

Coldwater Community Schools



## Childcare Center

Lincoln Learning Center  
Coldwater Community Schools  
[www.coldwaterschools.org](http://www.coldwaterschools.org)

Amber Qualls  
Director  
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(517) 279.5975

Dear Parents,

Coldwater Community Schools would like to welcome you into our schools through our Kids Club Childcare Center. We hope to make this a rewarding time for you and your child.

We will nurture your child's social, emotional, physical and cognitive development. We will provide a safe, loving and comfortable environment which will help your young child to grow and develop. Our goal is to construct an activity-based and play-based social program that encourages physical exercise, creativity, and social interaction. Kids Club is for children from 3 years old through 5th grade and for school age children who are enrolled at one of the Coldwater Community Elementary Schools. Out of district residents may be eligible to attend depending upon availability.

Our programs are staffed with qualified professionals who have experience and training in child development, CPR, AED and First Aid. A criminal history check is conducted on all employees in accordance with the State of Michigan Childcare Center Rules and Regulations.

We encourage you to be a partner with us in this educational adventure.

### **Our Mission is to...**

**Provide a program that enables each child to reach his/her greatest potential in a safe, clean, stimulating environment. Each child will be encouraged to explore, create, listen, share ideas and think of himself/herself as a very important human being.**

# Coldwater Community Schools Directory

Central Office Administration, 401 Sauk River Drive, Coldwater: 279-5910  
Superintendent, Terry Whelan

Kinder Learning Academy Preschool: 279-5975  
Lincoln Learning Center, 70 Tibbits St., Coldwater  
Director, Amber Qualls

Kids Club Childcare Center: 279-5975  
Lincoln Learning Center, 70 Tibbits St., Coldwater  
Director, Amber Qualls

Coldwater Community Schools:  
Coldwater High School, 275 N. Fremont St., Coldwater 279-5930  
Principal, Bill Milnes  
Assistant Principal Krista Searls

Jefferson Elementary School, 15 Vans Ave., Coldwater  
279-5970  
Principal, Tobi Reardon

Lakeland Elementary School, 519 Otis Rd., Coldwater 238-2105  
Principal, Gary Dancer

Legg Middle Schools, 175 Green St., Coldwater 279-5940  
Principal, Julie Slusher  
Assistant Principal, Adam Supianoski

Max Larsen Elementary School, 25 Parkhurst Ave., Coldwater 279-5960  
Principal, Julie Farmer

Transportation Department 279-5950  
Supervisor, Holli Muckel  
Assistant, Mike Clayman

## Program Information

- **School-Age:**

- Our childcare center is a child driven program providing security, stimulation, support, limits and affection. Children are respected as individuals and are free to choose from age-appropriate activities such as arts and crafts, creative and dramatic play, board games, organized sport activities, quiet times for reading and free play.
- This program serves children Young Fives through 5th grade.
- Our primary goal is for children to feel safe and secure. Prior to being independent, a child must know that he or she can depend on adults and a predictable environment. Children are treated with respect and kindness. We recognize that children develop at different rates and have different interests. Children develop self-esteem, independence and problem-solving skills as they are allowed to make choices and assist in planning the environment and theme based activities.
- The lead caregivers meet the requirements set by the State of Michigan Child Care Licensing. All caregivers meet the State of Michigan Child Care Licensing requirements and are certified in CPR and First Aid.
- State licensing requires the following ratios:
  - School age children: one caregiver per 18 children

- **3 and 4 year Old Program:**

- The 3 and 4 year old program is centered around the thought that through nurture, love and structure, children can grow, develop and learn at their own pace. This program services children who are 3 year of age through the age of 5. This program will offer your child appropriate activities to promote growth and development in four fundamental areas: emotional, social, physical and intellectual.
- The lead caregivers meet the requirements set by the State of Michigan Child Care Licensing. All caregivers meet the State of Michigan Child Care Licensing requirements and are certified in CPR and First Aid.
- State licensing requires the following ratios:
  - 3 year olds: one teacher per 10 children
  - 4 year olds: one teacher per 12 children

## Requirements for Enrollment

The following items must be submitted in completion in order to enroll your child in Kids Club:

- ❖ A non-refundable \$40 registration fee
- ❖ Child Information Record
- ❖ Medical Health Appraisal
- ❖ Registration Form
- ❖ Payment and Policies Agreement
- ❖ Signed parent handbook agreement letter
- ❖ Photography permission slip
- ❖ Transportation permission slip
- ❖ CACFP form- Food Program (Will be given to you on first day)
- ❖ Preschool Age- Immunization records (must be submitted by the first day of service)
- ❖ Preschool Age- Physical signed and dated by a Physician (must be submitted within 30 days of admission to Kids Club)
- ❖ If applicable: application for DHS child care reimbursement.

