



# PARENT HANDBOOK

Midway Early Learning Center

4552 Spahr Ave,  
Holt, MI 48842

Revised 2024

## Table of Contents

Abuse/Neglect Reporting—Child Protection Law	17
Asbestos and Pesticide Policies	16
Attendance Schedules	4
Birthdays and Special Occasions	14
Childcare Telephone	15
Children and Staff Hand Washing Procedures	13
Cleaning and Sanitizing	14
Custody Situations	3
Department of Human Services Direct Payment	5
Discipline Policy	10
Enrollment	2
Handling Bodily Fluids/Universal Precautions	13
Health Related Resources	13
Holt Public Schools Childcare/Community Relations	15
Inclement Weather Policy	5
Injury/Accident Procedures	15
Medication Procedures	12
Objectives	2
Our Staff	7
Parent Information Board	16
Payment Procedure	4
Personal Belongings/Clothing	6
Photographs	14
Early Drop-off/Late Pick-up Policies	4
Receipts and Tax Deductions	5
Rest Time	15
Sample Daily Schedules	18
Sick Child Policy	11
Sign-In and Sign-Out Procedures	3
Snacks/Food Handling	5
Staff Training	9
Staff /Child Ratio	3
Withdrawal from Program	17

## **WELCOME**

Welcome to the Holt Public Schools Early Childhood program. Care is available for children beginning at the age of six weeks at the Midway Early Learning Center. This booklet is designed to give parents an overview of the program and information on policies and procedures. If you have any questions, feel free to call the Early Childhood Center at 699-1587 or the Community Education Office at 694-3411.

## **OBJECTIVES OF THE EARLY CHILDHOOD PROGRAM**

- To provide safe, dependable Infant, Toddler and Preschool care.
- To nurture, support, and interact with children attending our program.
- To provide childcare for a reasonable cost at a convenient location.
- To enhance and encourage development of the children's interests and talents.
- To enhance and encourage social and intellectual development in an age-appropriate fashion.
- To provide a comfortable, relaxed environment where children feel welcome, secure and special.

## **ENROLLMENT**

The following must be completed before a child can attend:

### Registration Form/Payment

- One (1) Emergency Card
- Registration Form & Payment
- Immunization Record
- Policy Acknowledgment Form
- Health Appraisal (30 days from start date)
- Guidance Form
- Ethnicity Form
- Birth Certificate

Registration is available at [www.holtcommunityed.com](http://www.holtcommunityed.com)

In addition, the Center must have on file a copy of a recent physical examination signed by a doctor (within 30 days of enrollment) that states the child is in good health. A health form will be provided to you. The physical must have been completed within the last 12 months. All immunizations must be current.

**Please keep our Early Childhood Center informed of all changes to be made on any childcare forms, especially the emergency cards.**

### **STAFF/CHILD RATIO**

The ratio of the staff to children is as follows:

1. One staff member for every four infants (six weeks to two and 1/2 years)
2. One staff member for every eight children (two and 1/2 to three years)
3. One staff member for every ten children (three to four years and toilet-trained)
4. One staff member for every twelve children (four to five years)

### **CUSTODY SITUATIONS**

In cases of custodial situations, the custodial parent must be the parent to fill out the registration papers and emergency cards. In cases where the non-custodial parent is not allowed to have contact with the child(ren), the Center will need a copy of the divorce decree or restraining order (this information must also be reflected on the emergency card). It is also helpful if you personally let your child's teacher know of custody situation. The custodial parent will be notified in all cases requiring parental contact.

### **SIGN-IN AND SIGN-OUT PROCEDURE**

A parent information table will be designated as the sign-in and sign-out station. Signing in and signing out is the responsibility of the parent. Only parents and adults (18 years and over) are allowed to sign children in or out. Parents are expected to accompany their child(ren) into the childcare center each day. No drop-off of children is allowed. Children will only be released at the end of the day to parents or persons on the emergency card who 18 or older. A written statement of parental consent must be given to the Center Director to alter pick-up arrangements.

