



ROMEO COMMUNITY SCHOOLS

Dear Parent/Guardian,

Welcome to the Romeo Community Schools' Early Childhood Programs. Our programs are self-supporting programs sponsored by Romeo Community Schools. The Early Childhood Services Department offers programs to young children that are considered to be an integral part of our district. The Board of Education recognizes that early childhood is the beginning step in the education process in Romeo Community Schools.

Our centers are licensed by the State of Michigan, Department of Health and Human Services Office of Children and Adult Licensing, and all policies and guidelines are followed.

This handbook is provided to acquaint you with the program and its policies. Please read it carefully and save it for ready reference to use throughout the year. Feel free to contact me at anytime if I can be of assistance to you, by calling 586-752-0314.

On behalf of our staff, I welcome all new and returning parents and children of Romeo Community Schools, to another successful year. We look forward to serving you and your child.

Sincerely,
Jeanine Beck, Director
Child Development Director

Directory

RCS Early Childhood Services Office

Croswell Elementary
Jeanine Beck, Director
175 Croswell
Romeo, MI 48065
586-752-0314

Amanda Moore Elementary

209 Dickenson
Romeo, MI 48065
586-651-1157 (SACC Staff)

Hamilton-Parsons Elementary

69875 Dequindre
Leonard, MI 48367
586-651-3555 (SACC Staff)

Romeo Administration Center

Mr. Todd Robinson, Superintendent
316 North Main
Romeo, MI 48065
586-752-0200

Indian Hills Elementary

8401 W. 29 Mile Rd.
Washington, MI 48095
586-531-8793 (SACC Staff)

Hevel Elementary

12700 E. 29 Mile Rd.
Washington, MI 48094
586-531-6259 (SACC Staff)

Washington Elementary

58230 Van Dyke
Washington, MI 48094
586-651-8350 (SACC Staff)
586-786-5961 (Preschool)

RCS Transportation

399 Sisson
Romeo, MI 48065
586-752-0267

Romeo Community Schools Website: www.romeok12.org

Early Childhood Services program consists of:

- Discovery Toddler care (12 mos - 2.6 years) Year Round (6am - 6pm)
- Discovery Preschool 2.6-4 years-Year Round (6am - 6pm)
- Tuition based Preschool (3's & 4's)
- School Age Child Care (SACC) Kindergarten - 12 years old
- Great Start Readiness Program (GSRP) 4 year olds
- School Age Child Care (Summer Camp)

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General Information

Philosophy

It is the philosophy of the Romeo Community Schools Early Childhood Services Department and its staff that children, their families and our community benefit from high quality early childhood programs. We believe that there is a critical link between a child's early experiences and later success in life. We believe that you cannot separate child care and education; children learn best through their play, interactions and experiences. The learning environment

at the Early Childhood Services Center is structured in such a way as to give the child an opportunity to independently explore, select, create and problem solve. Classrooms are organized around interest areas and content areas that include art, math, science, literacy, social studies, and technology. The staff plan and facilitate these experiences for the total development of the child.

Goals and Objectives

- To provide a safe and inviting learning environment
- To communicate openly with parents and children
- To recruit, hire and train qualified professionals
- To provide developmentally appropriate experiences for children

Mission

To provide high quality learning programs that meet the needs of all the students that we serve.

Vision

To provide all children with educational experiences that enables them to grow and develop.

RCS Child Development Educators

One of the most important elements in providing quality care is well trained and experienced staff. Staff consists of Romeo school employees who are hired for their aptitude with young children, commitment to quality of care and their belief in early childhood education. All staff must acquire twenty four hours of training per year. All adults working with children in the RCS Child Development programs have the following:

- CCL fingerprint (Child Care Licensing) which includes, criminal and state clearance, and Abuse and Neglect Clearance (done every 5 years or upon hire)
- Physician's Statement of Good Health & Negative TB Test
- CPR/First Aid Training
- BloodBorne Pathogens Training
- Health and Safety Course 1 & 2 for Childcare Providers
- Statement of Good Moral Character

Office Hours

The RCS Early Childhood Services office is located at Croswell Elementary, 175 Croswell in Romeo and is open from 7:30 a.m. until 4:00 p.m., Monday through Friday. We observe all Romeo Community School holidays.

Program Hours

The Child Care provided at Croswell School is open from 6:00 a.m. to 6:00 p.m., Monday through Friday. A half day is five hours or less and is offered to preschool age children. The Discovery Preschool program children (12 mo - 5 years) must enroll for a minimum of 2 half days per week. A schedule needs to be provided and customers are charged for days that they have scheduled.

Children may combine in classrooms during the early morning or late afternoon hours or extra sign up days (if needed) to accommodate staff to child ratio standards from the LARA, State of Michigan child care regulations.