**Please Note:** We are required to have each of these forms in our files in order to maintain our license to operate. Michigan State law prohibits students with incomplete files after 30 days to attend class until we have received their missing paperwork. We appreciate your cooperation.

### **Withdrawal:**

Parents wishing to withdraw their child from the program are urged to schedule a conference with the program director before formally withdrawing. A two-week notice is required to withdraw.

**WE RESERVE THE RIGHT TO REFUSE ACCEPTANCE OR CONTINUATION TO ATTEND KINDER LEARNING ACADEMY, IF THE CHILD DOES NOT APPEAR ABLE TO ADJUST TO OUR PROGRAM.**

### **Registration**

Registration for the following year for returning children will be offered on a first come, first serve basis to those currently enrolled in our childcare. Registration begins in early spring for the following year.



## Financial Information

The Payment and Policies Agreement form is required at the time of registration.

- A one-time non-refundable registration fee is collected at the initial time of registration and each year thereafter. This registration fee is for September to September, the following year.
  - 1 Child: \$40.00
  - 2 Children: \$70.00
  - 3 Children: \$100.00
  - 4 Children: \$130.00
- If accrued hours per week exceed your chosen Payment Plan, your account will be charged the appropriate plan price.
- There will be no refunds or carryovers when children are not in attendance.
- When Kids Club Childcare is closed, Payment Plans will be prorated by the number of days that the program is open.
- Hours per week are calculated by the computerized accounting system; rounding to the nearest 5 minutes up/down.
- Failure to login or log-out will result in an additional fee. The fee will be the greater of \$10.00 or the amount of hours as if you logged in at opening or logged out at closing.
- An additional \$5.00 per 5 minutes will be added to your account when your child is in attendance beyond the 6:00pm closing time.
- DHS payments are accepted. The actual CDC payment amount may not cover all childcare expenses. The parent/guardian is responsible for payment of any amounts not paid by DHS. Parent/guardian is responsible for the completion of all paperwork necessary in order to facilitate DHS payments.
- Payments are due the Monday following the week of service.
- Your account will be charged a \$10.00 late fee for past due payments.
- Currently accepting only cash and checks, make checks out to Kids Club Childcare.
- Child care services may be suspended until payment is made.
- We require that ALL families leave a debit/credit card number on file with Kids Club.
  - We will only process information if:
    - You do not pay your accrued fees on time.
    - Late fees are not paid.
    - NSF return fees are required that are not paid.

# Payment Plans

You will need to choose a payment plan at the time of registration.

## 3 YEAR OLDS THROUGH 5TH GRADE

CIRCLE your chosen plan based on hours per week child is attending:

Payment Plan	Hours Per Week	Weekly Rates
A	0-5	\$25.00/week
B	6-10	\$37.50/week
C	11-15	\$52.50/week
D	16-20	\$60.00/week
E	21-25	\$68.75/week
F	26-30	\$82.50/week
G	31-35	\$96.25/week
H	36-40	\$110.00/week
I	41-45	\$123.75/week
J	46-50	\$137.50/week
K	51-55	\$151.25/week
L	56-60	\$165.00/week

**\*\*Late Pick-Up Fee\*\*** An additional \$5.00 per every 5 minutes will be charged if your child is in attendance beyond 6:00pm.

# Location/Hours/Schedule

Lincoln Learning Center  
Kids Club Childcare Center  
Monday- Friday  
6:00am-6:00pm

## Kids Club Calendar

- Kids Club will be closed during the following Coldwater Community Schools Calendar holidays:
  - President's Day
  - Spring Break
  - Good Friday
  - Memorial Day
  - Labor Day (including the Friday before)
  - Thanksgiving Break
  - Christmas Break
- **IMPORTANT:** Kids Club will also be closed the **FIRST TWO WEEKS OF JULY** for building updates and cleaning, and staff professional development training.
- Kids Club will be open after school on early release days, school delays, snow days (unless it is declared by the superintendent or the police that it is too dangerous).

