

# Kids and Company Parent Handbook



**Kids and Company at Rolland-Warner  
Early Childhood Center  
3145 W. Genesee St.  
Lapeer, MI 48446  
Phone: (810) 667-2454  
[www.lapeerschools.org](http://www.lapeerschools.org)**

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Kids and Company reserves the right to revise or change any policies in the parent handbook at any time. Parents will be notified when any policies change throughout the year.

## **Kids and Company**

**Located in: Rolland-Warner Middle School**

**3145 West Genesee Street**

**Lapeer, MI 48446**

**Phone: (810) 667-2454**

**Fax: (810) 245-1090**

**[www.lapeerschools.org](http://www.lapeerschools.org)**

**Search "Kids and Company Preschool and Child Care" on Facebook**

## Philosophy

We believe every child has the potential to bring something unique and special to the world. We recognize the need for a safe, quality, caring child care and preschool program where children can blossom and grow. As an extension of the child's family, we will support social, emotional, intellectual, and physical growth. By providing a positive atmosphere, children will be able to develop a positive self-image and become confident learners for the future.

## Purpose/Goals

1. Provide quality education and child care services for children 1-12 years of age.
2. Increase consistency in a child's daily routine.
3. Increase a child's stability, resulting in better social, emotional and psychological well being.
4. Prepare preschool children for kindergarten, as well as life beyond kindergarten.

## Staff

Excellent supervision is provided by individuals that meet the criteria outlined in the State of Michigan Licensing Rules for Child Care Centers. All lead teachers have a degree in early childhood, elementary education with an early childhood endorsement, or child related field. All early childhood staff are required to complete 24 hours of professional development each year to stay current with the early childhood profession.

## Hours of Operation

**Preschool Programs:** 3 hour sessions for 1/2 day; 7 hour sessions for Full Day  
All 4 Year Preschool Programs run Monday-Thursday  
3 Year Preschool runs Tuesday-Thursday, AM option ONLY  
Generally follows the LCS School Calendar

**Child Care Programs:** Monday-Friday, 6:30 a.m. to 6:00 p.m.  
See Policies and Procedures regarding school related breaks

# Programs

## **Wee Kids Child Development I**

A tuition based, child care and development program, Wee Kids I provides a safe, loving atmosphere. This program utilizes the Creative Curriculum for Infants, Toddlers, and Twos to track child development and provide high quality care to develop social, competent, happy learners.

## **Wee Kids Child Development II**

A tuition based, child care and development program, the Wee Kids Program provides structured, supervised care for toddler and preschool children ranging in age from 33 months—4.5 years. Wee Kids Child Development follows the Creative Curriculum in an enrichment setting. Every child is provided a safe, comfortable, caring environment.

## **LCS 3 and 4 Year Preschool**

A tuition based preschool for 3 and 4 year olds who meet current age requirements. The 3 year old preschool runs 3 days per week (Tuesday-Thursday) with an AM option only. The 4 year old preschool runs 4 days per week (Monday-Thursday) with AM and PM options. Both are held in three hour sessions.

## **Great Start Readiness Program (GSRP)**

A grant funded program through the state of Michigan, free to parents who meet qualifying factors. Children must be 4 years by the current date set by the state of Michigan. Full day option available only for a 7 hour session and runs Monday-Thursday. Eligibility into full day program will depend on qualifying factors determined during enrollment.

## **Big Kids (Before and After School Child Care)**

This program provides services for school age children needing child care before and/or after school. Children are involved in a variety of structured, self-directed or teacher-directed activities including playground and gym time.

## **Early Childhood Special Education (ECSE)**

A program for 3-5 year old children with special needs. A referral to Project Find determines eligibility and services for placement into this program. Early childhood special education teachers and professional staff work with parents to develop Individualized Education Plans (IEP) to help meet the unique social emotional and academic needs of children. This program are located at Schickler Elementary.

