

Questions, concerns and suggestions may be directed to the ECC Director at 517-699-1587 or the Community Education Director at 517-694-3411. We value and respect your input and opinions.

## Early Learning Center

4552 Spahr Avenue, Holt  
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# Midway Early Learning Center

Parent Handbook



4552 Spahr Avenue  
Holt, MI 48842

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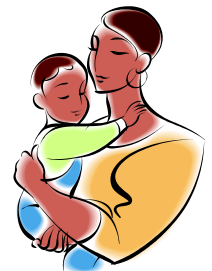
**SAMPLE DAILY SCHEDULE**

**Younger Toddler Schedule**

7:30-8:00	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	Clean up 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
5:15-5:30	Coloring/free choice

**Older Toddler/Preschool Schedule**

7:30-8:15	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/science, art, dramatic play, gross motor, manipulatives, sensory, etc.
	Clean up
10:20-10:30	Outside (weather permitting) or gross motor in gym
10:30-11:30	Stories
11:30-11:45	Lunch preparation
11:45-12:00	Lunch
12:00-12:30	Relax time (books on tape, stories, bathroom us)
12:30-1:00	Rest time
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)
5:00-5:30	Stations—dramatic, stories, manipulatives



## 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 child care 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.

## ABUSE/NEGLECT REPORTING—CHILD PROTECTION LAW

Under the Child Protection Law, 1975 PA 238, child care/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 child care/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:

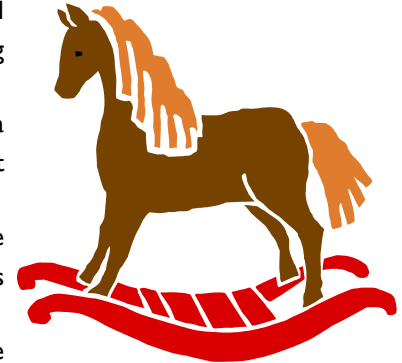
1. **UPON LEARNING OF SUSPECTED ABUSE OR NEGLECT, THE CAREGIVER WILL IMMEDIATELY CONTACT CHILD PROTECTIVE SERVICES BY TELEPHONE TO FILE A REPORT.**
2. The caregiver will immediately follow up with his/her immediate supervisor and the Community Education Director.
3. The Community Education Director will immediately report the abuse or neglect to the Delhi Township Police Department, to Child Care Licensing, and if deemed necessary, to the Holt Public Schools Assistant 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.

## 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 child care 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
- Attendance Schedule
- Health Appraisal (30 days from start date)
- Guidance Form
- Ethnicity Rom
- Birth Certificate
- Proof of Residency



All enrollment forms are available at [holtcommunityed.com](http://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 child care 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.

## INJURY/ACCIDENT PROCEDURES

In case of an injury during child care, parents will be notified by the staff. If the injury is severe, 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 "ouch report" to be given to parents.



In case of an emergency situation, 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 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.*

## 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. Please let your child's teacher know in advance that you will bring a treat.



## PHOTOGRAPHS



Our staff takes pictures of students throughout the year. These photographs may be posted in the classroom as a way to share children's experiences throughout the school year or used in class projects. In the event that these photos will be placed on the Holt Public Schools web site or used in any Holt Public School publication, a parent or guardian must grant written permission.

## HOLT/DIMONDALE CHILD CARE SCHOOL/COMMUNITY RELATIONS

Public relations is an important part of the Holt/Dimondale Child Care 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 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.

## 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 child care 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 DHS regulations.

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

Parents must complete a monthly attendance schedule. 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/Late Pick-Up Policies



The Early Learning Center will open at 7:30 a.m. and close at 5:30 p.m. The Center will not accept children before 7:30 a.m. Children that stay later than 5:30 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 5:35 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 child care 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 for the entire month will run on the last Wednesday before a new month starts. Changes to the schedule will need to be submitted to the center directly a month ahead of time..

**PAYMENT**

Payments may be made in the form of Visa and MasterCard on-line thru day care works. Cash payment is only accepted in the Community Education office. Tuition payments are due weekly on Wednesday by 6:00 pm the week prior to care given. 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.

\*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 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 with your monthly schedule 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.

**DEPARTMENT OF HUMAN SERVICES  
DIRECT PAYMENT**

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



Hand Washing —cont'd.



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 degree 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.

Medication Procedures—cont'd.

- 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 these medication 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 child care staff member by a parent (adult).

**HEALTH RELATED RESOURCES**

As part of Holt Public Schools, child care 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 child care 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

**RECEIPTS AND TAX DEDUCTIONS**

A receipt will be issued at your request. An end-of-year tax statement can be accessed through day care 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 open unless you are notified otherwise due to power outages.

