

GOODRICH
CHILDREN'S CENTER
PARENT HANDBOOK



Goodrich Community Education

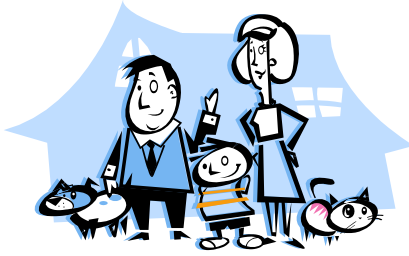
7501 Seneca Street

Goodrich, MI 48438

(810) 591-5201

www.goodrichschools.org

(Updated 2/2021)



MISSION STATEMENT

Children have the right to develop to their fullest potential under the guidance of staff that encourage their explorations and support their social, emotional, intellectual and physical development in an age appropriate, respectful and nurturing setting.

GOALS FOR ALL

For the Child:

- To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
- To provide appropriate play experiences that contribute to the developmental needs of the child.
- To provide opportunities for meaningful play that are based on the child's individual needs, interest and abilities and that will build important foundations for future learning.

For the Parents:

- To provide opportunities to meet other parents and teachers who have, as their common concern, the interest and needs of the child.
- To provide care for the child while parents pursue their own work or other interests.
- To provide opportunities to grow in the understanding of child development through a planned educational program.

For the Community:

- To help meet the needs of the community by providing a safe, secure educational atmosphere for children.
- To contribute to the wholesome growth and development of the future citizens of the community.
- To enhance the role of the school as an integral part of the community.
- To provide a setting where people of various backgrounds can work together for a common interest.

All About the Children's Center

Purpose: To provide a safe, caring and nurturing environment where children may play and grow.

To offer enrichment opportunities.

To encourage the development of the whole child: physically, emotionally, socially, and intellectually.

Philosophy: Children develop best in an enriching, creative learning environment through a balance of teacher-directed and self-directed play.

Programs:

- ***Before and After Care***
Pre-School Full Day 3's & 4's
School Age Child Care
- ***Pre-School Full Day 3 Year Olds***
Pre-School with extended childcare for 3 year olds
- ***Pre-School Full Day 4 Year Olds***
Pre-School with extended childcare for 4 year olds
- ***Pre-School Half Day***
Pre-School for 3 and 4 year olds 1/2 day programs

The Center is licensed by the state of Michigan and staffed by teachers with education and experience in early childhood education.

PROGRAM DESCRIPTIONS

For Every Child...For Every Program

- Each child is encouraged and supported to develop at their own pace in an atmosphere of respect, acceptance and dignity.
- All children deserve an early childhood education that is responsive to their families, communities, and ethnic, race, and cultural backgrounds.
- Children participate in both child-initiated and teacher-directed activities including small and large group times, music, story, art and large and small motor activities.
- Each child is given the opportunity to develop to their fullest potential in the areas of physical, emotional, social and intellectual development.

Pre-School Half Day...

The Center offers pre-school classes for children who will be three or four years old by September 1st. The programs run September through May and are scheduled three days per week for fours and two days per week for threes. The environment is one where children are encouraged to play, explore and experiment. The curriculum is developed in alliance with the Michigan Early Childhood Standards of Quality for Pre-kindergarten education. It includes creative movement, art, music, science, math, both large and small muscle activities, outdoor play, and snack. Literacy activities are woven throughout the curriculum. Vocabulary building, rhyme, stories, listening, writing and books are all part of the pre-school day.

Pre-School Full Day

Pre-School Full Day is a flexible day pre-school program for children who will be three or four years old by September 1st. The program includes a pre-school block in the morning and provides child care and enrichment in the afternoon. Children must attend 2 to 5 days a week. In addition to the curriculum of the half day pre-school program, the children have time for lunch and rest along with extended day activities. Pre-School Full Day offers experiences that develop readiness skills in an atmosphere of acceptance, giving each child opportunities for success that will help build the positive self-image so essential to healthy development. Our daily activities will encourage social interaction, individual creativity, listening skills, language development, large and small motor development and a sense of personal identity.

