



PARENT HANDBOOK

Preschool /Early Childhood Care

DOOLEY CENTER

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ROSEVILLE, MI 48066

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Mission

To provide a safe, nurturing environment where we aim to encourage a lifelong love of learning.

Important Phone Numbers & Emails

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CHILDHOOD EDUCATION GOALS

Through early childhood education, we hope to assist each child in his/her total development – social, cognitive, physical, and emotional. It is our aim to:

- Create a warm,secure environment
- Develop a feeling of self-worth
- Provide opportunities for independence
- Encourage sharing and cooperation
- Provide varied experiences that heighten the senses
- Develop listening skills and direction following
- Provide parents with helpful parenting information

PRESCHOOL CURRICULUM

Our curriculum is developmentally appropriate for preschool children. Our main goal is for every child to develop a positive self-image and a positive attitude towards learning and school.

The Creative Curriculum is the researched based curriculum that we use in our program. The following are four main areas of development:

- 1) Social and Emotional Development
 - a. Achieving a sense of self
 - b. Taking responsibility for self and others
 - c. Behaving in a prosocial way

- 2) Physical Development
 - a. Gross motor
 - b. Fine motor

- 3) Cognitive Development
 - a. Learning and problem solving
 - b. Thinking logically
 - c. Representing and thinking

- 4) Language Development
 - a. Listening and Speaking
 - b. Reading and Writing

EARLY CHILDHOOD PROGRAMS DESCRIPTIONS

Toddle-Time

Toddle Time is a program designed for toddlers (18 months through 3 years of age) and their parents aimed to provide quality time interacting with other children of the same age. The program consists of art activities, story time, free play, music and movement activities, and snack time. Parents and/or caregivers are required to participate in all activities with their child. Parenting information regarding early childhood development will be provided every month. Parents will provide snacks. **Please see below for more information.**

Traditional Preschool

While we introduce concepts of math, science, language and social studies, we make sure it was presented with a big dose of fun. Fraser Public Schools Preschool helps children to build the critical thinking and problem-solving skills they'll need to succeed in kindergarten, school and life. Teachers plan lessons to deepen their understanding of basic academic concepts

through exploration, investigation and play. We work to ensure that they learn all they need to be successful students in Kindergarten and beyond. **Please see below for more information.**

Great Start Readiness Program

This comprehensive preschool program, funded by a grant from the state of Michigan, has specific goals of helping those children who are at-risk to receive a quality preschool education. GSRP preschool mirrors the educational goals of our traditional preschool program and is free to children who qualify. The program is designed to encourage intellectual, social and emotional growth. There are 16 children per class with one teacher and one assistant. **Please see below for more information.**

Early Childhood Care

Less structured than our Little Learners Preschool, Frasers Early Childhood Care still weaves the values of education into the childcare experience. Through arts and crafts, circle time, role play and basic math concepts, your child will remain intellectually stimulated in a pressure-free, nurturing environment. **Please see below for more information.**

Ratios

We are licensed by the State of Michigan and abide by the state determined maximum class sizes for our programs.

Tuition Preschool/Early Childhood Care (3 – 4 years of age) 1:10

Tuition Preschool/Early Childhood Care* (4 – 5 years of age) 1:12

GSRP (4 years of age) 1:8

A child's progression through our EARLY CHILDHOOD PROGRAMS



Toddle Time

- For Toddlers and their parents aimed at providing quality time interacting with other children of the same age.
- For children 18-36 months
- Art activities, storytime, free time, music and movement activities and snack time.



3 year old Preschool

- For 3 year old children aimed at learning to share, following instructions and creating the foundation for learning that will occur as they progress through preschool.
- 3 years old by September 1st
- Prepares children for 4 year old preschool.



4 year old Preschool Kindergarten Readiness

- For 4 year old children aimed at readiness skills and concepts with a focus on sharing, following instructions, math, literacy and social/emotional skills in preschool.
- 4 years old by September 1st
- Prepares children for Kindergarten or Young 5s Program



Young 5s Program

- Kindergarten age children who may benefit from an additional year of development, maturity and building fine/gross motor skills before attending Kindergarten.
- Kindergarten aged students with birthdays between May 1st and September 1st are eligible.
- Students with birthdays between September 1st and December 1st can be considered for placement with a waiver* which states they are ready for the program.
- All children wishing to enroll into Young 5s or Kindergarten will need to schedule a Brigance Assessment prior to placement.
- The Young 5s curriculum is based on the Michigan Standards for Kindergarten, modified to meet the needs of younger children.

Please ask your child's teacher what program would be best for your child.

TODDLE-TIME

Toddle Time is a program designed for toddlers (18 months through 3 years of age) and their parents aimed to provide quality time interacting with other children of the same age. Classes meet weekly for 1 ½ hours. To ensure quality one-on-one time with your child and to accommodate space, only one parent per enrolled child may attend. It is necessary to make child care arrangements for other children.

