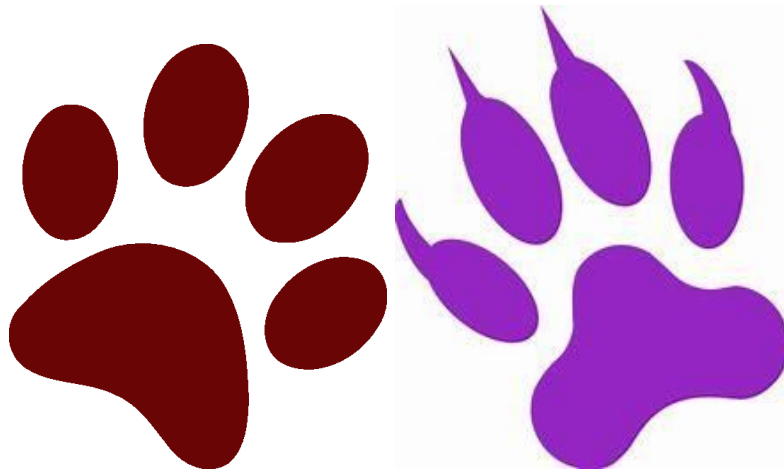


Benzie
and
Frankfort Area
Early Childhood and Before/After
Care Family Handbook

A Parent's Guide to Programs at
Lake Ann Elementary and Frankfort Elementary



2018-2019

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PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Per the Child Care Organization Act, 1973 Public Act 116 Michigan Department of Human Services, All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.cdc

TABLE OF CONTENTS

Welcome	p.3
Philosophy and Mission.....	p.3
Tuition and Fees.....	p.3-4
Documents Required for Enrollment.....	p.5
Withdrawal and Exclusion Policy.....	p.6
Typical Daily Schedule.....	pp.7-8
Food Policy.....	p.9
Mandatory Reporting.....	p.9
Child and Staff Illness Exclusion Policy.....	p.10
Discipline and Behavior Support Plan.....	p.11
Program Calendar.....	p.12
Parent Notification of Illness and Injury.....	p.13
Receipt of Program Participant Handbook.....	p.14
Child Injury Report Form.....	p.15

WELCOME

Thank you for the privilege of choosing us as partners in the early years of your children's development. We are committed in our role with providing your children with a safe and nurturing environment that supports learning through exploration and developmentally appropriate activities. Please use this handbook as a resource for our programs, policies, and procedures.

PHILOSOPHY AND MISSION STATEMENT

Benzie and Frankfort Early Childhood Programs, in collaboration with Great Start Readiness and Head Start, are committed to supporting families in the healthy development of young children in the Benzie County region. Our programs provide a safe and nurturing environment where trained staff offer meaningful opportunities for child centered play-based exploration and developmentally appropriate activities.

Our mission is to support the social emotional, physical, and cognitive needs of young children in our local community and in so doing help each child reach their fullest potential for school readiness.

TUITION AND FEES

GSRP (Great Start Readiness Program) may be available to children who are age 4 by September 1. Eligibility is based on income and student need. This program is a school year program that runs from approximately October—mid-May from 8:00 a.m.—3:00 p.m. at Frankfort Elementary and from 9:00 a.m.—4:00 p.m. at Lake Ann Elementary. Families who fall above the “250% of the Poverty Line” level may be asked to pay tuition.

Head Start may be available to children ages 3—5. Eligibility is based on income and student need. Children are expected to attend 4 days per week for at least 20 hours per week. Head Start slots are determined based on contract approval with NMCAA. This program runs from 8:00am-1:00pm at Frankfort Elementary and 9:00am-2:00pm at Lake Ann Elementary. For more information, please contact NMCAA at (231) 947-3780.