Information on school closings and Kids Club closing will be available on the following:

AM 1590 & FM 95.5 WTVB (Coldwater)  
WIN 98.5 (Battle Creek/Coldwater)  
100.3 WLKI (Angola)  
WCSR (Hillsdale)  
95.3 WBCK-FM & Mix 104.9 (Battle Creek)  
WWMT Newschannel 3 & CW7 (Kalamazoo)  
WOOD-TV 8 & WOTV 4 Women (Grand Rapids)  
Fox 17 (Grand Rapids)  
WILX-TV 10 (Lansing/Jackson)  
HOME.fm 106.9 (Spring Arbor)  
CCStv (Spectrum channel 189, CBPU SkitterTV Channel 60)



# School Age Children Daily Routine

## During School Days:

6:00am-7:30am	Arrival-Free choice
7:30am	Lakeland students are picked up
8:15am	Jefferson students are picked up
8:25am	Max Larsen students are picked up
3:50pm	Lakeland students arrive
4:20pm	Jefferson/Max Larsen students arrive
4:20pm-4:30pm	Bathroom/Wash hands
4:30pm	Snack
5:00pm	Outside/gym or Free choice
6:00pm	Departures, Kids Club closed at 6:00pm

## No School Days/Summer Days:

6:00am	Arrival-Free choice
7:45am	Clean up/Bathroom/Wash hands
8:00am-8:30am	Breakfast
8:45am-9:45am	Students are placed into separate groups for activities
9:45am-11:00am	Students rotate groups
10:00am	Snack
11:00am-11:45am	Outside/Gym
11:45am-12:00pm	Bathroom/Wash hands
12:00-12:30pm	Lunch
12:45pm-1:45pm	Students are placed into separate groups for activities
1:45pm-2:45pm	Students rotate groups
2:45pm-3:00pm	Bathroom/Wash hands
3:00pm-3:30pm	Snack
3:30pm-6:00pm	Departures, Kids Club closed at 6:00pm

\*\*\*Free Play consists of- Basketball, Badminton, Croquet, Kickball, Water Games, Sidewalk Chalk, Wiffle Ball, Volleyball, Track Events, Flat Football, Hockey, and much more!\*\*\*

# Younger's (3 and 4 year olds) Daily Routine

## Morning:

6:00am-7:30am	Arrival-Free Choice
7:45am	Bathroom/Wash Hands
8:00am-8:30am	Breakfast
8:25am	Kinder Learning Academy children go to their classrooms
8:30am	Free Choice
9:00am	Circle Time/Arts & Crafts/Music
9:50am	Bathroom/Wash Hands
10:00am	Morning Snack
10:30am-11:00am	Outside/Gym
11:00am	Free Choice
11:20am	Bathroom/Wash Hands
11:25am	KLA Students Return
11:30am-12:15pm	Lunch

## Afternoon:

12:15pm-12:30pm	Free Choice
12:30pm	Kinder Learning Academy children go to their classrooms
12:30pm	Bathroom/Wash Hands
12:45pm	Story Time & Nap Time
2:00pm	Bathroom/Wash Hands
2:15pm	Circle Time/Free Choice/Arts & Crafts/Music
3:30pm	KLA Students Return
3:45pm	Bathroom/Wash Hands
4:00pm	Afternoon Snack
4:30pm-6:00pm	Outside/Gym/Departures, Kids Club closed at 6:00pm

## Arrival

Please plan to bring your child to their classroom by their scheduled drop-off time. The caregivers have carefully planned the flow of the day, and your child will miss key learning opportunities if they are consistently late. Please make sure to sign-in your child every day using the computer in the lobby and let their caregiver know of any changes of behavior and/or changes to their schedule.

## Departure

It is important to sign your child in and out each day using the computer in the lobby. Please notify the Director or caregiver if someone other than you will be picking up your child. Make sure that a list of people who can pick up your child (in addition to legal parents and guardians) is on file. Anyone picking up students must provide a photo identification or other official identification may be requested by the program staff before releasing a child. If a non-custodial parent is NOT to pick up a child, a court order document stating such order will be required. For your child's safety, please do not allow your child to leave the building ahead of you.