The program consists of art activities, story time, free play, music and movement activities, and snack time. Parents and/or caregivers are required to participate in all activities with their child. Parenting information regarding early childhood development will be provided every month. Parents will provide snacks.

Billing will occur on a monthly basis. Bills will be emailed the 1st of the month with payment due by the 10th of the month. If bills are not paid, the bill will be considered past due and a \$10.00 late fee will be added to the bill. The final month's tuition (May) will be collected upon enrollment in addition to a one time registration fee.

It is expected that the student will enroll for the entire year. We cannot give tuition refunds for days absent. We reserve the right to withdraw a child from the program for non- payment of a bill.

TRADITIONAL PRESCHOOL

CLASS SIZE

We are licensed by the State of Michigan and abide by the state determined maximum class sizes for our programs.

- 3 Year Olds: 1 Qualified Teacher and an Aide for 12 Children
- 4 Year Olds: 1 Qualified Teacher and an Aide for 16 Children

TUITION

Tuition is based on a flat rate for 2, 3 or 5 day programs. Billing will occur on a monthly basis. Bills will be emailed the 1st of the month with payment due by the 10th of the month. If bills are not paid, the bill will be considered past due and a \$10.00 late fee will be added to the bill.

The final tuition (May) will be collected upon enrollment in addition to a one time registration fee. Your first school year payment will be tuition for the month of September and due September 1st.

It is expected that the student will enroll for the entire year. We cannot give tuition refunds for days absent. We reserve the right to withdraw a child from the program for non- payment of a bill.

PROGRAM HOURS

Each class runs for 2 1/2 hours. It is expected that children will be picked up at the end of class. Please call the attendance line at 586.439.7690 when absent. Please leave a message stating the day, reason for absence and class your child attends.

FIELD TRIPS

All Little Learners field trips are for parent or caregiver and preschool child (no other siblings and one adult). Bussing is not available and children must be accompanied by an adult. Field trips are not mandatory but they are part of the classroom curriculum, so if you are unable to attend the field trip no refunds for that day or the field trip fees will be given.

SNACK

Preschool families provide snacks for their own children each day. Our preschool have PEANUT AWARE CLASSROOMS.

GREAT START READINESS PROGRAM (GSRP)

GSRP is a school readiness program designed to prepare children for kindergarten and to pave the way for success in school.

ELIGIBILITY

- Children must be 4 years old by December 1st of the current school year.
- Families must meet income guidelines.

CLASS SIZE

Limited to 16 students per class (2 teachers)

PROGRAM HOURS

Classes meet Monday through Thursday and are full day classes.

DAILY SCHEDULE EXAMPLE

9:00	Arrival/Breakfast
9:20	Large Group
9:50	Small Group
10:30	Recess
10:50	Bathroom
11:00	Planning/Free Choice
11:55	Bathroom
12:00	Lunch
12:30	Recess
12:50	Bathroom
1:00	Rest Time
2:00	Small Group/Snack/Free Choice
3:00	Large Group
3:20	Pack-Up
3:30	Recess
4:00	Dismissal

TRANSPORTATION

Busing is available for Fraser Public School District families only.

ADDITIONAL INFORMATION

- FREE to children who qualify.
- Parents must provide proof of income.
- Funded through a State of Michigan grant.
- Meals are included.
- Parent participation and home visits are required.

LATE PICK-UP or BUS RETURN STUDENTS

Please contact the main office (586)439-7600 , if you have an emergency situation and cannot reach our site by pick-up time. **PLEASE MAKE SURE EMERGENCY CARDS ARE KEPT UP TO DATE.**

If your child is returned to school from the bus or if we have not received a notification from a parent and no provisions have been attempted to pick up your child, the following procedures will be implemented:

1. The parent will be called.
2. The person (other than parent) identified on the emergency card to be notified in an emergency situation (when parent is not available) will be notified.
3. If that emergency person is unavailable, the other names on the emergency card will be called. Please provide the caregivers with phone numbers for all persons listed on the emergency card.
4. **If we are unable to contact anyone whose name appears on the emergency card by 4:15 p.m., your child will be placed in childcare and a fee will be applied to your account.**

DEVELOPMENTAL SCREENING

At the beginning of the school year (often at our initial home visit) we will have your child do a developmental screening. We will give an overview of the results to parents at the home visit. If more individualized support is needed we will let parents know.

FAMILY PARTICIPATION GROUP (FPG)

Our program has a Family Participation Group that meets twice a year. We have parents from each class as well as the teachers, director, and kindergarten teacher on the committee. Together we discuss what we are learning in the classroom as well as writing goals for the class.

SLIDING FEE

- Families whose income falls below 250% of the Federal Poverty guidelines pay no fee for preschool tuition.
- Families whose income is above 250% of the Federal Poverty guidelines will pay the following fee for preschool tuition:

Weekly Tuition Rates	Below 250% of the Federal Poverty Level	251-300% of the Federal Poverty Level	301% and Above of the Federal Poverty Level
½ Day Programming	GSRP Eligible - No Tuition	\$5/week	\$10/week
School Day Programming	GSRP Eligible - No Tuition	\$10/week	\$20/week

- Parents who pay tuition may not incur expenses for other portions of the program, such as meals or transportation.
- Income and tuition fees are calculated at the time of enrollment. During the academic year, if the family situation changes, families may request a recalculation of income in order to determine a lower tuition.

