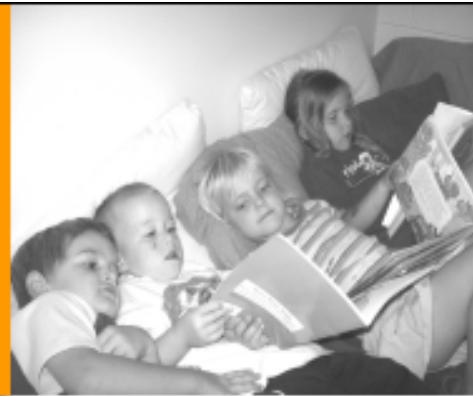


“Your  
Partner in  
Preparing for  
Tomorrow”



# Charlotte<sup>TM</sup>

**PUBLIC SCHOOLS**  
*Child Care*

Parent  
Handbook



## **Welcome to Charlotte Public Schools Child Care Program !**

The Charlotte Public Schools Child Care Program is committed to being “your partner in preparing for tomorrow”. This is the first step in your child’s educational experience with Charlotte Public Schools.

We have convenient locations for each of our childcare sites. Our current program brochure lists these locations for your child care needs based on the age of your child. Our program is licensed by the State of Michigan Child Day Care Licensing Department.

Through its child care programs, Charlotte Public Schools strives to provide opportunities that will help individuals grow personally and develop positive self-images, clarify values by giving direction to the choices they make, improve personal and family relations, appreciate diversity, become better leaders and followers, develop specific skills and have fun!

In our commitment to quality, the child care program is continually reviewed and revised to provide child care which is

safe, secure, and dependable; a place where children and parents feel welcome and comfortable.

### **Philosophy**

Charlotte Public Schools Child Care Program believes that each child is a unique individual and has his/her own way of learning.

Our program will provide a quality environment that will enrich the developmental needs of children through a variety of learning experiences.

Our mission is to provide a safe, nurturing and age appropriate environment that encourages individual growth.

### **Schedule of Operations**

Child Care is available Monday through Friday from 6:30am to 6:00pm on a year round basis. Current enrollment will accommodate children 6 weeks to 12 years old.

### **Emergency School Closings**

It is possible that sometime this year the schools might close due to an emergency such as inclement weather or mechanical failure. If this should occur, notification will be given as early as possible over local radio and television stations or by calling Charlotte Activity

Line at 541-5746. If you have any specific directions for us in the event that school does close unexpectedly, please send a note to the child care office.

### **Admissions Policy**

Enrollment is accepted on a first-come, first-served basis. Full-time enrollment will be given priority if space is limited.

Prior to the first day of attendance, a “family orientation” will be scheduled with the Program Supervisor. All required information (emergency information card, fees agreement for payment, child placement contract, etc.) will be received and reviewed. Meanwhile during this orientation time, your child will spend time in the classroom to become familiar with the environment prior to his/her first day. All forms and up-to-date immunization records will need to be completed and returned on the child’s first day of attendance. The Health Care / Physical Form must be on file within 30 days of enrollment.

Charlotte Public Schools Child Care Program is a quality experience for most children; every effort will be made to communicate and solve individual behavioral situations. We reserve the right to ask any child to leave the program

for his or her betterment or for the welfare of the group.

### **Equal Rights Provisions**

Charlotte Public Schools offers all educational opportunities without regard to race, color, national origin, sex, or handicap.

The contact person for Title VI violations relating to race, color, or national origin is the Associate Superintendent for Operations at 541-5100.

The contact person for Title IX violations relating to gender is the Associate Superintendent of Curriculum at 541-5100.

The contact person for Section 504 violations relating to handicapped person(s) is the Director of Special Education, at 541-5100.

### **Staff Information**

A Child Care Supervisor who is certified and experienced in Early Childhood Development administers our program. Our Lead Instructors are qualified personnel who meet Michigan Child Day Care Center Licensing standards of holding a college degree in Early Childhood Education. Our Assistant Instructors are all over the age of 18 years old and are given on the job training. We hire our staff

through careful selection and do our best to maintain staff stability, minimizing transitions as much as possible. All staff have a criminal history screening and clearance through the Michigan DHS central registry of child sexual offenders. All staff share common goals: belief in children, valuing each child as an individual, and truly enjoy working with children.

