



eCOschool

SEEDS Ecology & Education Centers

www.ecoseeds.org



**2022-23 Parent/Guardian Handbook** R400.8146(1)**Welcome!**

A very warm welcome is extended to each of our families! We are happy to have your student with us in our program and look forward to creating a lasting relationship with you and your child. We are glad you have chosen to participate in the SEEDS EcoSchool or Summer Program.

SEEDS Ecology & Education Centers was founded in 1999 as a 501(c)(3), non-profit organization. We take a collaborative, holistic, ecologically informed approach to our work, focusing on the interplay of ecology, education and design. We work with real communities to find solutions to their particular challenges. We engage in diverse projects ranging from technical analysis and engineered design to after school programming and community networking. Find out more about us at our website <http://www.ecoseeds.org>.

SEEDS EcoSchool is supported by the Michigan Department of Education and their 21st Century Community Learning Centers program. SEEDS EcoSchool programs provide quality educational and cultural enrichment to students enrolled at select schools.

School year programming is completely FREE to families and is provided for a minimum of 32 weeks during the school year, 4 days per week, for 2.5-3 hours per day.

Summer programming is completely FREE to families and is provided for a minimum of 6 weeks during the summer break, 4 days per week, for 4-6 hours per day.

Check the tear-off sheet on the last two pages of this document for your program's exact times.

Our goal and responsibility is to work with you and your student to provide the best possible experience. In keeping with this charge, we are providing this handbook to better acquaint you with the policies and procedures related to our program. The Site Coordinator should be consulted regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, revisions to the handbook may occur. All such changes will be communicated through official notices and revised information may supersede, modify, or eliminate existing policies.

The rules and guidelines included are necessary to make our program effective and to create a place in which your child can grow academically, socially and emotionally. **Please be sure to read this handbook carefully, keep it handy for future reference, and return the enrollment form at the end of the packet to your Site Coordinator.**



**2022-23 Parent/Guardian Handbook** R400.8146(1)**Values** R400.8146 (1)(f)

SEEDS believes in transparency, honesty, and mutual respect. We do not discriminate on the basis of race, ethnicity, gender, age, or sexual orientation. Our staff members are experienced in non-violent communication and value cooperation and collaboration.

SEEDS EcoSchool and Summer Programs are based on the following values:

- Modeling effective skills and behaviors helps students learn.
- Growth and development is different for each student.
- Constructive social skills need to be modeled, learned and practiced.
- Positive self-esteem is important for a successful life and can be developed through experiential learning.
- Being able to recognize and effectively express feelings is important to establishing satisfying relationships.
- All actions have consequences -- some positive, some negative.

Student Admission Policy R400.8146 (1)(a)

Students ages 5 years and above and enrolled in kindergarten or higher at the following Michigan Department of Education funded sites are eligible to attend the SEEDS EcoSchool program **free** of charge:

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| • Rapid City Elementary | • Kaleva Norman Dickson Elementary |
| • Cherry Street Intermediate | • Brethren Middle School |
| • Forest Area Middle School | • Betsie Valley Elementary |
| • Fife Lake Elementary | • Benzie Central Middle School |
| • Marion Elementary | • Benzie Central High School/Benzie Academy |
| • Floyd M Jewett Elementary | |

If space is available after students from the above listed schools have enrolled, other students, including those who are home-schooled or enrolled in private schools, within these schoolsheds are eligible to attend the SEEDS EcoSchool program free of charge. From time to time, there may be additional programs that are offered for a nominal fee.

Admission to the program will first target opportunity youth—young people who have demonstrated a need for academic and/or emotional support. Previous admission, consistent attendance in the program, and siblings in the program will also be considered. Other students will be considered for admission after these applicants have been accepted. Admission policies are also governed by licensing requirements and SEEDS' desire to provide quality experiential learning opportunities to students. This may require SEEDS to limit the number of students in daily attendance for staffing, safety and/or educational purposes. Considerations of safety and educational best practices inform all our actions.