The purpose of these restrictions is for the protection and safety of all the children in our Center. They also allow us to meet LARA regulations.

Please contact the Center by 8:00 a.m. if your child will not be coming on a scheduled day.

All children enrolled for a particular day will be accounted for at all times. In cases of custodial situations, the Center will need a copy of the divorce decree or restraining order. Holt Early Learning Center will not release a child to a non-custodial parent under any circumstances.

### **EARLY DROP OFF AND PICK UP PROCEDURE**

The Early Learning Center will open at 7:00 a.m. and close at 6:00 p.m. The Center will not accept children before 7:00 a.m. Children that stay later than 6:00 p.m. will be charged \$1.00 for every minute that they are late. If a parent has not arrived or called the Center by 6:05 p.m., staff will call the first name on the emergency card to pick up the child.

**\*\*Constant disregard to opening and closing times may result in childcare being discontinued for your child(ren). \*\***

**\*\*For safety reasons, we reserve the right to check any parent/visitor I. D. when you pick up your child(ren).**

### **ATTENDANCE SCHEDULES**

Billing runs for the entire month. Changes to the schedule will need to be submitted to the center directly a month ahead of time. Changes in monthly schedules will not always be accommodated. Parents are responsible for paying for childcare whether the child attends or not.

### **PAYMENT**

If your registration is approved, you will be charged for that space whether in attendance or not. Fees are billed on Wednesday of the last full week of the month for the next month. Fees are required to be paid before next month's charges are applied. If the account has not been paid before the next month's billing is applied a 20.00 late charge will be added to your account every week until balance is paid. Once you have an amount due for 30 days or more, care will be stopped. Fees are to be paid through Daycare Works Parent Portal. [www.family.daycareworks.com](http://www.family.daycareworks.com)

\*During week that a holiday may close our Center, parents will pay a prorated weekly rate for those days our center is open.

For families with more than one child:

**\*\*The child with the most hours per week pays the full rate. \*\***

## **SCHEDULE CHANGES**

Credits for absences are not given, however, each full-time (5 full days a week) child receives 12 vacation coupons to use throughout the year. (Children enrolled part-time do not receive vacation coupons.) Coupons need to be turned in monthly, so that your account will not be charged the full weekly rate. Vacation coupons are to be used for days when your child will **not** be in care. If a child is enrolled mid-school year, the number of vacation coupons will be prorated. Effective July 1, 2024 the Midway Early Learning Center will only be offering fulltime childcare. Current enrolled families may still use part time for the duration of their enrollment.

## **DEPARTMENT OF HUMAN SERVICES DIRECT PAYMENT**

Direct Payment from the LARA is accepted. This must be arranged in advance with the Community Education Director. Parents are responsible for making up the difference between what LARA pays and the childcare rates charged. This amount varies with each family. Parents must pay weekly rates in advance until LARA begins payments. At that time, Community Education will reimburse parents if necessary.

## **STATEMENTS AND TAX DEDUCTIONS**

An end-of-year tax statement can be accessed through daycare works in January. The tax ID # is 38-6001589.

## **INCLEMENT WEATHER POLICY**

In case of severe weather such as tornadoes, children will be kept at the Early Learning Center until parents or appropriate adults can pick them up. When Holt Public Schools are closed due to inclement weather, our center will be closed. You will be notified via email when the Midway Early Learning Center is closed. To enable the childcare staff to be paid for snow days each year, tuition credit will not be given for inclement weather days.

## **SNACKS/FOOD HANDLING**

Our Center will provide a light morning snack and a nutritious afternoon snack. Milk is also served at snack times. Snack menus will be planned by our staff and posted for all parents. Parents are expected to provide lunch for their child(ren), including drinks. Lunches should be labeled with your child's name.

1. Parents are responsible for bringing prepared ready-to-feed formula or breast milk in bottles for their infants in quantities sufficient for the child's needs. Staff will not pour formula, milk, juice, water, etc., into bottles.