CHILD ABUSE OR NEGLECT REPORTING

Staff is required by law to report all suspected cases of child abuse and/or neglect to the appropriate authorities. (Act No. 238, Public Act of 1975, as amended Sections 722.621-722.636, Michigan Compiled Laws).

EARLY CHILDHOOD CARE (ECC)

The purpose of the ECC Program is to provide a healthy, comfortable, and safe environment where children can learn, play and relax. We encourage good self-esteem, sharing, and cooperation. We provide a wide variety of age appropriate activities that foster socialization skills. **All children must be 3-5 years of age on or before September 1st of the present school year in order to enter the childcare program in September of that year.**

Our daily schedule includes, but is not limited to, the following activities:

- Free Play
- Snacks
- Gross Motor Activities
- Art Activities
- Lunch (provided by parent or purchased through food service)
- Nap time (1:00 – 2:30 p.m.)
- Story Time

BREAKFAST/LUNCH (ECC)

You are more than welcome to send breakfast with your child in the morning. You are responsible for providing lunch and a beverage for your child. Please do not send pop or candy in your child's lunch. You may also order lunch from food service at least 48 hrs in advance. Each child will be encouraged to eat lunch and given assistance as needed. Please send foods that are nutritious and well balanced. You will be notified if your child is not eating their lunch.

SNACKS (ECC)

A nutritious snack will be served each morning and afternoon. We are in compliance with licensing guidelines on all food served in ECC. A schedule of available snacks will be posted. Please let us know if your child has any allergies. Examples of typical snacks would be cheese, crackers, bagels, juice or milk.

NAP TIME (ECC)

A rest period must be provided for each child in our care. Naptime, from 1:00 – 2:30 p.m. daily, can be a very difficult time of day for some children. We ask for your support in encouraging your child to rest at the proper time. Children may have a quiet activity if they do not nap. We will provide a cot for your child to sleep on. You must provide a blanket and pillow for your child. Please provide a plastic bag with your child's name on it for their naptime belongings. Please take linens home weekly to be washed. Your child may also bring a rest time stuffed animal or something that would be comforting from home to further promote the importance of rest/nap time.

CLOTHING (ECC)

Please bring a complete change of clothes for your child (pants, shirt, underwear and socks for each season). Accidents do happen and we want to be able to keep the children as comfortable as possible. Also please check periodically to see if your child has outgrown the clothing you have brought.

Unless it is extremely cold or raining, we will go outside to play every day. Please make sure that your child has appropriate outside play clothes. We will play in the snow if it isn't too cold. Be sure to include a jacket, hat, scarf, gloves, boots, and leggings.

Please LABEL everything with your child's name. We cannot be responsible for all the things that come in every day. It builds independence if your child can identify clothing, blankets, lunches (anything from home) because his/her name is on it. It makes it easier for us to help them too.

We want your child's ECC experience to be positive. Please contact us with any questions or concerns. On the next page are some important things to remember to make the home/ECC relationship a positive one! Thanks for trusting us with your child!

PARENT/GUARDIAN RESPONSIBILITY (ECC)

Parents will file all court or restraining orders with the front office. Unless a copy of a court order granting custody to only one parent and/or restraining the other parent from contact with the child is on file at the Child Care site, the caregivers do not have the legal authority to withhold the child from the legal parent.

If the staff believes a parent is under the influence of drugs or alcohol the child will not be released. The police may be notified to ensure the child's safe transport home.

Parents are fully responsible once a child has been duly released from the Preschool or Child Care room. The staff is no longer responsible for the child's safety.

Encourage your child to use all supplies and equipment for their intended use and to return these to their designated storage areas.

Parents will keep emergency forms up-to-date with full names and phone numbers for all emergency contacts. In order for your child to participate in the program, Child Care licensing mandates that all emergency forms must be completed in full. Failure to do so causes us to be out of compliance. All information is strictly confidential.

Parents will dress their child for the weather and with the understanding that outdoor play is an integral part of our program.

Registration for All Tuition Based Programs

Step 1. Schedule an appointment to turn in registration paperwork. The link to schedule an appointment can be found on our website. <http://dooley.fraser.k12.mi.us> You may pick up the forms at the Dooley Center or you may complete them online and print them to bring in to your appointment or email them to melissa.laseck@fraserk12.org.

