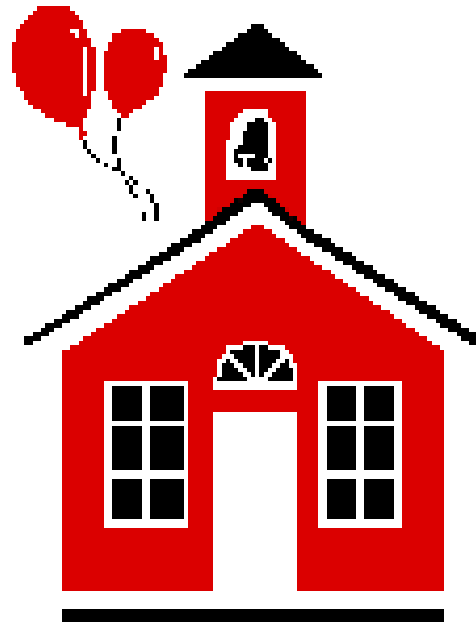


# Cedar Street Community and Family Center



## Early Childhood Programs Handbook

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## Philosophy and Statement of Purpose

The early childhood program staff believes that all people, including children, thrive in a positive environment where they feel safe and valued. They believe that providing a safe, supportive learning environment is critical to children's positive growth and development.

The staff believes that the purpose of Paw Paw's early childhood programs is to provide creative, child centered learning experiences in a safe, caring environment to encourage a foundation for lifelong learning. Their goal is to prepare children to begin their K-12 education self confident, happy and eager to learn.

# Cedar Street Community and Family Center Early Childhood Programs\*

## Infant & Toddler Care

For children from birth to 2 1/2 years of age.

## Childcare

For 2 1/2 year olds through Kindergarten age students...

Offered on week days from 6 AM - 6 PM. Our childcare offers both structured and self-selected activities for children in a positive, supportive learning environment. Activities include the same teacher planned activities offered in our Preschool program.

## Preschool

Preschool is provided in a separate classroom. Students experience both small and large group activities as well as self-selected activities in play and learning centers. Preschool is included in our 3 and 4 year old childcare.

## Great Start Readiness Program (GSRP) FREE program...

Open to Paw Paw and Mattawan 4 year olds who qualify! Preschool activities for children. Family involvement is encouraged through added parent contact and participation. At home and on site family activities provided.

## Young Fives FREE State funded Kindergarten...

All area children who are 5 by December 1 are welcome to apply! This program is designed to meet the needs of children who will benefit from added individual attention. Choose full or half days.

## Before and After School Elementary (BASE)

Childcare for elementary aged area children. Students have opportunities for both active and quiet activities. Homework time is provided. Developmentally appropriate activities provided.

## Pre Teen Program

Serving students in 6th and 7th up to 12 years of age. Programming dependent upon enrollment.

## Summer programs and activities

All area children are welcome to apply. Summer childcare includes Summer Skills and Thrills, tutoring and fieldtrips as scheduled. Full or partial days... Hours 6 AM - 6 PM, Monday - Friday.

**\*NOTE: To be eligible to enroll in all programs, children must be able to play and learn cooperatively in a childcare setting. Children enrolling in programs for children 2 1/2 years of age and older must be completely toilet trained.**

Call us for more information about the programs listed above!

Cedar Street Office.....655-3120 or 655-3130

## Enrollment Requirements

All children enrolling in Early Childhood Programs (with the exception of Infant/Toddler Care) must be **at least 2 ½ years of age, completely toilet trained and able to play and learn cooperatively in a childcare setting.**

	Preschool	Childcare (Year round)	GSRP	Young 5's	BASE Program	Infant/ Toddler
Completed Enrollment Form	X	X	X	X	X	X
Emergency Data on Enrollment	X	X	X	X	X	X
Child Information on Enrollment	X	X	X	X	X	X
Field Trip Release on Enrollment	X	X	X	X	X	
Health History on Enrollment	X	X	X	X	X	X
Immunization Record	X	X	X	X	X	X
State Health Form–Physician Signature	X	X	X			X
Health Statement from Parent				X	X	
Proof of Residency			X	X		
Copy of Birth Certificate			X	X		X
Proof of Program Eligibility Criteria			X			
Free/Reduced Meal Application		X	X	X		X (toddler)

Enrollment in the Young Five's class is open to all children who are 5 years old by December 1 and would benefit from the extra attention provided by our small class sizes.

Upon enrollment your child, will receive a registration packet containing a Child Emergency Information Card, an Enrollment Form, an Immunization Record Form, and a Health History Form. All required forms must be in our office prior to your child's first day of attendance.

The State requires that we have the completed State Health Form, signed by a licensed physician, on file in our office within 30 days of the first day of attendance of any child below school age. The physical is valid for one year for infants/toddlers and two years for preschool age children. If this form is not returned after 30 days, your child is subject to removal from the center.

