

2025/2026 School-Age Care Pricing

AM CARE 9.50

PM CARE 12.50

EDW 10.00

FULL DAY 44.00

HALF DAY 28.00

Community Education Office
Midway Early Learning Center
4552 Spahr Avenue
Holt, MI 48842
517-694-3411

Dimondale
330 Walnut Street
Dimondale, MI 48821
517-694-6440
TBD

Elliott
4200 Bond Street
Holt, MI 48842
517-694-7444
DOOR 3

Horizon
5776 West Holt Road
Holt MI 48842
517-694-7272
Main Entrance

Sycamore
4429 Sycamore Street
Holt, MI 48842
517-699-7431
DOOR 2

Wilcox
1650 Laurelwood
Holt, MI 48842
517-699-3464
DOOR 11

WELCOME TO THE HOLT PUBLIC SCHOOLS CHILD CARE PROGRAM

This handbook is designed to give parents/ legal guardians an overview of the program and information on policies and procedures. If you have any questions, feel free to call the Community Education office at (517) 694-3411

PHILOSOPHY

It is the goal of Holt Public Schools Childcare program to provide safe, dependable care for children in a comfortable, relaxed environment where children feel welcome and secure. The Holt 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 program-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 support. The goal of PBIS is a process for creating safer and more effective program. 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 programs' ability to teach and support positive behavior for all students. PBIS is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn and play.

PBIS can reach beyond the program boundaries. Your involvement with PBIS not only provides additional academic support but also creates community and program 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.

SPECIAL NEEDS PLAN

Any child with special needs will be accommodated according to their IEP or 504 but please notify the Community Ed office if your child currently has a plan that requires accommodation.

Calendar / Hours of Operation

Childcare services begin on the **first day of school** and continue through the **last day of the academic year**. Families will receive a **childcare calendar** before the school year begins, outlining the days we are open.

Our centers operate on **most weekdays throughout the school year**, including during **school breaks, half-days, and in-service days**. Hours of operation are:

Monday–Friday | 7:00 a.m.-8:30a.m & After school to 6:00 p.m.

Care on Non-School Days

Childcare is available on **in-service days, conference days, half-days, and other non-school days** for children who are **pre-scheduled**. Care on these days is provided at **Horizon Elementary for 25/26 school year**.

- **Late schedules may not be accommodated** on half-days, in-service days, or during school breaks.
- **Drop-in care is not available.**
- **Alternating week care is not offered.**

Early Dismissal Wednesdays (EDWs)

To receive care on Early Dismissal Wednesdays, children must be **scheduled for every Wednesday**. We cannot accommodate care **only on select Wednesday's**.

Break Care

Break Care is available from **7:00 a.m. – 6:00 p.m.** during school-year breaks for children who are **currently enrolled** in our childcare program.

- **Break Care is not available on holidays** that occur immediately before, during, or after a scheduled break.
- Care will be held at Horizon Elementary.

- Break Care is **not guaranteed**. Families must complete a **Break Care Survey**, which will be sent **approximately three weeks prior to the break**.
- Enrollment is determined based on the **order surveys that are received**.
- Once you submit the survey, **you will be billed for the selected days**, regardless of attendance. Please choose only the days you truly need.
- Your childcare **account must be current** to qualify for Break Care.

Break Care fees will be **billed the week prior** and must be paid according to our **Fee Policy** (see page 6). For convenience, we offer **Autopay** through your **Parent Portal**.

Summer Care

Summer Care is available to **currently enrolled Holt Public School students** who will be entering **grades 1–5** in the upcoming fall.

- A **minimum enrollment of two full days per week** is required.
- **Full-time schedules are prioritized**.
- Enrollment is considered a **full-summer commitment**—please plan accordingly.

Inclement Weather Policy

In the event of severe weather (e.g., tornado warnings), children will remain at the center until it is safe for them to be picked up by a parent or authorized adult.

- If **Holt Public Schools are closed** due to inclement weather, **childcare centers will also be closed**.
- In order to compensate staff for scheduled work hours, **tuition credits will not be issued** for weather-related closures.
- If school **closes early** due to the weather, **childcare will still be provided**—but **only for children already scheduled** on that day.

