



Imlay City Schools

Early Learning Center Child Care & Latchkey

Parent/Student Handbook

2020-2021



Weston Elementary – IC Early Learning Center

275 Weston Street

Imlay City, MI 48444

Phone: 810-721-9468 • Fax: 810-724-9895

www.icschools.us

www.facebook.com/ImlayCityEarlyLearningCenter

Table of Contents

Introduction	
Welcome	2
Philosophy	2
Notice of Non-Discrimination	2
Licensing Notebook	3
Reporting of Child Abuse/Neglect	3

Program Details	
Programs & Times	4
Staff Qualifications	4
Registration	4-5
Scheduling	5
Fees	5
Release of Children	5
Late Pick-up	5
Withdrawal	6
Child Assessment	6
Referral Policy	6
Cultural Competence Plan	6
Confidentiality	6

Home/School Connection	
Family/School Partnership	7
Community Partnership	7
Parent/Teacher Conferences	7
Communication	7
Advisory Committee	8

Discipline Policy	
Discipline Policy	9

Medical	
Health Appraisals/Immunizations	10
Child Illness	10
Accidents/Injuries/Incidents/Illness	10
Medication Policy	11

Miscellaneous Policies	
Rest Time	12
Clothing	12
Birthdays	12
Health/Nutrition/Food	12
Peanut Restriction	13
Teeth Brushing	13
Toys/Electronics/Cellphones	13
Transitions	14

Weather/Drills	
Snow Days	15
Vacations	15
Drills	15
Fire Drills	15
Tornado Drills	15
Lockdown Drills	15

Daily Routine/Calendar	
Daily Routine	16
Calendar	17

Principal

Mrs. Jenny Buhl-Hagey

AM Child Care/Latchkey

Diane Blount, Lead

PM Child Care/Latchkey

Nikole Williams, Lead
Tamara Burgess, Assistant

Classroom Phone Number:

810-721-9468

WELCOME

Welcome to Imlay City Schools Early Learning Center. Our center provides quality child care and developmentally appropriate experiences for children in the Imlay City and surrounding areas. All children enter an environment that emphasizes on social, emotional, cognitive and physical development. Each child experiences daily scheduled times of free play, guided play and directed play to make sure all of the children's individual needs are met within the program. The program provides a safe, supervised atmosphere that emphasizes fun, mutual respect and cooperation. Before-school and after-school child care for elementary students from both Weston and Borland are housed at Weston Elementary.

PHILOSOPHY

Imlay City Early Learning Center strives to meet the social, emotional, cognitive and physical needs of each child. We believe that by working and sharing together in play and through new experiences each child will broaden his/her experiential background in preparation for Kindergarten and years to come.

We strive to provide a safe, healthy and happy environment for your young child. We anticipate starting them off in a positive, supportive program where they can become successful, confident and independent. As the school year progresses, we hope to form a partnership with you, striving toward the development of your child. Please feel free to come in and be a part of your child's preschool experience. The door is always open and parents are encouraged to participate in classroom activities. In order for our partnership to be a success, communication is a must. With this in mind, please feel free to call us any time you have a question or a problem. We will be happy to help in any way we can.

NOTICE OF NON-DISCRIMINATION

Imlay City Schools does not discriminate on the basis of race, color, religion, national origin, creed, or ancestry, age, sex, marital status, height, familial status, arrest record or physical and mental disabilities in accordance with the Elliot-Larson Civil Rights Act (ELCRA) MCL 37.2206, Persons with Disabilities Civil Rights Act (PWCRS), MCL 37.1206, Title II, Title VI, and Title VII of the Civil Rights Acts of 1964, Title IX of the Educational Amendment Act of 1972, the Age Discrimination in Employment ACT and the Immigration Reform and Control Act of 1986 (8U.S.C., Section 1324A Et. Seq.) and Section 504 of the Rehabilitation Act of 1973.