## Absence

- School age students:
  - Parents must call the Kids Club Childcare Office and your child's school office each day that your child will be absent. Your child's welfare is important to us and an issue that is taken very seriously. Your timely call will alleviate unnecessary calls and concerns. **It is not the responsibility of Kids Club Childcare to notify your child's school office due to a child's absence.**
  - **School Suspension:**
    - School age students who are suspended from school may not attend Kids Club Childcare until the suspension is completed and the student returns to school.

## Separation

Separation from a parent or caregiver into the classroom is an important accomplishment for every child. Though you may wish to remain with a child who is having difficulty separating, trust that your child's caregiver is well trained to handle such occurrences, that your child is learning important skills, and that tears are often solely for the parent's benefit. You can help your child most by conveying happiness and confidence in their well-being, stating your expected departure (sneaking out can be terrifying for the child - as it will seem you have vanished), and then leaving. Your child's caregiver will be available if you need to hand an emotional child to them for some one-on-one time before they transition to begin their day.

## **Volunteering**

Parents are welcome to visit our early childhood programs at any time during the hours of operations, unless parental access is prohibited. However, if you would like to help in your child's classroom on a regular basis, please contact the Director 24 hours in advance. Visitors will need a background check (iCHAT) completed and will be asked to check in at the Kids Club office before visiting the classroom.

Possibilities include but are not limited to:

- Read a book
- Tell a story
- Assist with a special art lessons
- Science or math experiences
- Play an instrument
- Share information about your culture/country, teach a language

## **Termination**

Kids Club Childcare Center may terminate the enrollment of a child if the child's needs cannot be met, the safety/care of other children is in jeopardy, and/or accommodations for the child cause undue burden to the center. Parents will be notified of the reasons for termination, in writing, a minimum of one week prior to the termination date. However, if the reason for termination is serious, termination can be immediate. Parents will be notified in writing at a face-to-face meeting when possible, including the reasons for termination.

## **Toilet Training**

- If a child requires assistance in using the toilet, staff will dispose/bag any paper/cloth used.
- In the event a child soils his/her clothes, if a child needs assistance, staff will promptly assist the child in changing into dry clothes.
- Soiled clothes are bagged and sent home with the parent/guardian for laundering.
- Staff will follow hand washing procedures after assisting children with toileting or changing soiled clothes.
- If a child is not fully toilet trained, a plan will be implemented with the cooperation of the caregivers and the parents so a routine is consistent with school and the child's home.
- Diapering:
  - Diapers or pull-ups must be disposable.
  - Only single-use wipes will be used to clean a child during diapering/toileting.
  - A plastic line tightly covered container will be used exclusively for diapering.
  - A caregiver will change a child's diaper or pull-up when soiled or wet.

## Items Provided by Parents

**Clothing:** Please send in a labeled extra change of clothes that are appropriate for the season. We do play outside, so please dress your child for the weather. Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, and slick-bottomed shoes often cause children to fall when running outside, and limit their play. Children should come to school in play clothes, as he/she will be painting, walking, playing outside, and doing other projects that tend to get messy. Children are to bring boots, mittens, snow pants and a hat during winter months to play outside. If your child does not have these items they will not be able to go outside, as we have a very limited supply of extra winter attire.

### For children who are not toilet trained:

- Bring a supply of disposable diapers and wipes for your child and extra clothes in case of accidents.

### **Naptime/Resting**

An opportunity to rest or nap will be offered to children in the early afternoon. Please supply the center with a blanket, a small pillow or special snugly for your child. Label all of your items you send in. These items will be sent home with parents on Fridays for laundering. Please return them Monday morning.

### **Toys From Home**

- Toys from home are not allowed unless they are for a special project or activity.
- Cell phones are not allowed at Kids Club Childcare Center. If a child has a cell phone, it must be kept in his/her backpack.
- Our Kids Club Childcare program is not responsible for broken, lost stolen items.