All staff are trained in Child Abuse Prevention, Infant / Child CPR, and Basic First Aid.

## Age Groupings

Children are assigned to a specific group upon enrollment in our program. In determining when children move from one group to another in our Early Learning Center, staff will take into account the following: the child's chronological age, the child's developmental readiness, and the availability of space in the next group. When a transition from one group to the next is about to take place, staff will plan a series of visits for the child to enable them to feel comfortable in their new surroundings before they make the final move. In the event that there are no available spaces, and a child is developmentally ready

to move up, the program and activities will be planned to accommodate the developmental needs of the child until a move up can be made.

## Right to Object to Release of Information

Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Charlotte Public Schools has designated the following personally identifiable information contained in a student's education record as "directory information".

- *Student's name*
- *Student's photograph, videotapes of performance or events.*
- *Grade level*
- *Height and weight of members of athletic teams*
- *Participation in recognized clubs or organizations*
- *Student's achievements, awards, recognitions and honors*

Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information which it

has designated as directory information. Upon such objections, this information will not be released without the prior consent of the parent or eligible students.

You have 2 weeks from the receipt of this notice to advise the District in writing of any or all of those types of information about the student which you refuse to permit the District to designate as directory information. Your objections should be addressed to: Human Resources Charlotte Public Schools 378 State Street Charlotte, Michigan 48813

## Available Classes

### Infants (0-17 months)

Individualized scheduled and planning for each child provides a variety of learning experiences for all of the changes which take place during a baby's first year. Low adult-to-child ratios provide more attention to the individual needs of each baby and allow for more one: one time throughout the day.

### Toddlers (18-30 months)

Our Toddler classroom is limited in size allowing a smaller group for more individualized attention. A variety of fun learning activities are planned to help children solve, predict, plan, share, cooperate, empathize, and learn to understand how to get

along in their world. Positive self esteem and self help skills are promoted.

### Preschool (2 ½ - 5 years)

Activities are designed and scheduled to encourage socialization, respect for one another, sharing, cooperation, listening skills, independence, and learning through fun experience. This class focuses on Kindergarten readiness to help prepare children for school. Pre-academic skills of math, science, writing and reading are a scheduled part of each day's routine.

### Before / After School (K -8<sup>th</sup> grade)

The activities are semi structured for school age children. Children choose from board games, group team building activities, art / craft projects, and outdoor time. Transportation to and from school to our program is arranged with the Charlotte Public Schools Transportation Department.

This program does expand to a full day program for half days off school, no school days and school vacation breaks.

### Summer Day Camp (K -8<sup>th</sup> grade)

This full day theme based program offers a variety of

weekly themes through out the summer months. Team building games, group projects, arts/ crafts, swimming and outdoor times are just the beginning.

## School Parties

Parties are permitted throughout the year (dates and times for each to be determined).

Student surprise parties are not permitted. Each Lead Instructor will determine a classroom policy for birthday treats. Please contact your child's Lead Instructor if planning a treat.

## Arrival and Departure Time

Upon arrival and pick-up times each day, children are to be signed in/out by a parent or authorized adult over the age of 18 years old. The adult must accompany the child to his/her classroom and make the staff aware of his/her arrival. Any medications must be taken out of children's back packs or diaper bags for proper storage in a cabinet out of the children's reach. Any information the staff should be made aware of should be in written form on your child's "parent communication sheet".

Children will only be released to authorized adults who's names are listed on the child emergency card. The staff will ask for picture ID and

the name will be checked on the emergency card. In the event that someone other than the child's custodial parents ask for release of the child, the parents will be called for authorization, and then the child will only be released if the adult's name is on the emergency card. If your family is in a unique situation with custody, we must have on file any legal documentation regarding limited release of children.

## Discipline Policy

Charlotte Public Schools Child Care Program will use only positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation.

When necessary, a time-out will be exercised based on the child's developmental level of understanding. Time-out means that the child will sit outside the group yet remain under staff supervision. When the child has regained control, the staff member will guide the child back to rejoin the group. Never will physical, mental, or emotional punishment, humiliation, shaming, or threatening be allowed. No child will ever be deprived of meals, snacks, rest, or use of the bathroom while at our program.

