KEEP EMERGENCY CONTACT NUMBERS UP TO DATE!!**



## **Discipline Policy and Conduct**

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

## **Rules of Conduct**

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

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

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

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

## Inclement Weather / Emergency Plans

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

## Holidays and Breaks

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

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

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

## Withdraw Policy

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

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

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

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

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



## Weekly Schedule

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

## Drop-In or Adding Days and Times

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

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

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

3 year old	1 adult to 10 students
4 years old	1 adult to 12 students
5-12 years old	1 adult to 18 students

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

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

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

## Registration Fee

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

## Latchkey Hourly Rates

Latchkey is paid by the **hour** or by 15 minute increments. The hourly fee is \$4.75 an hour per child. There is a **minimum of 1 hour sign up per day.**

## Latchkey Payment

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

**Payments are due on Thursday @ 2 p.m. the week prior to care** and may be paid at the Center. A late fee of **\$15.00 per child** will be charged to the parent when signing your child up **after Thursday** unless your child is considered a "drop-in". To discuss questions or concerns about payments please contact the Director of Children's Center.

## Late Pick Up

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

## Parent Relationship and Responsibilities

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

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

## **Special Needs Plan**

The goal of our program is for all children to engage in the learning opportunities offered regardless of a special need. It is important that every child is able to participate in our learning environment for their educational advancement. We engage each child at their level as we work to include all children. This is important to us because we want to foster each child's intellectual and emotional advancement and well-being. We conduct screenings at least once per year using Ages and Stages, assessments three times a year and observe our students daily.

As we create this environment, we employ support from our counselor, social worker, physical therapist, occupational therapist, speech therapist, ECSE teacher and Social Emotional Consultant. Our staff is required to complete 2 hours of training per year in topics related to special needs.

When a child with an identified special need joins our program, we consult with the appropriate support staff to create a plan to best accommodate the student. When we identify a student who we believe might have a special need, we contact the ECSE teacher and our assessment team. The parents will be contacted and the child will be invited to an assessment clinic. If a need is identified, the team will create a plan to best meet the child's needs.

We will share information containing typical child development with parents in our newsletters, flyers and Remind 101. With this information, parents will be able to recognize areas which may be a concern. It is important that everyone in contact with children understand this process because early intervention is the best method to ensure students are well nurtured to reach their educational potential. By creating an environment where all children feel comfortable, we allow parents to have a peace of mind knowing that we accept each child as they are.

## **Health Care Plan**

Yale Public School's believe that your child's health is very important. We strive to keep our rooms clean and safe and make sure all children and staff are in good health when at school.

- We complete a daily health assessment on each child as they come in the door before parents leave if possible, making sure they look and feel healthy.
- Children will need a physical examination completed by a doctor in the last 6 months before they can come to school.
- Physical evaluations will need to be updated every year for our preschool students and signed by a doctor.
- An Ages and stages questionnaire will be filled out by the parents at the beginning of the school year. The questionnaire will be reviewed so parents and teachers can look at milestones, discuss any concerns and answer questions before preschool begins. This questionnaire will be reviewed with parents again at the end of the school year to review their milestones and accomplishments.
- Immunization records will need to be on file and updated before children can come to school.
- Health updates will be given throughout the school year through newsletters, pamphlets, reminder messages, or postings on any communicable disease that could spread fast. We also provide pamphlets/flyers of upcoming parenting classes on health, health workshops. Parents will be informed of any visitor presenting health/safety education to our students.

## **Hand Washing**

The following procedures will be used for hand washing:

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

## **Handling Bodily Fluids**

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

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

## **Cleaning and Sanitizing**

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

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

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

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

1 tablespoon of bleach to 1 gallon of water

## **Controlling Infections**

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