## Food

- **3 and 4 year olds:**
  - Breakfast, lunch and morning or afternoon snacks are provided through CACFP (The State of Michigan Child and Adult Care Food Program). If you would like to send a sack lunch you are welcome to do so. Breakfast is served 8am-8:30am. Lunch is served from 11:30am-12:00pm.
- **School Age Children During CCS School Days:**
  - Breakfast is not served at Kids Club Childcare Center.
  - An afternoon snack is provided through the State of Michigan Afterschool Snack Program.
  - **When Coldwater Community Schools is closed, the school food program will not serve breakfast or lunch; therefore on these days all children at our childcare center must bring their own sack**

**lunch to childcare. If instances occur that we have to supply breakfast or lunch, your child will be charged for this service. During CCS delays, breakfast will not be provided. During CCS cancellations, breakfast and lunch will not be provided.**

- **Summer Programming Food:**

- Food for the Kids Club Childcare Center summer programming will be furnished by Chartwells Food Service.
- **If your child has any dietary restrictions or allergies, please contact the Director of Kids Club Childcare.**
- For a special day, parents may bring in snacks with prior notice to the Director. Parents are encouraged to bring healthy snacks. All snacks must be prepared and packaged in a commercial kitchen.
- We follow rules R400.8335 and R400.8340 in the Licensing Rules for Child Care Centers manual. If you are interested in more information we can supply this for you.

## **Guidance and Discipline**

Our early childhood staff uses a positive method of discipline in order to encourage growth in the child's self-direction and self-esteem. Consistent rules and routines, clear direction, positive guidance and encouragement are all part of our behavior policy. Discipline is the joint responsibility of the child, parents and program staff. Support and cooperation between all three parties is essential to the child's growth and recognition of positive behavior. Please inform the child's teacher of any event that may cause the child to behave in an unusual fashion (i.e. illness, death in family, separation of parents).

### **Steps to positive, educational discipline:**

- ❖ Children will be reminded of the type of behavior that is expected.
- ❖ Children will be redirected to a new activity or different group situation.
- ❖ 'Thinking space' area (time-out) will be provided allowing the child to gain control and focus on what type of behavior is appropriate for continued participation. \*(Maximum time-out will be assessed at no more than one minute per year of age).
- ❖ Special privileges may be taken away.
- ❖ Communication between staff and children is essential during disciplinary measures. Communication will be done in a positive manner without demeaning the child.
- ❖ A child's acceptable behavior will be reinforced with appreciation from staff members.
- ❖ Parents will be informed of continued discipline problems.
- ❖ It is important that the well-being of all early childhood students be taken into consideration. Should we feel that one child's behavior jeopardizes the safety of others, the parent will be asked to find an alternative preschool.

## **Photography**

Photographs will occasionally be taken of children to display in the rooms. From time to time, these pictures will be used for publication in local newspapers, etc. If for any reason you do not wish to have your child photographed, please make the teacher aware of your wish.

## **Schedule Changes**

Please notify the Kids Club Director of any changes in your child's schedule/plan. If a child is absent due to an illness or a contagious disease, please call the center so we may document it accordingly. Your child's welfare is important to us and is a matter that we take very seriously. Your timely notification will alleviate unnecessary calls and concerns.

## **Safety**

The safety of our children is of high importance. The front entrance to the front building is always locked. You will use your key code to enter the main doors of the building. The hallway doors will be locked at all times, and the use of the key code is on the hallway door for extra protection. Every parent will be asked to electronically enter the classroom hallway. In the beginning of the year, every parent/guardian will be given a code to access the hallway. All parents will be asked to sign an agreement to keep your code confidential.

## **Playground**

- Children enrolled in Kids Club Childcare Center will utilize the outdoor play area and equipment on the Lincoln Learning playground. This equipment does not comply with the Handbook for Public Playground Safety.
- If children who attend the school during the day use a school playground, it is reasonable to allow school-age children attending a before/after school child care program at the same location to use the same equipment. This statement assures that parents are aware that the school playground is not required to meet the same playground safety regulations that other licensed centers are required to meet.
- Children will only be allowed to use the equipment that is licensed for their appropriate age per licensing rules and regulations.

## **Community Resources**

There is a complete list of community resources available in the licensing manual located in the director's office at Kids Club Childcare Center.

## **Transportation**

Transportation can be provided for your child during Coldwater Community Schools' normal bus operations.

