WATERFORD SCHOOL DISTRICT PARENT HANDBOOK FOR CHILD CARE

A Licensed Pre-school and School-Age Child Care Program

WSD Child Care Services
501 N. Cass Lake Road
Waterford, MI. 48328
248-682-3170
childcareregistration@wsdmi.org

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WELCOME TO WSD CHILD CARE!

Our self-supporting program is designed to accommodate parents with a safe, state licensed, play-based child care. We offer child care before and after school in each of our elementary schools (K-5). We also offer full day child care for children in preschool at the Stepanski Early Childhood Center and Stepanski/Leggett Campus. Our child care program is led by qualified, experienced professionals who have continual training in the child care field.

PHILOSOPHY

We believe in providing quality Child Care in a warm, caring, positive environment. The WSD Child Care Program provides play-based activities that compliment:

- Large and small motor development
- Language development
- Math/Science/Literature
- Social/Emotional Growth
- Creative development

NON-DISCRIMINATION POLICY

The Waterford School District Child Care Services Program does not discriminate and all children are admitted regardless of race, creed, color, religion, national origins, sex, or ethnic background.

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CHILD CARE STAFF TRAINING POLICY

Each Waterford School District Child Care employee is responsible for obtaining 24+ hours of training, per calendar year, in a child-related subject.

CPR and First Aid training is required. The American Heart Association is the approved facilitator. Skills must be renewed per the date on the issued cards. Waterford School District Child Care Services will set up a training with the Waterford Fire Department yearly.

Blood Borne Pathogen training is required yearly.

Abuse and neglect as well as policies and procedures training will be provided at the beginning of each school year and given to new employees upon hire.

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CONTACT NUMBERS

BEAUMONT CHILD CARE:	248-738-4746
COOLEY CHILD CARE:	248-674-6344
DONELSON CHILD CARE:	248-682-2332
GRAYSON CHILD CARE:	248-674-6381
HAVILAND CHILD CARE:	248-738-4777
HOUGHTON CHILD CARE:	248-698-0925
KNUDSEN CHILD CARE:	248-862-3798
RIVERSIDE CHILD CARE:	248-674-4415
SCHOOLCRAFT CHILD CARE:	248-623-7061
STEPANSKI CHILD CARE:	248-666-8668
STEPANSKI LEGGETT CAMPUS:	248-682-0286

Crary Administration Building

Jacque LeMarbe	Child Care Manager	248-738-4794
Tracie Spatafore	Child Care Secretary	248-682-3170
Emily Watkins	Coordinator/Staff Support	248-494-9338

School year office hours: 7:30-4:00 Summer hours: 7:00-3:30

Email: childcareregistration@wsdmi.org

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HOURS OF OPERATION

Elementary school sites: 6:30-8:45 a.m. and after school-6:00 p.m.

Half days (elementary sites): 6:30-8:45 a.m. and 11:57 a.m.-6:00 p.m.

Stepanski & Leggett Campus: 6:30 a.m.-6:00 p.m.

Children cannot be dropped off before 6:30 a.m. Children must be picked up by 6:00 p.m. The charge for late pick-up is $1.00 per minute, per child, beginning at 6:01 p.m. Repeatedly picking up late, (5 times) will result in dismissal from the program.

LATE PICK-UP PROCEDURE

- 6:05 p.m. Parents/guardians will be called; message will be left if no answer.
- 6:10 p.m. Emergency numbers from the child's registration form will be called.
- 6:20 p.m. Child Care Manager is called.
- 6:25 p.m. Caregivers will continue to try to contact parents and emergency contacts.
- 7:00 p.m. If no contact has been made with parent(s) or emergency contacts, we will call the Waterford Police and report that a child has been left in our care for an hour after closing, without any contact.

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REGISTRATION CHECK LIST

Registration must be completed and fees paid every school year and every summer.

- Online registration: Go to www.waterford.k12.mi.us Click on QUICK LINKS and choose Child Care. You can choose to complete an "Online Registration" or use a "printer friendly" version. You must complete a registration packet for each child. Registration forms are also available on at each child care site.

  NOTE: Please complete all fields on each form. (You may use "Unknown" or "None").