Sample Daily Schedule

AM Care

- **7:00–7:30 a.m.** – Choice Time: Arts & crafts, games, toys, manipulatives
- **7:30–8:00 a.m.** – Continued Choice Time: Gym and classroom activities
- **8:00 a.m.** – **School Start** – Large Group Time

PM Care

- **3:30–3:50 p.m.** – Arrival & Snack
- **3:50–4:20 p.m.** – Recess
- **4:20–5:30 p.m.** – Activity Rotations: Homework, arts & crafts, gym time, games
- **5:30–6:00 p.m.** – Final Choice Time in Classroom

Enrollment

Enrollment is available to **elementary-aged children** and is based on available space. A **non-refundable registration fee** will be added to your account once your child's registration is accepted.

To complete enrollment, the following items are required:

- **All past-due fees must be paid in full**
- **Attendance Schedule Survey** (minimum of two days)
- **Online Registration Form**
- **Child Information Record**
- **Up-to-date Immunization Records**

Information about registration can be found on the **Community Education webpage**:

www.holtcommunityed.com

Important: Any changes to your child's records must be updated directly in the **Parent Portal** under the "Personal" tab. Inform the center director once updates are submitted.

Note: Updating records with your child's school office does **not** update them for childcare.

All **Information Cards must be signed by a parent or guardian** at the beginning of each school year or whenever changes are made.

Fee Policy

Payment Terms

- **All childcare fees must be paid in advance** before services are provided.
- Families may choose to pay **weekly, bi-weekly, or monthly** based on the selected billing schedule.
- **AutoPay is available** and will be processed at the **start of each billing cycle**. Details will be provided in your **Welcome Letter**.
- Payments for the upcoming week are **due no later than Monday at 7:00 a.m.**
- **Failure to make payment by the deadline will result in immediate suspension of childcare services.**

Billing Schedule

- Billing is posted to your account on the **Monday of the last full week of each month** for the upcoming month. A list of billing dates will be included in your **Welcome Letter**.
- Once billing is posted, **charges cannot be removed**. If you anticipate any changes to your child's schedule, you must contact us **prior to billing being added**.

Suspension of Services

- If payment is **not received by Monday at 7:00 a.m.**, childcare will be suspended until the **balance is paid in full**.
- If your account remains unpaid for **more than two weeks**, your schedule will be removed, and your child's space will be offered to a family on the waitlist.
- To return to the program, you must **re-register**, pay a new **registration fee**, and **pre-pay** for childcare services.

Payment Methods

- All payments must be made by **credit or debit card** through the **Parent Portal**.
- **Cash and checks are not accepted** at any childcare location.

Non-Refundable Policy

- **All payments are non-refundable**, regardless of attendance or circumstances.

Communication

- Families are encouraged to **communicate any billing, or payment concerns promptly** with the **Community Education Office** to avoid service interruptions.

Termination of Services:

- In cases of repeated late payments or failure to adhere to the fee policy, childcare services may be terminated at the discretion of the service provider.

Schedule and Schedule Changes

Please note that **families must re-enroll in our childcare program at the start of each school year**.

Enrollment does **not** carry over from school year to school year or from school year to summer. **School-Aged Care and Summer Care require separate registrations**, and **registration fees will be charged separately** for each program.

During registration, you will be asked to select your child's scheduled days of care, with a **minimum of two consistent days per week**. If space is available, those days will be reserved for your child.

Please note the following scheduling policies:

- **We do not accommodate alternating or every-other-week schedules.**
- If you require care on **Early Dismissal Wednesdays (EDWs)**, your child must be scheduled for **every Wednesday**, not on a rotating basis.
- Once your registration is approved and space is reserved, **you will be billed for those days regardless of attendance.**

It is your responsibility to review your child's schedule before the first billing cycle following registration. You can view the schedule under the “Personal” tab in your Parent Portal. **Credits will not be issued for billing errors resulting from unreviewed or incorrect schedules.** Parents must verify their schedule at the start of the year—**prior to the first billing—and anytime a schedule change is made.**

If you need to make a **permanent change to your schedule**, it must be requested **before the start of the billing cycle in which the change will take effect.** To request a schedule change, please contact the **Community Education Office at 517-694-3411.**

Alternate Payment Sources

Holt Public Schools gladly accepts childcare scholarships from a variety of external sources, including:

- **DHS (Department of Human Services)**
- **MSU**
- **LCC**
- **4C**
- **OYC**
- **NACCRRA**

Until official authorization is received (such as a **DHS-198 form**), **parents/guardians are responsible for paying all childcare fees according to our standard Fee Policy.** Once authorization and payment from the funding agency is received, any eligible overpayments will be refunded.