LICENSING NOTEBOOK

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all corrective action plans. Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at: www.michigan.gov/michildcare

REPORTING CHILD ABUSE/NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Imlay City Early Learning Center are mandated reporters under this law.

PROGRAMS & TIMES

ICS Early Learning Center is open Monday through Friday from 6:00AM to 6:00PM. The center is open year round including staff professional development days, snow days (unless hazardous driving conditions), Winter Break, Spring Break and during the summer. The center will be closed during normal school holidays. Please see the calendar section for closings.

Child Care

- 6:00AM – 6:00PM
- Ages 2 years 6 months (**must be potty-trained**) through 5 years

Latchkey

- 6:00AM – 8:30AM and 3:40PM – 6:00PM
- Before school and after school care for school-age children from both Weston and Borland Elementary Schools.
- Preschool through 5th grade.

For the safety of our students, it is mandatory that the adult dropping off or picking up child(ren) from Child Care/Latchkey enter the classroom and make contact a staff member.

STAFF QUALIFICATION

Michigan Child Care Licensing requires all early childhood staff to meet certain criteria outlined in the State of Michigan Licensing Rules for Early Child Care Centers. All lead teachers have a degree in early childhood or a CDA. All staff are required to complete 24 hours of professional development each year in order to stay current with the early childhood profession. Our lead teachers are members of the National Association for Education of Young Children (NAEYC).

REGISTRATION

Families must pre-register all children attending our child care and latchkey programs **at least 48 hours before they first attend**. All forms **MUST BE COMPLETELY FILLED OUT** prior to the start of any program. These forms are available from the Early Learning Center, Weston Elementary School office or online at www.imlay.k12.mi.us/schools/early.learning.center/Forms

All families, both Child Care and Latchkey must come in to set up their profiles in our computer management system. This system will keep track of when students arrive and leave our programs. A biometric (fingerprint) method will ensure safety is our top priority. There is a non-refundable \$25.00 registration fee per child. This fee will be applied to your family's child care fees.

SCHEDULING

Each parent is required to fill out a schedule at least one week in advance for child care. This will keep us aware of the scheduled days and hours your child will attend. If your child will not attend on the scheduled day due to illness, please notify the program.

FEES

Child Care is provided at a cost of \$3.00 per hour, per child and payment is due in advance. If payments and fees are overdue for two consecutive weeks, or your total is over \$400, child care may be suspended until full payment is received. If payment is not received, parents will be contacted either by phone, email, or in writing to discuss a payment plan or termination of services.

RELEASE OF CHILDREN

Children will be released only to those persons listed on the enrollment card. Parents are to advise the child care provider **in writing** if a person is not listed on the enrollment card that is to pick up their child. Children are not allowed to walk home from a child care program without prior approval from the Director of the program. A written authorization from the parent will then be kept in the student's file. Individuals picking up children must properly identify themselves to the child care staff. Parents must write to the child's teacher to let them know you want your child to attend Latchkey after school. **For the safety of our students, it is mandatory that the adult dropping off or picking up child(ren) from Child Care/Latchkey enter the classroom and make contact with a staff member.**

LATE PICK-UP

ICS Early Learning Center closes promptly at 6:00PM. If a child is not picked up by closing time, **a fee of \$5.00 for every 10 minutes per child**, beyond closing time will be assessed. If a child is not picked up by 6:30 p.m. and no contact has been made, the Imlay City Police Department will be contacted. Late pick-up more than 3 times may result in drop from the program.

WITHDRAWAL

A parent may withdraw a child from the program at any time. To withdraw a child, parents must notify the staff in advance, if possible. Allow 2-3 weeks for processing of withdrawal account refunds.

CHILD ASSESSMENT

Parents with a child who attends child care only may request to have their child assessed and a progress report sent home. Children will be assessed on fine motor, gross motor, social and emotional growth and early childhood academics. Assessments in child care are done, by request, three times during each school year.