Preschool program hours are scheduled yearly according to the elementary start and end times and may be obtained from the Early Childhood Services Office.

School Age Child Care programs (SACC) are in operations at Amanda Moore, Hamilton-Parson's, Hevel, Indian Hills and Washington elementary buildings from 6:00 a.m. until the start of the school day and from the end of the school day until 6:00 p.m. Students may attend the AM and/or PM sessions. Children have to register annually to be apart of the SACC programs.

Individual children's schedules (SACC excluded) are established by the use of a schedule confirmation form submitted by the parent or guardian. Summer programming will have a separate calendar and registration. Parents are required to abide by their child's scheduled hours of attendance.

All centers are closed on legal holidays:

- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve, Christmas Day and the day after Christmas
- New Year's Day
- Good Friday

If a scheduled holiday above falls on a Saturday the holiday will be observed on Friday. If a holiday falls on a Sunday, the holiday will be observed on Monday.

SACC programs will operate during PLC staff development days, when children are released from school early. Parents must sign up for care with the SACC staff. If a child is signed up and doesn't attend, the parent will be charged \$20 for the day. Children who show up to SACC and are not signed up for a PLC day, the child will be sent to the office, for the office to contact the parent for child pick up.

Holiday breaks throughout the school year:

Thanksgiving, Christmas, Mid-Winter break, and Spring Break are times of the year where families can sign up for childcare if staffing is available. Each program (SACC and Discovery) will put up a sign up sheet for families to sign up for care. Families will be charged for the days signed up as staffing will be scheduled based on enrollment needs. SACC students at the elementary schools will bring their child to Croswell for childcare during school breaks.

If families do not sign up for care, the family will not be charged.

Drop Off and Pick Up

When dropping off or picking up your child, please sign your child in and out on the daily attendance sheets. Your child may only be released to the contact people on his or her emergency card. If you would like your child released to a person not on the emergency card, inform the staff prior to pick up. All staff reserves the right to check a picture ID when a child is picked up.

Parking

Parking for drop off and pick up is designated at each Romeo Community School site. **Parking in bus loops and "No Parking Zones" are subject to ticketing.**

Parent Volunteer Procedures

We welcome you to volunteer. Please note that all of our child care programs require a criminal history check and a central registry clearance on all volunteers. At all times volunteers are under supervision. Unsupervised contact by volunteers is prohibited. If you think you would like to help out in your child's class, you must fill out a central registry clearance request and neglect checklist from the office at least 2 weeks before volunteering for any program. This is done annually. Working parents can volunteer by taking items home to cut out for the teacher, passing out candy at our annual Halloween parade, or helping on a "homework craft" with your child, etc. We want to welcome and have an open door policy where all families feel welcomed.

Compliance with Child Care Licensing Notebook

I have been informed that as required by the Child Care Organization Act, 1973 PA 116, as amended, RCS Early Childhood Programs are required to maintain a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on LARA website, for Children and Adult Licensing website at www.michigan.gov/LARA.

Eligibility

Toddler

1. Must be 12 months old - 2.6 years (1:4 ratio----1 adult to 4 children)
2. All required forms completed (birth certificate, shot record, health appraisal form)
3. Payment of registration, and tuition fees (is a two week pre-pay system)

Preschool

1. Child must be 3 or 4 years old by Sept 1st.
2. Child must be toilet trained (being independent meeting bathroom skills)
3. Proper health and immunization records must be complete
4. All required forms completed, including a copy of your child's birth certificate
5. Payment of registration and \$100 deposit is required upon enrollment

Discovery Preschool

1. Proper health and immunization records must be complete
2. All required forms completed including a copy of your child's birth certificate
3. Payment of registration + tuition fees are a two week pre-pay system

SACC

1. All required forms complete
2. Payment of registration + tuition fees are a two week pre-pay system

Special Education

Our Early Childhood Services department can refer families to the RCS Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act. (IDEA), that live within Romeo Community Schools boundaries.

Parental concerns with speech or developmental delays can be evaluated by written parent request. After the evaluation process, our programs in conjunction with the Special Services Department, will enroll the child in the appropriate program to meet the needs of the individual child.

Enrollment Information

The Early Childhood Program is open to children 12 mos to 12 years of age. Enrollments are limited to the number for which the site is licensed. When the site is at full capacity, a waiting list will be created and parents will be notified according to placement on the list. Pre-registration is required with a non-refundable enrollment fee of \$50.00 registration forms may be obtained at our office or on the RCS website. Enrollment papers may be obtained from the Early Childhood Services Office. After choosing the appropriate program for your child and paying the enrollment fee and tuition, the following forms must be completed and returned to the office prior to the first day that your child attends.