If assistance is **discontinued**, families are responsible for all fees starting from the **authorization end date.**

 Regardless of the payment source, **parents/guardians are ultimately responsible** for ensuring full and timely payment of tuition.

For DHS Recipients:

- DHS covers a **\$65 registration fee once per year** but **does not cover late pickup fees.**
- Families receive **360 hours of sick time per year.**
- A maximum of **10 consecutive regular care days** may be missed before DHS coverage is affected. After 10 days of Absence contact must be made to get a return date. If no return date DHS cannot be billed. If a return date is given, sick hours will be used until return.
- **Weekly attendance sheets must be signed** to ensure accurate billing and continued support.

Reimbursement & Tax Deductions

If you participate in a **Flexible Spending Account (FSA)** or another reimbursement program:

- Submit your **FSA reimbursement forms** to the **Community Education Office**. Forms will be completed and returned within **5 business days**.
- For tax purposes, a **Year-End Statement** summarizing your childcare payments will be available each January in your **Parent Portal**.

To access your Year-End Summary:

1. Log into your **Parent Portal**
2. Click on the **“Statements”** tab
3. Select the appropriate year
4. Click on **“Summary Year-End”**

Our **Tax ID number** is: **38-6001589**

Late Pickup Policy Our childcare centers close promptly at **6:00 p.m.**

- At **6:05 p.m.**, staff will begin contacting the emergency contacts listed on your child’s Emergency Card.
- Children will only be released to individuals listed on the card, and **valid photo identification is required**.
- A **late fee of \$1.00 per minute per child** will be charged after 6:00 p.m.
- **DHS does not cover late pickup fees.**

Repeated late pickups or disregard for center hours may result in **termination of childcare services**.

SIGN-IN AND SIGN-OUT PROCEDURES

Parents/legal guardians are required to accompany their child to the childcare room each day and electronically sign them in upon arrival. At the end of the day, it is mandatory to enter through the indicated door and use your code for entry and electronically sign your child out. Children will only be released to parents/legal guardians or individuals listed on the emergency card who are 18 years or older. Any changes to pick-up arrangements require a written statement of parental/legal guardian consent to be provided to the teacher. Please notify the center if your child will not be attending on a scheduled day. These measures are in place to ensure the protection and safety of all children at the center, with the assurance that all children will be accounted for throughout the day. Staff will check IDs until they are familiar with the adults authorized for child pick-up.

Please be advised that any updates regarding the childcare program will be communicated by the Center Directors. Kindly check your email and parent portal regularly to ensure you have the most current information. This is the email that information will come from: no-reply1@procaresoftware.com.

DOOR SECURITY

As part of our ongoing commitment to providing a secure environment for your students, we would like to emphasize the importance of door security. Our facility is designed with multiple layers of security measures to ensure the safety of all children and staff members. One of the most critical aspects of this security is the proper use of our entry doors. Upon registration you will be issued a pin number to open the childcare door to enter to drop off or pick up your child from childcare between hours of 7:00am to 8:30 am and 3:30 pm and 6:00pm. It is imperative that we maintain strict control over who enters and exits our childcare doors. To prevent any unauthorized access, we ask that you adhere to the following guidelines:

1. **DO NOT** prop open the doors: Please refrain from holding the doors open for others that you do not know. We have security measures in place to ensure that only approved individuals can enter.
2. **Ensure the door** latches behind you: When entering or exiting the childcare center, please make sure that the door fully closes and latches behind you. This ensures that no one can enter without proper authorization
3. **Notify staff of any concerns:** If you ever notice someone attempting to enter without authorization or if you have any security concerns, please do not hesitate to notify our staff immediately.
4. **DO NOT** share your code with anyone. Your code is yours if someone is picking your child up, they can ring the doorbell.