## Food Program

Meals and snacks are available for all children in our programs. The food program is provided by our school food service department and meets all USDA requirements. A monthly menu is posted in the classroom and is available to all parents. Breakfast is served at the Center between the hours of 7:30 AM - 8:00 AM. Lunch is served in the Center at 11:30 AM. Snacks meeting all nutritional guidelines are provided in the morning and in the afternoon. Meals and snacks must be eaten in the Center and may not be taken out of the building except for special events. Written verification from your child's doctor is mandatory if your child has any allergies to any food or dairy products, please notify the staff upon enrollment. If your child will be bringing their own lunch, please notify staff upon enrollment. Our staff may not heat children's lunch items. Children may not bring breakfast from home.

Upon enrollment, you will have the opportunity to apply for Free or Reduced Meals under the Child Nutrition Program. The Child Nutrition Programs are open to all eligible children and adults regardless of race, color, national origin, sex, age or handicap. Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington D.C. 20250.

## **Attendance and Fee Policy**

**To participate in our childcare programs**, newborns must have a medical release to begin attending. To attend PAC (Preschool Age Care) programs, children must be at least 2 1/2 years old, toilet trained and able to play and learn cooperatively in a childcare setting. To attend BASE (Before and After School Elementary) or other SAC (School Age Care) programs, children must be Kindergarten age thru 12 years old and able to play and learn cooperatively in a childcare setting.

A non-refundable registration fee of \$30/child or \$60/family applies to new enrollments and to those re-enrolling one year or more after their last regularly scheduled enrollment.

All fees are due in advance and must be paid no later than the first day of attendance each week. Late fees will be assessed at the rate of \$15/day for every day past due. If your child is absent or ill on the day you are scheduled to make your payment, please call the office ahead of time at 655-3120 to avoid late fees being added to your account. Children may not attend until any outstanding balance is resolved.

Our Center closes at 6 PM. A fee of \$25 every 5 minutes or fraction thereof will be charged per child for late pick up after the Center closes.

Parents who enroll full time (M-F) and pay a month in advance will have the cost of one day of care deducted from their fee each month.

Payment is required for regularly scheduled days even when the child does not attend. Children are allowed two schedule changes per school year and two per summer session. Any schedule changes after that will result in a \$30 fee per change.

DHS recipients must be approved by DHS and show proof before children may attend. Parents are responsible for weekly fees until DHS payments begin. Parents are responsible for any fees not paid by DHS.

### **On half days of school...**

- Students who are scheduled for BASE AM will still be charged the BASE AM fee since school will be in session as usual. If the student returns to the Center after the half day of school to attend in the afternoon, a separate childcare fee will be assessed. Total fees for the day will not exceed the extended day rate if the student was signed up to attend in the afternoon ahead of time. Normal BASE PM fees will not be charged on half days of school since school will not be in session and there is no BASE PM program. Remember that school age students who will need to attend the Center in the afternoon following a half day of school must be signed up to attend ahead of time.
- Care for infants and toddlers, and preschool age children will be charged according to their regular schedules. Only fees for school age children are impacted by half days.
- On "No school" days, such as conference and teacher-only days, all children K-5th grade will need to sign up for childcare if they need to attend the Center. School aged children who do not sign up and do not attend will not be charged.
- Children in the infant and toddler rooms through the 4-year-old programs will be charged according to their regular schedules. Only fees for school age children are impacted by no-school days. All infants, toddlers and preschool aged children will be charged according to their regular schedules.

### **On snow days...**

- Please refer to page 11 for our snow day policy.

## Sign-In—Sign-Out Procedure

**It is a State requirement for Day Care Centers that parents sign their children in and out of the center each day.** A sign in sheet will be posted by the door the childcare classrooms. Please initial next to your child's name and indicate the time in and/or out. Children may not sign themselves in or out. Failure to comply with this policy will result in the maximum charge for the day regardless of the hours of your child's attendance. These rules will be enforced in order to assure the safety of our children and to comply with this State requirement.

## Late Pick-Up

If you will be delayed picking up your child, please notify our Center so that we may explain to your child why you will not arrive at the usual time. Please report to the office to pick up your child. If you arrive after office hours, please report to your child's room or to the cafeteria. **FEES ARE ASSESSED FOR LATE PICK-UP THAT EXTENDS BEYOND THE CHILD'S SCHEDULED TIME FOR PICK-UP OR BEYOND CLOSING.** Please be aware that a registration fee may apply if your child is in a school program and is not enrolled for childcare after the school program ends.

## Withdrawal From Center Programs

If you plan to withdraw your child from any of our programs you are required to notify us in advance. This will allow us to notify children on our waiting list. An Exit Form is provided on page 15 of this handbook for your convenience. **Failure to file an Exit Form with the office one week in advance will result in continuing charges.**

## Release of a Child to an Adult Who Appears Impaired

**Letter Series 94-01** was sent from the State to all Licensed Day Care Centers in response to concerns expressed by providers as to what to do when a parent appears to be intoxicated when they arrive to pick up and transport a child in a motor vehicle. The following guidelines will be followed by our staff as a practical means of protecting children in these situations from being placed in serious danger. While the following guidelines apply specifically to the use of alcohol, they are equally applicable to anyone who appears to be impaired due to other drug usage.