Before attending the SEEDS EcoSchool program, each student must have the following forms completed, signed and on file:

- State of Michigan Department of Licensing and Regulatory Affairs Child Information Record
- Signed and completed Enrollment Form

The student and parent/guardian must also complete a short site orientation (on site, phone, or virtual) before the student may attend.



**2022-23 Parent/Guardian Handbook** R400.8146(1)**Student Withdrawal Policy** R400.8146 (1)(a)

You may withdraw your student from the program at any time and for any reason. If you choose to withdraw your student, please inform the Site Coordinator.

Unless otherwise agreed upon with the Site Coordinator, non attendance for a duration of four weeks or sporadic attendance may result in automatic withdrawal to allow for enrollment of any waitlisted students. .

If a student resorts to physical aggression (hits, kicks, pushes, etc...) or does something out of the ordinary to put themselves or others in danger (intentionally leaving the area of supervision, repeated non-compliance in regards to safety), they will be subject to appropriate disciplinary action, up to and including suspension, or withdrawal from the program. Please see the discipline policy for further details.

SEEDS has a zero tolerance policy. At no time are weapons, dangerous objects, drugs, alcohol, tobacco or any other type of illegal substances permitted on the premises. This policy includes zero tolerance for inappropriate or vulgar behavior and/or violent vocabulary, and applies to students, parents, staff, visitors, and associates of SEEDS. If this policy is abused, your student may be withdrawn from the program immediately.

School Year Schedule of Operations R400.8146 (1)(b)

School year programming is completely FREE to families and is provided for at least 32 weeks during the school year, 4 days per week, for 2.5-3 hours per day.

Programs are generally held Monday through Thursday starting after school and lasting for 2 ½ or 3 hours, unless special evening programming is scheduled. Programming may occasionally be scheduled on Fridays, half-days, or weekends. Parents and guardians will be notified of these activities via a posting at the school, a notice sent home with the student, and/or an email, text, or phone call.

In general, each day includes time for a meal, homework/reading/journaling, physical activity, and enrichment programming. Specific programs vary from day to day. Parents/Guardians will be provided with a monthly activity calendar at the start of each month, in addition to the general daily schedule being posted on the Parent/Guardian notification board. **See the last two pages of this handbook for the typical daily schedule and hours of operation at your specific SEEDS EcoSchool site.**

School Year Closure Policy R400.8146 (1)(b)

There will be no SEEDS EcoSchool Programming:

- When there is no school due to the school calendar during the school year
- When school is canceled or dismissed early, or when school sponsored evening events are canceled due to inclement weather. Please watch the local news for school closings
- In the event of a staffing emergency or illness that compromises staff's ability to provide safe and adequate supervision of students

Summer Schedule of Operations R400.8146 (1)(b)

Summer programming is completely FREE to families and is provided for at least 6 weeks during the summer break, 4 days per week, for 4-6 hours per day.



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Programs are generally held Monday through Thursday lasting for 4 or 6 hours, unless special evening programming is scheduled. Programming may occasionally be scheduled on Fridays or weekends. Parents and guardians will be notified of these activities via a posting at the school, a notice sent home with the student, and/or an email, text, or phone call. A summer addendum will describe the summer schedule and hours of operation. Contact your Site Coordinator for more details.

Program Goals R400.8146 (1)(f)

Activities in the after-school programs are designed to meet students' individual developmental needs. The environment is student-centered including individual, small group and whole group activities. Programs focus on fun, safety and the importance of peer interaction. Students may work in a variety of hands-on, self-directed academic and cultural activities including arts and crafts, science and nature projects, sports, large and small motor skills, life skills, technology projects, music, recreation (gym and playground), and reading and writing for pleasure.

Our program strives to meet the following goals:

- Improve academic achievement including core literacy, educational, and technological competencies.
- Increase student academic learning.
- Increase student learning in non-academic areas, such as Social Emotional Learning (SEL).
- Improve student behavior.
- Improve employment readiness for students and their families.
- Improve family health and wellness.
- Integrate the community into the educational process to sustain high quality out-of-school offerings that respond to the academic and cultural enrichment needs of all students and their families in our school community.