Tuition Based Preschool options for 3 and 4-year olds at Frankfort Elementary and Lake Ann Elementary will run the same hours as the GSRP classrooms at both buildings. (See GSRP information above). Fees for this program will be \$30/day with

breakfast and lunch provided by the school. Families may pay by check or cash. Statements will be sent home biweekly. Families with 2 preschoolers enrolled in full time tuition slots will receive a 20% discount on the second child. We ask that the payments be made in full NO LATER THAN the Friday of the week following care. If a family becomes delinquent with tuition payment, the child may lose his/her slot in the tuition-based program. We will work with families as best as we can to avoid this happening. Please let staff know if special factors exist that may cause causing late payment, after the Friday before the attending week, in order to avoid loss of services. Families will be charged for days children are scheduled to attend regardless of attendance. Families will not be required to pay for days that the program is closed that coincide with a child's scheduled days. Priority for open slots will go to full-time enrollees first and then half-time enrollees. Please keep in mind that this is a first come basis and once slots are filled there will be a waiting list. There is a \$30 annual school year registration.

Crystal Lake Elementary, Betsie Valley Elementary, and Lake Ann Elementary will all offer before and after school care from 7am-9am and 4pm-6pm. Frankfort Elementary will offer after school care from 3pm-6pm. Crystal Lake and Betsie Valley programs will be for school age children (Kindergarten and up) only. Lake Ann Elementary and Frankfort Elementary will offer before and after school care for preschoolers and school age children. There is a \$30 annual school year registration fee per family. Each program will charge \$3.50/hr for the first child and \$3.00/hr for each additional child. If a child is picked up 5 minutes or later past the hourly pickup time, families will be charged for an additional hour. Families may pay by check or cash. We ask that the payments be made in full NO LATER THAN the Friday before the next week of service. If a family becomes delinquent with tuition payment, the child may lose his/her slot in the tuition based program. Families are required to give one week notice of before/after care hourly needs. Staff can not guarantee openings if notice is not given in a timely manner.

ENROLLMENT DOCUMENTATION

Anyone interested in a **Head Start or GSRP** slot will need to make an appointment to fill out an application. The early childhood coordinator and lead teachers can help you with this. Items needed for your application to be completed include:

- * Fully completed Child Information Record (emergency card)
- * Child's birth certificate
- * Updated immunization record
- * Insurance cards
- * Most recent Well-Child exam information
- * Doctor and dentist information including dates of most recent exams
- * DHS case number if you receive food assistance.

Enrollment documentations needed for **tuition-based preschoolers and before/after school care include:**

- * Fully completed Child Information Record (emergency card)
- * Certificate of Immunization showing up-to-date status (preschool children only)
- * Current Health Appraisal completed within the last twelve months for preschoolers, school age children are exempt from this as long as parents have signed the program's Annual School-Age Health Statement
- * Enrollment Packet
- * Annual Enrollment and Permission Forms

WITHDRAWAL AND EXCLUSION POLICY

Withdrawal Policy: If you choose to withdraw your child from the program, we ask for a minimum of two weeks' notice. This allows for us to support your child during the transition, gather all belongings, and provide closure to your child and peers. Families giving less than two weeks' notice are subject to being charged the two weeks tuition rate.

Exclusion Policy- All Children enrolled in the Benzie and Frankfort Early Childhood Programs cannot be excluded or expelled because of the need for additional medical or behavioral support or the need for toileting support. If your child is struggling in our program, we will work with you to help support your child's individual needs. School age children who are enrolled in before/after care who exhibit behaviors that threaten the safety of others may be subject to being removed from the before/after care program.

Attendance Policy- It is important to the developmental success of your child to attend school regularly. Headstart and GSRP program slots are determined based on need. If a child in one of these slots is chronically absent, he/she may risk losing placement in the program. Teachers will notify families if absences may result in this action. Tuition based placements are subject to cancellation if payment is not received in a timely matter or if a child becomes chronically absent. Children who consistently miss 1 or more days of school weekly, or 10 days in one school semester, are considered chronically absent. If special circumstances occur causing chronic absences, please communicate this with the teacher.