FORMS

- Registration/emergency/health form: Necessary emergency and health information.
- Program contract (school year/summer): A signed contract that states you understand, accept and are aware of the WSD Child Care Services payment policy, billing process and health information.
- Licensing acknowledgement form: This form states that you are aware that a licensing book is available on-site for your review, which includes all licensing reports, special investigations and related corrective action plans.
- Security Cards: At least one security card must be purchased per family and are to be used only for drop-off and pick-up at child care. Cards only work at the child care entrance M-F during the hours of 6:30-8:45 a.m. and after school until 6:00 p.m. A one-time fee of $10 per card will be charged at the time of purchase. The fee for replacing a lost card is $15.

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TUITION FEES/WEEKLY INVOICES/ELEMENTARY SITES

Registration Fees: Non-refundable, paid at time of registration

- $50.00 for 1 child/per school year
- $75.00 for families with multiple children/per school year

If your child is in attendance any time during the block, charges are as follows:

School Day Blocks:

- 6:30 a.m. - 8:45 a.m. = $9.90 Siblings = $8.75
- 4:01 p.m. - 6:00 p.m. = $8.80 Siblings: = $7.80
- 3:01 p.m. - 6:00 p.m. = $13.20 Siblings: = $11.70

Half-Day Blocks:

- 6:30 a.m.- 8:45 a.m. = $9.90 Siblings: = $8.75
- 12:01 p.m. – 3:00 p.m. = $13.20 Siblings: = $11.70
- 3:01 p.m. – 6:00 p.m. =$13.20 Siblings: = $11.70

Full-Day Blocks: (No School)

- 6:30 a.m. – 12:30 p.m. = $26.40 Siblings: = $23.40
- 12:31 p.m. – 3:00 p.m. = $11.00 Siblings = $9.75
- 3:01 p.m. – 6:00 p.m. = $13.20 Siblings = $11.70

*Invoices are sent weekly and balances are due weekly.

*Returned checks will be charged a $25 NSF fee.

*Past due accounts are subject to collections.

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TUITION/FEES/WEEKLY INVOICES PRESCHOOL SITES

Registration fees: Non-refundable, paid at time of registration

- • $50.00 for 1 child/per school year
- • $75.00 for families with multiple children/per school year

If your child is in attendance any time during the block, charges are as follows:

Stepanski Early Childhood Center & Leggett Campus GSRP
6:30 a.m. – 8:00 a.m. = $6.60 Siblings: $5.85
6:30 a.m. – 8:15 a.m. = $7.70 Siblings: $6.80
6:30 a.m. – 8:30 a.m. = $8.80 Siblings: $7.80
3:01 p.m. – 6:00 p.m. = $13.20 Siblings: $11.70
3:15 p.m. – 6:00 p.m. = $12.10 Siblings: $10.70

Stepanski Head Start
6:30 a.m. – 9:00 a.m. = $11.00 Siblings: $9.75
3:45 p.m. – 6:00 p.m. = $9.90 Siblings: $8.75

Stepanski WPSEE Morning Class
6:30 a.m. – 9:00 a.m. = $11.00 Siblings: $9.75
12:01 p.m. – 3:00 p.m. = $13.20 Siblings: $11.70
3:01 p.m. – 6:00 p.m. = $13.20 Siblings: $11.70

Stepanski WPSEE Afternoon Class
6:30 a.m. – 9:00 a.m. = $11.00 Siblings: $9.75
9:01 a.m. – 12:45 p.m. = $16.50 Siblings: $14.60
3:45 p.m. – 6:00 p.m. = $9.90 Siblings: $8.75

Leggett Tuition-based 3's Morning Class
6:30 a.m. – 8:30 a.m. = $8.80 Siblings: $7.80
11:30 a.m. – 3:00 p.m. = $15.40 Siblings: $13.65
3:01 p.m. – 6:00 p.m. = $13.20 Siblings: $11.70

Leggett Tuition-based 4's Afternoon Class
6:30 a.m.- 9:00 a.m. = $11.00 Siblings: $9.75
9:01 a.m. – 12:00 p.m. = $13.20 Siblings: $11.70
4:01 p.m. – 6:00- p.m. = $8.80 Siblings: $7.80

Full-Day Blocks: (No School)
6:30 a.m. – 12:30 p.m. = $26.40 Siblings: $23.40
12:31 p.m. – 6:00 p.m. = $24.20 Siblings: $21.45

PAYMENT OPTIONS

- ACH bank withdraw (free of charge)
- Check/money order
- Cash
- Credit Card - (fee of 3.25% will apply)

Payments are accepted at each Child Care site or can be mailed to:

WSD Child Care Services: Crary Campus
501 N. Cass Lake Rd.
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WITHDRAW PROCEDURE

Please notify the Child Care Coordinator if your child is leaving the WSD Child Care Program.

