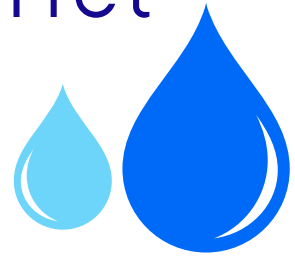


Waterford School District

**CHILD CARE**



# Family Handbook

Waterford School District

Waterford School District



A Licensed Preschool and School-Age Child Care Program



## TABLE OF CONTENTS

Welcome/Philosophy/Non-Discrimination.....	3
Staff Training Policy.....	4
Contact Numbers.....	5
Hours of Operation/Late Pickup.....	6
Registration/Forms.....	7
Registration Fees/Payment Options.....	8
Withdraw Procedure/Volunteer Guidelines.....	9
Department of Human Services/Tax Information.....	9
Daily Routines.....	10
Health Care Policies.....	11
Incidents, Accidents, Injuries.....	12
Health Care Services Plan.....	13,14
Discipline Policy.....	15
School Closings.....	16
Playground/Belongings from Home.....	17
Child Custody.....	17
Licensing Notebook/Abuse and Neglect.....	18
Summer Child Care.....	19
Parent/Child Responsibilities.....	19



## **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 for Early Childhood Special Education (ECSE) students only and child care for children in preschool at the Stepanski Early Childhood Center. 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.



## CHILD CARE STAFF TRAINING POLICY

Each Waterford School District Child Care employee is responsible for obtaining 16+ 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.

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.

Health and safety trainings are completed within the first 90 days of employment and refreshers are assigned yearly.

Child Care employees are required to participate in district safety trainings.



## 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

Trudy Schneider District Child Care Coordinator	947-221-9003
--	--------------

Cammie Harwood Secretary School year office hours: 7 a.m.- 3:30p.m. Summer hours: 7:30 a.m. - 3:30 p.m.	947-221-9003
--	--------------

Email: [childcareregistration@wsdmi.org](mailto:childcareregistration@wsdmi.org)



## HOURS OF OPERATION

### Elementary school sites

6:45 a.m. - 8:45 a.m.

After school - 6 p.m.

### Half days (elementary sites)

6:45 a.m. - 8:45 a.m. and 11:57 a.m.- 6 p.m.

### Stepanski

6:45 a.m. - 6 p.m.

Children cannot be dropped off before 6:45 a.m. Children must be picked up by 6 p.m.

## LATE PICKUP PROCEDURE

The charge for late pickup is \$1 per minute.

Our staff will take the following steps when a child is not picked up by 6 p.m.

- 6:01 p.m. Parents/guardians will be called; message will be left if no answer.
- 6:05 p.m. Emergency numbers from the child's registration form will be called.
- 6:15 p.m. WSD Child Care Coordinator is called.
- 6:30 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 after closing, without any contact.

The following will occur when a child is not picked up by 6 p.m.

- 1<sup>st</sup> Time \$1 per minute charged to the Enrollsy account
- 2<sup>nd</sup> Time \$1 per minute charged to the Enrollsy account and a 1<sup>st</sup> warning letter
- 3<sup>rd</sup> Time \$1 per minute charged to the Enrollsy account and a 2<sup>nd</sup> warning letter
- 4<sup>th</sup> Time Dismissal from WSD Child Care Program



## REGISTRATION STEPS

**Step 1** - 25-26 WSD Child Care Family Needs Form

\*Located on the WSD Child Care webpage

at <https://www.waterford.k12.mi.us/parents/district/child-care/>

**Step 2** - Our team will review your requested child care needs and check with the WSD Business Department to ensure there are not unpaid balances for your family. Families with current or previous unpaid balances will not be able to sign-up and/or attend WSD Child Care until payment is made in full.

**Step 3** - Our team will email you the Enrollsy link to register for child care if there are no current unpaid balances. You should complete this in full the same day to ensure availability of child care for your child.

**Step 4** - Our team will check your Enrollsy registration for completion and your child's paid for in advance schedule. Then, our team will email you the WSD Child Care Handbook for your reference as needed.

Before school and after school child care is an optional and paid for in advance service available according to our ability to staff it at each site. WSD Child Care now accepts payments via credit card and ACH on Enrollsy or through active DHHS CDC 'Scholarship' payments only.

After enrolling on Enrollsy, you can access your Enrollsy account through a browser at [app.enrollsy.com](http://app.enrollsy.com) at any time.

### FORMS

- Registration/emergency/health form: Necessary emergency and health information.
- Program contract (school year/summer): A signed contract that states the registrant understands, accepts and is aware of the WSD Child Care Services payment policy, billing process and health information.
- Licensing acknowledgement form: This forms states registrants are aware a licensing book is available on-site for review, which includes all licensing reports, special investigations and related corrective action plans.

Waterford School District



A Licensed Preschool and School-Age Child Care Program



## REGISTRATION FEES

Registration fees are non-refundable and paid at the time of registration.