TYPICAL DAILY SCHEDULE

Lake Ann Hours 9:00am-4:00pm Frankfort Hours 8:00am-3:00pm

Arrival/Choice Time: Children put items in designated area and choose an activity

Breakfast: Family style meals, provided by the school, children are responsible for cleaning their own eating space, ***No outside food or drinks without a doctor's note***

Large Group/Music and Movement: Child centered activities centered around children's interests. Accommodations and/or modifications will be made as needed

Outside: Outdoor activities to assist in gross motor development

Small Group: Adult initiated activities based on children's interests at each child's individual pace. Accommodations and/or modifications will be made as needed

Planning: Children individually develop a plan for engagement with materials of personal interest. Adults engage with students to support and encourage their planning.

Work Time: Children choose where and how to use materials while adults assist in play-based problem solving and peer to peer conflict resolution

Cleanup: Children and adults work together to clean up materials

Recall: Children reflect on work time experiences with adult support

Bathroom/Handwashing: Children work toward full independence with bathroom and handwashing skills.

Lunch: See breakfast details

Bathroom/Rest Preparation: Families provide a blanket for rest time. Blankets will be sent home once a week to be washed and returned. A mat is provided for each child.

Rest Time: The opportunity to rest or engage in solitary quiet activities in their individual space.

Bathroom/Brush Teeth: Adults assist children as needed

Snack: See Breakfast details

Planning: See above

Work Time: See above

Recall: See above

Outside: See above

Large Group/Music and Movement: See above

Dismissal: Work toward independently getting items ready for home, including putting on own coats, boots, etc.

LAKE ANN SCHEDULE

9:00 am Arrival
9:15 am Group Time/Planning
9:30 am Breakfast
9:50 am Large Group
10:05 am Work Time
10:50 am Clean Up and Recall
11:15 am Outdoor Exploration
12:30 pm Lunch
1:30 pm Rest/Afternoon Activities
2:30 pm Snack and Recall
3:00 pm Planning Time and Work Time
3:45 pm Clean Up
4:00 pm Dismissal

FRANKFORT SCHEDULE

8:00 am Arrival
8:15 am Breakfast
8:45 am Large Group
9:00 am Planning Time
9:10 am Work Time
10:10 am Clean Up and Recall
10:30 am Small Group
10:45 am Outdoor Exploration
11:30 am Lunch
12:25 pm Rest/Afternoon Activities
1:25 pm Snack
1:55 pm Planning Time and Work Time
2:45 pm Clean Up
3:00 pm Dismissal

Before/After School Care Schedule for Crystal Lake, Lake Ann, and Betsie Valley

7:00 am arrival and free choice time
8:00 am outdoor play
8:45 am return to classroom and begin to dismiss for breakfast
9:00 am dismissal of all students

4:00 pm arrival and free choice time
4:40 pm snack
5:00 pm outdoor play
5:45 pm return to classroom, free choice until parent pickup

After School Care Schedule for Frankfort

3:00 pm arrival and free choice
4:00 pm snack
4:20 pm outdoor play
5:00 pm return to classroom, free choice until parent pickup

*Schedules are subject to change based on child need and interests

FOOD POLICY

Benzie and Frankfort Early Childhood Programs and Before/After School care will provide breakfast, lunch, and snack to all enrolled children through the local school's food department. Preschool meals are served family style to assist with children's independence skills during this time. Before and after care snacks will be served at tables individually. If there is a medical or religious need for food substitutions, please notify staff. Our program will comply with rule 400.8330 (3) to ensure children with special dietary needs receive adequate meals/snacks. There is no cost for meals or snacks. All food served will be compliant with the nutrition standards of the Child and Adult Care Food Program and are high in nutrients, low in fat, sugar, and salt. Please visit http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm for more information. Meal times are listed on the schedules above.