We provide students with the best after school enrichment by working closely with the school's classroom teachers, staff and administration in addition to maintaining involvement with other community-based organizations.

Programming Activities

At SEEDS EcoSchool, your student will experience many kinds of programming. We provide student choice whenever possible because we recognize that not all people enjoy the same things, and that everyone learns differently. Every SEEDS EcoSchool site provides different programs in response to the interest and needs of their particular students. Additional permission slips will be required for any off-site activities. The types of experiences we provide may include, but are not limited to

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| ● Homework help | ● Citizen science |
| ● STEM | ● Geocaching |
| ● Reading, journaling, & literacy activities | ● Watersheds |
| ● Music | ● Local history |
| ● Art | ● Local parks and geography |
| ● Gardening | ● Crafts |
| ● Cooking and nutrition | ● Cultural awareness |
| ● Technology education | ● Creative writing |
| ● Fishing | ● Water quality study |
| ● Maple sugaring | ● Group games |



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- Career and college exploration
- Field trips
- Nature study
- Outdoor skills
- Outdoor free play
- Hiking
- Snowshoeing
- Skiing
- Swimming
- And more!

Attendance and Participation Policy

Students are encouraged to attend the after-school program each day it is offered. Attending students are expected to fully participate in supervised activities. Unless otherwise agreed upon with the Site Coordinator, non attendance for a duration of four weeks or sporadic attendance may result in automatic withdrawal to allow for enrollment of any waitlisted students. If a student will miss programming for more than four consecutive days, please contact your Site Coordinator.

Students must check in at the start of each after-school day, following procedures as determined by the Site Coordinator. To participate, students must have attended that day's school session and cannot participate if absent during the normal school day.. **Discipline issues during the school day may also prevent a student from attending SEEDS EcoSchool Program.**

Student Pick-up Policy

Students are to remain within supervision of the program until they are picked up by a designated parent/guardian (as indicated on the Child Information Record card) or they board a bus. **A parent, guardian or other adult with written authorization must come into the SEEDS room to check out their child when programming is done, pick up their child at predetermined bus drop-offs, or make special arrangements approved by the Site Coordinator.**

If your child is to be picked up or transported by anyone other than the parents or guardians listed, a written notification to the program's Site Coordinator is required. Students should be picked up within 10 minutes of the end of programming. Students and their care providers are responsible for ensuring necessary transportation. If a student's ride is not present within 10 minutes of the end of programming, your school Site Coordinator will make contact with other authorized adults on the Child Information Record and will call every 5 minutes until arrangements can be made. In the event that a child is not picked up and no contact has been made with a parent or guardian after 30 minutes, local police will be called. Students who are picked up more than 10 minutes past the end of programming three times will not be allowed to attend the program until suitable arrangements are made for future pick up.

Recreation

Students in SEEDS EcoSchool programs can expect to participate in large and small group activities. Activities are about having fun, and competition is not the main emphasis. Sportsmanship is an important lesson we can teach, and games can be an excellent means for teaching these lessons. The school playground may be used for recreation. The playground may not have been inspected and may or may not meet Consumer Product Safety Commission Requirements as defined in the "Handbook for Public Playground Safety."



**2022-23 Parent/Guardian Handbook** R400.8146(1)**Field Trip Policy**

Field trips will be scheduled in advance. We must receive a signed, completed "Field Trip Permission Slip" and "Transportation Permission Form" before your student may participate in a field trip. You will receive this from the Site Coordinator before any field trip. Parents and guardians will be notified of the exact location of all field trips via a posting at the site, and/or a text, email, phone call or letter sent home with the student. Common field trip locations include:

- Historic Barns Park, Traverse City
- Inland Seas School Ship, Suttons Bay
- Legacy Art Park, Thompsonville
- Sleeping Bear Dunes National Park

Other local trips are sometimes scheduled, most within walking distance of the school. Permission for these short trips is included on the Enrollment Form and will be assumed for any registered student.

You may choose to keep your student from participating in one of the scheduled field trips, but advance notice in writing is required, and you may need to arrange alternative care for your student on that day.