Required Student Enrollment Documents

- o Student Data Form
- o Medical/Allergy Questionnaire
- o Completed Health Appraisal-doctor's signature required (dental not required)
- o Concussion Awareness
- o Statement of Varicella Disease (Chickenpox) if applicable
- o Little Learners Program Policies
- o Notice of licensing notebook
- o Pesticide advisory
- o Child Information Sheet
- o Copy of up-to-date Immunization Record (must be in prior to start of school)

Your child's **Original Birth Certificate- (we will make the copy)**

- o Can be ordered online at www.vitalchek.com
- o Can be obtained from the courthouse of the county where the child was born
- o Can contact State of Michigan Vital Records by phone at (517) 335-8656

ALL FORMS ARE NEEDED FOR A CHILD TO ATTEND

Step 2. Complete the Little Learners Dooley Center online registration that is emailed to you after step 1 is complete.. If you have any problems registering online, please call:

- Bookkeeper-(586) 439-7038
- Dooley office (586) 439-7600
- Or email melissa.laseck@fraserk12.org

All registrations will be pending until step 2 is complete.

Step 3. Review our Little Learners Handbook. The Little Learners Handbook can be found online or is available in our office to view.

Registration for Early Childhood Care

You must register for Early Childhood Care separately than preschool by adding a new contract.

During online registration, the parent/guardian will choose the days and times that are needed for childcare.

Completing the online registration process does not guarantee a spot in EARLY CHILDHOOD CARE. If space is available, you will be emailed that your contract was approved. **Any changes to the schedule would need approval.**

SCHEDULE INFORMATION

Only registered children will be allowed to enter EARLY CHILDHOOD CARE, no drop-in childcare.

Schedule must be submitted at registration.

Changes to the schedule need to be approved by the book keeper based on space available.

Children will be put on a waiting list if space is not available.

ATTENDANCE

Weekly attendance records will be kept for each child. Staff will log students in and out on the attendance app. A parent or designated person must be with the child upon arrival and departure. Parents/guardians will bring children to the office to check in/out. Office staff will help children to go to their class and return to the office.

ADDITIONAL REGISTRATION INFORMATION

Invoices will only be sent electronically.

Once online registration forms are processed, a family will have to wait for approval of the schedule submitted. This process can take a few days once the registration forms are received. Once approved please use the provided link at registration to access your account. Registration for Early Childhood Care will continue throughout the school year if space is available and providing enrollment does not exceed the limit established by the State of Michigan licensing regulation.

Children must be registered to use EARLY CHILDHOOD CARE. Children who do not have a preapproved schedule may not attend EARLY CHILDHOOD CARE.

Registration for GSRP

Before we are allowed to enroll a student into Fraser Public Schools the State of Michigan requires the following documents:

- New Student Registration
- Proof of Residency
 - Home purchase closing papers or
 - Mortgage documents or
 - Apartment/House current rental lease (Note: Renters must get notarized signature of property owner/management on attached Verification of Residency Affidavit.
- ALSO one proof of the following utilities
 - Gas
 - Electric
 - Cable
 - cell phone
- Parent Identification
 - Driver's license
 - State ID
 - Passport
- Proof of Custody (when applicable)
- Original Certified Birth Certificate
 - Order online at www.vitalcheck.com
 - Go to courthouse of the county where the child was born
 - Contact State of Michigan Vital Records by phone at (517) 335-8656

- Current Immunization Records (by State Law a child may not start at a new school without proof of immunization)
- Current Health Appraisal Physical signed by a physician
- Medical/Allergy Questionnaire
- Concussion Form
- Pesticide Form
- Licensing Form
- Program measurement Form
- Parent Agreement
- Proof of income

Once all documents have been presented to the office, necessary copies have been made and signatures obtained, an appointment will be made with the parent/guardian to review guidelines and determine if the child will qualify for the GSRP Program.

FEES & TUITION

Traditional Preschool: A yearly \$60 non-refundable registration fee is charged for each child. An additional \$15 non-refundable registering fee is charged if registering for Traditional Preschool and Early Childhood Care. The final month's tuition is also collected at the time of registration. This tuition payment will be deducted from the final tuition fee (May).

Early Childhood Care: A yearly \$60 non-refundable registration fee is charged for each child (unless the student is also enrolled in Traditional Preschool). A yearly \$100.00 security deposit is also collected at the time of registration. This deposit will be deducted or refunded at the end of the contract. If your child is picked up late from GSRP or Traditional Preschool, they will be placed in Early Childhood Care and a fee will be issued to your account.

Toddle Time: A yearly \$35 non-refundable registration and materials fee is charged for each child. The final month's tuition payment is also collected at the time of registration. This tuition payment will be deducted from the final tuition fee (May).

Tuition Fees

Tuition Programs	2023-2024 Rates
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3 year old Preschool- 2 day per week 4 year old Preschool – 2 day per week	\$120/ month
4 year old Preschool – 3 day per week	\$150/month
4 year old Preschool – 5 day	\$260/month
Toddle Time (18-36 months)	\$12/session
Early Childhood Care (3-5 yrs)	\$5.25/hr

PAYMENTS

Parents/legal guardians need to submit payment based on the schedule provided at the time of registration.

Invoices are sent monthly for Traditional Preschool and Toddle Time and every two weeks for Early Childhood Care.

Parents/legal guardians that do not make their payments on time could lose their spot in Preschool and/or Early Childhood Care. They will be contacted if this situation occurs.