REFERRAL POLICY

Imlay City Early Learning Center provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. After the evaluation process, Imlay City Early Learning Center in correlation with the Center for Exceptional Children and Build Up, will enroll the child in the appropriate program to meet the needs of the individual child. To inquire about the procedure or programs, a parent should contact the Consortium for Exceptional Children at (810)724-9853.

CULTURAL COMPETENCE PLAN

Imlay City Early Learning Center strives to make all children feel welcome, included and valued regardless of gender, ability, ethnicity, language or background. Our staff participates in at least 3 hours of cultural competence professional development annually. We provide written materials in both English and Spanish. In our classrooms we have books on different cultures, family and job situations. Our classroom toys and materials are labeled in both English and Spanish. We have food boxes in our kitchen that demonstrate different ethnicities. We encourage parents to visit our classroom and bring things from their culture to share with our students and staff.

CONFIDENTIALITY

Child and family records will not be disclosed without written consent of parents or legal guardians, except as needed when child abuse or neglect is a concern. Confidential information is shared only with staff members who need the information to perform their jobs.

FAMILY/SCHOOL PARTNERSHIP

Children who are successful in school have strong and positive connections between family, school, and community. Parent involvement in the learning process strengthens learning at home and is linked to positive child outcomes. Parents are always welcome and encouraged to participate at the level they are most comfortable. We encourage parents to be involved by volunteering in the classroom, doing monthly family projects that are sent home with students, by attending field trips with their child, participating in parent-teacher conferences, attending parent meetings and serving on a local advisory meeting where decisions regarding Imlay City Child Care/Latchkey, Tuition and GSRP Preschool are made. Several times a year, we send home a list of age appropriate activities that parents can do with their child. Parents will be notified well in advance about upcoming parent meetings and classes we will offer. Some examples of subjects we've covered in past parent meetings are: Love & Logic, Health & Nutrition, Budgeting and Kindergarten Readiness. We also send out a family calendar each month that includes all the different activities in and around our community.

COMMUNITY PARTNERSHIP

If a need should arise, please let a member of our staff know. We can connect families with community services/resources to meet the needs. In our Early Learning Center, we have a pamphlet called Quick Connect that has many local resources including food pantries, utility assistance, etc. and is available to our families.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are used to further communicate a preschooler's progress during the school year. Parents and teachers get to meet twice a year and discuss what is being taught in class, ask questions that they might have about how their child behaves, and how their child is progressing overall. Parent-Teacher Conferences are available, upon request, to children that attend Child Care but do not attend one of our preschool programs.

COMMUNICATION

Teacher/Parent communication is important. We have several ways we communicate with parents about their child's day. Examples are: phone calls, texting, emails, FB groups, etc. We also have translation services available for parents who don't speak English. We send materials home in both English and Spanish. If parents are separated, we send materials to both parents. If the child sees both parents during the week, we send materials home to each parent on the days the child will see that parent.

ADVISORY COMMITTEE

All parents are invited to participate in the decision making process to plan, develop, implement and evaluate how our programs function. This Advisory Committee for Imlay City Child Care/Latchkey, Tuition and GSRP Preschool meets 3 times a year. Communication will be sent home to notify parents of these meetings.

DISCIPLINE POLICY

Children are expected to:

- Listen to staff and follow directions.
- Be respectful of others personal space and keep their hands and feet to themselves at all times.
- Keep all personal belongings, such as, toys, phones, jewelry, etc. at home.
- Be respectful of school property and clean up after themselves.
- Not have physical contact with other people.
- Be kind to each other and staff.
- Use appropriate language and not use negative remarks.
- Be responsible for their own actions.

Bullying or other aggressive behavior toward a student, staff, volunteer, etc. is strictly prohibited at Imlay City Early Learning Center.