School Age Before and After Care

School age before and after care is for children who attend development kindergarten through 5th grade. Children must attend a minimum of 1 day per week to remain enrolled in the program. During their time at the Center they are involved in group and/or self-directed opportunities in a variety of activity centers. Centers may include: board games and puzzles, construction and sensory material for play, craft materials, and outdoor/gym time. Oaktree students are transported to and from the Children's Center by school bus.

SCHEDULE OF DAILY PROGRAMS

6:00-8:30	Before School Care: Ages 3 through 5 th grade.
8:00-11:00	Pre-School Full Day 3's & 4's: Pre-School Block
8:45-11:45 Friday	Pre-School: Half day AM, four year olds Monday, Wednesday, and Friday
9:00-11:30	Pre-School: Half day; three year olds Tuesday and Thursday
11:00-12:30	Lunch, noontime activities: Pre-School Full Day
12:30-1:30	Quiet/Rest time: Pre-School Full Day 3's & 4's
12:30-3:30 Friday	Pre-School: Half day PM; four year olds Monday, Wednesday, and Friday
1:30-3:30	Pre-School Full Day 3's & 4's: Child Care/Enrichment Activities
3:30-6:00	After School Care: Ages 3 through 5 th grade

POLICIES AND PROCEDURES

Goodrich Children's Center is licensed by the State of Michigan and staffed with teachers and assistants with education and experience in early childhood education. The Center requires a comprehensive background check on its employees and any unsupervised volunteers.

- The Center operates within the Goodrich School District calendar. If Goodrich Schools are closed for holidays, spring break, inclement weather, etc.. The Children's Center will also be closed. The Center will be open during some no school days such as teacher work days. Operation is based on parent need and Center ability to meet minimum enrollments to remain open. Please see the Center's annual published calendar.

INCLEMENT WEATHER -If Goodrich School District is closed due to inclement weather, mechanical problems, etc., the Children's Center will also be closed.

CHILDCARE PROGRAMS: There is no refund for the first two unscheduled school closings for childcare families. Upon the third unscheduled closed day, and any additional unscheduled closed days, childcare families will receive a credit on their account for the amount previously paid for that day.

HALF DAY PRESCHOOL PROGRAMS- There is no refund for the first two unscheduled school closings for preschool families. Upon the third unscheduled closed day, and any additional unscheduled closed days, the Center will attempt to add those days to the end of the school year. If we are unable to add days, the final preschool payment will be adjusted to reflect any days missed after the first two school closings.

Enrollment.

- Enrollment is open to any child regardless of sex, race, national origin, cultural, economic background or religious belief. In adherence to the Americans with Disabilities Act (ADA), Goodrich Children's Center does not discriminate based on a child's disability, and we strive to offer reasonable accommodations to enable children with disabilities to become fully included in our programs. Goodrich Children's Center works with Goodrich Area Schools Special Education Department and the Genesee Intermediate School District to help facilitate the needs of all children. Goodrich Children's Center respects diversity and the cultural differences of our families. We strive to educate the staff with knowledge and understanding of all cultures.
- Parents complete and return enrollment packet prior to attending any program.
- Childcare schedule forms are completed with the first payment period. Changes may only be made by submitting a new schedule at the payment period change date.
- Children enrolling in pre-school must be 3 or 4 years of age by September 1st. Children must be bathroom independent prior to attending. No pull-ups are allowed in Pre-School. Children who require special bathroom needs are to be arranged through the health plan process and medically documented.
- Children's schedules, particularly Pre-School Full Day 3's & 4's, may need to be consistent throughout the year based on space availability in the program.
- Parents of children age 3 to 5 years are required to provide an up to date immunization record and health appraisal prior to attending any program.
- Parents of school age children must sign the health statement on the enrollment form prior to attending.
- Children may attend programs after the parent completes all required enrollment forms, and pays required fees.
- The Center reserves the right to place children in a classroom that best meets the needs of the child.

Tuition and Fees

Annual Enrollment Fee

- The annual enrollment fee of \$50.00 per child is due upon enrollment to secure a spot for your child. Maximum family enrollment fee is \$100.00. Enrollment is for the program year August to June.