If the account is not kept current or is chronically delinquent, we reserve the right to terminate care until full payment is made or permanently terminate childcare.

Families with overdue accounts from the previous school year must pay the balance in full before current year registration will be accepted. We reserve the right to deny preschool/childcare services when payment is delinquent.

All questions and concerns should be directed to our bookkeeper at (586)439-7038.

LATE PICK-UP/OVERTIME FEE

Please contact the office or Early Childhood Care classroom, if you have an emergency situation and cannot reach our site by pick-up time. **PLEASE MAKE SURE EMERGENCY CARDS ARE KEPT UP TO DATE.**

Early Childhood Care: Please contact the ECC room if you have an emergency situation and cannot reach our site by 6:00 p.m. By 6:02 p.m. if we have not received a notification from a parent and no provisions have been attempted to pick up your child, the following procedures will be implemented:

5. The parent will be called.
6. The person (other than parent) identified on the emergency card to be notified in an emergency situation (when parent is not available) will be notified.
7. If that emergency person is unavailable, the other names on the emergency card will be called. Please provide the caregivers with phone numbers for all persons listed on the emergency card.
8. **If we are unable to contact anyone whose name appears on the emergency card by 6:30 p.m., we must contact the police department.**

Our Child Care license expires at 6:00 p.m. A late charge of \$15.00 per 1/4 hour (15 minutes) will be added to your bill for each child. A child will be dropped from the program following the second late pick-up.

Special Circumstances/Financial Problems

If encountering special circumstances or financial problems, contact must be made with the Bookkeeper at (586) 439-7038 and/or the Director (586) 439-7600 prior to billing due date. It may be possible to make arrangements to avoid discontinuance of services.

REFUNDS

Licensing guidelines for preschool children require us to provide staff based on the number of children enrolled, therefore, we cannot give refunds for days your child is absent. There are no exceptions, including trips or long illnesses. When signing up for a Little Learners program it is the expectation that the student will be enrolled for the entire semester.

CHECK RETURNED

If your bank returns a check, you will be required to pay that amount with cash, money order or Credit Card. A \$20.00 fee will be added to the total. If there is a second occurrence within a six-month period, you will be required to pay that amount and any further payments with cash, money order or Credit Card. A \$20.00 fee will be added to the total. A third occurrence may result in discontinuation of services.

ATTENDANCE

Please call the attendance line at 586.439.7690 when absent.

Please leave a message stating your child's name, the day, reason for absence and class your child attends.

CHILD CUSTODY

Unless our office is given a copy of a court order granting custody to only one parent/guardian, and/or restraining the other parent/guardian from contact with the child, our staff does not have legal authority to withhold the child from the legal parents/guardians.

If a parent/guardian who does not have legal custody arrives to pick up a child, the staff can refuse to release the child, relying on the court order in the files.

Both parents/guardians must be listed on the card whether or not they are together. If you have no information on the parent/legal guardian, you need to write NO INFORMATION, and sign and date that area.

DISCIPLINE POLICY

It is the policy of Fraser Public Schools to treat all children with kindness, concern, dignity, and love. The staff shall provide appropriate and reasonable guidelines for the children. Encouragement, good role modeling, open communications, and positive behavior support methods shall be used to discipline children.

It is also the policy of Dooley Little Learners that the children are to be held to similar expectations regarding their behavior which include, but are not limited to:

- Respect given to all of the caregivers and staff.
- Respect all peers. Kicking, punching, slapping, etc will not be permitted.
- Use of appropriate language at all times. No profanity.
- Staying with the Preschool staff at all times.
- Staying within the designated Preschool rooms.

When Dooley Little Learners rules are broken, the following steps will be taken:

1. Positive redirection

2. Verbal warning for specific unacceptable behavior.
3. Separation from group with a warning of future consequences for repeated behavior.
4. Separation from group with a warning and write-up for repeated behavior.
5. Separation from group with a call to parent or guardian and write-up.
6. Parent/Guardian conference to discuss corrective action and consequences for future incidents.
7. Suspension - 1 to 2 days from the program and/or remainder of the day.
8. Repeated aggressive/inappropriate behavior with 1-3 suspensions will result in removal from the program with approval from the Preschool Lead Instructor and the Director.

Please note, depending on the severity of the situation, discipline steps may be skipped at the discretion of the Program Director.

EMERGENCY PROCEDURES

- **Small bumps, cuts and injuries:** Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice applied to them. Parents will be notified with an Ouch Report at the end of the day. Please sign and return.
- **Larger bumps, cuts and injuries:** Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice applied to them. Parents will be notified with a phone call & an Ouch Report at the end of the day if the child is staying at school. Please sign and return.
- **Serious injury/Incident:** First aid and/or CPR will be performed. 911 will be called if warranted. Parent/guardian will be contacted. If the parent /guardian is not available, the person listed on the emergency card will be called. An incident of this nature would include, but is not limited to, head injuries, injuries requiring medical attention, allergic reactions, seizures, asthma attacks, fever, vomiting child, etc. An incident report will be filled out. Please sign and return.
- **Other Incidents:** if a child is involved in an incident, staff will notify the parent. If appropriate, a meeting will be scheduled to discuss the incident.