- Schedule Confirmation
- Child Information Record
- All Student Enrollment Sheets
- Health Appraisal (physician signature on back)*
- Birth Certificate (copy)*
- Immunization record
- Parent Contract
- Payment Policy Agreement
- Custody Papers (if applicable)
- **Not needed for School Age Child Care (SACC)**

Custody Documentation

The center must be notified if a parent retains sole custody of a child. If one parent is legally barred from contact with the child, the center must have a copy of the court order on file. Without an official court order, both parents are allowed rights to the child.

Emergency Drills

Practice drills will be conducted for fire safety, evacuation, tornado and lockdown throughout the year based on the licensing regulations for the State of Michigan.

Center Closing

In the event of inclement weather, the Romeo Community Schools will make a decision on school closings. The Early Childhood Services Department will be closed when Romeo Community Schools are closed. Please listen to your local TV stations; automated calls through School Messenger; or Social Media email from child's teacher. **Families will not be billed if the center is closed due to weather or other unexpected emergency conditions.** All Early Childhood programs will close if a red alert is issued. If a school district building closes during the day, parents will be called to pick up their child. If a parent cannot be reached, persons listed on the emergency card will be notified to pick up your child. Please be sure your emergency card is updated annually or as needed. The child's teacher will have your child's emergency card.

Late Start

In the event of a late start for RCS Schools, our SACC and Child Care programs will open as scheduled. Preschools will operate based on their regular schedule.

Billing Policies and Procedures

Fee Schedule

All registration and material fees are non-refundable. Your schedule confirmation form

reserves your child's placement in our program for the duration of the school year. Your fees will be based on this form, so a consistent schedule is necessary. Due to licensing ratio requirements, it is necessary to know children's schedules for adequate staffing. **No credits will be given for individual absences and arbitrary switching of days is not an available option.**

- Discovery Preschool fees are based on scheduled attendance forms.
- 24 hour notice is required to add a day.
- For SACC, if you schedule care for a PLC day and do not cancel at least 24 hours prior, you will be charged for the whole afternoon (\$25 for the day).
- All tuition is on a two week pre-pay system (Traditional Preschool is by semester).
- Late payment fees will be assessed on past due accounts.
- If the account is not kept current or is chronically delinquent, the RCS Early Childhood Services Office reserves the right to, at its discretion, terminate care until full payment is made or to permanently terminate care.
- Families with overdue accounts must pay the balance in full before the current year registration will be accepted. We reserve the right to deny care services when payment is delinquent.

We accept checks or money orders made payable to Romeo Community Schools (RCS) or credit card payments (can be done by phone or on line). **Cash payments are no longer accepted.** Please mail or deliver the payment to the Early Childhood Services Office, 175 Croswell St., Romeo, MI 48065.

Childcare, preschool or SACC payments are to be made to the Early Childhood Services Office only. A \$25.00 fee will be assessed each time an account or credit card is declined. Past due accounts will be assessed late fees and will be sent to collections which will be an additional cost to the parent.

Subsidy

Forms must be brought or sent to our billing office for completion. Parents are responsible for all costs until payment verification or receipt of payments from DHHS begins and then required to pay their portion in advance. Credits will be given to your account for any overpayment. The state or federal reimbursement procedure does not change your personal obligation to pay for the use of our programs and these family accounts must hold a two week balance.

Schedule Changes

Schedule changes may take place during the course of the year if **pre-approved** by the Early Childhood Services Office. A revised student schedule form reducing the number of days attending must be submitted to the Early Childhood Services Billing Department with a two week notice. A revised student schedule form increasing the number of days attending must be submitted to the Early Childhood Services Department to determine if space is available without causing a staff student ratio increase. **Schedule changes due to vacation will not be approved. If a child is absent on a scheduled day due to being on vacation, you will still be billed for that day.**

Late Pick Up Policy

Parents who pick up their children any later than their scheduled time will be charged \$15.00 for every 15 minutes or fraction thereof. If your child is not picked up an hour after the end of their scheduled time (for preschoolers) or by 7:00 p.m. for SACC or Childcare and the staff has called

all emergency numbers on the Child Information Card, the Police or Sheriff will be called and the child/children will be taken into their care. We hope this never occurs.

Withdrawal

If it is necessary to withdraw a child from a program parents must provide a statement in writing at least two weeks (2) prior to discontinuation of services. Tuition paid will not be refunded, but families are encouraged to use the paid portion to leaving.

Re-enrollment

A reinstatement fee of \$50.00 will be assessed to those who wish to re-enroll in a program during the current school year if availability allows.