VOLUNTEER GUIDELINES

All volunteers will be required to complete the volunteer applicant disclosure affidavit every school year. After a background check from the Safety and Security office, the approved affidavit will be sent to the site coordinator. All volunteers will be informed of the WSD Child Care Services policy on reporting suspected child abuse/neglect to DHS/CPS. All volunteers must be at least 16 years of age and will be supervised by Child Care staff at all times.

DEPARTMENT OF HUMAN SERVICES (DHS)

Families that qualify for child care assistance through DHS are responsible for all fees incurred until payment begins from the State of Michigan. Families will also be responsible to pay the percentage that is not covered by DHS on or before the invoice due date. Field trips, onsite activities and snacks are not covered by DHS.

TAX INFORMATION

A year-end statement of child care payments will be emailed no later than the last week of January. It will only be available to the account holder.

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Example of a daily Child Care Routine in Preschool (6:30 a.m.- 6:00 p.m.)

06:30-09:30 a.m.	Choice time/breakfast/class dismissal
09:30-09:50 a.m.	Clean up and Message Board
09:50-10:10 a.m.	Wash hands/snack
10:10-10:30 a.m.	Work time
10:30-11:00 a.m.	Large Group Time
11:00-11:30 a.m.	Small Group Time
11:30-12:00 p.m.	Music and Movement
12:00-01:00 p.m.	Wash hands/lunch/outside/class dismissal
01:00-01:30 p.m.	Wash hands/Message Board *1:00-3:00- Nap time for those who do so
01:30-02:00 p.m.	Small Group Time
02:00-02:30 p.m.	Work time
02:30-03:00 p.m.	Large Group Time
03:00-03:30 p.m.	Wash hands/snack
03:30-06:00 p.m.	Work time/gross motor/outside or gym

Example of a daily Child Care Routine in before and after care (6:30 a.m-8:45 a.m./After school – 6:00 p.m.)

06:30-08:20 a.m.	Choice time including gym, computer lab, variety of toys, arts and crafts
08:21-08:45 a.m.	Clean up and dismissal
04:01-06:00 p.m.	Check in/wash hands/snack Choice time including gym, computer lab, variety of toys, arts and crafts, outdoor play

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HEALTH CARE POLICIES

If your child has a medical condition, please be sure the caregivers know what to do if a problem should occur during child care hours. It is mandatory to have a Plan of Care filled out by a physician for all medical conditions and medications pertaining to the condition.

- Prescription medications: A medication form must be filled out and signed by a physician in order for staff to administer the medication.
- Non-prescription medication: A medication form must be fill out by a parent/guardian giving permission to staff to administer the medication.

Plan of Care forms and medication forms can be found on the WSD website: www.waterford.k12.mi.us

If a child has any of the following conditions, the parent/guardian will be notified to pick the child up immediately:

- Contagious disease
- Vomiting (must be vomit free for 24 hrs. before return)
- Diarrhea (must be diarrhea free for 24 hrs. before return)
- Fever
- Rashes (require Dr. note to return)
- Eye discharge/ pink eye
- Fatigue that prevents participation

Please note: You may be required to bring a doctor's note to return after a contagious illness.

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INCIDENTS, ACCIDENTS, INJURIES

In the case of an accident/injury/incident, a staff member will take the following steps:

For a minor injury: Immediate care is provided to the child.

- Parents will be notified via phone call, email, note or class app.
- A written report will be kept on file.

For serious accident/injury/incident, a staff member will take the following steps:

- Call 911
- Ensure the scene is safe, if necessary, provide care and comfort to the child until EMS arrives.
- Contact parents via phone call once the situation is under control. If parents cannot be reached, another person on the child's emergency card will be contacted until someone is reached.
- EMS will decide if the child needs to go to the hospital.
- A staff member will ride in the ambulance with the child if the parent is unable to do so.
- Within 24 hours of the injury, a call and written report will be made to the Department of Licensing and Regulatory Affairs. This report will be sent to WSD Safety and Security as well.