By following these guidelines, you play a crucial role in maintaining the safety and security of our children. We understand that it may sometimes seem inconvenient, but we believe that the well-being of your children is worth every effort. Your cooperation is greatly appreciated. **If you are found misusing the privilege of having a door code, your access will be revoked, and you will be required to ring the doorbell and wait for staff to let you in.**

CUSTODY SITUATIONS

In cases of custodial situations, the custodial parent must be the parent to fill out the registration paperwork. In cases where the non-custodial parent is not allowed to have contact with the child, the center will need a complete copy of the certified court papers. The childcare center needs to be notified of any changes in custody arrangements, accompanied by updated court documentation. The custodial parent will be notified in all cases requiring parental contact. Do not give out your door code to a non-custodial parent, they can ring the doorbell if they need access.

PHOTOGRAPHS

Our team captures moments of our students all year long. These images might be displayed in the classroom to showcase the children's journeys throughout the academic year or utilized in various class endeavors. Should

any of these photos find their way onto the Holt Public Schools website or social media, names will not accompany them. If you prefer your child not to be photographed, please inform the center Director.

SNACKS

A snack and drink will be provided each day during PM childcare. Please be sure to include all allergy information on your child's registration packet as well as speak to staff about any allergies. If your child has a severe allergy, parents must provide their child's snack and lunch to ensure their safety. Children should not bring "extra snacks" in their backpack.

PERSONAL BELONGINGS/CLOTHING

Every day ensure your child is dressed appropriately for the weather and ready for arts, crafts, and play. Accidents can happen, such as spills, so it's wise to pack an extra change of clothes in your child's backpack just in case. Please label all clothing items with your child's name to prevent mix-ups. Remember to encourage your child to bring a water bottle. While at Holt Public Schools Child Care, please note that we cannot be held responsible for damaged, lost, or stolen belongings. We do not have spare clothes available, so if none are provided and an accident occurs, we will notify you to either bring clothes or pick up your child. **Please be aware that electronic devices, including cell phones, Apple watches, and iPads, are not permitted.**

MOVIE POLICY

Only "G" rated movies will be shown, unless parental/legal guardian permission is given. Movies will be shown on rare occasions. Whenever a movie is shown, children will always have an opportunity to participate in another activity if they do not wish to view the movie.

HEAD LICE

If your child contracts head lice, treatment with an approved medicated shampoo must be followed by removal of ALL his/her hair before he/she can be allowed to return to childcare. When you bring your child back, he/she must have a head check by a staff member before entering the classroom.

If a lice outbreak should occur, we will take the necessary steps such as checking all the children's heads, removing all dress-up clothes and stuffed animals, along with vacuuming thoroughly. We ask that you help by checking your child's head periodically. Please inform us if you do find head lice so we can start the proper precautions immediately.

FIELD TRIPS

Field trips may be taken during summer care as well as during some breaks during the school year. Children are transported to and from field trip locations by the Holt Public Schools Transportation Department. Walking field trips may also be taken. There is a \$12.00 field trip fee to be added to your child's schedule. If your child is scheduled the day of the field trip you will be charged whether or not they attend. Field trips are planned and pre-paid ahead of time.

Parents/legal guardians give written permission for field trips by signing the acknowledgement form included in the registration packet. Below are the rules for field trips.

RULES FOR FIELD TRIPS

- 1.) Students are not allowed to bring cash. There will be no shopping.
- 2.) Students must wear shoes with a good sole on them, no flip flops, or sandals without a heel strap.
- 3.) Students **MUST** wear the field trip shirt provided.
- 4.) Students **MUST** always stay with their assigned group.
- 5.) Students that do not follow directions, and or stay with the group may be sent home and prohibited from any other field trips.

T.R.I.P.

- ❖ Together: Stay with your group. Only touch what you have been told you may touch.
- ❖ Respect: Be respectful of your surroundings and of the people around you.
- ❖ Interested: Pay attention to your guide and listen well. Think of thoughtful questions.
- ❖ Polite: Use your best manners and be sure to thank your guide.

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. This results in possible exposure to other children. Please call the center by 7:30 a.m. and let us know if your child will not be in attendance on a scheduled day.