Emergency Closure/Evacuation or Man Made Disasters: Parents or emergency contacts will be contacted to pick up their student as soon as possible. If necessary, students will be bused to a nearby school. Parents will be informed immediately with an email and a phone call through the school messenger.

For special needs children, the assistant teacher will be in charge of locating and keeping an eye on any children with special needs. If leaving the room/building, the assistant teacher will hold the child's hand during the emergency and assist as appropriate for the child.

Tornado/Fire: Students will be escorted to designate areas. Parents will be contacted by email and a phone call through the school messenger.

School Closure (Extreme weather, building problems): If Fraser Public Schools are listed as closed on the radio or television, then the Dooley Center is also closed. If only the Dooley Center is closed then a school messenger will be sent out as soon as possible.

EXCLUSION AND ILLNESS POLICY

Please know that this section may change based on MCHD, MDHHS and State childcare licensing directives. [Please refer to the MCHD or the district website for updated information on COVID-19 or questions you may have.](#)

Section 1: SYMPTOMS OF COVID-19 (CDC VERSION FOR K-12) (If new, different, or worse than any long standing conditions)

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache

Section 2: IS YOUR CHILD AT RISK FOR EXPOSURE TO COVID-19?

Students are at higher risk for COVID-19 if in the past 14 days they:

- Had close contact with a person with confirmed COVID-19.
- Have a history of travel.

If "YES" to any questions in Section 1, and "NO" to all questions in Section 2, the student should stay out of school until they meet criteria for return based on their symptoms.

Students should not go to school or participate in any school activities or sports if having symptoms of COVID-19. If a student starts having symptoms of COVID-19 while at school, they need to be sent home. The student may return based on the guidance for their diagnosis unless they are at risk for COVID-19 exposure.

If "YES" to any question in Section 1, and "YES" to any question in Section 2, the student should stay out of school, and be evaluated by their healthcare provider and possibly receive COVID-19 testing.

If "NO" to all questions in Section 1, and "YES" to any questions in Section 2, students need only be excluded from school if they have had close contact with someone confirmed with COVID-19, as they should be in quarantine.

If you are asked to have your child medically evaluated, call your health care provider or follow up with a local clinic or urgent care center. You can also call 2-1-1 or go to www.mi.gov/coronavirustest or www.macombgov.org/COVID19 to find the closest testing location. **While testing is not required**, students may need to be excluded from in-person instruction for a longer period of time.

HOW LONG MUST THEY STAY OUT OF SCHOOL?

Please know that this section may change based on MCHD, MDHHS and State childcare licensing directives.

If your child has symptoms of COVID-19, and tests positive for COVID-19:

Keep your child out of school until:

- It has been at least 5 days since the first day they had symptoms. They must wear a well fitted mask for an additional 5 days.
- They have had 24 hours with no fever without the use of fever-reducing medication.
- And other symptoms have improved. There is no need for a “negative test” or a “doctor’s note” to clear your child to return to school if they meet all isolation and quarantine criteria.

If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and no testing has been done (or results are pending):

Keep your child out of school until:

- It has been at least 5 days since the first day they had symptoms. They must wear a well fitted mask for an additional 5 days.
- They have had 24 hours with no fever without the use of fever-reducing medication.
- Other symptoms have improved.

If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and tests negative for COVID-19:

Your child may return based on the guidance for their symptoms:

- **Fever:** at least 24 hours have passed with no fever, without the use of fever-reducing medications
- **Sore throat:** improvement in symptom (if strep throat: do not return until at least 2 doses of antibiotic have been taken);

- **Cough/Shortness of breath:** improvement in symptom
- **Diarrhea, vomiting, abdominal pain:** no diarrhea or vomiting for 24 hours
- **Severe headache:** improvement in symptom

GENERAL ILLNESS POLICIES

- Children with signs of illness should be kept home to ensure the health and well-being of others.
- Staff reserves the right to refuse admittance to any child who appears ill.
- Children should remain home if running a fever. **A child must be fever free for 24 hours** without the benefit of medication (i.e. Tylenol) before returning to school.
- In general, any child **must be symptom free for 24 hours before returning to school** and feel well enough to concentrate and participate in class.
 - Examples include vomiting, diarrhea, constant runny nose with abnormal yellow or green color or thick nasal discharge, shortness of breath or wheezing, a cough that disrupts normal activity, earache, headache, sore throat, has yellow or green discharge from eyes, unexplained rash.
- Children with a contagious disease **must remain home until the communicable stage has passed** and feel well enough to concentrate and participate in class.
 - Examples include chicken pox, influenza, vomiting, diarrhea, colds, pink eye, strep throat and head lice.
- Children who have been diagnosed with an infection and have been placed on medication may return to school 24-48 hours after medical treatment has begun.
- **Please notify the office at (586) 439-7600 of the specific diagnosis** and provide doctor's instructions and notes to the Main Office upon the student's return. We encourage you to turn in medical notes to the Main Office to medically excuse any absences due to illness or injury. It is important to note, however, that all absences are logged for documenting a student's whereabouts during school hours, whether medically excused or not.
- In the event of an absence, parents are requested to notify the school and indicate the reason for the absence. Please call the **Attendance Line at (586) 439-7690** and give the details of the absence so that we can log it properly in our attendance system. You may call this number 24 hours a day/ 7 days a week.