In the event the staff on duty feels that the person picking up a child appears to be impaired and that releasing the child would put the child in danger, the following steps will be taken:

1. Staff will offer to keep this child in your care for an extended period of time. If the parent refuses.....
2. Staff will offer to call someone to drive the parent and child home. If the parent refuses.....
3. Staff will tell the parent that they feel that it is not safe for the child to ride them, and that they will notify the police about the situation if they leave the child care facility with the child.
4. If the parent leaves with the child, staff will call and tell local law enforcement of the situation, the general area the driver will be traveling, and a description of the car; and that they are concerned for the safety of the child.

NOTE: The above steps will be taken by the Cedar Street Center staff in appropriate situations.

## Program Curriculum Focus

We are committed to providing developmentally appropriate activities for all children in our early childhood programs. Childcare workers and assistants work under the direction of certified teachers. Our building program coordinator meets regularly with our teaching staff and the coordinator of our GSRP program to assure continuity in the schedules and activities children are provided.

Our Great Start Readiness Program uses a state curriculum developed specifically for program students. Our pre-school program also uses many of the elements of this curriculum. GSRP and preschool provide daily activities including self selected activities, large and small group activities, circle time, story time and time for children to explore in centers. Our Young Fives program utilizes benchmarks and standards from the state Curriculum Frameworks.

Activities planned and materials used in the classroom serving our youngest children are carefully chosen to be age and developmentally appropriate. This is important to laying a foundation for future learning.

Our BASE program students are provided with time to do homework and to read or study quietly. Staff members will do their best to assist students in their efforts when appropriate. Games, materials, and activities are selected to meet the needs of elementary age students. Students are encouraged to read and to participate in writing activities. Because we believe children of all ages can be encouraged to read by being read to, staff provide opportunities to read to students.

Our summer program provides opportunities for children to learn more about building positive relationships with others. Attention is always focused on learning as well as recreation and enrichment.

Language development and reading readiness are points of focus in all of our programs. The following is a general summary of the elements presented throughout the year:

Cooperative Play: Respect for self and peers, sharing, dynamics of cooperative play, structured activities, self directed activities.

Physical Development: Exercise, games, physical activities appropriate to development of gross and fine motor skills.

Language Development: Reading to children, storytelling, name and word recognition, introduction to the alphabet, whole language development

Mathematics: Number concepts are presented as children count, note likenesses and differences, shapes, sizes, number recognition, concepts of addition and subtraction.

Art: Experience with paint, paste, clay, scissors, crayons, chalk and other materials. Color combining, drawing, painting, stamping and opportunities for self expression.

Music: Singing, creative dance and movement, rhythm band.

Dramatic Play: Listening to and reacting to stories, creating and acting out stories, opportunities for “dress up” activities, finger plays.

Enrichment Activities: Field trips, guest speakers, videotapes, and other special activities are selected to provide opportunities for social growth as well as enhancement of curricular areas.

## **Field Trip Policy**

Children enrolled in our early childhood programs take field trips throughout the year. Paw Paw Public Schools' Transportation Department provides bus transportation for trips to locations outside of walking distance from the Center. A field trip permission form must be signed upon enrollment in order for your child to participate in any field trip and to ride the school bus. Staff on all field trips carry emergency releases in case any child requires medical attention. Trips are scheduled in advance and posted in the Center office and in memos to parents.

We encourage all children to participate in our trips as part of their school experience. However, if you choose not to have your child attend a specific trip, please notify our office at least one week prior to the trip. We encourage parents to join us for trips. If you would like to participate, please inform the main office at least one week prior to the field trip. (See Volunteer Screening Policy on page 14.)

Fees and transportation for field trips are included in our GSRP classes. Transportation and some fees are included in our Young Fives program. Some Young Fives trips require additional fees. Transportation and fees are covered in our regular fees for our childcare, Before and After School Elementary (BASE) program and our summer childcare program.

Please note that children under 4 years of age may not ride the school bus and will not participate in field trips that require transport by bus. They will be able to enjoy on site activities during field trip days.

## **Clothing and Personal Possessions**

Please label all clothes, coats, boots, hats, mittens, and other possessions, with your child's name. Parents are encouraged to provide children with a change of clothes (shirt, pants, underwear) to be kept at school. During the winter months, children may keep shoes at school so they can change out of their boots to be more comfortable.

## **Rest Time**

Cots will be provided for rest times. Parents are asked to provide blankets which will be sent home weekly to be laundered.

Our policy is to make rest times available to children, but we do not force children to lie down for extended rest times. If children are restless or resistant to rest time, they will be allowed to engage in quiet activities such as coloring, reading or watching a quiet video program.

## **Parties and Birthdays**

Children in the Center celebrate several holidays with special treats and activities. If a child wishes to celebrate a birthday by bringing treats to share, arrangements must be made to do so prior to that day. Please notify our staff in advance of your plans so that we can work with you in planning for your special treat.

## **Discipline**

It is important to everyone in our Center that we maintain a safe and orderly environment where children can learn and play cooperatively. Learning to follow routines, share with others and solve problems can be challenging tasks for children. Our staff members work with children to assist them in this learning process. At times, however, problems arise that require firm staff intervention.