Transportation Policy R400.8146 (1)(i)

SEEDS recognizes that transportation can be difficult for families and will make every accommodation possible to ensure your student can participate. If needed, parents may pick up their student(s) before the end of the program day, although we encourage students to stay for the duration of programming.

If transportation is provided it will be through the school transportation system or public transportation. All students being transported by bus (availability varies by site) are expected to be cooperative and to follow these rules:

1. Be on time and ready for departure (generally 5-10 minutes before the ending time for departure home – may be different for field trips).
2. Cross in front of busses to cross the road after the driver signals you.
3. Stay off the roadway while waiting for a bus and stay three feet from the curb.
4. Wait until the vehicle has come to a complete stop before attempting to enter or leave.
5. Keep head, arms, and hands inside a moving vehicle at all times.
6. Obey the driver to help him/her assure safety at all times.
7. Pupils being transported are under the authority of the driver.
8. Fighting, wrestling, or boisterous activity is prohibited.
9. Pupils shall remain seated while in any vehicle.
10. No eating or drinking on the bus or in program vehicles unless the driver has explicitly given permission

Food Service/Nutrition Policy R400.8146 (1)(e)

Meals and snacks are provided by each school's food service department at no charge and will meet the nutritional guidelines required by the State of Michigan Nutrition rules. Meals and snacks will be distributed by a trained SEEDS staff person or school staff. The meal program will comply with Rule 400.8330(3) to ensure students with special dietary needs receive meals and/or snacks according to their needs. A meal and snack menu will be provided to families monthly and posted in a place visible to



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parents/guardians. Food substitutions will be noted on the menu. Meal times for each site are listed on the last two pages of this handbook.

Communications Policy

You may reach your student's Site Coordinator at the number(s) listed on the last two pages of this handbook. If you leave a message, we will try to return your call quickly. Please keep in mind that if programming is in session, answering a call or returning a call may be delayed depending upon the activity and needs of the students.

We strive to maintain open two-way communication and appreciate suggestions on how best to communicate with you and your family, including the best type of communication such as email, text, or phone contact, and the best time of day in which to contact you. **Most of our Site Coordinators use a popular smart-phone application called *Remind*, often used by the school as well, that allows for quick and convenient reminders, notifications, and personal messaging.**

If you have general questions or concerns regarding the program, please contact your school's Site Coordinator or feel free to contact the Program Director, whose contact information is listed on the last two pages of the handbook.

Student Telephone Use Policy

Student use of the telephone is reserved for emergency situations, unless SEEDS staff deems that a check-in with a parent is beneficial to helping a student cope with behavioral challenges. Should there be a parent-initiated change of plans, a staff member will need to talk to the parent or guardian for verification. Phone calls to friends are not allowed and any extra-curricular arrangements need to be made outside of SEEDS.

Electronic devices are discouraged from being used while in our program, allowing students to connect and engage with their peers and the activities. Site Coordinators may choose to implement a rule that electronics must remain in backpacks or lockers.

Health and Illness Policy R400.8146 (1)(b), R400.8155(5)

As required by State Child Care Licensing, each family must provide emergency contact information along with an up-to-date record or the appropriate waiver of immunizations on file with the school before starting in the SEEDS EcoSchool Program.

If a student is absent from school due to illness, they may not come to the after-school program that day. In general, a student must have attended school during the school day to attend the after-school program. If your student should become ill or injured while in our care, a parent/guardian will be notified by phone. If a student is in need of urgent medical attention, appropriate emergency actions will be taken.

Handwashing is a primary step to preventing the spread of illness. Handwashing means to cleanse the hands with soap and warm running water for at least 20 seconds.

Staff and volunteers will wash their hands at all of the following times: prior to starting the workday; prior to the supervision of students; before preparing and serving food and feeding students; before



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giving medication; after using the toilet or helping a student use the toilet; after handling bodily fluids; after handling animals and pets and cleaning cages; after handling garbage; and when soiled.

Staff and volunteers shall ensure that students wash their hands at all of the following times: before meals, snacks, or food preparation experiences; after toileting; after handling animals and pets; when soiled.