2. Formula, breast milk bottles, lunches and baby food jars brought into the center must be covered, labeled with your child's name and date and refrigerated. All opened baby food and lunches will be disposed of within 24 hours and contents of all bottles will be discarded after each feeding due to health regulations. Please remember to furnish the Center with an adequate supply of both bottles and baby food. It is better to bring one extra bottle than to have your child feel hungry.
3. Formula and breast milk left in a bottle after a feeding shall be discarded. Formula and breast milk are unsafe for consumption after one hour at room temperature and will be discarded by our staff at that time.
4. Children will not be fed directly from baby food containers if the contents are to be fed to the child at more than one sitting or to more than one child. Leftover baby food is discarded and never returned to the jar.
5. If a child is unable to hold his/her bottle, he/she will be held during all feedings. Bottles will not be "propped" under any circumstances.
6. Mothers who are breast feeding are welcome in our Early Learning Center at any time. If she chooses to feed her infant in any place other than her child's classroom, she must sign her infant out at the sign-in table.

### **PERSONAL BELONGINGS/CLOTHING**

It is recommended that children be dressed in washable, comfortable clothing. Your child(ren) will be encouraged to explore, experiment, and learn along the way. Sometimes this means we get messy. Please be sure two full sets of extra clothing are always at the Center. Do not forget to label all clothing with your child's full name! If clothing or personal items are not labeled, staff will label them with a permanent marker.

If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Parents provide their own disposable diapers, diaper wipes, powder, and other diapering necessities at our Center. Please remember that in following LARA regulations, children are taken outdoors daily (weather permitting) and should be dressed accordingly. Please bring boots, scarves, mittens, hats, coats, etc. as needed. Deciphering different coats can get very confusing. Please help our staff by labeling all coats, snow pants, bags, clothing, etc. with your child's full name.

Parents must furnish the center with a blanket, sheet or crib sheet, a pillow (optional) with pillowcase, and a bib (if needed), as well as other items requested by our staff. Infants will need a sleep sack as blankets are prohibited by LARA.

Please keep all toys and special items at home. Children may bring a nap time "snuggly,"

pillow and blanket. Books are also welcome. The Center is not responsible for any broken or lost items.

## **OUR STAFF**

Under the direction of the Holt Community Education Office, this program will be planned and supervised by the Center Director, who is experienced in child development.

### **CENTER DIRECTOR**

#### Qualifications

- Bachelor's degree in education from a four-year college or university
- 12 semester credits in the areas of child development or child psychology or recreation
- Minimum two years' experience working with young children
- At least two semester hours in childcare administration from an accredited college or university OR a minimum of 3.0 CEUs in childcare administration.
- CPR & First Aid certified

### **TEACHERS**

Your child's teacher is experienced in child development and continues to learn every day. Holt Public Schools offers ongoing staff development and training, CPR and First Aid Training, and many special workshops and meetings. Your child's teacher is skilled in assessing children's needs and resourceful in providing stimulating experiences that enhance social, intellectual, emotional, and physical growth. Your child's teacher cares about your family and your child. Please do not hesitate to ask him/her questions regarding your child's development, your own concerns, or your child's daily activities.

#### Qualifications

- Knowledge of appropriate child development
- Demonstrated experience with young children
- 17 years of age or older
- CPR and First Aid certification
- Pass a criminal history and central registry check



## **INTERNS/STUDENTS**

### Qualifications

- Enrolled in courses related to child development at LCC, MSU or any internship program
- Good character
- Demonstrated ability to interact with young children in a positive manner
- Pass a criminal history and/or central registry check, depending on amount of involvement in program

## **VOLUNTEERS**

Contact our Human Resources department to become a volunteer. 517-699-6934

### Qualifications

- Good character
- Demonstrated ability to interact with young children in a positive manner
- Pass a criminal history and/or central registry check, depending on amount of involvement in program