- If your child develops a contagious disease or rash of any kind during the school year, please call your child's school. It is mandatory for us to report these illnesses to the Macomb County Health Department on a weekly basis.
- If children become ill while in our care, the child will be separated from the group to prevent further spread of the illness to other children. Parent or emergency contact person will be required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parent.
- Rash and communicable diseases will require documentation from a physician that you are clear to return to school.

HAND WASHING

The State of Michigan requires us to follow the following hand washing procedures:

- Have a single service towel available
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees
- Moisten hands with water and apply soap
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds
- Rub areas between fingers, around nail beds, under fingernails, under jewelry, and back of hand
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel

Hands shall be washed with soap under running water. The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap/detergent.
- Rinse area/surface with clean water.
- Submerge, wipe, or spray the article or surface with a sanitizing solution.
- Let area/surface air-dry.

Sanitizing Solution

Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions.

Handling Bodily Fluids

Universal Precautions/Blood Borne Pathogens

Bloodborne Pathogens – OSHA Standard – Universal Precautions

All employees will view the OSHA “Bloodborne Pathogens” video upon hire and annually thereafter. The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include:

- Staff will put on gloves
- Clean up bodily fluid/diaper
- Wash area with soap and water, rinse, and sanitize area
- Wash hands of child
- Take off gloves and wash hands

Controlling infections

- See Universal Precautions above.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized.
- Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty.
- Bedding will be stored so that it does not come into contact with other children’s bedding. Cots/mats will be washed daily if used by different children or weekly if used by one child.
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor’s note.
- Children who become ill will be moved away from other children until they are picked up.

Health Forms

A current copy of your child’s immunization records must be completed and on file before your child may attend any of our programs. A complete physical must be obtained from your child’s physician on our green health forms. This form must be completed and on file within 30 days of the first class in our program. This health form expires two years from the date of the doctor’s signature.

Several times a year a report of student immunization records must be sent to the Macomb County Health Department. Any student not up to date on his/her immunizations, according to the Health Department, will receive a letter in the mail detailing what shots are needed. **You have two weeks to comply or we will have to exclude your child until the requirements are met.** Whenever your child’s immunization records are updated, please notify the office.

Information/Emergency Forms

All information forms that include emergency information must be completed in full for each child. If there is a change of information, for example a new phone number or employer, please inform the teacher and office.

Your child will only be released to persons specified on the form. Custody issues will be addressed through court documents, which copies of are kept in the office. Please make sure that the people designated for pick up on your child's form present a picture ID, which is necessary for the staff to release the child.

MEDICATION

A medicine release form must accompany every prescription before any staff are able to give medication to a child. All medicines must be in the original prescription container with the student's name and directions on the label. We CANNOT dispense any over the counter medications without proper documentation from a physician.

PROTECTIVE SERVICES

All school personnel have a legal obligation to report any suspected incidents of child abuse. Any time possible neglect, physical abuse, or sexual abuse comes to our attention, we must follow through by notifying Protective Services. That agency will then talk with the child and then make contact with the parents.

SCHOOL CALENDAR

A Little Learners/Dooley Center Calendar will be provided early in the year. This will include schedule differences from the Fraser Public Schools calendar. Little Learners does follow ALL Fraser Public School observed holidays.

SCHOOL CLOSINGS

Our programs will follow the procedures of Fraser Public Schools regarding school cancellations due to weather conditions, mechanical failures, etc... Tune in to your radio

station, WJR-760 AM or television for information. We will also send a district wide email notification or phone call using our School Messenger system.

TOILET TRAINING

ALL children must be fully toilet trained (no pull-ups) before attending our programs. **Children must be independent in taking care of bathroom needs.** We understand that children of this age may have accidents. In the event your child has a bathroom accident, we will assist your child with changing to dry clothes. If additional clean-up is needed, parents will be called. Continual accidents may be cause for dismissal from our programs.

VOLUNTEER SUPERVISION POLICY

Any visitor to the classroom needs to sign in at the front desk. All volunteers will be supervised while children are in care at the center. A staff person will provide the supervision. The staff person will have a line of sight observation at all times. The volunteers will not be allowed to take children out of the room, alone, at any time. Volunteers will not be allowed to escort children 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, 1194 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 last 10 years.

Volunteers also will have an ichtat criminal history background check.

WITHDRAWAL POLICY

When your child is enrolled in the Little Learner Programs, it is expected that he/she will remain for the full year. However, if it should become necessary for you to withdraw your child, we ask that you give us a two-week notification in writing. This must be done before charges will be discontinued.