- ❖ Transportation is available to students on scheduled school days prior to school starting in the a.m. and at the end of the day after school. Bussing is available in the middle of the day for preschool students only.
- ❖ A transportation form will be provided to inform the center of the child's transportation needs.
- ❖ Once bus routes are determined, parents are contacted by CCS bus drivers to verify addresses and pick-up/drop off times.
- ❖ All preschool students are escorted on/off busses by teachers and/or assistants. Each child is verified as being present or absent.
- ❖ Children may be assigned to a scheduled bus stop. It is expected that a parent/guardian is present to care for their child prior to him/her getting on a bus and after the child gets off the bus at his/her bus stop. Parents must be seen by the bus drivers during drop off and pick-up times.
- ❖ Parents should contact the bus garage at 517-279-5950 in the event their child does not need transportation for a specific day.
- ❖ If there are 10 or more preschool age students on a bus, there is another adult on the bus for monitoring purposes.
- ❖ Preschool children are seated in the front seats of the busses.
- ❖ All transportation matters are handled through the bus garage. Please contact Holli Muckel, Director of Transportation, at (517) 279-5950.

### **BUS DRIVER AUTHORITY**

- ❖ The school bus driver is in charge of the bus at all times when it is in operation and has the authority to demand observance of proper student conduct and the school bus rules. A proper amount of discipline must be maintained on the bus in order to permit the driver to maintain adequate composure for the safest operation of the school bus.
- ❖ The bus driver and school administration will not tolerate a rowdy, noisy or destructive student. Each driver is given authority to stop the bus to talk with a student who is not conducting himself or herself properly and to report the student to the supervisor of transportation and building principal or supervisor. Proper disciplinary action will be taken against the student and a report of the incident will be kept. Repeat offenders will be asked to secure their own transportation to and from school.
- ❖ After three scheduled missed pick-ups, bus drivers are not required to stop until the parent calls the bus garage.

### **BUS RULES**

- ❖ When students are riding the school bus, the following rules and procedures are to be observed at all times:
  - Follow directions.
  - No swearing or teasing.



- Stay in assigned seats; keep your head, hands and all other objects inside the bus and to yourself.
- Maintain acceptable noise level (if the driver can hear your voice, it is not acceptable).
- Students will not be allowed to alter from their normal routine of riding the bus, walking, etc. unless there is a note from home signed by the parent. The school will not alter established patterns on the child's word.

## **Health Policies**

### **Head Lice Policy:**

Any student suspected of having head lice will be removed from the classroom and taken to the office. If live lice are present, parents will be contacted immediately to remove their child from the school environment. Prior to returning to the classroom, bus, or a school sponsored activity, the following will be considered:

1. The need for verification of treatment.
2. Evidence that every effort is being made to remove nits from the child's hair.

The Director will check the child's head upon returning to school and may periodically recheck them to ensure nits are being removed or a re-infestation has not occurred. Literature regarding the treatment of personal articles and the home environment after a lice infestation is available from your child's school office or the health department.

### **Communicable Diseases:**

A child who exhibits any communicable symptoms such as fever, vomiting, diarrhea or an unexplained rash, will not be allowed to attend our early childhood programs until they are without fever-reducing medication and symptom-free for 48 hours. Should your child become ill while attending school, you will be called and expected to pick him/her up immediately. If your school age child is not attending school due to an illness they will not be allowed to attend Kids Club Childcare.

### **If a child has a contagious illness, he/she may return to school after treatment, based on State Health Department rules:**

**Impetigo:** May return 48 hours after the prescription is started.

**Ear Infection:** May return 24 hours after the antibiotic is started, if there is no drainage and the child is feeling better.

**Pink Eye:** May return 48 hours after prescription is started and there is no more matting of the eye.

**Strep Throat:** May return 48 hours after the antibiotic is started if the child is feeling better.

If your child becomes ill or sustains an injury while attending our childcare center, the following protocol will be followed:

- **Minor Injury/Illness:**
  - Injury will be treated by our trained staff.
  - Periodic evaluation will be made to determine if medical attention is required.
  - Documentation of incidents with treatments will be put on file.
  - Family members will be notified.
- **Major Injury:**
  - Employ first aid techniques as trained.
  - If immediate medical attention is required, 911 call will be made.
  - Family members will be notified.

### **Cleaning and Sanitizing:**

All classrooms are cleaned after children leave for the day, and the trash is removed daily. Tables are washed and sanitized before and after snacks. Classroom furnishings, including toys, are cleaned regularly.

### **Glove Use:**

Glove use is a precaution used to reduce the spread of illness. Staff are required to wear non-porous gloves when they may come in contact with blood or other body fluids. Gloves are available in the classroom, and all staff carry gloves with them anytime they are outside the building.