# Summer Enrichment

## ***Big Kids Camp***

This program is designed for children who have completed regular Kindergarten or Early 5's through 5th grade. Camp provides continuity between school years and gives your child a safe, fun place to be during the summer. Children are able to socialize and establish positive relationships with other children and adults. Summer Camp provides opportunities to be involved in the community by taking weekly field trips to various locations such as water parks, zoos, museums and other attractions.

## ***Wee Kids Camp***

Wee Kids Camp is a planned program of enrichment activities in a loving, nurturing environment for children 2.5 through 5 years old who have not attended regular Kindergarten or E5's. Children participate in a variety of activities that are both teacher-directed and child-initiated in a learn through play environment. Activities may include music, arts and crafts, stories, indoor and outdoor large motor play, snack and rest time.

## Registration Procedure

Pre-registration is necessary for all child care and preschool programs. All registration forms, emergency cards, and health appraisals and immunizations must be completed prior to a child's attendance. These forms are available at the main office at Rolland-Warner or at our website at [www.lapeerschools.org](http://www.lapeerschools.org). Additional forms may be required depending on the program.

An **annual**, non-refundable registration fee is due at the time of registration for any tuition based preschool or child care program. Spots are **not held** from year to year. Re-registration for programs for the following school year is required in the spring.

Registration procedures for the Great Start Readiness Program (GSRP) are unique and involve a separate process to determine qualification into the program. Please inquire about GSRP at the Kids and Company office.

### Admissions

1. Programs are operated on a nondiscrimination basis. Any healthy child who is of the age authorized by the center will be accepted for enrollment.
2. Special cases or questions should be referred to the Coordinator of Early Childhood. Students with special needs will be considered on an individual basis.
3. All children must be properly registered before attending.
4. A monthly schedule sheet is required for all child care programs. This is for the safety of your child to ensure appropriate staffing arrangements.
5. Appropriate registration fees must be paid in advance.

### Withdrawal

The program reserves the right to require a child to withdraw from the program when:

1. Fees or tuition are unpaid.
2. The parent repeatedly fails to comply with the policies of the program.
3. The parent fails to provide up to date health or immunization records.
4. The child's behavior continually poses a threat to children and/or staff or consistently disrupts the program quality.
5. Attendance is inconsistent.

Parents need to notify the office when they plan to withdraw their child. Two weeks notice is expected.

# Fee Policies

## Big Kids and Wee Kids Programs

1. There is an annual, non-refundable registration fee of \$50 per family for child care or preschool. If registering for a tuition based preschool program and child care, the fee will be \$75. This must be paid prior to the first day of attendance and annually thereafter.
2. Payments are due in advance of each week of service. Children will not be admitted to the center if payments are not current.
3. If payments become more than a week over due, parents will receive a warning letter. If payment is still not paid after the warning letter, parents will receive a letter with an end date of service. Parents who are continually late may be asked to leave the program.
4. A record of all fees and payments will be kept at the Kids and Co. office. Weekly statements will be distributed and placed in your child's file. All payments must be paid via check, money order, cash, debit, credit, or online through PaySchools.
5. Your child must be signed in and signed out each day. If a parent does not sign the child in or out, a staff member will and the time is non negotiable. Please remember to initial at drop off and pick up on the sign in and out sheet.
6. A late fee will be charged for any child left at the center beyond 6:00 PM. The late fee is \$1 per minute past 6:00 PM. This will also apply to preschool.
7. Family discounts may be available for full time families. Please inquire at the Kids and Co. office.

## Wee Kids I and II

1. Fees are charged according to the child's fixed schedule on his/her monthly schedule sheet. Fees are based on the schedule; not attendance and illness.
2. You **MUST** give 1 weeks notice of any schedule changes. You will be charged if you change your schedule less than 7 days before the next day your child is scheduled. Kids and Co. staff accordingly to your child's schedule sheet to meet licensing ratio rules.
3. Adjustments in fees are made only if the child attends more than he/she is scheduled. The additional amount due is to be paid on the next bill.
4. Remember when enrolling, you are reserving time, space, staffing, and provisions. You will be charged whether your child attends or not.
5. Fees are subject to change with proper notification.
6. A \$20 charge will be assessed for insufficient funds.