If a teacher feels that your child should be withdrawn from the preschool program, a meeting with the parents, the staff members, the Director, and Assistant Superintendent (if necessary) will be scheduled for a determination to be made.

The following circumstances may also result in your child being dismissed from our program:

- Failure to pay for services in a timely manner.
- Returned Checks.
- Failure to complete the child information card or other forms at time of registration.
- Failure to provide verification of current immunizations and/or necessary documents from the Michigan Health Department.
- Failure to provide the office with a current Health Appraisal signed by a physician.
- Failure to sign your child in or out of the program on a daily basis.
- Dropping off a child prior to the program’s designated starting time and leaving them in an unsupervised situation.
- Chronic late pick-ups.
- Continual behavior that is disruptive to others, dangerous or destructive.
- We reserve the right to an immediate disenrollment due to unforeseen circumstances.

HEALTH SERVICES

American Red Cross _____	586-756-7600
Nights, Sundays, Holidays _____	1-800-552-5466
Children’s Hospice International _____	1-800-242-4453
Department of Human Services – Mt Clemens _____	586-469-7700
Sterling Heights _____	586-254-1500
Warren _____	586-427-0600
Detroit Institute for Children (physical, neurological & developmental deficits) _____	313-832-1100
Epilepsy Foundation of MI _____	248-351-7979
Healthy Kids (health insurance for pregnant women of any age & children under age 19) _____	1-888-988-6300
Immunization Clinic-Mt Clemens _____	586-469-5372
St Clair Shores _____	586-466-6800
Warren _____	586-465-8537
Karmanos Cancer Institute (Main Clinic) _____	1-800-527-6266
Macomb County Health Department _____	586-469-5520
Maternal and Infant Support Service (New Haven) _____	586-749-5173
Maternal & Child Home Visits (Mt Clemens) _____	586-469-5520
St Clair Shores _____	586-466-6800
Warren _____	586-465-8090
Macomb County MSU Extension _____	586-469-5180
Expanded Food/Nutrition Ed. Prog. _____	586-469-6432
Food Information Hotline _____	586-469-5060
MICChild (low cost health insurance for children of working families) www.mi.gov/michild _____	1-888-988-6300

National Cancer Institute (formerly Michigan Cancer Foundation)	1-800-4-CANCER
New Haven Medical Center	586-749-5173
Optometric Institute & Clinic of Detroit	313-832-2088
Planned Parenthood of SE MI	586-758-2100
Poison Control Center—Children’s Hospital	1-800-222-1222
Recuperation Place @ Mt Clemens General Hospital (day care for sick children)	586-493-8548
Tri-County Dental Health Council	248-559-7767
WIC (Women, Infant & Children)	586-469-5471

If you would like to view the Department of Human Services rules and regulations, a copy is located in our office.

Little Learners Program Policies

Please initial that you have read each of the following statements. This form can also be found in the Parent Handbook.

_____ I understand that the tuition for Traditional Preschool is due on the 10th of each month.

_____ I understand that that a schedule must be provided for Early Childhood Care

_____ **I understand that failure to make payments in a timely manner may result in my child being dropped from the program**

_____ I understand that if I am late picking up my child I may be charged a \$15.00 late fee for every 15 minutes I am late. This fee will be added to my invoice.

_____ I understand that I will make preschool and childcare staff aware of any changes with phone numbers, addresses, e-mail address and information pertaining to my child.

_____ I understand I must provide local emergency contact information.

_____ I understand the illness policy, which includes a child being fever/diarrhea/vomit free for 24 hours without medication before returning to school.

_____ I understand that additional illness policies may be in place based on the current requirements from MCHD, MDHHS and Michigan Child Care Licensing.

_____ I will make sure staff is aware of any allergies, medications and special needs that my child may have and will have my child’s immunization record on file at the school.

_____ I understand the parents provide transportation to and from all field trips and there are no refunds for preschool tuition if I can’t attend.

_____ I understand the toilet-trained policy and procedure.

_____ I understand that my child may be photographed or videotaped during their time in the program. These photos or tapes may be used in newsletters, the FPS website or FPS TV channel.

_____ I am being made aware of a Licensing Notebook. I understand that: (i) The licensing notebook is available for parents to review during regular business hours, (ii) The licensing notebook contains all the licensing inspection reports, special investigation reports and related corrective action plans for the last 5 years, (iii) Licensing inspection reports, special investigation reports and related corrective action plans for at least the last 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

_____ I understand that all child care and preschool staff have been cleared through a comprehensive background check.

_____ I understand that all Tuition Preschool and Early Childhood Care classrooms are peanut and tree nut free. I will not send to school items that contain peanut or tree nut products.

_____ I have read the Parent Handbook found on Dooley's website under information: <http://dooley.fraser.k12.mi.us> and I agree to the policies described within it. A copy of this handbook can also be viewed in the Dooley Center office.

Child's Name _____

Parent/Guardian's Signature _____ Date ____/____/____