Our staff members use positive techniques of problem solving to encourage children's self-control and self-esteem. When serious behavior problems that threaten others occur, children are subject to removal from our programs. In such instances, parents will be notified immediately and asked to pick up their child. Parents need to provide the names of at least two other people who are authorized to pick up their child(ren). The building coordinator or teacher will contact parents to discuss any problems that warrant attention. Restraint or isolation is used only when necessary to protect children from physical harm.

Some methods that staff members utilize include facilitating a discussion between children to help them solve problems, talking to a child to help them understand why their behavior is unacceptable, asking a child to sit outside the circle of other children for a "time-out" and removing a child from the room.

In situations where problem behaviors become a pattern or become disruptive to the program, parents will be asked to remove their child until a meeting can be scheduled with the building coordinator and the community education director. Working with the parent, a plan may be developed to help the child change the negative behaviors. If such a plan is implemented, documentation of the child's progress will be maintained by staff and discussed with the parent.

In the event that a child cannot modify disruptive behaviors, that child may be removed from the program to protect both their safety and the safety of others.

## **Student Conduct**

Appropriate conduct and willingness to follow directions given by staff members is essential to maintaining a safe and orderly environment. Appropriate student conduct includes, but is not limited to the following:

- Cooperating with staff members.
- Following directions.
- Playing cooperatively with other children.
- Respecting the property of others.
- Treating adults and other children with respect.

Inappropriate behaviors include, but are not limited to the following:

- Running, yelling, or other rambunctious activities inside the building.
- Throwing toys, books or other items.
- Hitting, kicking, biting, or otherwise posing a threat to others.
- Name calling, swearing, or being disrespectful of others.
- Defiance, temper tantrums, or refusing to cooperate with staff members.

## **Mealtime Manners**

Meal and snack times provide children with valuable opportunities for social interaction. Our staff members sit at the tables with children to assist them and to guide and encourage appropriate mealtime conversation. Children are encouraged to eat, or at least sample, all foods served to them. Appropriate manners are encouraged. Children are expected to eat their food, keep their area neat and assist as appropriate with cleaning up their tables after their meal or snack. Staff will provide time to use the restrooms and wash hands before meal times. Meal and snack times, as well as most other activity times, provide an opportunity for learning.

Parents are asked not to bring in outside food for their child(ren) including, but not limited to McDonald's Burger King, etc. Staff are not able to warm up food for children. Children may choose to bring cold lunch, but breakfast from home is not permitted.

## **Playground Safety**

Physical activity is an important part of our programs and provides for the development of gross motor skills, health supporting exercise and opportunities for enhancing cooperative play skills. Outdoor time is enjoyed by both students and staff. As with other areas of our program, safety is our prime concern when children are outside on the playground. It is essential that children follow safe practices and cooperate with staff members. Any failure to do so may result in a child losing his/her playground privileges for a period of time.

The following are important safety guidelines for students:

- Children must leave and return to the building with their group.
- Children must follow staff directives while on the playground.
- Children must stay in the area of the playground designated by staff.
- Children must not push, shove or otherwise impede the safe play of others.
- Toys and equipment must be used appropriately.
- Parents may bring in sunscreen, please see the medication policy on page 9.

## **Dress Code**

Attire for children should be school appropriate and present no safety hazards. Clothing that may be distracting or cause embarrassment to others is not appropriate. The following items are not considered appropriate attire for our Center:

- Clothing with pictures or phrases referencing violence, drugs or sex.
- Revealing or tight tops, shirts or bathing suits.
- Halter tops with thin straps.
- Any top that does not cover the midriff.
- "Muscle" shirts.
- Shorts that are not at least fingertip length.
- Skirts without shorts worn underneath for floor and playground activities.
- Any jewelry that could post a safety threat. (Chains, spikes, etc.)
- "Flip-flops" or other loose sandals that could pose a safety threat.

NOTE: Clothing with long ties, strings or other extensions that could get caught on playground equipment are discouraged for safety reasons.

NOTE: Children should come to school with weather appropriate clothing for outside play.

## First Aid and Accident Policy

All staff are required to be First Aid and CPR Certified and may administer emergency first aid treatment to students at the Center under the following circumstances:

If the extent of the treatment is limited to first aid.

NOTE: If the life of the child is believed to be in jeopardy, any steps necessary to save the child's life are to be taken.

### IN THE EVENT OF ANY ACCIDENT/INJURY, THE FOLLOWING STEPS WILL BE FOLLOWED:

Appropriate first aid will be administered.

The injured child will not be moved.

The office shall be notified immediately.

The child's parents or guardian shall be notified immediately.

Further action shall be determined by the parent or guardian.

If the parent cannot be reached, the supervising person present will decide on what steps are necessary to assure the safety of the injured child.

An accident report shall be submitted to the Superintendent, and a copy kept in the child's file.

### THE FOLLOWING RECORDS MUST BE MAINTAINED IN THE CENTER TO ASSURE PROMPT ACTION:

An emergency treatment card with **all current medical and emergency contact information**.

Parents who object to medical treatment for religious reasons must file a written statement with the office.