Payments

- Full Day Preschool and School-Age childcare programs operate on a prepaid 4 week payment period, not by the month. Schedules and payments are due according to the published calendar. Failure to do so will result in a \$10 per week, per child late fee. If we do not have full payment within two weeks of the due date, your child will be withdrawn from the program. You may re-enroll for the next session period, providing there is availability.
- A family discount of 20% is available for families with at least two children in the program. One child will pay full price and the family discounts will be applied to each less expensive siblings.
- Half day pre-school enrollment is for the school year; four equal payments are due August, October, January and March according to the published calendar
- All rates are subject to change at anytime.
- Payments may be made online, at the Center or mailed to Goodrich Children's Center, 7501 Seneca Street, Goodrich, MI 48438..
- We accept checks payable to Goodrich Community Education or cash.
- **A \$35.00 fee is assessed for checks that are returned non-sufficient funds or are otherwise not collectable from the bank.**

Late Fees...

- **A \$10.00 per week late fee is assessed for payments received after the due date.**

Late Pick Up Fees...

- A fee is charged for picking up children after the 6:00 p.m. closing or at the end of the program for which your child is registered. The fee charged is \$10.00 per quarter hour. Please call the Center when an unexpected situation makes you late or make other arrangements for the child to be picked up. Abuse of the late fee policy will result in termination from the program.

Schedule changes...

- The Children's Center Full Day Preschool and Schoolage families may change their child's schedule at the beginning of a payment period by contacting our office or submitting a new child care schedule. Adding days to a child's schedule in the middle of a payment period is available on a limited basis only and/or with 48 hour notice as space and staffing permits. A \$5.00 per child change in schedule fee will apply. Day not attended due to non-school related activities will not be refunded and cannot be swapped for another day.

Refunds and Credits...

- Due to staffing requirements by our state licensee, and since we schedule staff according to the scheduled amount of students, there are no refunds or credits for days scheduled and not used. Exceptions may be made at the director's discretion for long-term illness.

Attendance

Please call the Center (810-591-5201) whenever your child is not going to attend on a scheduled day. A message may be left on our answering machine 24 hours/day. The school-age student's classroom teacher must be notified in writing that the student is to attend the Children's Center. Any change in the child's after school schedule is to be reported by 3:00pm of the day that the child is not to attend the Center at 810-591-5201. Parents will be called at work/home and/or the emergency contact will be called any time your child does not appear at the Center on a scheduled day. Failure to notify the Center may result in a \$15.00 fee to be paid by the next session registration. Abuse of the policy may result in dismissal from the program.

Release of Children...

Please advise the Center in writing in advance if a person other than the parent is to pick up the child on a regular basis or in special circumstances even though that person is listed on the Child Information Card (CIC). It is the parents' responsibility to keep their child's CIC up to date with any new information.

Children will not automatically be released to a person listed on the card nor will a child be released to anyone not listed on the CIC. In an unexpected situation, please contact the Children's Center office to handle situation on an individual basis.

Sign In and Out...

Parents must sign their child in/out via QR code daily and take the child to his/her assigned room, making visual or verbal contact with the classroom staff before leaving the child. Picture ID will be required at pickup any time a staff member is unfamiliar with the pick up person.

Volunteers...

All volunteers are supervised by Goodrich Children's Center staff while in contact with children at the Center. All volunteers shall receive a public sex offender registry clearance before volunteering or having any contact with children at the Center. Any individual registered on the public sex offender registry is prohibited from volunteering at the Center. Volunteers must complete the criminal background check (I-CHAT) form and be cleared prior to volunteering or attending any school related activities. I-CHAT forms are available at www.goodrichschools.org under the parent link. **(One form is sufficient for all Goodrich Area School buildings.)**

SMOKING OR VAPING IS PROHITED ON ALL GOODRICH AREA SCHOOLS PROPERTY AND DURING FIELD TRIPS.

Withdrawal...

Parents may withdraw a child at any time. Withdrawal from the Center requires two weeks written notice. Requests for refunds will be granted with two weeks written notice.

Guidance and Discipline of Children

The Center programs are designed to set children up to be successful. Positive methods of discipline, which encourage self-control, self-direction, self-esteem and cooperation, are used. Physical or emotional punishment is prohibited. The Center follows Licensing Rule R400.8140 regarding discipline of children.

R400.8140 Discipline

Rule (1) Positive methods of discipline that encourage self-control, self-direction, and cooperation shall be used.

Rule (2) All of the following means of punishment shall be prohibited:

Hitting, spanking, shaking, biting, pinching or inflicting other forms of corporal punishment.