## **Sources for Part-Time/Volunteer Help**

- LCC or MSU child development internships
- Holt Senior High School students
- Community volunteers
- Foster Grandparent volunteers
- JTPA Employment Program

## **ONGOING STAFF TRAINING**

Many options are available for staff training and include some of the following:

- Staff development meetings with specified topics, i.e., toilet training, positive discipline, age-appropriate activities, developmentally appropriate expectations, common illnesses
- District wide in-services
- Capital Area Continuing and Community Education Childcare meetings
- Area Childcare Directors meetings
- Office of Young Children workshops

- Childcare Licensing workshops
- Community Education workshops
- CPR and First Aid training

## **DISCIPLINE POLICY**

It is the goal of Holt Public Schools Early Childhood program to provide safe, dependable care for children in a comfortable, relaxed environment where children feel welcome and secure. The Holt/Dimondale childcare program views discipline as a means of encouraging self-control, self-direction, and self-esteem.

We strive to support all students and staff by teaching and promoting positive behavior school-wide. We have four expectations, which are reinforced daily and in all areas of the school.

**BE SAFE**  
**BE RESPECTFUL**  
**BE RESPONSIBLE**  
**BE KIND**

### **What is PBIS?**

PBIS stands for positive behavioral interventions and supports. The goal of PBIS is a process for creating safer and more effective schools. There are three main components of PBIS. They are teaching appropriate behavior in all settings, providing interventions when behavior expectations are not met and recognizing students when behavior expectations are met. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn.

PBIS can reach beyond the school boundaries. Your involvement with PBIS not only provides additional academic support but also creates community and cultural connections. What this looks like:

#### Be Respectful

School: Use positive language

Home: Follow directions

Community: Be kind to your neighbors

### Be Responsible

School: Clean up after you eat

Home: Help keep your room and the rest of the house clean.

Community: Keep the neighborhood clean.

### Be Safe

School: Use equipment properly and walk in the hallway

Home: Look both ways when crossing the street.

Community: While waiting for the bus, stay in designated area.

### Be Kind

School: Include others

Home: Help your brother/sister make the bed.

Community: Hold door open for someone.

## **SICK CHILD POLICY**

Sick children should not be brought to the childcare program. When your child shows signs of illness at home, **do not** send him/her to childcare. Bringing a sick child to our program is an inconvenience to the staff and other parents as their child(ren)) may be exposed to illness.

Please call the center by 8:00 a.m. and let us know if your child will not be in attendance on a scheduled day due to illness.

The following are some guidelines for excluding children from care:

- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Eye discharge (Conjunctivitis is extremely contagious)
- Excessive cough and/or nasal discharge (especially if thick, green or yellow in color)
- Any unidentified rash
- With regard to head lice, the district has a “no nit” policy which the program also follows.

Parents will be notified by phone of any illness that occurs during childcare (headache, fever, vomiting, diarrhea, eye or nose discharge, rash, cramps, etc.). Parents will be expected to leave work or class **IMMEDIATELY** and pick up a child who appears to the teacher too ill to remain in the program. Until an adult arrives, the child will be excluded from activities with other children to the best of our ability. The child will rest in a “quiet area” secluded from the main area. While your child’s physician may provide a written

note that it is okay for him/her to return to childcare because he/she is no longer contagious, we do reserve the right to not allow your child to return until we feel your child is no longer contagious or your child is ready to participate in all activities, including recess.

### **When a Child can Return to Childcare After an Illness**

Usually a child can come back to childcare if all the following conditions are met:

1. The child's temperature has been below 100 degrees for 24 hours without a fever reducer (acetaminophen, ibuprofen, etc.).
2. The child has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours.
3. It has been 24 hours since the last episode of vomiting or diarrhea.
4. The nasal discharge has improved and no longer green or yellow in color.
5. Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
6. The rash has subsided, or a physician has determined that the rash is not contagious.
7. In some cases, we may ask for a doctor's note for your child to return. While your child's physician may provide a written note that it is okay for him or her to return to childcare because he or she is no longer contagious, we do reserve the right to not allow your child to return until we feel he or she is no longer contagious or is ready to participate in all activities, including outdoor play.