## Student Insurance

Parents are responsible for providing insurance coverage for their child(ren). The Paw Paw Public Schools does not carry medical or accident insurance on children. However, a student insurance plan is available for your purchase. If you are interested in purchasing insurance, please pick up a form in the Cedar Street Center office. Parents are responsible for filing claims.

## Statement of Liability

Upon enrollment the parent or guardian signs a form that agrees to release and hold harmless the Paw Paw Public Schools, Community Education, the Cedar Street Center and its staff, and the Paw Paw Board of Education from any and all liabilities for any injuries/damages incurred as a result of their child being enrolled in and participating in the Cedar Street Early Childhood Programs.

## **Illness Guidelines**

Please help us protect the wellness of all of our children by being alert for any signs of illness as you get your child ready for daycare or school. Since children often share toys and play in close proximity, it's important that we work together to prevent children who are ill from attending the Center until they are well. If your child is not feeling well and/or is running a fever, please do not bring your child to the Center until the condition passes. Children with fevers are very likely ill and must not attend until they are fever free for at least 24 hours.

We will contact parents if a child becomes ill during the day. It is essential for both the child's comfort and the health of other students to have students who become ill picked up promptly. We must know at all times where a parent or other emergency contact person can be reached in case of any illness or other emergency.

A child who has "pink eye", or conjunctivitis needs to be out of school at least 24 hours after the first dose of medication is administered, or until the doctor indicates the condition is no longer contagious. This usually means several days.

We request that you notify our office if your child contracts a communicable disease after being in the Center. Our staff will contact parents, when appropriate, to advise them if children have been exposed to contagious diseases. The identity of children or parents is not released to other parents or to the public.

Please be aware that the Center reserves the right to require a doctor's approval for a child to return to school after a serious illness, surgery or injury.

If at any time your child will not be attending the Center on a scheduled day due to illness or for other reasons, please notify our office as soon as possible. This assists us in our snack and meal preparation for the day.

## **Head Lice**

If a child is found to have head lice, parents will be contacted and must pick up their child promptly. Because children often share toys and play in close proximity, the chance for lice to spread needs to be reduced as quickly as possible. The Center follows a "No Nit" policy regarding head lice. A child who has had head lice may not return to school until all nits have been removed or until a doctor's note is provided indicating the child no longer has lice. Treating head lice can be a very frustrating task. We thank you for your understanding if, after your child appears to be free of lice, we have to send your child home again. It is not unusual for there to be recurrences of lice if they are not completely eliminated. It is vital that you carefully follow the guidelines treating lice. Information regarding the treatment of head lice is available in our office.

## **Medications**

Medication, which has been prescribed by a doctor, may be given to children by staff in the Center. Medications must be in the original prescription container and a medication dispensing form must be filled out and signed by the parent or guardian prior to the staff dispensing any medication.

If a child requires "over the counter" medications for allergies or other chronic conditions, a medication authorization form must be filled out and on file in the Center office. Staff cannot dispense medication to a child if parent instructions differ from label instructions.

Center staff may not dispense medications to treat fevers.

Sunscreen and other topical agents will also require a completed medication authorization form that will be filed in the office.

## Snow Days

The Center childcare programs will remain open on snow days unless the conditions are extreme. Any closure will be announced by 6 AM on local radio and TV stations along with other school closing information.

**For school age children** who attend the BASE program, fees will be assessed only if the child attends the Center on the snow day. These children may attend a full day if room is available.

**Infants, toddlers, and all children below school age** will be charged according to their regular schedule. Snow days impact the fees of school age children only.

## Weather and Fire Safety

The staff and children in the Cedar Street Center will participate in the required fire and tornados safety drills.

### Tornado Procedure for Paw Paw Public Schools

Tornado Watch: Issued by the weather service whenever conditions exists for severe weather to develop.

Tornado Warning: Issued by the weather service when a tornado or severe thunderstorm has been sighted.

Please do not call the schools. Large numbers of incoming calls would prohibit emergency calls which might need to be placed by school officials.

1. Students will be held in school throughout a tornado watch or warning and for severe thunderstorms.
2. If a tornado watch is in effect at regular dismissal time, students will be dismissed to their regular bus runs. Weather conditions will be evaluated for walkers. If unsafe, students will be held at the school and their parents notified.
3. If a tornado warning is in effect at regular dismissal time, all students, including those who walk or drive, will be held at the school until the warning is lifted or parents have picked them up.
4. Concerned parents may pick up their children at any time during a watch or warning. However, parents may not pick up children other than their own children unless written permission is on file at the school office.

Announcements will be on radio stations: WCSY, WMUK, WKZO, WQLR, WKMI, WNWN, and on TV Channels 3, 8, and 41.

5. After school events will be canceled whenever tornado watches or warnings are in effect.
6. All Paw Paw School facilities will be closed if a tornado warning exists after students have been dismissed. If classes and/or activities are in session, individuals will proceed to the designated safety area until an "all clear" has been issued.

## **Infant and Toddler Care - Special Considerations**

When infants and toddlers come to our Center, there some special considerations are needed to assure their safety and comfort.

### Infant Release to Attend

Infants under 6 weeks must have a doctor's release to assure they are ready to attend our Center. After any communicable illness, a doctor's release is necessary for an infant or toddler to return to the Center.