Disenrollment

Children are excluded from the program for the following reasons:

- Failure to comply with the rules of the program
- Failure to make payments according to the policy
- Staff is unable to meet the needs of the child in our setting, although every reasonable effort will be made to accommodate those with special needs
- Lack of parental support when dealing with challenging situations
- Tardiness in picking up your child on more than 2 occasions
- Any child who intentionally physically harms another child or staff member
- No fees will be refunded

Health and Safety

Child Illness

The State of Michigan requires a health appraisal and record of immunizations for each child on file and is updated annually by the parent of toddlers, and every 2 years by a child that is 3 years old. Children who are ill are asked to remain home. If your child becomes ill while at the center, the parent or emergency care person will be notified. **Children are not allowed in the facility if they have any contagious illnesses including, but not limited to:**

- A temperature of 100 degrees or more
- Diarrhea or vomiting
- Any undiagnosed rash
- Communicable diseases (such a chicken pox, measles, lice, ringworm, pinkeye, scabies, etc.
- Colored discharge from nose, eyes or ears
- Persistent cough

Reporting Child Illness

The center will inform parents if their child may have been exposed to a communicable disease. The posting will include the name of the disease and the symptoms related to the disease. The Center is required by law to submit all communicable diseases to the Macomb County Health Department each week. If a child develops any of the above symptoms while at the center, he or she will be isolated from the other children. Parents will be called and asked to pick up their child. If your child has been exposed to any contagious disease, notify us as soon as possible. If your child is exposed in the Early Childhood Program to any contagious disease, you will be notified. Confidentiality will be upheld. RCS does have a district nurse that is available to our program and can give additional resources to families enrolled. Parents need to notify the staff of any known medical or environmental allergies.

If or when a caregiver is made aware of a school age child having an accident involving bodily fluids the parent will be directly contacted by the caregiver. If the parent cannot be reached the caregiver will use the parents emergency contact list on the child's information card.

It is imperative to notify the staff if your child has a known medical condition (asthma, diabetes, etc.) so they will be able to respond to your child's needs if a problem occurs. Please make sure the proper medical release form is filled out completely and medicine is sent in the original container.

Re-Admission

Children should not return to the center for at least 24 hours after a condition subsides. A doctor's note of good health may be required prior to readmitting a child who has been absent due to a contagious disease, extended illness or injury. Children may return to the center 24 hours after the last sign of fever. A child is to be kept at home for the first 24 hours of antibiotic therapy. The center will abide by the standards set up by the Michigan Department of Public Health and DHS for exclusion and re-admittance of children with contagious disease.

Accidents, Injuries, Incidents, Illnesses Reporting

Notification will occur at pick up time for minor injuries. Incidents such as a minor scrape on the knee will require staff to apply first aid, complete an incident report, and notify a parent at pick up time verbally and provide a written injury report.

Notification will occur immediately via telephone call to parent for serious injuries or incidents. If we are unable to reach parents, the emergency contact person will be contacted immediately for more serious injuries, illnesses, or incidents, such as, but not limited to, head injuries of any kind, injuries requiring medical attention, allergic reactions or rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member or volunteer, alleged sexual contact between children or between a child and staff, volunteer, etc.

Medical Needs

At the time of enrollment parents will indicate if there are any medical concerns or conditions that need special accommodations. During the enrollment process the family and teacher will determine and create a medical plan, if necessary, that will be enforced during the school year. The district nurse works closely with the staff and family to ensure the required forms are complete and the correct training is provided for the staff. These concerns or conditions include asthma, allergies, seizure disorders, visual and hearing impairments, etc.

Medication

The staff will not administer medication to a child without written permission from a parent or legal guardian and physician. Medication must be in the original container and include his or her name and the dosage. This applies to non-prescription over the counter medication as well. Children are not allowed to transport medication at any time. At no time should medication be packed in a backpack, lunchbox, food container or any other transport device. Parent permission forms may be obtained at the Early Childhood Services Office.

Nutrition

Children who are scheduled for the lunch period bring their lunches from home. Parents are encouraged to send a high quality, nutritious lunch along with a drink (no soda please). Nutritious mid-morning and mid-afternoon snacks are provided for our Child Care children. Please refrain from the following foods as they are reported to be potential choking hazards and will not be given to your child; whole grapes, popcorn, raw carrots, hot dogs. A nutritious snack is also provided for our SACC children.

Allergies

If your child has food allergies, we will cooperate with the family to insure that appropriate snacks are available at school for your child.

Health Care Policy

The program's health care policy includes the following health practices and procedures:

- Children and staff wash their hands after using the restroom, before eating or preparing food, after outdoor play and as needed to prevent the spread of germs and disease.
- Safe handling of bodily fluids will include the use of vinyl gloves and standard universal precautions.
- Cleaning and sanitizing of all equipment, toys and other surfaces will be completed on a daily and weekly basis or as necessary to ensure a healthy environment.