### **MEDICATION PROCEDURES**

Over the counter medications will be administered by our staff who will give the amount requested by parents, up to the maximum amount stated on the medication container (parents must complete and sign a medication permission form). Note: If a medication is not recommended for the child's age by the manufacturer, then a doctor's note is required. Doctor-prescribed medications will be administered by the staff under the following conditions:

- Medicine MUST be brought in the original container (for both over-the-counter and doctor-prescribed medications).
- The child's name, physician's name and phone number, and dosage amount MUST appear on the container.
- The child's name, physician's name and phone number, and dosage amount MUST appear on the container.

- The child's parent must fill out and sign a permission form with the specific information about the administration of the medications.

A single staff member in each classroom is designated as the individual to administer all medications. In most cases, but not all, this person will be a lead teacher or program director. Other staff within the program will be designated to administer medication in the absence of the originally designated person. All staff working at the center will be aware of which children are to receive medications as well as the location that the medications will be stored.

**NOTE:** If these conditions are not met, medication will not be administered. Do NOT send medication in your child's lunch box or backpack. It should be given to a childcare staff member by a parent (adult).

## **HEALTH RELATED RESOURCES**

As part of Holt Public Schools, childcare staff and parents have access to the School Nurses and Special Education Staff employed by the school district when advisement is needed with health-related or special needs issues. Additionally, health resources will be made available to parents in the parent area of the classroom. These resources may include written materials, information pertaining to speakers, videos and training from local colleges or universities, hospitals, medical professionals, and the local health department. At any time, parents may request assistance in securing information pertaining to a health-related issue from our childcare staff, the Community Education Office, or the school office. Additionally, health-related issues will continue to be a component in the ongoing professional development we offer to our staff.

## **HEALTH CARE POLICIES AND PROCEDURES**

### **Children and Staff Hand Washing Procedures**

Hand washing is a vital tool in preventing the spread of bacteria and viruses that can cause infections and illness. Proper hand washing by children and staff is necessary to control the spread of germs. Children and staff are required to wash their hands before, during and after food preparation; after coughing, sneezing, using a tissue; after eating or drinking; after handling animals; after using the toilet; and after coming in contact with any type of bodily fluids. Hands shall be washed with soap under warm running water. Hand-sanitizers, water basins, and pre-moistened cleansing wipes are not permitted.

Children and adults shall vigorously wash their hands for at least 20 seconds under warm running water (between 60- and 120-degrees Fahrenheit) until a soapy lather appears. Proper hand washing shall be demonstrated for children by staff whenever the opportunity to do so arises.

### **Handling Bodily Fluids/Universal Precautions**

Universal precautions (treating all human blood and certain human fluids as infectious) will be used when dealing with blood and other potentially infectious bodily fluids. Personal safety equipment, including medical gloves (provided by the school district), will be used in any situation that involves body fluids. Staff members are required to participate in blood-borne pathogen training at the time of hire and on an annual basis to ensure proper conduct in the case of an accident. Whenever possible, staff are to request that a building custodian assist them in the clean-up of bodily fluids such as blood, urine, feces, or vomit so as to limit their contact with such fluids as they see to the need of the children in their care.

### **Cleaning and Sanitizing**

The following steps MUST be followed for cleaning and sanitizing:

1. Wash the surface or article vigorously with warm water and detergent.
2. Rinse the surface with clean water.
3. Submerge, wipe, or spray the surface or the article with a sanitizing solution (a water and non-scented chlorine bleach solution will be used in our programs).
4. Let the article or surface air dry.