**SNACKS/FOOD HANDLING**

Our Center will provide a light morning snack and a nutritious afternoon snack. Milk or fruit juice 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 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, 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 milk left in a bottle after a feeding shall be discarded. Formula and 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 at the Center at all times. Don't 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 DHS 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 pillow case, 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 DHS.



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 a certified teacher 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 child care administration from an accredited college or university OR a minimum of 3.0 CEUs in child care administration.
- CPR & First Aid certified

### Sick Child Policy—cont'd.

program. Until an adult arrives, the child will be excluded from activities with other children. 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 child care 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 Child Care After an Illness

Usually a child can come back to child care 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 in order 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 child care 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.



Discipline Policy—cont'd.

- Unsupervised isolation of any child is unacceptable. As a last step, time out away from ongoing activities can be a beneficial means of “cooling off” for both caregiver and the child, but should not be taken unsupervised.
- Redirection of inappropriate behavior will be used whenever possible. It is good for children to learn what is acceptable and what is not.
- We will teach the children to respect one another and the adults that provide care. We will not tolerate hitting, biting, kicking, scratching, or any other form of uncontrolled aggressive behavior toward children or adults. Whenever a child’s behavior becomes socially unacceptable, a meeting will be scheduled with the parents, caregivers, and Director to determine a course of action. It is our expectation that parents will work with the caregivers in consistently following through on a plan of action. If necessary, an outside consultation will be arranged with a qualified person for further direction. If there is still no change in the child’s behavior after a reasonable time has elapsed, the child can/will be terminated from our Center.

**SICK CHILD POLICY**

Sick children should not be brought to the child care program. When your child shows signs of illness at home, do not send him/her to child care. 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:

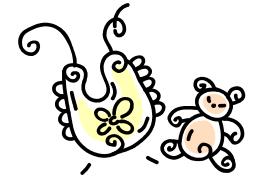
- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Eye discharge (Conjunctivitis is extremely contagious)
- Excessive cough and/or nasal discharge (especially if thick, green or yellow in color)
- Any unidentified rash
- With regard to head lice, the district has a “no nit” policy which the program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



Parents will be notified by phone of any illness that occurs during child care (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

Responsibilities

- Program development
- DHS licensing procedures
- Communicate with children and parents on a daily basis
- Maintain supplies
- Coordinate staffing
- Ensure that all staff is striving to implement the philosophy of Holt Public Schools and is working to benefit all students
- Staff training
- Supervision of interns
- Cooperative lesson planning
- Coordinate staff development
- Menu planning



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
- 18 years of age or older
- CPR and First Aid certification
- Pass a criminal history and central registry check

Responsibilities

- Supervises and leads various activities
- Interacts with children in a positive manner
- Cooperative lesson planning
- Keeps environment safe and positive to meet the needs of children enrolled in the program
- Assists the Center Director in any way necessary to assure the safety of the children and the quality of the programming

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



Responsibilities

- Interact with children in a positive manner
- Assist the child care staff
- Planning and leading some various activities

Part-Time/Seasonal Help—Volunteers

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

Responsibilities

- Interact with children in a positive manner
- Assist the child care staff

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

Ongoing Staff Training cont'd.

- District wide in-services
- Capital Area Continuing and Community Education Child Care meetings
- Area Child Care Directors meetings
- Office of Young Children workshops
- Child Care 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 child care program views discipline as a means of encouraging self-control, self-direction, and self-esteem. Discipline is provided in the form of positive guidance. The following techniques will be implemented:

- Focus on “do’s” instead of “do not’s”...telling a child what not to do does not prepare him or her for what to do or outline how to handle a situation in a better way.
- Accept the child’s decisions if caregiver gives a choice...it is important for children to learn to make decisions, but it is poor training when decisions made are not accepted.
- Give the security of limits...the freedom and limits needed vary from child to child. It is important that limits be explained to a child in a language they can understand and that caregivers are aware of these limits. Infractions of the limits set will be handled individually in an appropriate manner.
- Build feelings of confidence...it is important for a child to develop a feeling that he/she is able to do things and that he/she is a capable and worthwhile person. Verbal abuse (harsh tone of voice, insults, ridicule, threatening, name-calling, shaming, belittling) destroys self-confidence and is unacceptable.
- Physical punishment (spanking, hitting, biting, slapping, shaking, pinching, tying) of any child by a caregiver is unacceptable. Children will be supervised so that they will not endanger themselves or other children in physical ways.
- Refusal of meals or snacks or threat of such as a form of punishment is forbidden.