Hand Washing Procedures

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees
- Moisten hand with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between the fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- 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 towels.
- Dispose of the single service towel in a lined trash container.

Hand Washing

Staff/Volunteers will wash hands:

- After diaper changing or toileting.
- After handling animals and pets.
- Before food preparation and before eating.
- When soiled.

Children will wash hands:

- Before eating or cooking activities.
- After using the restroom/diapering
- After outdoor play and as needed to prevent the spread of germs and disease.
- After handling animals and pets.

Handling Bodily Fluids

The center will use precautions when handling bodily fluids as instructed in the Bloodborne

Pathogen training. Steps will include:

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

Cleaning and Sanitizing

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

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

Sanitizing Solution

The solution used to sanitize shall consist of the following:

- Water and unscented bleach solution with a concentration of 1 Tbsp. of bleach to one gallon of water.

Disinfecting and Laundering

Toys are disinfected daily or when obviously dirty

- Wash with soap and water.
- Dip in disinfectant of 1 Tbsp. bleach to 1 gallon water and allow to dry.
- Clothes or cleaning cloths may be washed in the washing machine.

Bedding will be stored in separate individual storage container.

Child care laundry will be washed by parent at least once a month, unless needed more often.

Bathrooms will be cleaned each day by custodial staff, unless needed more often.

General cleaning of child care facility will be done daily by staff and custodial staff.

Mop water is obtained from and disposed of in custodial closet; chemicals used are determined by the custodial department.

Tables and Counters

- Spray with soapy water.
- Rinse with warm water.
- Spray with bleach disinfectant.
- Air dry at least one minute before wiping.

Classroom Policy

Parent Information Board

Please check the parent information board daily for important information and events at your location. Teachers will hand out community flyer's or district flyers to help support families in our schools based on the needs of nutrition, health, tutoring, positive discipline, or family wellness. Teachers will include weekly lesson plans for parents to view as well as snack schedule and classroom daily schedule.

Daily Schedule

The daily schedule will vary depending on the age of the child, but will include; planning time, work time, clean up, recall time, circle time, small group time, outdoor time, large group time, meals and snacks, rest and reflective time. The development areas include: physical, social, emotional and intellectual. The daily schedule is posted in each classroom.

Observations and Assessments

At the beginning of each school year, each family will be given an Ages and Stages Questionnaire based on the appropriate age of their child. The parent will fill out this form and turn in to the teacher. The teacher will in turn add the child into the ASQ database. This will help give the teachers a baseline of where the child is at emotional, physically, socially and cognitively. During the school year, if the teacher/caregiver has a concern, the teacher can also do an ASQ on the child and then meet with the parents on next steps or activities to do at home. Teachers will do written observations weekly and keep in child's file to show child's growth before assessments get show to the parents at the end of each semester at Parent Teacher Conferences.

Classroom Transitions

As educators we know that transitions for children can be difficult as each child is used the their routine. However, as the children grow, their independence grows and the ability to do more challenging activities does too. A month before your child moves up the next class, a letter from the classroom teacher will be given out to show how the class will help prepare your child for that new room. Crosswell will try our hardest to do a transition with another child, so there's a buddy to move up with them. A caregiver from that class will take the child to the new room every day for small increments of time so the child/ren can meet the new teachers and children in the class. The new teacher is given the child's parents names and numbers to communicate with and to be available to ask questions regarding the new classroom routine or changes. Parents are encouraged the last week before the transition begins to take the child into the new room at arrival time and at pick up time, to be knowledgeable of the new procedures.

Conferences and Developmental Milestones

Parent conferences are held twice a year at the request of parents and or teachers. This provides an opportunity for parents to discuss the child's individual progress. Parents are encouraged to contact their child's teacher or provider regularly. We also encourage parents to provide the program with feedback on your child's development and the program effectiveness.

Clothing and Playground

All children should be dressed in clothing that may be worn for activities such as art and physical play. We ask that you keep a clearly labeled extra set of clothing in your child's classroom. Soiled clothing will be wrapped and sent home. Due to universal precautions staff does not wash soiled clothing.

We believe outdoor play is an important part of your child's health and social growth. This outdoor time is scheduled daily and staffed appropriately. In case of inclement weather, children will remain indoors and be given alternative gross motor opportunities. Please dress children for the weather and seasons.

Illness

Please notify the center if your child will be absent due to illness. When calling the center, state the date, name of child illness. The center must report all communicable diseases to the health department. Contact phone numbers for each program are located in this handbook.