The required sanitizing solution that our program staff are required to use is a mixture of water and non-scented chlorine bleach solution with a concentration of bleach between 50-100 parts per million (one tablespoon bleach per gallon of water). A ph test strip MUST be used to determine whether the solution is appropriate or not.

### **BIRTHDAYS AND SPECIAL OCCASIONS**

Parents are welcome to send cookies, cupcakes, or other treats to share with their children's friends on birthdays or special occasions that are food allergy safe. Please let your child's teacher know in advance that you will bring a treat and the teacher will notify you of any food allergies in the classroom.

## **PHOTOGRAPHS**

Our staff takes pictures of students throughout the year. These photographs may be posted in the classroom to share children's experiences throughout the school year or used in class projects. If these photos will be placed on the Holt Public Schools website or on Social Media, their name will not be attached to the photo. If you do not want your child photographed please let the center Director know.

## **HOLT/DIMONDALE CHILDCARE SCHOOL/COMMUNITY RELATIONS**

Public relations is an important part of the Holt/Dimondale Childcare Program. The program is here to serve Holt/Dimondale parents and their children. If you have questions, suggestions, or program concerns, please don't hesitate to first discuss them with the Director of our Center Jenn phinney at 699-1587. Heather Crandall, Community Education Director, is also available to talk or meet with you and can be reached at 694-3411.

The Holt Public Schools Board of Education complies with all applicable Federal and State laws and regulations prohibiting discrimination and with all applicable requirements and regulations of the U.S. Department of Education. It is the policy of the Holt Public Schools Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in a program or activity to which it is responsible, or for which it received financial assistance from the U.S. Department of Education.

## **REST TIME**

All children will have a time set aside each day to rest or nap. Each child will be provided a mat, cot or crib. Parents should bring a blanket, pillow with pillowcase, crib sheet, and any stuffed animal, etc., that your child enjoys when falling asleep. Parents are

responsible for washing these items **every week**.

Infants may not sleep with any items in the crib which includes, amber necklaces, blankets, toys, or swaddles.

### **INJURY/ACCIDENT PROCEDURES**

In case of an injury during childcare, parents will be notified by the staff upon pick up. If the injury is severe and requires medical attention parents will be contacted immediately. To be sure we can reach you in emergency situations, please notify the staff of any changes on the emergency cards. Staff will complete an “incident report” to be given to parents.

In case of an emergency, medical assistance will be sought at once. A formal accident report will be filed with Community Education.

Holt Public Schools students and any expenses or costs related to student accidents and student injuries are not covered by any District insurance.

### **PARENT INFORMATION BOARD**

A parent information board will be available at the center. It is used to display snack menus, weekly themed lesson plans, newspaper and magazine articles, and information directly relating to your child. PLEASE READ IT EVERY DAY.

Each child in the infant and toddler rooms up to age 2.5. will have a daily record sheet describing 1) food intake, 2) sleeping patterns, 3) bowel movements, and 4) any medications.

### **ASBESTOS AND PESTICIDE POLICIES**

**Asbestos Notice:** The Holt School District has conducted an extensive asbestos survey of all buildings and continues to monitor all remaining asbestos-containing materials. This is accomplished through periodic surveillance and a re-inspection every three years. Based on the findings of these inspections, a management plan was drafted and is available for public review at each school building office during normal business hours.



**Pesticide Notice:** It is the practice of Holt Public Schools to use “NO SPRAY” policy for the use of pesticides in any area where children or staff are present. In certain emergencies, pesticides may have to be used. The Michigan Department of Agriculture requires the following notice:

Parents and guardians of children attending school are to be notified by school administrations of the right to be informed prior to any application of a pesticide at their school.

If you need a prior notification form, please contact the school office.

### **WITHDRAWAL FROM PROGRAM**

Termination may occur in the following situations:

- A student intentionally injures another child or a staff member.
- If all necessary forms are not completed and on file.
- If childcare fees are not paid in full and are two weeks behind and/or arrangements for payment have not been made.
- If parents continually disregard center policies and procedures.
- The Director also maintains the right to withdraw a student without following the steps outlined above if he/she determines it to be necessary.