Consequences for not following the above rules are as follows:

- **First Offense:** Verbal Warning
- **Second Offense:** Time Out
- **Third Offense:** Restriction from activities
- **Fourth Offense:** Conference with principal. A behavior referral will be recorded and parents will be contacted. A conference may be set up with the parents and a plan developed to help the student improve his/her behavior.

HEALTH APPRAISAL/IMMUNIZATIONS

The State of Michigan requires a health appraisal and record of immunization for each child to be on file. Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Waivers must be obtained at the local Health Department. Any questions about immunizations or waivers should be directed to the Lapeer County Health Department, 810-667-0391.

CHILD ILLNESS

Children who are ill are asked to remain home. If your child becomes ill while at school, the parent or emergency contact person will be notified. If your child has any of the following symptoms, they must remain home for 24 hours without using a fever reducing medication and all symptoms have cleared up. Students who are vomiting or have diarrhea need to be able to eat regularly without symptoms before returning to school.

- A temperature of 100° or higher
- Diarrhea or vomiting
- Any undiagnosed rash
- Colored discharge from nose, eyes or ears
- Persistent cough

Please notify the childcare provider if your child has contracted a communicable or infectious disease. We are obligated to report all communicable diseases to the health department each week.

ACCIDENTS/INJURIES/INCIDENTS/ILLNESS REPORTING

Notification will occur at pick up time for minor injuries. Incidents such as a minor scrape on the knee will require staff to apply first aid, complete an incident report, and notify a parent at pick up time verbally and provide a written injury report. Notification will occur immediately via telephone call to parent for serious injuries or incidents. If we are 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 or 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, etc.

MEDICATION POLICY

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured. Medication must be conveyed to the school office directly by the parent. This should be arranged in advance. Medication **MAY NOT** be sent to school with a student.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to send a note to the child's teacher as to the medication schedule, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication in the office.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

REST TIME

Preschool age children have a rest time each day after lunch. Rest mats are provided for children to use. Please send in a crib sheet, travel size pillow and small blanket with your child. **Please be sure to put your child's name on all his/her bedding.** Rest mats are cleaned daily. All bedding will be sent home weekly to be cleaned and returned to child care the next week. Children are not required to sleep, but are required to rest on a mat and/or participate in a quiet activity for at least one hour each day.

CLOTHING

When dressing your child, please think of your child's comfort and provide simple clothing that is free of complication. Children will often be involved in messy activities, movement, and outside play. Dress your child according to the weather; we will be going outside everyday (weather permitting). For safety reasons, shoes with backs are highly recommended for the playground. We suggest play clothes and rubber soled shoes with socks, and boots in the winter. Your child will need to bring a backpack to school each day to carry their folder, finished projects, etc. An extra set of clothing (including underwear and socks) should be left at school to be used, if needed. **Please be sure to put your child's name on all his/her belongings.**

BIRTHDAYS

Birthdays are special to young children. When it is your child's birthday, we ask that instead of an edible treat you bring in a non-edible gift to pass out. Due to allergies, it is hard to coordinate special treats. Examples of non-edible gifts include: stickers, pencils, bubbles, etc.

HEALTH/NUTRITION/FOOD

A nutritious breakfast and snacks are provided to all children, free of charge. If your child will be in Child Care or Latchkey during lunch, a nutritious lunch may be purchased from the Weston cafeteria at the student rate of \$2.75 or you may send in a lunch with your child. If purchasing a lunch, we ask that you send **exact change** with each child. Parents sending a lunch from home are encouraged to send a high quality, nutritious lunch along with a drink (no soda, please).

Parents are encouraged to participate in a Health and Nutrition Class that the MSU Extension puts on in our center annually. This class teaches parents about the importance of physical activity and nutrition. This class coincides with a six-week health and nutrition program where the MSU Extension comes to our center and teaches our students about the importance of physical activity and nutrition. During this class, students make a nutritious snack they get to eat at the end of each class weekly.