Please keep your child home if he/she:

- ❖ Has a fever of 100 degrees or has had one in the last 24 hours
- ❖ Has vomited in the last 24 hours.
- ❖ Has heavy nasal discharge.
- ❖ Has eye discharge.
- ❖ Has a constant cough.
- ❖ Has had diarrhea in the last 24 hours.
- ❖ Complains of severe pain.
- ❖ Has any symptoms of a communicable disease. These are usually rash-like patches with a fever. (Measles, mumps, hepatitis, scarlet fever, strep throat, flu, chicken pox, conjunctivitis, or head lice.)

Your child will be sent home if any symptoms of illness appear during the day. In such cases, you will be contacted, and you must pick them up within 30 minutes. If you cannot make it within the allotted time, please call your emergency contacts. Your child will be excluded from the activities and the other children until an adult arrives. If a parent cannot be reached, we will contact the child's emergency contacts.

PLEASE NOTIFY YOUR CHILD’S TEACHER AT ONCE IF HE/SHE MAY HAVE A COMMUNICABLE DISEASE (i.e. covid 19, chicken pox, strep throat, pink eye, etc.)

Usually, a child can come back to childcare under any of these circumstances:

- ❖ Your child’s temperature has been below 100 degrees for 24 hours without a fever reducer (for instance, Tylenol, aspirin, etc.).
- ❖ Your child has been diagnosed as having a bacterial infection and has been on an antibiotic 24 hours.
- ❖ It has been 24 hours since the last episode of vomiting or diarrhea.
- ❖ Nasal discharge is not thick, yellow, or green.
- ❖ Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
- ❖ The rash has subsided, or a physician has determined that the rash is not contagious. Please note that while your child’s physician may provide a written note stating that it is okay for him/her to return to childcare because he/she is not contagious, we do reserve the right to not allow your child to return to childcare until we feel your child is ready to participate in all activities, including recess.

MEDICATION PROCEDURES

Over the counter and doctor-prescribed medications will be administered by our staff only after a parent/legal guardian completes a medication form [here](#). Over-the-counter medications will be given in the amount requested by parents/legal guardians, up to the maximum stated on the medication container. Doctor-prescribed medications will be given exactly as indicated on the medication container. If the medication form for over the counter or doctor-prescribed dosage amounts does not match what is indicated on the container, our staff are not permitted to administer the medication. Medications **MUST** be brought in the original container (for both over the counter and doctor prescribed medication). Your child’s name, physician’s name and phone number, and dosage amount **MUST** appear on doctor-prescribed medication containers. Your child’s name must be written on over-the counter medication containers.

A 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. Other staff within the program will be designated to administer medication in the absence of the originally designated person. All staff working within a classroom will be made aware of which children are to receive medications, as well as the location in which these medications will be stored.

NOTE: If these conditions are not met, medication will not be administered. **DO NOT** send medication in your child’s backpack. It should be given directly to the teacher by a parent/legal guardian/guardian.

SUNSCREEN POLICY

To apply sunscreen to your child during the summer, we need permission from you. **PARENTS MUST PROVIDE THEIR OWN SUNSCREEN.** Please write your child’s name on it and give it to one of your child’s teachers. We

will keep it throughout the summer and notify you when your child runs out of sunscreen. Please be sure to sign the Sunscreen permission form. We are not able to put sunscreen of any kind on your child until you sign this form. BY SIGNING THE FORM, YOU ARE GIVING HOLT PUBLIC SCHOOLS PERMISSION TO PUT THE SUNSCREEN INDICATED ON THE FROM, ON YOUR CHILD AS NEEDED DURING THE SUMMER. You can access the form [here](#).

INJURY / INCIDENT PROCEDURES

Should an injury or any significant incident occur during childcare, parents/legal guardians will be promptly notified by the staff. To ensure we can reach you during emergencies, please keep the staff informed of any changes to the emergency contact information.

Following any incident, staff will complete an injury/incident report and request your signature at the end of the day. In emergency situations, medical assistance will be sought immediately. A formal accident report will be filed with the Community Education Office. It's important to note that Holt Public School students are not covered by any District insurance for expenses or costs related to accidents or injuries.