Students, staff and volunteers will be excluded from the site if he/she has symptoms of illness. To protect themselves and others, students and staff will stay home if they have any of the following symptoms:

- Sore throat
- Fever
- Earache/discharge
- Lice
- Nausea or vomiting
- Skin rash
- Swollen glands
- Diarrhea
- Inflamed eye/discharge
- Sores on skin such as impetigo, scabies or ringworm

Additionally, SEEDS will adhere to the most recent LARA Guidelines for Safe Child Care Operations during COVID-19.

Medication Policy R400.8152, R400.8146(j)

SEEDS staff generally do not administer medication, except emergency medications such as EpiPen® or inhalers, or during overnight events. If your student needs these medications see your Site Coordinator to complete form BCAL-1243 for medication administration.

Please ensure your student takes any necessary medication within the doctor recommended timing. Please direct any questions or concerns regarding your student's medication administration to the school nurse or secretary.

Dress and Personal Belongings Policy

In general, rules of the season and good taste should prevail with regard to student dress. For safety reasons, appropriate footwear must be worn at all times. During winter months, students should be prepared to go outside, wearing warm clothing, gloves or mittens, and boots. The program is not responsible for lost items. Items of a valuable nature should be left at home. We will maintain a lost and found box. Electronic devices are discouraged from being used while in our program, allowing students to connect and engage with their peers and the activities. Site Coordinators may choose to implement a rule that electronics must remain in backpacks or lockers.

Discipline Procedures R400.8146(d)

SEEDS EcoSchool has expectations of students that are reflected in established age-appropriate rules, boundaries, schedules, social interaction patterns, thinking skills, and attitudes about self-reliance. We use encouragement and positive reinforcement to support students within the guidelines of these expectations. Positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation shall be used. At all times, considerations of safety and educational best practices inform our actions.



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SEEDS EcoSchool staff will NOT discipline through ANY use of corporal punishment (such as hitting, spanking, shaking, biting, pinching or any other such punishment); by restricting a child's movement by binding or tying; by inflicting emotional punishment such as humiliating, shaming, or threatening; by depriving a child of meals, snacks, rest, or necessary toilet use; by excluding a child from gross motor play or other gross motor activities; by excluding a child from daily learning experiences; or by confining a child in a closed area.

We understand that youth learn from mistakes and invest time and energy to enable students to learn how to take responsibility for themselves and their actions. SEEDS staff is well-trained to redirect common issues. Efforts are made to utilize preventative measures, within reason and possibility, before consequences occur.

Preventative measures include, but are not limited to:

- Creating a safe and welcoming environment
- Reviewing SEEDS expectations
- Using positive reinforcement
- Offering refocusing, redirection, and reminders to the youth
- Reviewing and modeling strategies for conflict resolution
- Providing warnings
- Providing empathetic and active listening
- Providing options and choices
- Offering time-ins, breaks, and sensory or visual supports

Positive behavioral modification is a collaborative process in which the staff member both gives information and asks questions. Two-way verbalization, communication, and mutual understanding between student, staff, and parents/guardians are key to making this process viable and effective. We encourage your participation in providing us with information about your student that best supports us in managing behavioral challenges that may occur.

The safety of our youth is of utmost importance. Our expectations exist to ensure that your student and every other student at SEEDS can safely enjoy the SEEDS activities. Any student who creates an unsafe situation, repetitively disrupts activities, or contributes to a negative environment will receive timely and appropriate consequences. Consequences include, but are not limited to:

- Loss of privileges
- Natural and logical consequences
- Phone calls to the Parent/Legal Guardian
- Suspensions
 - If a student resorts to physical aggression (hits, kicks, pushes, etc...) or does something out of the ordinary to put themselves or others in danger (intentionally leaving the area of supervision, repeated non-compliance in regards to safety), they will be subject to appropriate disciplinary action, up to and including suspension, or withdrawal from the program.
 - Suspension lengths vary based on the nature of the incident and any prior incident(s), and are determined at the discretion of SEEDS.
 - After a 3 day or more suspension, a re-entry meeting is required with the Parent/Legal Guardian in order for the student to be eligible to re-enter the program. Re-entry meetings must occur prior to the student returning to SEEDS as a participant.
 - SEEDS reserves the right to suspend, or terminate participation without prior warnings in response to incidents that are extreme in nature.