The Child Care Supervisor reserves the right to dismiss a child should disruptive or extreme inappropriate behavior interfere with the quality or progress of the program.

## Expectation for Child Behavior

Rules of the Child Care program are designed to enrich the educational, emotional, and physical welfare of all children. We have developed a learning environment based on respect, responsibility and citizenship. Children are taught those and other social skills within the daily learning environment.

It is the philosophy of Charlotte Schools that children have control over the choices they make and must be held responsible for those choices. When unacceptable choices are made, children will be asked to evaluate their behavior, identify acceptable alternatives, and create a plan to guide them in the future.

Parents are not notified each time an infraction of the rules occurs unless it is of a serious nature or a repetitive occurrence. Parents will be called for assistance when children are not cooperative. It is crucial to success that parents and educators work together to solve mutual concerns.

At all times children are expected to:

- follow child care rules and directions by adults
- demonstrate respect to fellow children and adults
- resolve conflicts peacefully
- respect school and personal property
- use proper language
- stay within school boundaries
- use playground equipment as directed

Violation of child care rules that are of a serious nature or repetitive infractions may result in an out-of-child care suspension for a specified period of time or, depending on the severity of the situation, may result in child care expulsion. Some examples of serious violations of child care rules are:

- vandalism/arson
- extortion, assault, fighting, intimidation (including harassment, sexual harassment, threatening comments, bullying, etc)
- use of foul language
- possession or use of weapons
- setting false fire alarms
- possession of fireworks
- disorderly conduct and/or obscene behavior
- conduct endangering others
- defiance of authority

- possession, use, sale, or distribution of alcohol, drugs, tobacco products or other controlled substances including items that are look-alike controlled substances
- persistent disregard of school rules
- possession of obscene material

This is not an inclusive list.

## Daily Meal Program

Our daily meal program includes a simple breakfast (7:30-8:15), a parent provided sack lunch (11:30am), and afternoon snack (2:30 / 3:00pm). Hot lunch is available for purchase during Charlotte Public Schools operation. Meals are served in the individual classrooms. Menus will be posted in each individual classroom. The menu will follow nutritional guidelines established by the U.S. Department of Agriculture.

## Outdoor Policy

Children attending our program will go outdoors as weather permits. Fresh air is healthy for children, and helps kill viruses. Be sure that your child is prepared and dressed appropriately for weather conditions. It will be assumed

that if a child is well enough to be in attendance for the day he or she is well enough to go outside.

## Child Abuse

The Child Protection Law mandates that Charlotte Public Schools Child Care staff report to the Department of Protective Services any suspected cases of child abuse, neglect, child sexual abuse, or sexual exploitation.

## Health Policy

Proof of required immunizations must be on file for each child on day one and updated information must be given to the Child Care Supervisor as new immunizations are given.

Our program is licensed and equipped to care only for children who are in good health. Children may not attend the program if they exhibit any of the following symptoms:

- fever of 101 degrees or more
- vomiting
- diarrhea
- severe nasal or eye discharge
- unidentified rash

- contagious disease (chicken pox, measles, lice, etc.).

If a child is prescribed antibiotics the child must be on the medication for at least 24 hours before returning to the program. Parents must notify us if a child has contracted or been exposed to any communicable diseases. If any of the symptoms mentioned become evident while the child is at child care, parents will be contacted to make necessary arrangements to pick up the child.

Parents will be notified if, while at child care, their child has a low-grade fever or exhibits any symptoms or behaviors that are not normal or usual for the child. This is just to keep the parents informed. At such time, it will not be necessary to pick up the child; however, if the symptoms worsen, the parent will have to make alternate arrangements. The child can come back to child care when:

- The temperature is steadily below 101 degrees for 24 hours (without medication)
- The child has been diagnosed as having a bacterial infection and has been on antibiotics for 24 hours

- it has been 24 hours since the last episode of vomiting or diarrhea

- The nasal discharge is not thick, yellow, or green
- The rash has subsided, or a physician has determined that the rash is not contagious
- In the case of head lice or nits, the child must be treated and be lice/nit free

## Prescription Medications

Written permission is required before any prescription medication can be administered.