## **Attendance Policies**

### **Wee Kids I and II**

1. Regularly scheduled days of attendance are required. Days are scheduled monthly through schedule sheets. Schedules **MUST** be changed with a weeks notice.
2. Families are charged according to their monthly schedule sheet, not attendance or illness.
3. Additional days in schedule must be given a 24 hour advance notice. Please be aware that we may not be able to accommodate any changes on your child's schedule sheet. Kids and Company staff accordingly to your child's schedule sheet to meet Licensing Ratio Rules!

### **Big Kids**

1. Regularly scheduled days of attendance are necessary in the Big Kids program. Days are scheduled on a monthly basis.
2. Families are charged according to child care use.

### **All Programs**

1. Drop in care (non-scheduled care) is available **ONLY** under special circumstances and if there is staffing available. Child must already be registered and proper fees paid.
2. All enrollment paperwork **MUST** be turned in prior to the first day of attendance! There will be **NO** !

### **Great Start Readiness Program (GSRP)**

1. In the event a child has extended unexcused absences, GSRP reserves the right to drop the child from the program and fill the child's spot using the GSRP waiting list.

# Discipline Policy

The goal of this policy is to provide a physically and emotionally safe environment for all children. Discipline will be fair, consistent, and non severe.

**Please review the following rules with your child.**

1. We ask permission before leaving the child care area.
2. We keep our hands to ourselves.
3. We take care of our things.
4. We respect each other.

**Early Childhood Wing Rules.**

1. Be Kind
2. Be Safe
3. Be a Friend

**Consequences for not following the rules above or rules set by the teacher are:**

1. Verbal warning: The child is warned that his or her behavior is inappropriate.
2. Redirection and/or a break to discuss inappropriate behavior and regain composure.
3. Logical consequences.
4. Conference with parents to discuss further action.

**Suspension**

Every effort will be made to modify inappropriate behavior using the procedures outlined in the discipline policy. In the event that these methods are not longer effective, the early childhood coordinator maintains the right to suspend any student who exhibits inappropriate or disruptive behavior that interferes with other children's safety or the quality of the child care or preschool program. If after suspension the behavior has not improved, expulsion may be considered.



## **Miscellaneous Policies and Procedures**

### **Policy on Child Abuse and Neglect**

By law, all child care providers are mandated reporters. If a staff member suspects abuse, she is mandated to report the concern to the Coordinator of Early Childhood and Child Care Services. Information will be gathered and discussed and the appropriate documents and procedure will be completed as required by the Michigan Child Protection Law, which is stated below.

Under the Michigan Child Protection Law (1975 PA 238), child care providers are legally mandated to report suspected child abuse and/or neglect. Child care providers must report any time they suspect that child abuse and/or neglect has occurred or may be occurring. Mandated reporters are required to report the suspected child abuse and/or neglect immediately, by telephone or otherwise, to Children's Protective Services (CPS) and then submit a written report (DHS 3200) within 72 hours.

A notification to any other person (program manager, licensee, coworker, etc) does not relieve the caregiver of his or her obligation to report the situation to CPS

### **Confidentiality**

All families are treated with the utmost respect and dignity at all times. The needs of families are not discussed with anyone whom it does not concern. When in doubt regarding any situation, staff are to consult with the parent and/or Coordinator of Early Childhood. Information is never shared with other families regarding concerns with any children. A child's needs, actions, and work are the private business of the child, his/her teacher and his/her parents.

### **Grievances**

Any concerns a parent may have throughout the school year must first be brought to the attention of the teacher. The teacher may consult with the Coordinator of Early Childhood if necessary. If the concern or problem is unable to be resolved after involving the teacher or supervisor of the program, the problem should be brought to the attention of the Coordinator. We are always looking for ways to improve our program and welcome any concerns from the parent to help us improve our services.