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SEEDS has a zero tolerance policy. At no time are weapons, dangerous objects, drugs, alcohol, tobacco or any other type of illegal substances permitted on the premises. This policy includes zero tolerance for inappropriate or vulgar behavior and/or violent vocabulary, and applies to students, parents, staff, visitors, and associates of SEEDS. If this policy is abused, your student may be withdrawn from the program immediately.

Emergency Procedures R400.8155(1)

In the event of a serious accident, injury, illness, or incident such as but not limited to head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, we will seek emergency medical care as specified on the Department of Licensing and Regulatory Affairs Child Information Record. Parents or guardians will be contacted by telephone as soon as the student is stabilized. If we are unable to reach you, we will contact authorized emergency contacts listed on the Department of Licensing and Regulatory Affairs Child Information Record. The parent or guardian will be responsible for any incurred medical expenses. An incident report will be completed, provided to the parent, and kept on file at the center.

In the event of minor injuries or incidents such as minor scrapes and bruises that may require staff to apply basic first aid, notification will occur verbally via phone call or face to face at pick up time and parents/guardians will be provided with an incident report.

Our staff cares about the safety and wellbeing of your student and must be able to respond to emergencies as they arise. **For this reason, please ensure you update the Child Information Record any time there is a change in contact information of preference emergency contacts.**

Special Needs Crisis Management

A crisis management and evacuation plan will be created for students with special needs. If any special needs students are enrolled in the program, staff will make an individualized plan for that student's needs during a crisis or emergency. The plan will also address any enrolled student's specific needs (example: a student is in a wheelchair) and who will be responsible for them in case of an emergency.

Staff Professional Development and Screening Policy

SEEDS Site Coordinators and Support Staff are highly qualified individuals who have backgrounds and training in working with youth. All staff must:

- Provide evidence that they are free from communicable tuberculosis, verified within 1 year before employment.
- Provide proof of completion of Blood Borne Pathogen Training before being unsupervised with students.
- Complete an orientation of programming policies before being unsupervised with students, and all current employees must receive refresher orientation at the start of the school year to document compliance that all staff have been trained in child abuse/neglect reporting procedures, handling emergency situations, medication administration, and appropriate care and supervision of children. Staff will also receive refresher training on emergency procedures again halfway through the school year.



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- Complete 4 hours of Child Health and Safety training before being unsupervised with children, and 4 additional hours within 90 days of employment. These trainings include:
 - Prevention of shaken baby syndrome, abusive head trauma, child maltreatment, and recognition and reporting of child abuse and neglect required by subrule (3) of this rule.
 - Prevention and control of infectious disease training, including immunizations as required by subrule (4) of this rule.
 - Administration of medication, Prevention of and response to emergencies due to food and allergic reactions, building and physical premises safety, Emergency preparedness and response planning, handling and storage of hazardous materials and appropriate disposal of bio-contaminants, precautions in transporting children, if applicable, and child development as required by subrule (5) of this rule.
- Complete a total of 16 hours of professional development per year addressing the following training topics: a) Child development and learning. b) Health, safety and nutrition. c) Family and community collaboration. d) Program management. e) Teaching and learning. f) Observation, documentation and assessment. g) Interactions and guidance. h) Child care center administrative rules

In addition, Site Coordinators and Support Staff on duty in the center at all times must have current Child, Infant, and Adult CPR and First Aid Certification.

Site Coordinators and at least one Support Staff on duty in the center at all times must have infant safe sleep training.