PEANUT RESTRICTION

Individuals with severe peanut allergies can have life-threatening reactions from even a small amount of peanut or peanut oils/residue left on a surface. Any exposure to peanuts may cause a serious reaction that requires emergency medical treatment. To reduce the chance of this occurring, we ask that you do not send any peanut or peanut containing products to school with your child. Our peanut restriction will be enforced before, during and after school hours.

While we are aware that this may cause some inconvenience in preparing lunches and snacks, that inconvenience is far outweighed by the potential severe risk for our allergic students. Please carefully read and review all food packaging prior to sending food items to school. In our peanut restriction efforts, our building staff will closely monitor food brought in to the building. If a peanut or peanut product item is identified, that item will be placed in a Ziploc bag, with a reminder of our restriction, and sent back home. If this item is a large part of a child's lunch, we have some peanut-free healthy food items in our cafeteria that will be used as a replacement. We ask that if you are using a peanut alternative, please label the item so that our staff is aware of your child's peanut-free food.

Food labeling can be confusing when deciding if a food or snack is safe to send to school and peanut free. The Federal Food Allergen Labeling and Consumer Protection Act (FALCPA) requires that packaged food products that contain nuts as an ingredient must list the word "peanut" or "tree nut" on the label. Here are some helpful tips:

- If a food label says "Processed in a facility that also processes peanuts" or "processed on a machine that also processes peanuts", it is okay to bring to school for lunch or snack.
- If a food label says "May contain traces of peanuts", "Contains peanuts," or "May contain peanuts", It is not okay to bring to school for lunch or snack.

TEETH BRUSHING

Students are encouraged to brush their teeth after eating. GSRP students are provided a toothbrush and toothpaste. If you would like your child to brush his/her teeth after meals, please send in a toothbrush and toothpaste.

TOYS/ELECTRONICS/CELLPHONES

For the safety of all children, toys from home are not allowed at Imlay City Early Learning Center. We provide a wide variety of materials for children to discover and manipulate. Electronics, including cellphones, are prohibited and not to be used while at Childcare/Latchkey. In the event a child brings a toy, cellphone, or other personal belongings to school, the early childhood program assumes no responsibility if the item is lost or damaged.

TRANSITIONING

We feel it is important to help our preschool students transition into Beginner Garten or Kindergarten. Starting the April before they start Beginner Garten or Kindergarten, we start slowing introducing them to things they will do in the fall. Some things we do include eating breakfast in the cafeteria, visiting music, art, gym and library and visiting Beginner Garten and Kindergarten classrooms. We also send home materials for parents that includes activities they can do with their child and things they can talk about with their child in order to prepare them for the transition.

SNOW DAYS

If Imlay City Schools is closed due to weather conditions, child care may be provided. If the Superintendent of ICS determines the driving conditions to be too dangerous for our child care staff and students, we do reserve the right to close. Parents will be notified through Power Announcement if they are signed up with Power Announcement, but are also encouraged to listen to the radio for such closings. Parents will be notified by Power Announcement if school closes early or if students are sent home due to severe weather. We will remain open until all children are safely returned home.

VACATIONS

Child care programs are closed during parts of the Christmas/Winter break. We are open during Spring Break. We will remain open throughout the summer, except for a few days for cleaning. We are closed all major holidays.

DRILLS

We practice fire, tornado and lock-down drills often so that children will know what to do in case of an emergency.

FIRE DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

TORNADO DRILLS

Tornado drills will be conducted using the procedures provided by the State. The alarm system for tornados is different from the alarm system for fires and consists of intermittent ringing of the regular school bell.

LOCKDOWN DRILLS

Lockdown procedures will be reviewed with students. Specific instructions on how to proceed during an emergency may vary depending upon the situation.

DAILY SCHEDULE

8:50-9:00 **Arrival/Sign-In** – Children enter the classroom at their own pace. Parents are encouraged to stay until children are ready for them to leave. Children start off writing their names at tables. Once all children have arrived and sign-in is complete they go to carpet for Large Group (music and movement).