Biting

Biting is very common in groups of young children. It is always upsetting and can be frightening for children, parents, and teachers alike. We will focus our energies on prevention. Staff will observe and attempt to anticipate when a child might bite. And redirect the child to a more

appropriate situation or behavior. Some of the reasons for biting include:

- Need to feel powerful over others
- Exploration, sensory experiences
- Teething
- To get attention or response
- Frustration, due to communication limitations
- Anxiety, to relieve tension

Parents will be notified with an incident report when their child is involved in a biting incident at the center. Staff will meet with parents to discuss possible reasons and solutions to the biting incident with appropriate techniques.

Birthdays and Holidays

Birthdays and holidays are special times which our classrooms enjoy acknowledging. If your family does not observe specific celebrations, please inform your teacher. Arrangements will be made to accommodate family observances. Parents are welcome to provide a small treat and arrange for the celebration of their child's birthday. Please contact your child's teacher or provider to schedule the best time.

Toys from Home

Please do not send any toys to the program as they may get lost or broken. We provide a wide variety of materials for children to discover and manipulate. In the event a child brings a toy or other personal belongings to school, the early childhood program assumes no responsibility if the item is lost or damaged.

Rest Period

Every full day child will have a rest period available to them. Each child will receive a designated space for resting. Children attending half day programs may not have a rest period scheduled in their day.

Field Trips

Field trips during the school day can provide excellent learning experiences for your children. Teachers are encouraged to incorporate the field trip experiences with their classroom teaching. It is program policy for parents to give written permission for their children to attend field trips. All provisions and requirements are based on the State of Michigan Department of Human Services guidelines regarding field trips.

Early Childhood Programs

Parent Communication

Teachers take the time daily to interact and communicate with their families at drop off and pick up time to notify the parent of how the child's day was. Teachers take pictures on RCS ipads and send to the classroom social site page (through Remind, Bloomz, or a Facebook page) to keep parents abreast on current events of the day, or upcoming events for their child's class or district events. Each parent is given the appropriate log in information at the time of enrollment to be added to the class social page. The classroom social sites are only for each current class of that specific teacher for that specific year. At the end of the school year, the children are taken off.

Preschool Programs

RCS Preschool programs use High Scope curriculum which is a research validated curriculum that aligns with the Michigan Early Childhood Standards for a Quality Preschool Program to strengthen readiness skills. This comprehensive curriculum fosters social competence. Curriculum objectives focus on:

- Social and Emotional Development
- Physical Development
- Language
- Cognitive Development
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts

RCS All Day Discovery Preschool

The RCS All Day Preschool program is designated for children 12 mos to 5 years who would benefit from an all day learning environment. The program offers a childcare option beginning at 6:00 a.m. and ending at 6:00 p.m.

Discovery Preschool Program provides a wide variety of stimulating activities based on High Scope Curriculum. The staff enables children to become self-reliant and problem solvers. Children learn during hands on activities in an environment that provides both nurturing and encouragement. The staff stimulates imagination, individuality and self-esteem.

Sample Discovery Preschool Schedule

Choice Time
Large Group
Teacher Read-Aloud
Snack Time
Outdoor Time (up to 2 hours a day)
Small Groups
Centers
Lunch
Music and Movement

Parent Responsibilities

1. Fill out all registration forms completely, sign them, and keep the information current.
2. Make payments on time.
3. Read all communications distributed to parents regarding the program.
4. Make alternate arrangements if your child is ill. We do not have the facilities to care for sick children nor do we want to expose healthy children to them.
5. Parents should feel free to discuss any concerns with the Caregiver and or Early Childhood Director.
6. Keeping the staff informed of any changes or incidents in the home or at school which might result in a change in behavior or attitude.
7. Parents must sign their children in and out of the programs. Please assist our child in removing, coats, hats, boots, etc. and place the child in direct care of a caregiver.
8. Responsible for making sure their children understand and obey the Early Childhood Program Rules.

RCS Preschool

The RCS Preschool Program is a fee based preschool offering the High Scope Curriculum for preschoolers ages three and four year old in the community. The program operates on an elementary school year calendar and offers 2, 3 and 4 day programs per week.

Children participate in enriching experiences conducive to developing social, emotional, intellectual, physical and communicative growth. A daily schedule follows the fundamental belief that children are active learners who learn best from activities they plan and carry out themselves.

Arrival and Dismissal

1. Always walk your child into the classroom; cafeteria; gym, main foyer doors, or other location based on where teachers pick up students
2. If someone other than yourself is picking up your child, he or she must be listed on the Child Information Card. Photo ID will be required. Let us know in writing of any changes in pick-up.
3. **Please be prompt at arrival and dismissal times.** Remember that we attempt to foster a good attitude towards school. Let your child know that you consider preschool important. **If you are late picking up your child, a late fee of \$15.00 will be assessed, additionally \$15.00 for every 15 minutes or portion of will be assessed.**
4. Quick departures are usually best, even if your child cries. Most children usually stop crying within a minute or two after the parent departs. Prolonging departure only prolong the anguish for both parent and child. Remember, you are leaving your child in the hands of a loving and caring staff.