MANDATORY REPORTING

Benzie and Frankfort Area Early Childhood Programs and Before/After School Care staff are highly concerned with the safety of your child. As mandatory reporters we are required to report any signs of abuse or neglect. Child Protective Services must be notified if a staff person suspects a parent or other individual has abused or neglected a child in our program. Mandatory Reporter training is provided to our staff. Please be aware that volunteers are NEVER left unsupervised with children in our programs.

Licensing must be notified when:

1. A staff or volunteer person is suspected by a colleague, parent, or community member of abuse or neglect of a child in our care.
2. A child is suspected of abusing another child while in our care.

If a situation exists where staff is accused of abuse or neglect of a child, the program coordinator will meet with the staff member, CPS worker, and licensing to discuss what steps and procedures need to be taken to maintain the safety of everyone involved.

CHILD AND STAFF ILLNESS EXCLUSION POLICY

Your child should stay home:

- *If he/she has had a fever within the last 24 hours
 - *If he/she has a hacking cough or sore throat
 - *If he/she has vomited or shown signs of diarrhea in the last 24 hours
 - *If he/she has symptoms of pink eye
 - *If he/she has been on antibiotics for any contagious infections for less than 24 hours
- These guidelines also refer to staff and volunteer illness and mandatory sick leave.

Post Illness Return Policy

Illness Exclusion Condition	Requirement to Return
Axillary or Ear temperature of 100 degrees or higher	Fever Free for 24 hours without taking fever reducing medications
Signs of serious illness such as but not limited to wheezing, extreme crying or behavioral changes, lethargy, persistent coughing, other breathing problems	Written approval by medical physician for returning to school
Loose stool or diarrhea	Diarrhea free for 24 hours
Vomiting	Free of vomiting and able to eat solid foods for 24 hours or until a medical physician gives written approval for returning to school
Abnormal rashes or spots with fever or change in behavior	Written approval by medical physician stating the condition is non-communicable and child is able to return to school
Abnormal red or blue coloring of face, whooping or high pitched croupy cough	Written approval by medical physician stating the condition is non-communicable and child is able to return to school
Scabies, head lice, or other infestations	After treatment and infestation free, such as free of live lice and nits
Conjunctivitis (pink eye) type symptoms such as pink or red eyes with white or yellow discharge	24 hours after treatment has started
Any other known contagious disease	Written approval by medical physician for returning to school

DISCIPLINE AND BEHAVIOR SUPPORT PLAN

Benzie and Frankfort Early Childhood Programs provide a safe, positive, and supportive learning environment to assist in every child's developmental growth. We use Conscious Discipline as a model to support self help skills, self regulation, and conflict resolution. This discipline model supports a child's social emotional health by increasing a willingness to learn, creating a sense of belonging, increasing internal impulse control, sustaining attention, reducing stress, and encouraging contributions by each child in a caring environment.

Teachers and assistants will:

- *Encourage children to be independent throughout the day
- *Treat conflict as a learning experience
- *Support children in identifying the problem and restate it with positive intent in mind
- *Engage children in finding solutions together
- *Provide positive feedback and support when the child generated resolution occurs

Teachers and assistants will NEVER:

- *Use any means of corporal punishment or emotional abuse such as humiliating or shaming a child
- *Restrict a child's range of motion by tying or binding him/her
- *Deprive a child of food, rest, or toileting opportunities
- *Exclude a child from gross motor activities including outdoor play due to behavior issues
- *Exclude a child from daily learning activities

Benzie and Frankfort Early Childhood Programs support in monthly Multi-Tiered Systems of Support (MTSS) meetings. This is a data based problem solving platform used by educators to meet children's individual needs. MTSS integrates academic and behavioral instruction and intervention for individual children needing more support in the classroom.