### **ABUSE/NEGLECT REPORTING—CHILD PROTECTION LAW**

Under the Child Protection Law, 1975 PA 238, childcare/preschool providers are mandated to immediately report any instances where there is reasonable cause to suspect child abuse or neglect to Children’s Protective Services. Failure to report abuse or neglect is a crime that can result in legal penalties.

At hire, all childcare/preschool caregivers are required to sign a child abuse/neglect reporting agreement. This form lists our reporting procedures and contains a declaration that staff will follow the procedures as listed on the form. When abuse or neglect is expected, caregivers will follow the reporting procedures listed below:

1. **UPON LEARNING OF SUSPECTED ABUSE OR NEGLECT, THE CAREGIVER WILL IMMEDIATELY CONTACT CHILD PROTECTIVE SERVICES BY TELEPHONE OR THEIR WEBSITE TO FILE A REPORT.**
2. The caregiver will immediately follow up with his/her immediate supervisor and the Community Education Director.
3. The caregiver will immediately report the abuse or neglect to the Delhi Township Police Department, to Childcare Licensing, and if deemed necessary, to the Holt Public Schools Superintendent responsible for legal issues within the district.
4. All verbal reports to Child Protective Services must be followed up in writing (by the caregiver that makes the verbal report) to Child Protective Services within 72 hours. A copy of this report must first be submitted to the Community Education Director for review within 24 hours of the initial verbal report being made to Child Protective Services. The Community Education Director will immediately review this written report. After review, the caregiver making the initial verbal report is to submit this written report to Child Protective Services.
5. All details of the situation, including conversations with the child, will be documented in writing.
6. Within our programs we always attempt to do a joint report that involves the caregiver that suspects abuse or neglect, the caregiver's immediate supervisor, the Community Education Director, and possibly the Assistant Superintendent responsible for legal issues within the district. **The first step of this process MUST always be that of contacting Child Protective Services.**
7. A caregiver will not hesitate to report a potential situation because he/she feels it may not be true or that it may be insignificant. We report all situations and let Child Protective Services make that determination.
8. Suspected child abuse situations are handled carefully and confidentially.

## **SAMPLE DAILY SCHEDULE**

### **Younger Toddler Schedule**

7:00-8:00	Welcome children and parents, self-directed table activities
8:00-8:30	Free choice with children
8:30-8:50	AM snack/clean up
8:50-9:00	Diapers
9:00-9:30	Circle time

9:30-11:15	Family group time—children spend time with primary caregiver: art, stories, outside, sensory, dramatic play
11:15-11:30	Cleanup for lunch
11:30-12:00	Lunch
12:00-12:15	Diapers
12:15-12:45	Story time
12:45-3:00	Rest time
3:00-3:15	Diapers/circle time
3:15-3:430	Snack/clean up
3:30-4:00	Music and movement/sensory
4:00-5:00	Outside time
5:00-5:15	Diapers
5:15-6:00	Coloring/free choice

### **Older Toddler/Preschool Schedule**

7:00-8:15	Self-directed table activities
8:15-8:30	Snack
8:30-9:00	During school—transition to preschool During summer—circle time
9:00-9:15	During school—circle time/discuss topic of the day During summer—music
9:15-9:35	Language/writing/skills cards
9:35-10:20	Stations—Math, manipulatives, sensory, etc.
10:20-10:30	Clean up
10:30-11:30	Outside (weather permitting) or gross motor in gym
11:30-11:45	Stories
11:45-12:00	Lunch preparation
12:00-12:30	Lunch
12:30-1:00	Relax time (books on tape, stories, bathroom us)
1:00-3:00	Rest time
3:00-3:30	Snack time
3:30-3:45	Circle time
3:45-4:00	Art or music
4:00-5:00	Outside (weather permitting)
5:00-6:00	Stations—dramatic, stories, manipulatives