- \$75 for one child/per school year
- \$50 for each additional child

## TUITION

### School Year Child Care Tuition Elementary

*\*Each student attending, a session will be charged the following:*

6:45 - 8:45 a.m.	\$12.00 daily
after school-6 p.m.	\$12.00 daily
Thursday after school-6 p.m.	\$12.00 daily
Half-day after school - 6 p.m.	\$30.00 each half day

*\*All fees are non-refundable. Sick days, inclement weather days, etc.. will not be refunded.*

### School Year Child Care Tuition Preschool

*\*Each student attending, a session will be charged the following:*

6:45 - 8:45 a.m.	\$16.00 daily
2:45-6 p.m.	\$ 24.00 daily
For ECSE, half-day GSRP, and half-day tuition-based students only.	
6:45 - 12:15 p.m.	\$35.00 daily
12:15-6 p.m.	\$35.00 daily
Fridays 6:45 a.m. - 6:00 p.m.	\$65 daily

*\*All fees are non-refundable. Sick days, inclement weather days, etc.. will not be refunded.*

## PAYMENT OPTIONS

All payments are required to be made on Enrollsy.

- Debit Card- (processing fee will apply)
- Credit Card - (processing fee will apply)
- DHHS CDC Scholarship
- No cash or checks

Waterford School District



A Licensed Preschool and School-Age Child Care Program





## **WITHDRAWAL PROCEDURE**

Please notify the Child Care Coordinator if your child is leaving the WSD Child Care Program. There are no refunds.

## **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 Department of Human Services/Child Protective Services. All volunteers must be at least 16 years of age and will be supervised by Child Care staff at all times.

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)**

Families who qualify for child care assistance through DHHS are responsible for all fees incurred until payment begins from the State of Michigan. Families will also be responsible to pay the percentage not covered by DHHS before care begins.

## **TAX INFORMATION**

A statement of child care payments can be found within your Enrollsy account.



## Example of a daily Child Care Routine in Preschool (6:45 a.m. - 6 p.m.)

Choice time/breakfast/class dismissal  
 Clean up and message board  
 Wash hands  
 Work time  
 Large group time  
 Small group time  
 Music and movement  
 Wash hands/lunch/outside/class dismissal  
 Wash hands/message board  
 Nap time for those who wish to do so  
 Small group time  
 Work time  
 Wash hands/snack  
 Work time/gross motor/outside or gym

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

6:45-8:20 a.m.	Choice time - Gym time, toy time, arts and crafts, outdoor play
8:21-8:45 a.m.	Clean up and dismissal
4:01-6 p.m.	Check in/wash hands/snack Choice time - Gym time, toy time, arts and crafts, outdoor play



## 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. Meds must be in original prescription container w/child's name and dosage.
- Non-prescription medication: A medication form must be fill out by a doctor giving permission to staff to administer the medication. Meds must be in original container and labeled with the child's name. Exceptions include sunscreen, lip balm, diaper cream, and lotion which require a parent/guardian permission only.

**Plan of Care forms and medication forms can be found on our [website](http://www.waterford.k12.mi.us) at [www.waterford.k12.mi.us](http://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. without medication before return)
- Diarrhea (must be diarrhea free for 24 hrs. without medication before return)
- Fever 100.4 (must be fever free for 24 hours without medication before return)
- Rashes (require Dr. note to return)
- Eye discharge/ pink eye (eyes must be free of discharge before return)
- Fatigue that prevents participation
- Persistent cough (frequent or hard coughing)

\*\*\*If your child is not attending school for illness/health concerns, he/she may not attend Child Care.\*\*\*

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



## 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, if ratio allows.
- 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 Department.



## 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 bloodborne 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.

Waterford School District



A Licensed Preschool and School-Age Child Care Program



## HEALTH CARE SERVICES PLAN

### **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 mouthed or otherwise exposed to bodily fluids will be removed, washed, rinsed and sanitized.
- Bedding will be stored so 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**



## 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. Unsafe/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.

- Step 1 Unsafe/inappropriate behavior brought to the attention of the parent/guardian.
- Step 2 Unsafe/inappropriate behavior brought to the attention of the parent/guardian.
- Step 3 Unsafe/inappropriate behavior brought to the attention of the parent/guardian and a meeting to return to child care is required. This meeting will occur within 3 school days based on the availability of child care staff.
- Step 4 Unsafe/inappropriate behavior brought to the attention of the parent/guardian and a 5 day break from child care for the child is required.
- Step 5 Unsafe/inappropriate behavior brought to the attention of the parent/guardian and the child is unable to return to child care.

Parents have the right to expect 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.

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 also 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.



## 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:

- Snow days
- Labor Day (including the Friday before)
- Thanksgiving Day (The Wednesday before and the following Friday)
- Holiday break in December
- Martin Luther King Day (Professional Development Day for staff)
- Good Friday
- Spring Break
- Memorial Day
- Independence Day

**Half days of school – Your home site will remain open, unless notified by the district.**

## 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.





## **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.

## **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.



## 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](http://www.michigan.gov/michild).

## ABUSE AND NEGLECT REPORTING

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

If your Child Care services account has been suspended for any reason, 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.



## SUMMER CHILD CARE

We are proud to offer a fun-filled summer program! 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

## PARENT RESPONSIBILITIES

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 p.m. as outlined on page 6 of this handbook.
- 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.