### Center Entrances

During all hours, our side entrances are kept locked to protect the security of the Center. The main front entrance is open during Center hours for dropping off children. Infant/Toddler classroom doors remain locked at all times. The East entrance may be open at scheduled times, as determined by the Center, for dropping off infants and toddlers.

### Sign-In and Sign-Out

It is a requirement that each child attending our Center be signed in by their parent or guardian when they arrive and signed out when they are picked up. If another adult is going to sign in our sign out any child, this must be pre-arranged with the Center by the parent or guardian. There are no exceptions to this rule.

### Daily Activity Record

A Daily Activity Record must be kept each day to record the activities of infants and toddlers. Parents are asked to complete the top of the form to provide our staff with information about their infant or toddler's activities before coming to the Center. Our staff will complete the rest of the form during the day to give parents a record of their child's activities while at the Center.

### Food and Clothing

Parents of an infant or toddler will receive guidelines the Center follows for feeding infants and toddlers as well as a list of items they need to provide for their child. Parents are asked to bring pre-made bottles, infant cereal, diapers and wipes and a change of clothing along with other items as appropriate.

### Fire and Tornado Drills

Our Center does practice fire and tornado drills. The Center is equipped with special evacuation cribs designed to transport infants and toddlers in emergencies. Procedures and evacuation routes are posted in each room

## Who to Call With Questions and Concerns

We are happy to talk with you about any questions you may have regarding our programs. Questions and requests for information may be directed to the following people:

General questions may be answered by our office staff. If they are unable to help you, they will direct you to the person who can.

Questions about our programs may be answered by our building program coordinator. For more information, she may direct you to a specific staff member.

We are committed to providing our students with quality programming. We realize, however, that problems do occur. We encourage you to contact us if you have any concerns, complaints or suggestions regarding any aspect of our programs.

Concerns about our programs may be directed to our building program coordinator or to the Community Education Director.

## Building Telephone Directory

**PLEASE NOTE:** In order to avoid disruptions to the activities taking place in our classrooms during regular school hours, we request that you call our office at 655-3120 between the hours of 8 AM and 4 PM. Messages will be delivered to the classrooms promptly. If you have an emergency before 8 AM or after 4 PM, please call the BASE Program at 655-3127. **During a power outage, please call 415-0163. Note that this phone will be answered during power outages only**

Contact	Program	Phone Number
Community Education Director	All programs	655-3120
Secretary	All programs	655-3130
Clerk	All Programs	655-3120
Fax Machine	All Programs	655-3129
Building Program Coordinator	All Programs	655-3131
Teacher	GSRP	655-3136
Teacher	Young Fives	655-3134
Teacher	GSRP	655-3133
BASE Staff...Cafeteria	BASE Program	655-3127
Teacher	VBISD	655-3121
Teacher	VBISD	655-3122
Teacher	VBISD	655-3123
Teacher	VBISD Early Intervention Room	655-3124

**Specific staff members working at Cedar Street may be reached by calling our Early Childhood Programs main office at 655-3120.**

## Staff Hiring and Volunteer Policy

In accordance with MCL 722.113e, it is our policy to require criminal background checks of all employees. Criminal background checks are not required of all volunteers. However, all volunteers must sign our Screening Statement.

### Volunteer Policy for all Cedar Street Early Childhood Programs

Paw Paw Public Schools Volunteer Policy: **All people volunteering in the Cedar Street Center** must be on our district list of approved volunteers. Please pick up the necessary paperwork in our Cedar Street office. Forms must be filled out and returned to any school office or to our Central Office to be processed.

### Additional Childcare Program Volunteer Policy

We appreciate the help of parents and community members who volunteer to help us provide activities for our children. In order to assure the safety of our building, we have established the following policy governing all visitors who work with our children.

Screening Statement: **All parent volunteers** who work with our children, even for a single event, are required to sign a Screening Statement form indicating they have no criminal convictions and no history of substantiated abuse or neglect of children or adults. The form also states that the person signing it understands that abuse and neglect are against the law, that they have been informed of our Center's policies regarding abuse and neglect and that they know caregivers are required by law to report abuse and neglect. All volunteers will be supervised at all times by Center staff.

FIA Clearance: **All non-parent volunteers** must obtain clearance through FIA. We will provide you with a form to sign and send it to FIA. They will then send the form to you to return to us.

Plan for Supervision: Our Center is required to have a plan in place to assure that volunteers working with children are always under the supervision of Center staff. This protects both our children and our volunteers. At no time are volunteers to take children out of areas supervised by staff.

If you'd like to volunteer to help us provide safe, enriching activities for our children, please contact our office so we can talk about how you might participate in our Center. We will be happy to provide you with the forms that you will need to join the people who volunteer in our Center.

Revised 6-30-09

**Paw Paw Community Education: Cedar Street Early Childhood Programs**

Child Program Exit Form

**Parent Initiated Withdrawal**

Child's name \_\_\_\_\_ Program \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Please accept this one week notice that my child, named above, will no longer be attending the Cedar Street Early Childhood Programs after the date below:

Last day of attendance \_\_\_\_\_

I agree to complete payments for my child's fees and meals by this date.