Restricting a child's movement by binding or tying him/her.

Inflicting mental or emotional punishment such as humiliating, shaming, or threatening a child.

Depriving a child of meals, snacks, rest or necessary toilet use.

Excluding a child from outdoor play or other gross motor activities.

Excluding a child from daily learning experiences

Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

Rule (3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule (2) of this rule.

When guiding a child to change their behavior or to make a better choice, the staff:

- Talks with the children to help identify the concern.
- Guides the child/ren to problem solve and come up with an acceptable solution.
- Models the desired behavior for the child.
- Redirect the child to another activity.
- Advise the parent of the concern
- Work together with the family to have a better outcome

To further meet the needs of the child the Children's Center may:

- Meet with the child's parents.
- Request a Child Study where a child's needs are discussed and a plan developed to meet the identified needs.
- Refer the child for additional evaluation. Speech, language, social-emotional, and developmental screening tools are available including other community resources.

In situations where the child is a danger to themselves, other children or adults, the Center will contact the parent to pick up the child from the program. The child may return to the Children's Center after meeting with program staff to develop a plan to meet the needs of all concerned.

Immunizations...

The State of Michigan requires that all children be immunized for certain diseases. All children ages 3 to 5 years and not in kindergarten must present an up to date immunization record prior to attending any program. If a parent/guardian request an exemption on the basis of religious belief or other objections, the Center will only accept a State of Michigan waiver form that has been certified by a local health department.

Health Appraisal...

Children 3 years to Kindergarten age enrolled in preschool or childcare must present a completed health appraisal within 30 days of enrollment.

Illness and Sick Child Policy:

- The Children's Center wants to ensure a healthy environment for all children while at the Center. Therefore, if your child is not feeling well, has a fever, vomiting or diarrhea, please keep your child home from school until symptoms have subsided. Also, please call the Center when your child is home ill. If the illness is contagious, the Center will notify parents by posting a notice and a note home when a child has been exposed to an infectious disease at the Center.
- If your child has the following symptoms while at the Children's Center he/she will not be allowed to remain at the Center:
 - *Fever: A child with a temperature of 100 degrees or higher is considered a fever and will not be allowed to attend school that day.
 - *Vomiting or Diarrhea
 - *Runny Nose: If a child has a yellow/green nasal discharge that is an indication of an infection and should kept home.
 - *Cough: A child that has a cough that is excessive or sore throat should be examined by a physician.
 - *Rashes: A child with a skin rash should stay at home unless the child's doctor has confirmed that rash is not contagious.
 - *Sever pain or discomfort particularly in the ears, abdomen or joints.
 - *Symptoms of impetigo, conjunctivitis (pink eye), or the presence of any contagious disease or sickness.

Sick at the Center: Children who become ill at the Center are made comfortable and isolated in a quiet spot. The Center will send a child home when they are ill. A child may also be sent home if they are unable to participate in daily activities, are lethargic or need constant, individualized attention. Parents are called at work or home to make arrangements to have the child picked up. It is expected that a sick child will be picked up within an hour from the time the parent is called. When the parent can not come within an hour, the parent is responsible for contacting another adult listed on the emergency card to pick up the child, and notifying the Center.

A Child may return to the Children's Center after an illness when:

- The child is fever free for 24 hours without fever reducing medication.
- The child has been on antibiotic for a full 24 hours
- It has been a full 24 hours since an episode of vomiting or diarrhea.
- Physicians note confirming that the rash or condition is not contagious and may return to the Center.

Notes/Fax Notes from the Doctor...

- Doctor's notes must state that the child has been seen by the doctor, and the child may return to the Center programs without restrictions. If restrictions are required, the Center will accept the child only if the restrictions can be accommodated.
- The note must be on a prescription pad or the doctor's letterhead with the doctor's printed name, phone number, date and signature of the doctor.

Communicable Diseases...

- Exposure to communicable diseases and any infectious illnesses of other family members should be promptly reported so that the Center may be alerted to early symptoms.
- The Center will notify parents by posting a notice and a note home when a child has been exposed to an infectious disease at the Center.

Hand Washing and Sneezes...