## **Nutrition Policy**

Kids and Company recognizes that good nutrition and physical activity are essential for students to maximize their full academic potential, reach their physical and mental potential, and achieve lifelong health and well-being. Kids and Company participates with Lapeer Community School's food program through Chartwell's, which is a National School Lunch Program and meets U.S.D.A. nutrition standards. A daily nutritious breakfast and lunch is available to some students, depending on their program. Breakfast is provided free of charge and lunch is an out of pocket cost to parents (Free and Reduced Lunch is available to families who qualify). Meals include entree choices, self-serve vegetables, fruit buffet, ala carte beverages, and snacks. Menus are published as they become available through the food program.

A nutritious snack will be served each afternoon for Wee-Kids I and II. Snacks will be provided through the Kids & Company. Any special requests for certain snacks should go to the Coordinator of Early Childhood.

Snacks are provided by parents in the tuition based 3 and 4 year old preschool. Snack guidelines for parents will be provided through your child's teacher. We are committed to healthy meals and snacks and highly encourage parents to follow these guidelines.

On days when there is no school for the district, cafeteria services are not available and all children must bring their own morning snack, lunch, and drink. We are committed to healthy meals and snacks and ask that parents provide nutritious food when necessary.

## **Snow Days**

If Lapeer Community Schools is closed due to bad weather conditions, all pre-school programs are also closed. Child Care services for pre-registered children are available for 1-12 year old children at the Rolland-Warner site only. If school closes after children have been dropped off to a site other than Rolland-Warner, parents must pick up their child and transport him/her to Rolland-Warner for child care.

Parents should listen to local radio stations, visit the Lapeer Schools website and Facebook page or view local television stations for updated information on school closings.

**In the event of a snow day, child care will always be offered at Rolland-Warner ONLY.**

## **School Related Breaks**

Preschool programs generally follow the district calendar and are closed during the same holidays and district days off as Lapeer Community Schools. Please be sure you receive an updated Preschool Calendar for your child's program.

Kids and Company programs will be closed for child care during holiday breaks or district days off *if* there is not enough interest to remain open. A sign up will be distributed to all registered families a few weeks before the scheduled day off to determine if there is enough interest. We will be open during those days only if an adequate number of children are signed up. **Parents must pre-register their children for these days. Parents are automatically charged for the services if they have signed up and we are open, regardless if they actually utilize the services or not.**

Turrill families follow this same procedure for Turrill days off. If the day off is at Turrill only and the rest of the district is open for school, child care may be offered at Turrill (if adequate numbers). If the entire district is closed, child care may be offered at Rolland-Warner only.

**In the event of a snow day, child care will always be offered at Rolland-Warner ONLY.**

## **Emergencies**

*Tornado Alert:* In the event of tornadoes or other severe weather conditions, the child care site will be notified of any change in the daily plans. When severe weather conditions warrant, children will be moved to designate safety areas.

*Fire and Tornado Drills:* Fire and tornado drills are practiced at each site so children will know how and when to leave the building and what to do in case of an emergency.

*Lockdown:* In the event of a lockdown and depending on the situation, we may be unable to make phone calls to inform you that we are in lockdown mode. We may also not be able to allow anybody to enter or exit the building. If this event is to occur, please be mindful that procedures are put in place to keep children safe; please be patient with us on this matter.

## **Field Trips**

During summer camp, full day sessions, preschool or GSRP, field trips are often scheduled. Advance notice of field trips will be provided. Parents must complete an All Purpose Permission slip at the time of enrollment and prior to the scheduled field trip. No alternative child care will be given on field trip days.

### **Accidents/Injuries**

Parents will be contacted via phone and/or in writing when their child has had an accident or injury while in our care. For minor incidences such as a scrape or bruise, a parent will receive an Ouchie Report. For major incidences, a parent will receive a phone call and an incident report. For any accidents or injuries needing medical treatment, Kids and Company will follow any and all First Aid procedures, notify the parent, and/or 911.