Reason for withdrawal \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**Center Unenrollment**

Child's name \_\_\_\_\_ Program \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

This is verification that your child, named above, has been exited from the Cedar Street Early Childhood Programs. Your child's last day of enrollment is stated below:

Last day of enrollment \_\_\_\_\_

Fee/meal reimbursement \$ \_\_\_\_\_ or balance due \$ \_\_\_\_\_.

Reason for withdrawal \_\_\_\_\_

\_\_\_\_\_  
Community Education Director

\_\_\_\_\_  
Date

# District Information & Policies

## **Non-Discrimination Policy**

The Paw Paw Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Paw Paw Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Questions should be directed to Civil Rights Coordinator, 119 Johnson Street, Paw Paw, MI 49079. 657-8800.

### **Cell Phones and Communication Devices**

Students shall not be permitted to carry or use a pocket pager, electronic communication device, cell phone, or other personal communication device during the regular school day except for health or other unusual reasons approved by the Community Education Director.

A student requiring use of such a device shall have the following on file in the Director's office.

1. A statement from a licensed physician certifying that such a device is medically necessary for the health of the student or a written request from the student's parent(s) indicating the unusual reason.
2. A written statement from the Community Education Director granting this student permission to carry such a device for health or other unusual reasons.

### **Title IX**

Paw Paw Public Schools does not discriminate on the basis of sex in education and activities. Title IX of the Education amendments of 1972 declares in part that:

No person in the U.S. shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

#### **Title IX Paw Paw Public Schools Complaint Procedure**

##### *Section 1:*

If any person believe that Paw Paw School District or any part of the school organization has inadequately applied the principles and/or regulation of Title IX or is in some way discriminatory on the basis of sex, he or she may bring forward a complaint, which shall be referred to as a grievance, to Paw Paw Title IX Coordinator, 119 Johnson Street, Paw Paw, MI 49079. 657-8800.

##### *Section 2:*

The person who believes a valid basis exists for grievance shall discuss informally the grievance with the Local Title IX Coordinator, who shall in turn investigate the complaint and reply verbally to the person within two (2) business days. If this reply is unacceptable, the complaint may initiate formal procedures according to the steps available at Central Office.

### **Searches**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student's locker or student's automobile and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures will be considered grounds for disciplinary action. A student's person and/or personal effects, purse, book bag, athletic bag, coat, etc. may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## Due Process Appeal Procedure

Teachers and administrators, as representatives of the Board of Education, have the freedom to use a variety of procedures in disciplining students who fail to accept responsibility as an integral part of student behavior in which rights and privileges are enjoyed, but they must carry out their assignments in such a manner as to avoid discrimination. School personnel must act within the law with full recognition of student rights. Their actions must be reasonable and not capricious.

The constitutional rights of individuals assure the protection of due process of law; therefore this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Paw Paw Public Schools.

1. The hallmark of the exercise of disciplinary authority will be fairness to all parties concerned.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parent or guardian.
3. A student must be given an opportunity for a hearing if he or his parent or guardian indicates the desire for one. A hearing shall be held to allow the student and his parent or guardian:
  - a. To contest the facts which may lead to disciplinary actions or
  - b. To contest the appropriations of the sanction imposed by a disciplinary authority; or
  - c. If the student and his parent allege prejudice
  - d. If the student alleges unfairness on the part of the school district official responsible for the discipline.
4. The hearing authority may request the student and parent or guardian to attempt conciliation first, but if the student and parent or guardian decline this request, the hearing authority shall schedule the hearing as soon as possible.
5. The following procedural guideline will govern the hearing:
  - a. Written notice of charges against a student shall be supplied to the student and his parent or guardian.
  - b. Parent or guardian shall be present at the hearing.
  - c. The student, parent, or guardian may be represented by the legal counsel.
  - d. The student shall be given an opportunity to give his version of the facts and their implications. He should be allowed to offer the testimony of other evidence.
  - e. The student shall be allowed to observe all testimony offered against him. In addition, he shall be allowed to question any witness.
  - f. The hearing shall be conducted by an impartial hearing authority who shall make his determination solely upon the evidence presented at the hearing.
  - g. A record shall be kept of the hearing.
  - h. The hearing authority shall state within a reasonable time after the hearing his findings as to whether or not the student charged is guilty of the conduct charged and his decision, if any, as to disciplinary action.
  - i. The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.
  - j. The student and his parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.
6. This policy is not intended to conflict with current court decisions.

## **Sexual Harassment and Intimidation**

The Board shall maintain an environment in the district for all employees and students that is free from sexual discrimination and/or sexual insult, intimidation, or harassment.

Any incident of sexual discrimination and/or sexual insult, intimidation, or harassment, in any form, shall promptly be reported by the employee or student to the Superintendent or the employee's immediate supervisor, or the building principal or guidance counselor in the case of students.

Any employee or student who engages in sexual discrimination and/or sexual insults, intimidation, or harassment shall be disciplined and may be counseled to refrain from such conduct.

The Board annually shall appoint a sexual harassment grievance officer, not the Superintendent, who shall be vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedures to follow.