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HEALTH CARE SERVICES PLAN
HANDWASHING:

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn water on to a comfortable temperature between 60 degrees F and 120 degrees F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until soapy lather appears and continue for at least 10 seconds.
- Rub area between fingers, around nail beds, under fingernails, jewelry, and back of the hand.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel.

The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

HANDLING BODILY FLUIDS:

The center will use precautions when handling bodily fluids as instructed in the blood born pathogen training, steps include:

- Staff will put on gloves.
- Staff will clean up bodily fluid with a disposable paper towel.
- The area will be washed with soap and water, rinsed, and sanitized.
- The child's hands will be washed.
- Staff will remove gloves and wash hands.

CLEANING AND SANITIZING:

The following steps will be followed:

- The surface will be washed with soap/detergent and water.
- It will next be rinsed with clean water.
- The surface will be wiped or sprayed with a sanitizing solution. Toys and small items may be submerged in the solutions.
- The area or items should be allowed to air dry. If they must be wiped, allow three minutes before wiping, so that the sanitizing agent has time to work.

SANITIZING SOLUTIONS:

- Water and non-scented chlorine bleach solution with a concentration of one-tablespoon bleach to one gallon of water, or one teaspoon of bleach to 32 oz. of water.
- Commercial sanitizers specified on the label to be safe for food contact surfaces and not hazardous to children; used according to manufacturer's mixing and usage directions.

CONTROLLING INFECTIONS:

- See universal precautions above.
- Toys that are mouthed or otherwise exposed to bodily fluids will be removed, washed, rinsed and sanitized.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots and mats will be washed, rinsed, and sanitized daily if soiled or contaminated with bodily fluids, or used by different children, weekly if used by one child.
- Children who have any type of communicable disease/condition will be removed from care and may only return to care with a doctor's note.
- Children who become ill will be moved away from the other children until picked up.
- Parents will be informed of any communicable diseases in the facility.

HEALTH RESOURCE(s):
OAKLAND COUNTY HEALTH DEPARTMENT: NORTH OAKLAND CENTER 248 858-1280

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DISCIPLINE POLICY

Our caregivers promote acceptable, safe behavior of all children. When a problem occurs, the staff uses positive methods of discipline, which encourage self-control, self-direction, re-direction, self-esteem and cooperation. Inappropriate behavior will be brought to the attention of the parent/guardian. Ongoing disruptive behavior will be documented on a behavior notice and given to the parent. If behavior becomes excessive or aggressive, a meeting will be set up with the parents and staff.

- The child care staff will discuss the behavior with the child.
- Parents will be notified, if no improvement is seen or if the behavior is unsafe/inappropriate.
- If needed, a plan of action will be implemented.
- If efforts to correct inappropriate behavior are unsuccessful, your child may be suspended from care for a specific amount of time.
- Based on the severity or danger of the situation, Child Care Services reserves the right to immediately exclude a child from the program permanently.

- At the time of the third behavior notice, a short-term suspension of 3 days will be issued.

- The fourth write up will result in a 5 day suspension.

- The fifth write up will result in a 10 day suspension.

- The sixth write up will result in expulsion from WSD Child Care Services Program.

Parents have the right to expect that their children will have proper supervision. A child who consistently needs the attention of the staff is taking away the rights of the others and not allowing the needs of all children to be met.

Positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation will be used. All of the following forms of discipline are prohibited: hitting, spanking, shaking, biting, pinching or any form of corporal punishment. Restricting a child's movement by binding or tying, humiliating, shaming and threatening a child are prohibited.

Children will not be deprived of meals, snacks, rest or toilet use. Children will not be excluded from outdoor play or gross motor activities. Children will not be confined to an enclosed area, such as, a closet, locked room, box or similar space. Non-severe, developmentally appropriate discipline or restraint may be used prevent a child from harming themselves, others or property.

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Scheduled school closings

***** See district calendar for dates, these days are subject to change.

All Child Care sites will be closed on the following days:

- Labor Day (including the Friday before)
- Thanksgiving Day and the Friday following
- Holiday break
- Martin Luther King Day (Professional Development Day for staff)
- Good Friday/Easter Monday
- Spring Break
- Memorial Day
- Independence Day
- Half days of school – Your home site will remain open, the exception is the last day of school. Child Care will be open before school and closed after school to set-up for the summer program. (Elementary schools, only)

Emergency closings during school hours

If school closes during the day, the school your child attends will have a system in place to notify parents of the closing. Child Care will also close when the school closes. Please make sure to have a plan in place during such an emergency closing.