If your child experiences a head injury, you may be required to have a physician complete a concussion clearance form before they can return to school or participate in physical activities

EMERGENCY PROCEDURES

Our procedures for caring of seriously injured or seriously ill children:

- Attend to injured or ill child
- Notify other staff member(s) of injured or ill child
- Direct other staff members to call parent/legal guardian, doctor or 911, as determined by the seriousness of accident or illness.
- Alert Director
- Stay with injured or ill child until relieved by parent/legal guardian or ambulance.
- Fill out the accident report.

The Holt Public Schools Childcare staff makes every effort to provide a safe and healthy environment for children. Classrooms are cleaned daily, with toys and equipment washed on a regular basis. Materials are regularly evaluated for safety concerns.

PLAYGROUND USE

While the playground has been deemed safe for school age children and is the same playground used during school hours, we are required to notify you that it does not comply with the licensing rule R400.8170(11) because this is school based program and is not required to meet the same playground safety regulation that other license centers are required to meet. Our playgrounds are inspected for wear and tear on a regular basis by district employees to ensure safe outdoor play experiences.

OUTDOOR PLAY

Children will go outside to play each day, weather permitting. As stated above, please send appropriate outdoor wear with your child each day.

DISCIPLINE POLICY

The goal of the Holt Public Schools Child Care Program is to provide fun and interesting age-appropriate activities in a safe, nurturing environment for enrolled children. All members of the childcare community (staff, children, and parents) must take responsibility for creating a positive, supportive atmosphere. The following guidelines have been established to ensure that each child and staff member will have a positive experience in the Holt/Dimondale Child Care Program.

1. Children will respect the rights of others.

- A. Children will keep their hands and feet to themselves and will not touch others in an unwelcome manner such as hitting, punching, biting, kicking, poking, etc.
- B. Children will always use appropriate language. Swearing, name calling, or verbal discrimination based upon individual differences will not be tolerated.
- C. Children will respect childcare property, school property, and that of other children and staff.

2. As a program participant, children will do their part to ensure the safety and well-being of all participants and act in a manner appropriate for a school setting.

- A. Children will follow all physical space limitations (playground boundaries, usable space within the buildings, etc.) which are outlined for them daily by the childcare staff.
- B. Children will never leave the childcare room without specific permission from childcare staff members.

Disciplinary Action

- 1. A staff member will discuss inappropriate behavior with the child and the parent/ legal guardian. A disciplinary action form detailing the exact misbehavior will be completed for documentation. The parent/ legal guardian is expected to sign this form. A copy will be given to the parent/ legal guardian, and one will be kept on file at the center, and one will be given to the childcare supervisor.
- 2. After another incident of inappropriate behavior resulting in a second disciplinary action form, parents will be informed that if a third write up occurs what the next steps will be.
- 3. After three incidents of inappropriate behavior resulting in a third disciplinary action form, the child will be dismissed from the effective program the next day, for a two-week period after which time the child may return to the center. Upon return, the child will be on probation for the remainder of the school year and summer.

4. If another incident occurs where guidelines are not followed, the child will no longer be able to participate in the childcare program for the remainder of the school year, including the summer care program (Any childcare fees paid for future care will be refunded). For re enrollment the following year, the parent/legal guardian must meet with the Child Care and the Community Education Director, and a determination will be made regarding re-enrollment to the program. Enrollment back into the program is not guaranteed.

In an extreme case, the Community Ed Director maintains the right to withdraw from a student without following the steps outlined above.

TERMINATION POLICY

Your child may be removed from the program if any of the following conditions apply:

1. A student possesses alcohol, drugs, firearms or other dangerous materials.
2. A student intentionally injures another child or staff member.
3. A student physically or verbally bullies another child.
4. A student leaves the program site without permission.
5. A student fails to adhere to discipline policy guidelines.
6. All necessary forms are not completed and are on file.
7. Tuition is more than 30 days past due.
8. The Director also maintains the right to withdraw a student without following the steps outlined above if he/she determines it to be necessary.

Parents may choose to discontinue having their children attend the childcare program at any time. Please notify the Community Ed Office at 517-699-3415 at least 30 days prior to change. Families are responsible for payment of all days scheduled prior to discontinuing care.