PROGRAM CALENDAR

Before and after school care will operate on days the home district is open. Hours will be 7am-9am and 4pm-6pm at all Benzie Central District Elementary School sites and 3pm-6pm at Frankfort Elementary School. **If the home district is closed, all before and after school care and preschool sites will be closed as well.**

Both Benzie and Frankfort have district calendars that our programs will follow. Please go to benzieschools.net or frankfort.k12.mi.us for these district calendars. Below is a list of holiday breaks and school closing dates for both districts.

Benzie County Central Schools

October 12 Scheduled District Closed Date
November 22-23 Thanksgiving Break
December 21 ½ Day All Programs Closed at Noon
December 24-January 4 Winter Break
February 18 Presidents' Day
March 22 ½ Day All Programs Closed at Noon
March 25-29 Spring Break
April 19 Scheduled District Closed
April 22 Scheduled District Closed
May 27 Memorial Day
June 12 ½ Day All Programs Closed at Half Day Dismissal

Frankfort Elberta Schools

November 22-23 Thanksgiving Break
December 24-January 1 Winter Break
February 15-18 Scheduled District Closed and PD Day
March 25-29 Spring Break
April 19 Scheduled District Closed
May 27 Memorial Day
June 7 ½ Day All Programs Closed at Half Day Elementary Dismissal

PARENT NOTIFICATION OF ILLNESS OR INJURY

Illness: Parents will be notified by phone of illnesses listed on page 8 of this handbook as soon as staff is aware of symptoms. If parents do not answer when staff calls, staff will begin calling numbers on the emergency contact list until someone is available to come get the ill child. If a child is too ill to remain in the group, they will be placed in a separate area and cared for/supervised by an adult until the parent arrives. A 24 hour period DOES NOT mean that the child returns the next day. Example: If a child leaves sick on a Monday then he/she can not return to school until a full 24 hour symptom free period has been completed. This means they can not return until Wednesday. If you attempt to drop your child off before this has occurred, staff is advised to deny access to the classroom. This is to prevent the spread of disease and illness to the other children and staff.

Injury: If a major injury occurs, including but not limited to significant head injuries, bleeding not contained by a bandage, rising bump or bruise on body, seizure, fainting, etc. you will be notified immediately, and staff will take medical measures necessary to maintain the health and safety of your child until you arrive. This may include 911 services, CPR, and/or First Aid procedures that staff is trained to administer. If a minor injury occurs, including but not limited to a scratch, a bump without bruising, bleeding contained by a bandage, you will be notified by phone, text, email, or a note home. Discretion is left to the staff based on the specific circumstance. Please note, ALL injuries will include a child injury report for you to review the day the injury occurred. These reports also go to the supervisor. If the child is taken to a medical care facility, parents will need to provide a written statement from the doctor regarding approval to return to school and any accommodations needed in the classroom.

Please see a sample Child Injury Report at the end of this handbook. If your child suffered an injury before the school day, please report it to staff so that they are able to keep an eye on the injury for you during the school day.

RECEIPT OF PROGRAM PARTICIPANT HANDBOOK

My signature below verifies that I have received, read, and understand the Benzie and Frankfort Area Early Childhood and Before/After Care Program Handbook policies and guidelines. I agree to abide by the policies and guidelines.

Child's Name (Printed) _____

Parent's/Guardian's Name (Printed) _____

Parent's/Guardian's Signature _____

Date _____

I, _____, give Benzie and Frankfort Area Early Childhood Programs and Before/After School Care Programs take pictures or video of my child to be used for classroom and program use only.

Parent Signature _____

Early Childhood Enrollment Only

I, _____, give Benzie and Frankfort Area Early Childhood Programs permission to use lotion and sunscreen on my child as needed.

Parent Signature _____

I, _____, give Benzie and Frankfort Area Early Childhood Programs permission to provide a toothbrush and toothpaste to my child as part of the daily school program.

Parent Signature _____

THIS PAGE MUST BE COMPLETE AND RETURNED TO THE PROGRAM
TEACHER/DIRECTOR BY THE FIRST DAY OF SCHOOL.