Discipline Policy for All Early Childhood Services Programs

Assertive Discipline

Romeo Community Schools subscribes to the assertive discipline philosophy, which is progressive in nature and intended to help children learn to behave appropriately.

Romeo Community Schools defines **unacceptable behavior** when a child jeopardizes the health and safety of themselves, others, teachers, or Center belongings consistently and deliberately. We do understand that we will see these types of behavior and understand that some may be developmentally appropriate.

Unacceptable Behaviors include:

- Hitting or kicking staff or other children
- Biting, scratching, pinching, spitting, or hair-pulling
- Knocking over or throwing books, toys, chairs, or furniture
- Screaming or disobeying the teachers repeatedly
- Defiantly refuses reasonable requests
- Disrupting classroom environment on a regular basis

Teachers will not: (Following Licensing Rule R400.5107)

1. Use any form of corporal punishment (hitting, shaking, pinching, etc).
2. Shame or threaten a child (inflicting mental or emotional punishment).
3. Deprive a child of meals, snacks, rest, or necessary toilet use.
4. Restricting a child's movement by binding or tying him or her
5. Confining a child in an enclosed area, such as a closet, bathroom, locked room, box or similar cubicle.

Teachers will:

1. Show patience, be encouraging, have clear appropriate guidelines and choices, use problem solving strategies with the children (Peace Wheel, Conflict Resolution, etc) and role model what is expected with unconditional love to each child during all difficult situations
2. Walk over to the child, talk quietly and lovingly without other children present
3. Help encourage the child to express their feelings about what happened. The teacher will have appropriate natural consequences regarding the situation. Examples could be: Redirect into another area; child will help rebuild or fix something they broke; or help child feel better by sitting, applying ice, and talking feelings out with the other child.
4. Director may have other staff, or themselves, assist and/or shadow the child in class.
5. The Director and/or Site Supervisor may schedule a parent meeting to discuss the Discipline Report options so clear appropriate goals can be set successfully for each individual child.
6. Parent refusal for additional support suggested by Director and SACC Supervisor can be cause for the child to be dis-enrolled immediately from SACC.
7. There may be a time when a child's needs exceed what the Center can provide. The Center will make every effort to offer guidance and references to assist in finding alternative care.

Exclusion Policy

If it is determined by the teacher that your child is not developmentally ready or has behavior difficulties, the teacher will refer the child to the Director of Child Development for further recommendation and possible exclusion from the program. All children are on a trial basis to see if the program meets their needs.

Great Start Readiness Program (GSRP)

The GSRP Preschool program is a state funded free preschool offered four days per week at Crowell Children's Center. Full day sessions are offered Monday through Thursday for children who are four by September 1st. Transportation is not guaranteed from year to year.

The Creative Curriculum for Preschool is used providing children a variety of social, cognitive and physical experiences. This program services children who are at risk of future educational difficulties. To be eligible:

- Child must be four by September 1
- Family must meet state income guidelines

School Age Child Care (SACC)

Welcome to our School Age Childcare designed for children Kindergarten through age 12. School age care is offered at Amanda Moore, Hamilton Parsons, Hevel, Indian Hills and Washington. The programs open at 6:00 a.m. until the start of school and reopen at the close of the school day and operate until 6:00 p.m. School age care is offered some additional days when school is not in session and we also offer a school age Summer Camp.

Program Hours

SACC programs are in operation from 6:00 a.m. until the start of the school day and from the end of the school day until 6:00 p.m. Students may attend the daily AM or PM sessions. Program hours may be offered on closed school days or half days if a student minimum is met.

Program Objectives

The school age childcare program will provide the following:

- An opportunity for children in a variety of activities that are developmentally appropriate and also allow for social, physical, and intellectual stimulation.
- A nurturing environment for children where parents are invited to be actively involved.
- A safe and friendly place where children can feel comfortable and can socialize with their peers.
- A well equipped area with competent and caring staff who offer creative activities with many choices to meet the children's needs.
- A pleasant and harmonious atmosphere which enriches and complements the child's school experience.
- To participate in daily snack (afternoon only) you may send an additional nutritious snack for your child.

Playground

The RCS Early Childhood Services Program operates in a Michigan Department of Education approved building. The School Age Child Care Program plans to use the outdoor playground and equipment located at the school. This outdoor play will take place before and after regular school hours. This playground and equipment may or may not comply with the State License rule R400.5117. Michigan Public Schools use the Handbook for Public Playground Safety guidelines generated by the U.S. Consumer Product Safety Commission.