### **Hand Washing:**

Hand washing is the first line of defense for everyone. Proper hand washing is crucial to preventing the spread of infection. Hand washing procedures are posted at each sink in the centers providing proper hand washing directions. The hand washing procedure states that hands should be washed:

1. Upon arrival and departure from school
2. Immediately following contact with blood or bodily fluids
3. Following removal of gloves
4. Before preparation and/or serving of foods
5. After contact with raw eggs, fish, meat

Hand washing techniques are taught and practiced by staff and children on a regular basis. The added use of hand sanitizer is encouraged during the flu season.

### **Medical or Dental Emergency:**

- ❖ The appropriate response in a medical emergency is important to providing the best physical treatment and to reduce the emotional trauma to an injured person. Staff are trained in First Aid and CPR for children and adults. Staff are trained to implement the Medical (Dental) Emergency Plan in the Crisis Management Plan.

- ❖ Staff utilizes universal precautions when treating an injury regardless of how small the injury is.
- ❖ Staff must wear gloves and protect the child, themselves and others in the classroom from the spread of infection and disease.
- ❖ When a child is injured at school, parents are notified by phone, in person or through a note for minor bumps and scrapes. The written policy regarding the handling of medical/dental emergencies can be found in the “**Licensing Notebook**” in the Director’s office.

**Medication Administration:**

Coldwater Community Schools staff cannot administer medication without a doctor’s and parent’s written authorization. A completed health plan must also be on file in the center. The health plan will provide specific directions, as determined by your child’s doctor, regarding how and when to give medication. Any medication ordered in the health plan must be in the original packaging dispensed by the pharmacy. Medication Administration Authorization forms are available and must be completed yearly for any prescription or over-the-counter medication to be administered by Kids Club Childcare staff. This includes, but is not limited to, diaper rash cream, baby Orajel, Tylenol, etc. If your child requires a health plan, it must be on file before entry into the program. **Please do not send any medications to school in your child’s backpack. Parents must personally deliver medications to school.** In the event that your child requires sunscreen, insect repellent, or chapstick application while attending our childcare center, please request and fill out our Parent Permission form.

**Short-Term Exclusion from School:**

Occasionally a child may have an illness or is unable to attend school for a few days. If the absence is less than two (2) weeks, it is considered short-term. If parents do not contact the child’s teacher during this time to keep them apprised of the child’s conditions, a contact will be made to the home.

**Long-Term Exclusion from School:**

- Michigan Child Care Licensing requires that the program have on file within 30 days of initial attendance, a document signed by a physician that a physical evaluation has been made. This documentation must be within the preceding one year, or the parent must show proof of a scheduled appointment to complete a physical evaluation. If any child does not have a written health screening on file within 30 days of starting childcare, childcare shall be suspended and the child shall be excluded from childcare until the required health screening has been obtained. If ongoing attempts to work with the parent to obtain the screening are not successful, the child will be dropped from the program based on the decision of the Director. If the health screening later becomes available, the child is eligible for re-enrollment if space is available.

- Children whose health screenings expire during the school year will be excluded on the expiration date, following the above procedures. Families that have special circumstances other than illness requiring their child to be absent from the program for more than two weeks will be required to complete a written statement including the special circumstances and the date the child can be expected to return to the program. The Director may approve such a request, but for no longer than a 30 day absence.

### **Pest Control Policy:**

Coldwater Community Schools, Kids Club Childcare Center and Kinder Learning Academy Preschool is committed to providing a safe environment for the children in our care. We seek to prevent children from being exposed to pests and pesticides. The Michigan Natural Resources and Environmental Protection Act requires that school districts provide notice when pesticides are used in school facilities. The Act also modifies the notification must be given to parents/guardians prior to the application of the pesticides.

Parents/guardians of Kids Club Childcare Center and Kinder Learning Academy Preschool will receive annual notification of the advanced notification policy in the Parent Handbook every September.

Parents/guardians of Kids Club Childcare Center and Kinder Learning Academy Preschool will receive 48 hour advance notification of any pesticide applications by the following methods:

- Emails will be sent to all parents/guardians.
- Notices will be posted at all parent/guardian bulletin boards, entrances to the facility and various locations throughout the building.

Notifications will include the following:

- Targets pest or purpose
- Approximate location
- Date of application
- National Pesticide Information Center: [npic@ace.orst.edu](mailto:npic@ace.orst.edu)
- 1-800-858-7378

Parents/guardians may review the Coldwater Community School District Integrated Pest Management Program and pesticide application records upon request.