### **Definitions of Sexual Harassment**

Sexual harassment can be unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; and
3. Such conduct has the purpose or effect of unreasonably interfering with a reasonable individual's work or educational performance or creating, as viewed by a reasonable person, an intimidating, hostile, or working or educational environment.

Any employee or student in the district who believes that he or she has been subjected to sexual discrimination and/or sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the Superintendent or the employee's immediate supervisor, or in the case of a student to the building principal or guidance counselors.

Upon filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The grievance officer shall attempt to resolve the problem in an informal manner through the following steps:

1. Interview the complainant and document the interview
  - a. Request that the complaint be put in writing, if possible.
  - b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
2. Interview the accused and document the interview
  - a. Re-emphasize the Board's policy regarding insult, intimidation and harassment without making judgments at this stage.
  - b. Keep the identity of the complainant confidential if possible.
3. Interview all witnesses identified by the parties and document the interviews.
4. Review the personnel files or student records/files of the complainant and the accused for any history of problems
5. Make a determination on the merits of the complaint.

If the investigation shows that the complaint is without merit, the following action will be taken:

1. The investigation will be closed.
2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.
5. The Board's policy regarding sexual discrimination and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution may be reiterated to all employees or students involved in the investigation.
6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

## Smoking Policy

It is the policy of the Paw Paw Public Schools to be in compliance with Michigan Compiled Law 333.12601, which requires the maintenance of a smoke-free environment on/in school district premises.

For purposes of this policy, "tobacco product" means a preparation of tobacco to be inhaled, chewed or placed in a person's mouth, cigar, cigarette or pipe or any other matter or substance that contains tobacco. "Use of tobacco" means the carrying of a lighted cigar, cigarette, pipe or other lighted smoking device, the inhaling or chewing of a tobacco product or the placing of a tobacco product within a person's mouth.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the use of tobacco on school premises, including all buildings, grounds, vehicles owned and operated by the Board is prohibited at all times.

The following rules and regulations shall be followed:

1. **Investigation of Complaints**—The Superintendent/designee shall investigate any complaints as soon as practicable. The complaint and resolution of the complaint shall be on file in the Superintendent's Office.
2. **Enforcement**—Conflicts shall be brought to the attention of the Superintendent/designee. The right of non smokers to protect their health and comfort shall prevail over a person's desire to smoke.
3. **Penalties**—Employees violating this policy will be disciplined in the manner and magnitude as violations of other board policy or as provided for under current law and/or contract.

Students who violate this policy shall be subject to the student discipline code.

All others (visitors, guests, spectators, contract workers, etc.) who violate this policy will be disciplined in the manner and magnitude as violations of other board policy or as provided for under current law.

4. **Notification**—Copies of the smoking policy shall be distributed to all employees and made available to all students and visitors and shall be published in student and staff publications.

## **Student Records: FERPA – Review of Student Records**

In accordance with the Family Educational Rights and Privacy Act, parents may, upon written request, inspect and review their children's records. The following procedure shall be followed:

1. The parent requesting the inspection shall complete the form provided by the school and present this form to the administrator of the school that the student attends.
2. Within fifteen (15) school days the parent shall be notified that the record may be inspected and reviewed. This letter shall state the place and time and the school person who will be present for the record inspection and review.

If a parent challenges that the child's record contains inaccuracies, misleading statements, or inappropriate materials, the parent may request a hearing with the administrator and another staff person selected by the administrator. Materials in the student's folder determined to be inaccurate, misleading, or inappropriate will be deleted.

Student records may not be released except under the following circumstances:

1. "In-House" use by local school officials; teachers within the educational institution or local educational agency who have legitimate educational interest.
2. Transfers to other schools where the student is to enroll if parents are notified in advance and have an opportunity to receive a copy of and the right to challenge the record.
3. Written parental consent specifying the records to be released, to whom they are to be released and an opportunity for the parents to obtain a copy of the records released if desired.
4. Compliance with a judicial order or subpoena.

Information may be released without prior consent in connection with an emergency when the information is necessary to protect the health or safety of the student or other persons.

Student records include a student's disciplinary record, including any suspension or expulsion action against the student.

### **Student Records: Directory Information**

Unless notified by a parent or eligible student prior to the first day of classes or upon enrollment, the school will be permitted to disclose "Directory Information" concerning a student. That information includes name, address, date of birth, grade level, student participation in school activities, dates of attendance, photographs or videos, and awards or recognitions received. This information is sometimes published in school newsletters, newspaper articles about the school and videotaped programs cablecast on Channel 12. If you do not want this "Directory Information" regarding your child disclosed, you must inform the office of your wishes in writing prior to the first day of classes or upon enrollment.

### **Student Records: Moving/Transferring**

If you are moving out of the district to another school, please notify the office to arrange to pick up your child's records or to have the records transferred.



**Cedar Street Community and Family Center**  
555 Cedar Street  
Paw Paw, MI 49079

Phone: (269) 655-3120 or (269) 655-3130

Fax: (269) 655-3129

<http://www.ppps.org/ppce>

Updated June, 2009



Paw Paw Public Schools