As required by Michigan Licensing and Regulatory Affairs, fingerprints are required for all staff in order for SEEDS to conduct a comprehensive background check prior to hire. The CBC includes fingerprinting, a sex offender check, a Central Registry Check, and a disciplinary action check. A check is also run in any states of residence in the past 5 years. A staff member shall not be present in the center if the fingerprint result reveals that he or she has been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- Child abuse or child neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Staff are required to sign a child abuse and neglect statement that states they are aware that abuse and neglect of children is against the law; that they have been informed of the center's policies on child abuse and neglect; and that they know that all volunteers, vendors, and staff are required by law to immediately report suspected abuse and neglect to children's protective services.

Volunteer and Vendor Screening Policy

The SEEDS EcoSchool Program welcomes and encourages volunteer participation. Examples of the way volunteers can help include tutoring, dispersing snacks, attending field trips, group management, providing special enrichment programs, and preparing for or cleaning up from an activity. Vendors may be contracted to provide specialized enrichment programs to the students. We take the safety of your student extremely seriously. We only accept volunteers and vendors who have passed the checks described below.



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Volunteers and vendors will be supervised at all times and are required to sign a child abuse and neglect statement that states they are aware that abuse and neglect of children is against the law; that they have been informed of the center's policies on child abuse and neglect; and that they know that all volunteers, vendors, and staff are required by law to immediately report suspected abuse and neglect to children's protective services. Volunteers will work under the direction of staff and will be supervised by staff at all times. Volunteers will not be allowed to be alone with students or escort them to the restroom. All volunteers will sign a self-certification statement attesting to the following:

- I have not been convicted of a crime falling under a listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- I have not been convicted of child abuse or child neglect
- I have not been convicted of a felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Any volunteers or vendors who have contact with children at least 4 hours per week for more than 2 consecutive weeks must provide evidence that they are free from communicable tuberculosis, verified within 1 year before volunteering.

The Site Coordinator or Program Director can choose to deny enrollment in the volunteer program to any potential volunteer or to disenroll a volunteer from the volunteer program for any reason. Contact your Site Coordinator to become an eligible volunteer.

Family Engagement

We encourage you to see your child's participation in activities and invite you to share your talents with students. If you want to volunteer or have a special program you would like to offer, please contact your Site Coordinator. Your site will host several family-friendly programs each year and will also provide opportunities for parents and families to participate in certain enrichment activities. SEEDS also encourages family members to participate in our Community Advisory Committee meetings, often held quarterly. If you are interested, please contact your Site Coordinator.

Licensing Compliance R400.8146(2)

SEEDS maintains a licensing notebook for all licensed sites which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAPs). The notebook includes all reports issued and CAPs developed on and after May 27th, 2010 until the license is closed. This notebook is available to parents/guardians for review. Licensing inspection and special investigation reports from the past two years are available on the **Bureau of Children and Adult Licensing website at** <http://www.michigan.gov/michildcare>.