- Frequent and appropriate hand washing is the best way to keep healthy.
- Children and staff wash their hands when entering the classroom, before eating, after using the restroom, and after outdoor play.
- Children are taught how to wash hands, to use their sleeve for coughs and sneezes, and to keep the classroom clean.

Medication...

- There may be times when a child needs medication during Center hours. Center policies and procedures are established for the protection of the child and the person giving the medication. The school is only obligated to dispense medication prescribed by a licensed physician.
- A medication form, available at the Center, must be completed by the parent before medication may be given. Medication that is to be taken over a long period of time needs a new medication sheet every month.
- Medicine is dispensed by the teacher or the teacher's designee and witnessed by a 2nd staff. Both staff initial the medication chart.
- In an effort to reduce problems when medication is changed or discontinued, no more than a one-month supply of any medication will be kept at the Center.
- All medication must be in an original container; labeled with the child's full name, name of the medicine, frequency and dosage.
- Please notify the Center when medication has been discontinued or changed. Parents pick up any remaining medication.
- The Center reserves the right to refuse a request to administer medication.
- Please tell staff if a child has been given any medication prior to arriving at the Center. The staff will be better able to care for the child and evaluate his/her needs.

Health Care Plan

Health care plans are required to be completed by the parent with the child's physician for any child with special health care needs, including asthma, severe food allergies, diabetes, the use of a nebulizer, sleep monitor and children attending the Center after surgery, etc. The Center reserves the right to determine if the needs of the child can be met at the Center while in group care.

Absence From the Center When Ill

Please call the Center when your child is home ill in order for the staff to watch for symptoms in the other children; if the illness is contagious, we will be able to notify the other parents. A note will also be posted in the classroom and on the school website if any contagious illnesses appear in the classrooms.

Nutrition/Snacks

Children in Full Day Preschool receive a snack both in the morning and afternoon; children in After School programs have their snack within a half hour of arrival. All snacks consist of foods that are nutritious and usually include a fruit or vegetable and a grain. Water is always available and is the beverage of choice at the Center. Serving sizes are determined using health department guidelines. Children with food allergies may provide their own snack with written authorization from parent. All other children may choose to eat the snack provided, not have a snack or pre-arrange with the staff to provide a nutritious snack for the entire group.

Typical snacks may be:

- fresh fruit
- trail mix (cereal, raisins)
- fresh vegetables and dip
- crackers/cheese
- Yogurt

Children attending Before Care may bring a breakfast from home. Breakfast time is scheduled between 6:00 and 7:30am daily. The Center is unable to heat or refrigerate foods so, please plan accordingly.

School Food Service...

Children eating lunch at the Center may bring a packed lunch from home or participate in the school's lunch program. Menus are sent home monthly. The district uses a debit program for meal payment. An account is set up for your child; weekly/monthly deposits may be made to your child's lunch account at any time and in any amount. Payments are made directly to food service on line using café pre-pay or checks may be placed in the Center's deposit box. These payments are separate from tuition payments. Make checks payable to Goodrich Food Service and labeled clearly with your child's name and account number; no cash payments for food service are taken at the Center. Use www.goodrichschools.org and Pay Schools under the student services link; click lunch menus for Café Pre-pay for payment online to food service.

Transportation...

Parents provide daily transportation to and from all pre-school programs. Extended day Oaktree students are transported by school bus between the Center and Oaktree Elementary. Parents give permission for the district to provide this transportation on the Center permission form at enrollment.

Solicitation of Employees...

Parents agree to not solicit Children's Center staff to work for them in their private employ. The only exception is when the Center does not offer hours that the parent needs care for their child i.e. evenings, weekends and vacation periods when the Center is closed. Any parent that does not adhere to this policy will lose the privilege of enrolling their child in any Children's Center programs from thence forward. The staff person puts their job at risk.

The Center is not responsible for any off site childcare arrangements made between the Center employee and the parent.

Emergency/Crisis Plan/Evacuation/Lock Down...

The Center follows all licensing requirements for serious injury, fire and tornado emergencies. Fire, tornado, evacuation and lock down drills are held as required. All staff are trained in CPR and First Aid. A minimum of one certified staff member is present at all times in the Center.

The Center is part of the district crisis plan and follows all procedures as outlined in the plan to insure optimum child safety. In the event the building needs to be evacuated, the children may be transported to safety by school bus as defined in the crisis plan.