9:00-9:10 **Large Group/Music & Movement** – All adults and children participate in activities planned around children’s interests, developmental levels, music and movement, cooperative play and projects; and events meaningful to children.

9:10-9:45 **Breakfast/Dress for Outside** - Children have choices about where to sit and what to eat. Adults eat with the children. Meals are served family style. As children finish eating, they clean up their spot, use the bathroom, wash their hands and get dressed to go outside.

9:45-10:15 **Outside Time** – Children have many choices about how they play outside. Adults supervise children for safety and also join in their active outdoor play, supporting children’s initiatives and problem solving.

10:15-10:30 **Take off Coats/Literacy Time** – Adult reads a book that children choose. Children participate by asking and answering questions related to the book.

10:30-10:35 **Planning Time** – Children indicate their plans to adults and other peers in a place where materials are visible.

10:35-11:35 **Work Time/Free Choice** – This is one hour of uninterrupted Free Choice Time. Children always initiate activities and carry out their intentions. Children make many choices during this time such as where they are going to play, what they will play and what materials will be used. During work time, adults participate as partners in child-initiated play and encourage children’s problem solving both with materials and during times of social conflict.

11:35-11:40 **Cleanup Time** – Children and adults clean up together. Children make choices during clean up. Adults accept children’s level of involvement and skill while supporting their learning.

11:40-11:45 **Recall Time** - Children choose work time experiences to reflect on, talk about and share. Adults provide a variety of materials and strategies to maintain interest as they follow children’s lead and encourage children to share.

11:45-12:05 **Small Group Time** – An adult-initiated learning experience based on children’s interests and development where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.

12:05-1:15 **Bathroom/Prepare for Lunch/Lunch/ Brush Teeth** – Family-Style meals support children doing things for themselves. Children choose whether to eat, what to eat, and how much to eat. Adults eat and have meaningful conversations with the children. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and pushing in of their own chairs.

1:15-2:15 **Quiet / Resting Time** – Resting is a time for sleeping or quiet, on-your-own-mat play. Children are not required to sleep but must stay on their mat. Children may choose to read a book or play with a manipulative quietly.

2:15-2:45 **Wake-up/Snack/Work Time** – (refer to AM descriptions)

2:45-3:30 **Bathroom/Backpacks/Dress for Outside/Outside Time** – (refer to AM descriptions)

2020-2021 GSRP & Tuition Preschool Calendar

2021

September 4	No School - Childcare Open
September 7	No School - Childcare Closed
September 8	Preschool 1st Day Last Names A-L
September 9	Preschool 1st Day Last Names M-Z
September 10	All Preschoolers Attend
September 15	1st Tuition Preschool Payment Due
November 2, 4 & 5	Parent/Teacher Conferences, Times TBA
November 5	Early Dismissal 12:10PM - Childcare Open
November 6	No School - Childcare Open
November 13	No School - Childcare Open
November 15	2nd Tuition Preschool Payment Due
November 25	No School - Childcare Open
November 26-27	No School - Childcare Closed
December 16	Preschool Christmas Party
December 17	Preschool Pajama Day
December 21-23	No School - Childcare Open
December 24-25	No School - Childcare Closed
December 28-30	No School - Childcare Open
December 31	No School - Childcare Closed
January 1	No School - Childcare Closed
January 18	No School - Childcare Open
February 15	No School - Childcare Open
	3rd Tuition Preschool Payment Due
February 22 - 26	Home Visits/Parent Meetings
	No Preschool - Childcare Open
March 29 - April 2	Spring Break - No School - Childcare Open
April 15	No Preschool - Childcare Open
	Final Tuition Preschool Payment Due
May 3	Parent/Teacher Conferences
May 5	Parent/Teacher Conferences
May 27	Last Day of Preschool