### **Rest**

All preschool aged children participate in a rest period after lunch if they are here for a full day. Children are not required to take a nap, however, they must remain quiet during this time so others have the opportunity to rest. Parents should provide a blanket and/or small pillow to ensure a comfortable rest time. The blanket will need to be taken home weekly to be laundered.

### **Clothing**

Children should wear comfortable clothing and dress appropriately for inside and outside play. For children who attend all day child care, an extra set of clothing (including underwear and socks) should be left at the child care site. Please be sure to label all of your child's belongings.

**Lost or Stolen Items:** Kids and company or Lapeer Community Schools is not responsible for lost or stolen items. Labeling items properly and leaving expensive items at home will decrease the risk of these situations occurring. There is a Lost and Found located by the office of Kids and Company.

### **Volunteering**

Kids and Company highly encourages parents to volunteer and participate in their child's program to some capacity. This may be through volunteering their time directly in the classroom, helping to prep projects at home, participating in field trips, etc. Please see your child's teacher about how you can help. Lapeer Community Schools requires a background check for any family member who plans to volunteer. Please see the Kids and Company office about this procedure.

### **Parent Advisory Council (PAC)**

The Parent Advisory Council is a more formal and active way to be involved in your child's program. We would like to invite you to be a part this! Through this council, you will be able to give us feedback on our programs, help with special events and fundraisers, and also learn more about child development at this age. If you are interested, please let us know.

**Licensing Notebook**

The licensing notebook contains all of the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**Wee Kids Child Development I (Child Care for 1-2.5 year olds)**

Please see the Wee Kids Child Development Parent Handbook in addition to this document for specific policies and procedures for this unique program.

# Parent Responsibilities

1. Re-register your child annually to ensure a spot in our programs.
2. Pick your child up on time. Kids and Company closes at 6:00. Repeated late pickups can result in dismissal from program. A \$1 per minute late fee will be assessed for late pickups. Abuse of this policy will be considered grounds for termination from the program.
3. Sign your child in and out every day. Walk your child into school when dropping off and come inside when picking up.
4. Honor your financial responsibility outlined in the parent handbook.
5. Notify the staff of schedule changes and absences.
6. Complete all required forms and provide up to date health and emergency information
7. Notify staff if your child has a special health concern that requires any type of special medication or precautions while in our care. Additional paperwork is required for any health concerns such as asthma, severe allergies, diabetes, etc.
8. Notify the program of any illness or communicable disease your child has contracted. This illness must be confirmed by a doctor.
9. Stay informed by reading notes, announcements, newsletters, website, or Facebook updates.
10. Spend a few minutes each day talking with staff.
11. Request a conference at any time.
12. Share special skills, interests, and materials.
13. Bring thoughts, suggestions, and concerns to your child's program supervisor or the Coordinator of Early Childhood.
14. It is highly recommended that all preschool parents volunteer in their child's classroom on a regular basis. This can be in the form of volunteering time during class, helping with class projects, attending field trips, etc. It is very important to your child!
15. GSRP parents are highly encouraged to participate in two conferences and two home visits annually.

## Drop Off/Pick Up

1. Parents are required to sign children in and out daily. Make sure the caregiver knows that your child has arrived or is departing.
2. Children will not be allowed to walk home from any child care program.
3. No child is to be dropped off in any area without a teacher present.
4. Children will be released only to those persons listed on the emergency card. Parents are to advise the child care supervisor in writing in advance if a person not listed on the emergency card is to pick up their child. Identification will be requested at any time. These requirements are for your child's safety.
5. Drop off no earlier than 6:30 a.m. and no later than 6:00 p.m.

# Parent Responsibilities

## Medication Procedures

There are instances when it is necessary for children to take medication during program hours. Because of this, the program must adopt and follow a specific procedure for dispensing medication to children during program hours. This is necessary for the protection of the child as well as the person giving the medication.