What to Wear....

Children learn best when dressed in play clothes that can be worn for messy projects, floor activities, water and sand play and outdoor play. Please help your child develop confidence and self-esteem by providing clothing that they can manage independently. Pull up elastic slacks and jackets with big zippers are encouraged for younger children. Shoes that are sturdy for climbing, running and outdoor play are encouraged for all children. Older children follow the elementary building policies for dress. Short or tight shorts, halter-tops and sling type shoes are not permitted. It is recommended that a complete set of extra clothing be left at the Center for younger children.

Outdoor Play...

Children play outside daily except in rain or severe weather. Children stay in if the temperature or wind chill is 0 degrees or below or extremely hot and humid. Please dress your child for weather changes.

Personal Items...

Personal items and toys are best left at home unless there is a specific request from the child's classroom teacher to bring in an item to share. In this situation, parents should expect a note from the teacher.

Quiet Time and Rest...

Parents of pre-school full day children are requested to provide a crib size sheet and blanket for their child's cot during rest time. A small pillow is also permitted if desired. Blankets and sheets are sent home weekly to be laundered.

Label All Children's Clothing and Personal Items...

Please label all personal items with your child's name and place extra clothing in a gallon zip-lock bag with your child's name on it.

Lost and Found...

A lost and found box is maintained at the Center. Please check frequently for missing items. The Center reserves the right to donate any items not claimed after a reasonable time. Notices will be posted at regular intervals to claim lost items.

Before/After School Activities...

School age children may participate in before/after school activities held at Reid while registered at the Center, (scouts, clubs, choir, enrichment classes). However, children must check in/out with the staff at their room before attending the activity, and must promptly return to their room at the end of the activity. Prior written parent permission to participate in a before or after school activity is required. Forms are available from the staff.

Half Day Pre-School

Arrival

Children are to be brought to Pre-school by their parent or responsible adult in time for class. Classroom doors are kept closed until the scheduled start time. Parents are welcome in the room to see that their child is settled. Activities begin immediately. Please allow your child the full benefit of class time.

We understand that children may go through difficult times with separation. Please be assured that this is a common phase of development. Your child's teacher will work with you, offering many options in handling any difficulties in order to ease the home-to-school transition.

Pick-Up

Children must be picked up by their parent or a designated adult listed on the Child Information Card. Children are expected to be picked up on time at departure based on the program they are enrolled. **There is a \$10.00 late pick-up fee for 1-15 minutes late plus \$10.00 for every 15-minute period there after (I.E. 1-15 is a \$10.00 late fee; 16-30 is a \$20.00 late fee, etc.)**

Parent Involvement

Children do best in school when their parents are involved; your child will love having you there! Parents are invited to help in the classroom and provide snack for the class three or four times per year according to the posted schedule. Grandparents, aunts, uncles and babysitters may be the child's family person when a parent cannot participate. Because this is a special time for your child and a chance for you to see what they do, we ask that you have an alternate plan for the care of any siblings. If you or a family member cannot participate in class, please discuss this with your child's teacher. Often parents are able to assist the classroom by doing things at home. Your involvement in your child's educational experience is vital to your child's school success. It is also very important to us that we partner with our parents from the beginning. You know your child best and can share with us how to best meet your child's needs.



* Communications *

Communications with our families is important to us!

School Messenger—

The Center is part of the school district School Messenger System. Important information is sent by phone message to the child's home. A child's family may have one or more contact numbers. Please keep contact information current.

- Parents are notified of emergency closings by phone message.
- Parents are sent important information about Center and classroom events including registration information by phone message.

Web Page

Please visit our web page for updated information and activities. Check out your child's classroom page for specific news from the teacher and current events. www.goodrichschools.org/childrencenter

Parent Newsletter

Classroom and Center news is posted on the Center web page.

Parent Bulletin and Message Boards

Each classroom has a parent information board outside the classroom door. Please check for notices and updates about class events.

Remind App

Each teacher utilizes the Remind app to send classroom reminders. You will receive a classroom specific code from your teacher in your child's welcome packet.

Phone Calls, Conferences and Emails

Our staff is ready to chat with you about your child. You may request a phone call during the teachers break time, email the teacher or set up a parent-teacher meeting.

Thank you for sharing your child with us!