Children's Conduct

Parents please review with your child or children our expectations of them to make their time with School Age Child Care a pleasurable experience. All student handbooks and Elementary Code of Conduct rules apply to students participating in the SACC program.

It is the student's responsibility to:

Be Safe

- Walk in hallways
- Keep hands and feet to self
- Be cooperative and follow the instructions of the caregivers

Be Kind

- Use appropriate language
- Take turns with materials
- Respect other students and adults

Be Responsible

- Clean up materials and centers
- Play cooperatively with others
- Play in designated area
- Be responsible for their actions

Student Incident Reports (SACC only)

When a child intentionally and without remorse hurts another by words or actions, the staff will work with the student using positive discipline methods and strategies. The child's parent/guardian will be notified by the staff verbally when this occurs. After the third warning, an incident report will be filled out by the staff and signed by the parent/guardian. After the third written incident report, a parent/guardian meeting will be requested to discuss a behavioral plan and future discipline options. The discipline options or consequences may vary due to the severity of the three written incidents from a 1 day suspension to removal from SACC for the remainder of the school year. |

Statement of Compliance with Federal Law

Section 504 Rehabilitation Act of 1973

No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title IX

No persons shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any class or activity as described under Title IX of the Education amendments of 1972. This means that courses are open to students of both sexes, except those involving bodily contact in physical education, those involving sex education, and those involving specific requirements for vocal ranges.

Section VI Civil Rights Act of 1964

No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Health, Education, and Welfare.

Child Protection Law

A licensed child care organization or school is required by law to report any suspected child abuse or neglect if reasonable cause is evident. All information gathered about such matters is regarded as strictly confidential and only discussed with the appropriate people.

Pest Management Advisory to All Parents or Guardians

The Department of Agriculture and the State of Michigan have passed regulation 637 Pesticide Use. One of the requirements is for school districts to provide notice to parents or guardians when pesticides will be used in a building.

As a part of the Romeo Community Schools pest management program, pesticides are occasionally applied. Parents will be notified in advance of any pesticide applications to the buildings through postings on doors, newsletters and or flyers that are sent home. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. In certain emergencies pesticides may be applied without prior notice.

Special Needs Plan

The center will identify students whose needs require additional assistance at the time of enrollment and will be assigned to a classroom teacher. The classroom teacher and assistant will meet with the director and parent regarding the needs of the child. If an IEP is available, the parent may give the information to the teacher to better help assist the child in class and to be sure that the teacher/assistant are sure of the additional support needed. If a child is in care and doesn't have an IEP but shows other delays, an evaluation can be done by the districts speech and language pathologists with parental consent. A child with any special need will be assigned to a specific teacher/caregiver in the event of an evacuation; field trip; school activity; and based on the child's special needs. The adult to child ratio in the classroom or outside may be lowered to meet the need of the child. Additional assessments can be done through the district with parent written consent and documentation. At parent teacher conferences, the teacher, assistant and speech pathologists or possible social worker will go over growth of child twice a year.

Cultural Competency Plan

When a family enrolls with RCS, each family fills out a "Getting To Know Me" questionnaire which is then given to the classroom teacher. Students that may be an English Language Learner will gain support from the child's teacher by communicating with the director to receive support from our district translators, newsletters and paperwork that are sent out to the classroom will be translated in their home language. Teachers will encourage parents to come in a participate in the classroom by reading stories in their language, teach a game to children from their home culture or bring in money, clothing, etc. that if from their home country. The Center will be able to provide story books to the classrooms in the child's native language. Additional interpreters can be used from the Macomb Intermediate School District when a request is turned in to Academic Services at the Administration Building.

Child Ratios

Child's Name: _____ **Birthdate:** _____

(please initial in the correct line below, if your child is between 2.9 years and 3 years old; or 45 months and 48 months and you agree with these statements)

_____ If my child is 33 months, I am ok with having my child in the 3 year old Discovery preschool class and be included in the 1:10 ratio (2.6 - 3 years is 1:8 adult to child ratio)

_____ If my child is 45 months, I am ok with having my child in the 4 year old Discovery preschool class and be included in the 1:12 ratio (3 yrs is 1:10 adult to child ratio)

SACC Programs

Child's Name: _____ **Birth Date:** _____

_____ If my child is 57 months old, and in a Kindergarten classroom, that is apart of an elementary school, I am allowing my child to be part of the group size of 1:18 (4 year old ratio is 1 adult to 12 children)

1st Day items:

_____ Nap items (if applicable) _____ Labeled water bottle

_____ Extra set of clothes _____ Lunch (if applicable)

_____ FOB Key (if applicable)

Parent Signature: _____ Date: _____

Teacher: _____ Date: _____

Office staff: _____ Date: _____

BRING THIS LAST PAGE SIGNED WITH ALL REGISTRATION PAPERS