1. A medication consent form must be completed and on file at the program before any medication may be administered to a child. Such forms will contain written consent of parent or guardian and the complete instructions of the physician. Forms may be obtained through the supervisor of the program.
2. Medication will be administered by the supervisor available at the time.
3. All medication will be kept in a secure area.
4. Medication is to be in the original pharmaceutical container and labeled with the child's name, the medicine name, the amount of dosage, the time administering should take place, and the physician's name.
5. Medication must be brought to a school authority by parents (not sent with the child in lunch boxes, etc.) in the pharmacy bottle with the child's name, name of medication, dosage and times to be given. We prefer a two-week supply, if appropriate for long-term medication.
6. Inhalers-many children with asthma are taught to carry their own inhalers and are able to self medicate. Only with a doctor's written prescription, written parental permission, and the director's authorization may students be allowed to carry and self medicate with an inhaler. An extra inhaler **must** be kept at Kids and Co. for emergency purposes.
7. Refills are the responsibility of the parent or guardian. The daily carrying of medication is to be avoided. Medication supplies should be sufficient for weekly or monthly amounts.
8. The parent is responsible for notifying the staff when medication has been discontinued or changed. The parent is expected to pick up any remaining medication or authorize the staff to dispense of it.
9. The program will approve use of over the counter medication by parent request on a case by case basis.
10. Medication ordered one or two times daily should be given at home unless the medication is ordered to be given specifically during program hours.

# Health

Parents of Preschool, Wee Kids I and II, and GSRP children must submit a record of immunizations and an evaluation of their child's health signed by a licensed physician by the first date of attendance. Exceptions are granted only where such health practices are against religious beliefs of the family, in which case an immunization waiver form must be completed. Parents are responsible for informing the program of special medical conditions or allergies and proper forms must be completed to ensure the safety of the child.

If the child is too sick to go to school or too sick to play outdoors, the child should not attend daycare or preschool. A sick child will be sent home. If a child becomes ill while in our care, the parents will be contacted. Parents are expected to pick up the ill child as soon as possible or make arrangements. If the parent cannot be contacted, a person listed on the child's emergency card will be contacted. Provisions will be made for the child to rest comfortably and be supervised while waiting for a parent or designated person to arrive.

If a child becomes injured while in our care, the child will be given appropriate first aid (Band-Aid, cold pack, etc.) and an accident report will be completed. If it is the judgment of the staff that medical attention is necessary or questionable, the parent will be contacted. If the injury is of an emergency nature, an ambulance will be called to the site and the parent would be contacted.

Please notify the supervisor if your child has contracted a communicable or infectious disease. Kids and Company is obligated to report all communicable diseases to the health department each week. The following guidelines may be used as a guide for readmission to daycare after communicable/infections diseases are contracted:

- **Chicken Pox:** 10 days from appearance of the first crop of vesicles or until skin is clear.
- **Conjunctivitis (pink eye):** when the eyes are clear or child is receiving treatment from a physician.
- **Fever:** Child's temperature should be normal (98.6) for 24 hours without the use of medication before returning to the program.
- **Impetigo:** Until recovery or until child is receiving treatment from a physician.



**Lice:** Child under treatment with a physician or health department signature saying they may be in school

**Measles (hard):** Seven days after the appearance of the rash or when the skin is clear

**Measles (3-day):** Four days after the appearance of the rash if accompanied by a physician's statement, otherwise seven.

**Mumps:** When swelling has subsided.

**Pertussis (whooping cough):** Not less than three weeks from the onset of the characteristic cough, and statement from the physician saying the child can be in school.

**Ringworm:** Until area is noninfectious or completely healed or medical authorization is given to return.

**Scabies:** After seen and treated by a physician.

**Strep Infection:** Including scarlatina, scarlet fever, strep throat, and rheumatic fever-until recovery or a physician's statement saying the child can be in school

Procedures for all other communicable infections/diseases will be determined by the Coordinator of Early Childhood on a case by case basis with guidance from the school district and the Lapeer County Health Department.