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SITE	Site Coordinator/Contact Info	Typical SCHOOL YEAR Daily Schedule (Mon-Thurs when school is in session)
Rapid City Elementary School 5258 River St. Rapid City, MI 49676	Brett Bontrager 231.384.2825 (cell) brett@ecoseeds.org	2:50 - 3:10 - Sign in and Dinner 3:10 - 3:40 - Outdoor Recess 3:45 - 4:10 – Homework/Reading/Literacy Games 4:15 - 5:00 - Enrichment Activities /Physical Exercise 5:00 - 5:25 - Student Choice 5:25 - 5:35 - Clean up, prepare for pick up, sign out
Cherry Street Intermediate School 315 S Cherry St, Kalkaska, MI 49646	Alexa Hill (810)358-7129 (cell) ahill@ecoseeds.org 231.258.9146 Ext 5111 (gym/kitchen) 231.258.9146 Ext 5138 (library/music rm)	2:45-2:50 Meet SEEDS Staff 2:50-3:25 Physical Activity 3:25-3:55 Dinner 3:55-4:15 HW/Literacy 4:15-5:30 Activity/Project 5:30-5:40 Snack 5:40-6:00 Reflection & Student pick-up
Fife Lake Elementary School 108 Pierce St. Fife Lake, MI 49633	Hannah Bird 231.342.3122 (cell) hannahbird@ecoseeds.org	3:00-3:30 Check In/Recess 3:30-4:15 Homework Help 4:15-4:45 Dinner 4:45-6:00 STEM and Enrichment Program 6:00 Free Choice/Pick Up
Forest Area Middle School 7661 Shippy Rd S.W. Fife Lake, MI 49633	Joe Kreider 231-564-2855 (cell) Joe.Kreider@ecoseeds.org	3:15–3:30 Sign In and Snack 3:30–4:00 Recess 4:00–4:30 Homework Help 4:30–5:30 Enrichment 5:30-6:00 Dinner 6:00–6:15 Free Choice/Student pick-up
Marion Elementary School 501 Main Street Marion, MI 49665	Erin Guesno 248.308.5758 (cell) ehorton@ecoseeds.org	3:15-3:45 Sign In and Meal 3:45-4:15 Recess 4:15-4:45 Homework Help 4:45-5:45 Enrichment Program 5:45-6:00 Reflection/Free Choice 6:00-6:15 Clean Up/Student Pick-Up
Floyd M. Jewett 210 E. Michigan Ave. Mesick, MI 49668	Stephanie Brown stephanie@ecoseeds.org	3:00-3:15 Student Pick Up/Check In 3:15-3:30 Meeting 3:30-4:00 Recess 4:00- 4:30 Dinner 4:30- 5:00 Homework Help 5:00- 6:00 Enrichment Activities 6:00- 6:15 Free choice/ Snack/Pick-up



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Kaleva Norman Dickson Elementary 4400 N. High Bridge Rd, Brethren, MI 49619	Denise Connolly 231.299.5211 (cell) denise@ecoseeds.org	2:50-3:10 Meet and Check 3:10-3:20 Community Circle 3:20-4:00 Dinner/Recess 4:00-4:15 Homework Help 4:15-5:00 Enrichment Activity 5:00-5:30 Reflection and Free Choice Dismissal 5:30-6:00-Extra Reading & Reflection 6:00pm Load Bus to go home
Brethren Middle School 4400 N. High Bridge Rd, Brethren, MI 49619	Joe Strouse 231.301.2497 (cell) 231.447.5355 ext 2249 (room) joe@ecoseeds.org	3:00 - 3:25 - Meet, Greet, and Eat 3:25 - 3:50 - Recess or Homework Help Time 3:50 - 4:50 - Enrichment Activity Hour 4:50 - 5:10 - Reflection 5:10 - 5:30 - Youth Choice (Homework Help, Games)
Betsie Valley Elementary 17936 Cadillac Hwy, Thompsonville, MI 49683	Chelsea Bentley cbentley@ecoseeds.org	4:00-4:10 Snack 4:10-4:40 Homework Help 4:40-5:10 Outdoor Play & Exploration 5:10-5:40 Enrichment Activities 5:40-6:00pm Dinner 6:00-6:15 Reflection Journals 6:15-6:30 Group Game 6:30 Dismissal
Benzie Central Middle School 9300 Homestead Rd. Benzonia, MI 49616	Molly Pavelek mpavelek@ecoseeds.org (231) 632-2144 Room 125	2:45-2:50 Sign In, Write Academic Plan 2:50-3:10 Eat Together 3:15-3:50 Schoolwork/Academics 3:50-4:10 Outdoor Activities and Play 4:10-5:25 Daily Enrichment Lesson 5:25-5:35 Tidy Up Room 5:35-5:50 Roses and Thorns Daily Reflection 5:50-6:00 Dismissal - Benzie Bus or Parent Pickup
Benzie Central High School & Benzie Academy 9300 Homestead Rd. Benzonia, MI 49616	Julie Markiewicz jmarkiewicz@ecoseeds.org	2:45-3:00 Check-in 3:00-3:30 Homework 3:30-5:00 Enrichment 5:00-5:15 Reflection 5:15-5:45 Meal & Games
SEEDS Headwaters PO Box 2454 Traverse City, MI 49685	Program Directors Sandy Ehlers 231-632-2626 sehlers@ecoseeds.org Kris Hall 616-272-9518 khall@ecoseeds.org	