### **Reporting Child Abuse and Neglect:**

All staff of Coldwater Community Schools is **required by law** to report suspected child abuse and/or neglect to the Central Intake Center (State of Michigan DHS). Staff members are trained each year on the State of Michigan Child Protection Law and how to report a suspected incident. Below are the steps that are taken according to the Michigan Child Protection Law when an employee files a report.

Please understand that the best interest of the child is always the highest priority. These matters are not taken lightly and will be handled by our staff in a confidential manner. The Department of Human Services (Child Protective Services) is the final authority on how an investigation is handled. Once a report is filed, our staff will cooperate fully with the investigation as required by law.

### **Steps for Reporting Suspected Child Abuse and/or Neglect**

- ❖ Anyone who has **reasonable cause** to suspect the abuse or neglect of a child is required by law to file a report to Central Intake Center (State of Michigan DHS). As mandated reporters, our staff may be held responsible for not reporting suspected abuse or neglect. Program staff is trained to:
  - Be factual and to not speculate or draw conclusions
  - It is not our policy to search the child in any way, **unless CPS has obtained a proper court order permitting such a search, which they would perform**. However, if marks are observed in these areas during the normal course of activities, and the staff member feels this is the basis for suspecting child abuse or neglect, the staff member should file a report and document their observations.
  - Staff should not question the child extensively or ask leading questions. This will be done by CPS staff.

### **Licensing Notebook**

Effective May 27, 2010, the Child Care Organization Act (1973 PA 116) requires providers to maintain a licensing notebook which includes all licensing inspection and special investigation reports and related corrective action plans (CAP). The notebook must also include a summary sheet outlining all the reports and CAPs contained in the notebook. The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. Centers must have documentation on file that parents were notified of the licensing notebook as required by subrule (1)(j) of this rule.

### **Branch Area Career Center-Early Childhood Education Program**

During the school year our center enjoys the opportunity to join with the Branch Area Career Center by placing their Early Childhood Education students in our Kids Club Childcare and Kinder Learning Academy Preschool classrooms to allow them to experience working with young children in different situations. These students rotate through our preschool and childcare rooms for the maximum experience of working with all ages. The BACC students follow strict rules and guidelines set forth by the BACC. The students are under constant supervision and never left alone with children. Students are ineligible to participate in this program if any criminal activity has been reported. Any and all concerns are reported back to the BACC Early Childhood Program Director. If at any time you have a concern regarding this program and a student working with your child, please contact us immediately.

## **Inclement Weather Policy**

### **Snow/Fog/Inclement Weather:**

Kinder Learning Academy will be closed for snow, fog, or inclement weather when it is announced that Coldwater Community Schools are closed for classes. If school is cancelled, all other school sponsored events, including Home Visits and Parent Meetings will be cancelled. In the event of a two hour delay, the AM session will be cancelled.

Information on school closings will be available on:

AM 1590 & FM 95.5 WTVB (Coldwater)

WIN 98.5 (Battle Creek/Coldwater)

100.3 WLKI (Angola)

WCSR (Hillsdale)

95.3 WBCK-FM & Mix 104.9 (Battle Creek)

WWMT Newschannel 3 & CW7 (Kalamazoo)

WOOD-TV 8 & WOTV 4 Women (Grand Rapids)

Fox 17 (Grand Rapids)

WILX-TV 10 (Lansing/Jackson)

HOME.fm 106.9 (Spring Arbor)

CCStv (Spectrum channel 189, CBPU SkitterTV Channel 60)

### **Tornado or Severe Weather:**

When a tornado **WATCH** is in effect, the following procedure will be followed:

- The Weather Alert Monitor will be attended until an "All Clear" is reported by the Branch County Civil Defense Directory, (Sheriff's Department) or until all children have left the building.
- ❖ When a tornado **WARNING** is in effect, the following procedure will be followed:
  - All students will be moved to the designated areas of protection when there is a tornado sighting.
  - Children will not be sent home.
  - No children will be released except to a parent who appears in person at the office. Exception: Previous written notice to the office designating that another adult may pick up the child.

### **Tornado/Fire/Crisis Management:**

- ❖ Emergency drills will be conducted according to the policies of Coldwater Community Schools.