All prescriptions must:

- be in the original container with the physician's name, and clearly labeled with the child's name, stating instructions and dosage administered.
- be accompanied by a Charlotte Public Schools Medication Form with a parent or guardian signature and daily instructions for administration.
- be documented by that staff member at the time that it is given to the child.
- be taken home each day.
- be accompanied by a marked spoon or syringe which is taken home each day.

#### All Non-Prescription Medications:

- must follow the same procedures as prescription medications (a doctor's note is not required).
- includes over the counter medication, such as Tylenol.
- will not be administered for more than 7 days, after that the child must be seen by a physician.

#### Pain Relief Medications

- pain relief medications, such as Tylenol, will be given only for pain and are not used to mask fever or illness.

#### Ointments and Lotions

- diaper rash ointments, hand lotions, and special soap need to be signed in with parental direction for usage.
- all ointments and lotions must be labeled with the child's name.
- may be kept at child care overnight.
- a written blanket authorization may be given; i.e., apply each diaper change.
- sunscreen and bug repellent are not provided by the program. You may supply your child with sunscreen and bug repellent, and with written permission, we will be sure that it is applied to your child.

### **Medical Emergencies**

In the event that a child becomes seriously ill or injured, he or she will be taken to the emergency facilities at Hayes Green Beach Hospital. The parent(s) will be called to meet us there.

Less serious injuries which may require a doctor's attention will be reported to the parent immediately, and together the parent and the Program Supervisor will decide how to handle the situation.

Minor injuries, such as scraped knees, will be treated by the child care staff and reported to the parents at departure time.

#### Other Emergencies

The safety of the children at our program is always a primary concern. We will practice monthly fire drills and seasonal tornado drills. In the event of an actual fire the building will be evacuated and, if necessary, parents will be called and asked to pick up their children. In the event of a tornado we will move to an appropriate interior hallway at each child care site and remain there until the "all clear" has been issued. In the event of a bomb scare we will evacuate the building and remain outdoors until the "all clear" has

been issued by the police department. If children are expected to be outside for a long period of time, parents will be called to pick up their child(ren). Emergency and evacuation procedures are posted in each classroom.

### **Biting Policy**

Charlotte Public Schools child care staff takes measures to set up an environment which minimizes the potential for biting by:

- constantly supervising the children.
- reacting quickly when children are in a dispute.
- asking the child care Supervisor to observe chronic biters.
- setting up the environment so that situations are less frustrating.
- tuning into children who are going through a biting stage.
- meeting children's needs.
- recognizing the reasons why children bite and dealing with them.

When a child is bitten, the staff will treat the bite with soap and water, apply an ice pack as needed, at all times comforting the child and complete proper

documentation for the parents. The parents of the biter will be asked to sign a "my child bit today" form for verification that they were made aware of the biting situation.

#### The Chronic Biter:

The chronic biter is defined as one who attempts biting several times, or bites daily.

- the chronic biter will be shadowed in the classroom by an instructor.
- the chronic biter will be separated from the group for a time-out.

At the discretion of the Program Supervisor a child may be suspended from the program because of chronic biting. Instructors will inform parents verbally, and by written accident reports, if a child is bitten and has any marks. The Program Supervisor will also be actively involved in the process of working to eliminate the biting behaviors together with the instructors and parents.

### **Student Accident Insurance**

Safety of students is a high priority at Charlotte Public Schools. Parents are also concerned about the safety and well-being of their

child throughout the school experience. It is important that you understand that adequate health and accident insurance be in place in order to protect against any unforeseen health or accident claims which may arise. It is the responsibility of the parent to purchase and maintain such coverage for their child. The school district does not purchase insurance coverage for this purpose and does not reimburse or pay for medical bills of students who sustain injuries while participating in school activities.

If, after reviewing your health insurance coverage, you find that you should have supplemental insurance coverage for accidents or injuries, you should contact your insurance agent.

## **Safety, Tornado and Fire Procedures**

To avoid confusion and provide for maximum safety, the Charlotte Public Schools will follow the procedures described below when weather conditions indicate special attention. Please make an effort to comply with these procedures as minimum interruption of the school program is desired.