STAFF

Under the direction of the Holt Community Education Office, the staff will be skilled in assessing children's needs and will be resourceful in providing stimulating group activities that will enhance social, intellectual, emotional, and physical growth. We strive to maintain an average staff/child ratio of 1 to 18 for kindergarten age and up. This generally results in breaking children up into groups and assigning them to a specific adult during activities to ensure that each group size meets the required staff to child ratios.

- ❖ All of our year-round staff members are First Aid and CPR certified.
- ❖ Each staff member is required by the Licensing Department of the State of Michigan to complete 16 hours of professional development annually.
- ❖ All staff will be fingerprinted prior to hire.
- ❖ Documentation from DHS will be on file at the center stating that he or she has not been placed on a Central Registry case as a perpetrator of child abuse or child neglect.

- ❖ A form will be signed stating they have never been convicted of an offense for anything other than a minor traffic violation or have been involved in a substantiated case of abuse or neglect of children and/or adults.
- ❖ No volunteer, including parents, will be having unsupervised contact with a child in care. A staff member must always be present when a volunteer is in the room.

ABUSE/NEGLECT REPORTING

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

HEALTH RELATED RESOURCES

Within Holt Public Schools, childcare staff and parents/legal guardians can seek guidance from the school nurses and Special Education Staff whenever they require assistance regarding health-related or special needs concerns. Furthermore, health resources may be accessible to parents/legal guardians within the parent area of the classrooms. Should parents/legal guardians require information on health-related matters, they can request assistance from our staff, the Community Education Office, or the school office at any time. Moreover, health-related topics will remain an integral part of the ongoing professional development provided 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 encountering any type of bodily fluids. Hands shall be washed with soap under warm running water. 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 event of an accident. Whenever possible, staff should request that a building custodian assist them in the

cleanup of bodily fluids such as blood, urine, feces, or vomit 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:

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

The required sanitizing solution that our program staff is required to use is a mixture of water and unscented 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.

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 a “NO SPRAY” policy for the use of pesticides in any area where children or staff are present. In certain emergencies, pesticides may be used. The Michigan Department of Agriculture requires the following notice: Parents and guardians of children attending school are to be notified by school administrators 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.

CONFIDENTIALITY POLICY

All staff are held to a confidentiality agreement. All documents and information provided for the programs are kept confidential and will not be disclosed to anyone other than the parents/legal guardians. Parents/legal guardians and caregivers visiting the classroom will abide by the confidentiality policy of the school district regarding students in the classroom. Matters involving student’s names, family information, or anything discussed in the classroom are to be kept confidential.

GRIEVANCE POLICY

The goal of the Holt Public Schools childcare program is to provide a high-quality educational experience and care for all students. We believe that each student and family is entitled to a warm, welcome, and caring environment where all students can learn and develop through play and exploration.

All families are encouraged to express their concerns about the program to the classroom teachers or Holt Community Education Office at any time. This may be through a letter, e-mail, or phone call. We believe all students and parents/legal guardians are entitled to prompt and careful attention to any concerns or grievances that may occur. We welcome suggestions on how to improve our program and will give serious attention to any concerns. We anticipate that most concerns will be resolved quickly and in the best interest of all those involved.

SCHOOL/COMMUNITY RELATIONS

Public relations are an important part of the Holt Public Schools Child Care Program. The program will be open, encouraging suggestions and support from the community. 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 based on 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 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.

COMMUNICATION RESOURCES

Each childcare center within the Holt Public Schools Child Care Program will feature a parent/legal guardian information board. This board will contain details about various aspects such as upcoming field trips, health-related information like nurse clinics and help hotlines, educational and enrichment programs for children and families, and forthcoming childcare updates. Your input and suggestions are always welcome.

We are committed to keeping families well-informed about daily activities and upcoming events. Our staff will communicate regularly, both formally and informally, through personal interactions, phone calls, emails, and through weekly or bi-weekly newsletters. You can find center contact details within this handbook for your convenience.

NOTIFICATION OF LICENSING NOTEBOOK REQUIREMENT

Child Care Organizations Act, 1973 Public Act 116

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010, until the license is closed.

- ❖ This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- ❖ The notebook will be available to parents/legal guardians for review during regular business hours.
- ❖ Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at
- ❖ www.michigan.gov/michildcare.