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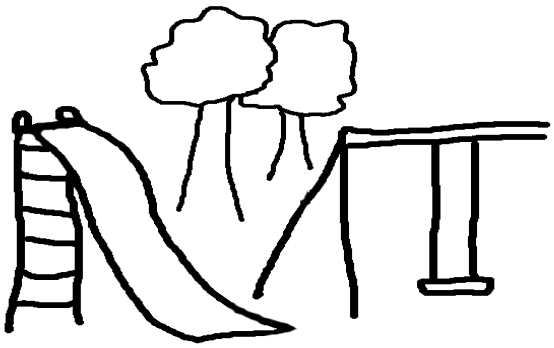
Playground

Consistent with the school day, when weather permits, we will take children outside to play on the playground. The outdoor play area and equipment is approved by the Michigan Department of Education but not necessarily in compliance with the Department of Human Services Child Care Center Licensing Rules and Regulations.

Please dress your children accordingly for the weather.



BELONGINGS FROM HOME

Each site has a slightly different policy regarding items from home. Please consult your child care coordinator.

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Child Custody

We recognize that families have developed many different custody arrangements for dependent children. We are obliged to honor the legal arrangements that each family has made through a court of law. If your family has a court order, please share it with the coordinator at the time of enrollment or whenever it becomes effective and we will attempt to follow its intentions.

The center cannot restrict a non-custodial parent from picking up a child unless a copy of the custodial agreement is on file and defines a restriction.

If more than one family member is registering the same child, each person will be responsible for his/her own account balance. If parents are requiring two separate accounts, they must each pay half of the registration fee. Child Care Services will maintain confidentiality and will not disclose financial information to anyone other than the account holder without permission from the account holder.

Child Care will not serve as a mediator for billing issues, to determine who is responsible for a certain percentage of the balance or regarding drop-off or pick-up issues.

Abuse and Neglect Reporting

As required by law, suspected child abuse/neglect will be reported to Children's Protective Services, the program manager and the building principal.

If your child care services have been suspended, your child cannot attend until the suspension is resolved. Sending your child to care during a suspension period could result in a call to CPS for abandonment.

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Licensing Notebook

All WSD Child Care Centers have a licensing notebook available for parents to review during business hours. The notebook contains information from May 28, 2010 through current:

- Current license
- Licensing inspections
- Special investigation reports
- Corrective action plans
- Approval of corrective action plans

Licensing inspections and Special investigation reports are available on the Child Care Licensing Website at: www.michigan.gov/michild

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SUMMER CHILD CARE

We are proud to offer a fun-filled summer program! Summer programs are offered at Stepanski Early Childhood Center (Main Campus, for preschoolers only) Riverside and Grayson (for elementary students). Our staff prepares exciting activities with the intent to keep your child engaged! A separate registration is required for summer.

- Ages: PreK-12 years
- Field trips
- Art
- On-site activities
- Outdoor fun

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Parent Responsibilities

- To register your child/children and update information as needed
- Sign your child in/out of care
- When using another site for care, parents must bring medication, Plan of Care, IEP or anything needed for the day.
- Read all communications sent by Child Care Services
- Make alternate arrangements if your child is ill. Do not send them sick.
- Keep staff informed of any changes in home/school.
- Unless there is a pre-determined activity, which encourages family participation, please keep your time on school grounds to only that which is necessary for signing in/out or communicating with staff.
- To obtain an afternoon attendance schedule from your child care site, fill it out and return it to staff so we know when to expect your child after school.

Child Responsibilities/Code of Conduct

- Remain in the child care designated areas
- Respect the rights and property of others
- Act courteously and appropriately, be cooperative and follow instructions of caregivers
- Use appropriate, acceptable language
- Be responsible for actions
- Materials and equipment are to be treated properly
- To arrive at child care promptly from their classrooms, caregivers will not be responsible for getting children to and from child care.

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Dismissal from the Child Care Program

The following circumstances may result in the immediate dismissal of your child from our care.

- Failure to pay for services or not paying returned payments.
- Excessive late pick-ups after 6:00 p.m. (5+ times)
- Any child who intentionally physically harms/bullies another child or staff member.
- A child who does not adjust to behavioral recommendations as found in our discipline policy.
- Repeatedly not signing your child in or out of the program.

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