- When the District is notified by the Sheriff or Police Departments that a **TORNADO WATCH** is in effect, all buildings will be

notified. Child Care will NOT be closed, except at normal closing times.

- When a **TORNADO WARNING** is in effect, students will **NOT** be dismissed from child care.
- Fire drills and precautions are periodically held.
- Safety drills are periodically held.
- The Board discourages phone calls to school during these times in order to keep phone lines open for emergency use.

## **Rest Period Policy**

Nap and rest time provide a relaxing period for all children at the Early Learning Center site in the middle of their busy day.

Nap and rest times are included in the daily activity plans. Children who need naps will be provided with individual cots or mats and infants (under the age of 12 months) are provided with individual cribs. Blankets can be brought from home. Please label all nap and rest items brought from home. All children at the Early Learning Center site will have at least 45 minutes of rest time.

Stories and soothing music will help children to wind down as the staff assists them in preparing to rest. Children who no longer

take naps will choose between a variety of “quiet” individual activities such as looking at books, drawing, or playing with table top toys, after a short, quiet rest.

## **Items from Home**

### Toys

Unless special permission is given for sharing times or for special occasions, children’s toys should remain at home. This helps to avoid hurt feelings because of damaged or lost toys. Our program provides a wide variety of equipment and activities for the children to use during the day. We can not be responsible for items brought from home.

### Clothing

Children should be dressed comfortably so that they can participate in all activities including outdoor play. A spare set of clothing should be kept at child care, or accompany the child each day. Clearly label each piece of clothing with the child’s name.

## **Pets**

Pets may not be brought to school unless approved by the child care supervisor. When pets are brought to school, an adult

should bring them in and take them home in a secured manner.

## **Fees And Billing Policy**

Fees are determined according to the schedule you establish for your child(ren) at the time of enrollment. All fees are charged on the basis of enrollment, not attendance. Space is limited, and will be filled on a first-come, first-served basis. Payments of your child’s tuition are due on the first day of each week. Fees not received within 5 days of the attendance week will be considered delinquent. Once delinquent, late payment fees will be charged.

Tuition must be paid whether your child is present or absent. Short illnesses or temporary arrangements for alternate child care will not be accepted as reasons for changes of the weekly rate. We are self-supporting and must depend on a predictable budget. Continuing fees hold your child’s place in our program.

Fees may be paid either in person at your child’s child care site or at the Child Care office located inside the Charlotte Middle School or they may be mailed in. If more than one child from the

same family is enrolled in the center, the full rate will be charged for the first child (the highest rate of the children) and the sibling discounted rate will be applied to the additional children.

## **Absence Policy**

Always notify our program if your child will be absent so we may plan staffing accordingly. This is especially important for the school age sites so we know who to expect off the school buses. No credit is given for occasional absences. If it is necessary to change your weekly schedule, the change must be made through the Child Care Supervisor. Approval of schedule changes will depend upon enrollments and availability. Billing will continue as scheduled or until the change is effective.

## **Holidays**

Our child care program sites will be closed the following days: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. If any of the above holidays fall on a Saturday or Sunday, the center will

observe the holiday and remain closed on the Friday before or the Monday after as celebrated by the state government. There will be no charge for these holidays. We will close early on New Year's Eve allowing our staff to join their families.

## **Vacation days**

Each school year (Sept. 1-June 1) Infant / Toddler and Preschool families at the Early Learning Center site will be given five vacation day coupons per child to be used at their discretion. These may be used on days your child will not be in attendance and you will not be charged for the day. The coupons may be used for snow days, school breaks or "no school" days as per the school district calendar. We do request a one week written notice to be given prior to the vacation period. This allows us to adjust staffing, food, and supply purchases as needed. School age children (K-8 grades) will be charged as per the school district calendar only. You will not be charged for "no school days", snow days or school breaks. Child care is available 6:30 a.m. -6:00 p.m. these days and must be pre-arranged and fees will be charged as per the

current daily rate.

## **Annual Fee**

An annual fee will be assessed to each family on October 1st. This fee will be prorated throughout the year upon enrollment in the Charlotte Public Schools Child Care program.

## **Delinquent Accounts**

If an account is not kept current, the following will occur:

- late fees will be assessed.
- the Child Care Supervisor or Child Care Secretary will contact you via a billing statement. (a copy is kept in our files).
- a reminder phone call will be made.
- if the fee is still not paid, or if payment arrangements have not been made, legal action could be taken.

A delinquent account is grounds for termination of enrollment from the program.

## **Pick Up Time**

Your child is to be picked up on time by 6:00 p.m. everyday. A late pick up fee of \$2 per minute will be charged after 6:05 p.m.. We understand that emergencies may come up, and that special circumstances may occur

occasionally. If something like this should happen, a phone call to the child care site will relieve worry. Please make arrangements for someone else to pick up your child so that you will not be charged late fees. At 6:10 p.m. a staff person will contact the person(s) you have designated on your emergency card to come pick up your child.

## **Withdrawal Policy**

A two week's written notice is required for withdrawal from the Program. Regular tuition payments are expected for those two weeks, regardless of attendance.

## **Fees Agreement**

Since Charlotte Public Schools Child Care Program is a fee based program and is parent-funded, as expenses change, so must fees. Hence, the Fees Agreement is subject to change. You will be given a 30 day notice of any rate changes.

## **Financial Assistance**

Some financial assistance is available through the State of Michigan Child Care fee

reimbursement system for families who qualify. We do accept these payments with parent co-pay charged for fees not covered by FIA.

## Field Trips

Field trips for Preschool and School Age classes are planned according to the availability of transportation and around certain themes. When such an activity is planned, you will be notified in advance and must sign a permission slip. Charlotte Public Schools Child Care Program complies with all State of Michigan Laws, including all licensing regulations regarding transportation..

At times the children will be taken on short walks in the surrounding neighborhood. These activities are considered part of the daily program and you will not be notified in advance.

## Pictures

Periodically we take pictures of the children participating in different activities. Please understand that these pictures may be displayed in a presentation, or used in flyers, brochures, or other publications

concerning our program. If you prefer that your child's photo not be used please indicate this in writing on the Photo Release form included in the enrollment packet.

## Parent Communication and Participation

The Charlotte Public Schools Child Care **Parent Advisory Committee (PAC)** is made up of parents who have children enrolled in the program. A representative from each classroom makes up the core committee, but all parents are invited and encouraged to attend meetings. The PAC meets regularly to discuss child Care Program activities such as annual program reviews, special projects, and family events. Parents interested in additional information should contact the Program Supervisor. Meetings are open to all parents. Dates and times are published in the Child Care monthly newsletter.

**Parent volunteers** are always welcome. Parents can support the program through special projects by sharing talents or hobbies, serving as field trip helpers, painting, cleaning, and donations. Please contact the Program Supervisor if you are

interesting in donating your time at one of our child care sites.

**Monthly Child Care Program Newsletters** will be distributed to keep everyone informed of what is happening in our program. These are mailed each month with your monthly childcare statement.

Informational notes will accompany the children (more frequently for younger children) to keep parents informed of activities and / or the day's progress. Periodic reminders will be posted for notification of special events.

## Parent /Instructor Conferences

Throughout the year any parent (or instructor) may request a conference with the Child Care Program Supervisor, Site Coordinator or Lead Instructor. Formal Parent/ Instructor conferences are held in October and April of each year. The Lead Instructor will prepare a developmental progress report on your child, this will serve as the starting point of conversation for conferences.

## Special Situations / Developmental Stages

Throughout your time at Charlotte Public Schools Child Care Program, special situations and developmental stages will occur. These may include toilet training, separation anxiety and special needs diagnosis. The Child Care staff and Program Supervisor will work with families to best meet the needs of the child in these situations and help the families seek resources needed.

## Questions and Concerns

Questions and concerns regarding your child or the program should be brought to the immediate attention of the Program Supervisor in person, or by phone. If you feel that your concerns have not been addressed to your satisfaction, you may follow the chain of command within the Charlotte School District (Director of Community Education, Associate Superintendent of Business, Superintendent of Charlotte Public Schools, Charlotte Public Schools Board of Education).

**Thank You for selecting Charlotte Public Schools Child Care Program as your child care provider. We hope you enjoy your time here.**