Welcome!

Warren Woods School Age Child Care (S.A.C.C.)

We are very pleased to have your child enrolled in our program. Please take the time to read the handbook from beginning to end. If you have any questions, please don't hesitate to talk to your child's caregivers.

- Our 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 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.**

Employee Requirements

There are three employee positions in our program.

1. Assistant
2. Site Supervisor
3. Program Director (located in our main office at 12900 Frazho Road, Warren, MI 48089)

All of our employees are certified in first aid and CPR and must attend 16 clock hours of training each year pertaining to their job position. All employees must be of responsible character and suitable to meet the needs of children. No employee shall be present if they have been convicted of either of the following:

a) Child abuse or child neglect.
b) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Each of our sites is licensed by the State of Michigan.

Program Philosophy

Our program is designed for your child to have the freedom to learn and play at his/her own speed. A variety of educational and developmental activities including exposure to music and arts and crafts will be available to your child. Outdoor and indoor play will promote physical development. These activities are intended to supplement each child's development and to promote success in experiencing the joy of learning.

Activities shall be planned and supported through resources that reflect the interests and abilities of the children enrolled, especially supplementing the areas of development not regularly provided during the school day.

Our program provides the following opportunities for each child:

a. To plan, carryout, and evaluate the program and his or her individual activities.
b. To experience a diversity of activities within the program and community.
c. To participate in relaxation and recreational activities.

Hours of Operation

We are open from 6:30 am to 6:00 pm daily. We will be open on 1/2 days on a ***sign-up basis only***. Along with your weekly schedule, you must also sign the half-day sign up form which is located on the information table. Our programs will be open during holidays contingent on enrollment. Check the enrollment packet for our yearly calendar.

Eligibility for Program

All children who are registered for the program may attend on the days that they were signed up for. No child will be denied admission because of race, creed, or national origin. The staff will make every effort to help all children adjust to the program, but we also reserve the right to remove a child who fails to adjust.

Forms and Admission

The following is required in order to register your child with our programs:

- Non-refundable annual registration fee
- Birth certificate
- Registration form
- Signed good health statement
  Upon enrollment and annually thereafter, the center shall obtain and keep on file at the center a signed statement from the parent/guardian of the following:
  a. The child is in good health with activity restrictions noted.
  b. The child's immunizations are up-to-date.
  c. The immunization record or appropriate waiver is on file with the child's school.
- Playground consent form
- Lunch agreement
- Handbook acknowledgement form/media release (last page of handbook)
- Weekly attendance sheet
- Child Information Record (please fill out every single space) A blank field, a line through a field or N/A are not acceptable responses. The father and mother must be listed on the form unless one or the other is deceased. Please write deceased if that is the case. If there are two legal guardians, then both must be listed. Under the emergency contact & release of child, list the people in order of who you would like called first. This includes yourself.

Information Board/Table

Each site has an information table or board. Please check this area everyday for important information.

Half Day and Holiday Policies/Field Trips

Approximately two weeks before there is a half-day or a full day off of school, we will have signup sheets for you to sign in order for your child to attend. You must sign the sheets, which will be located on the information table, as well as still hand in your weekly attendance sheet.

There is a $15.00 fee for every half-day/full day. This fee goes towards, snacks, field trips, transportation, and any other special activities that have been planned for that day. Please check the information board/table to see what has been planned for these days. You will be billed for the $15.00 fee once you sign up. All half-day/full day fees are **NON-REFUNDABLE**. If your child shows up on a half day/full day and he/she was not signed up, you will be called to come and get your child. There are **NO EXCEPTIONS!**

On field trip days, your child will be required to wear one of our program shirts. If your child does not have one of our shirts, he/she will receive one when they're signed up for their first field trip. If your child forgets his/her shirt, we will provide them with another one at a cost of $8.00. Every child must leave with the program on the bus and must return with the program on the bus at the posted return time. ***No child can be picked up or dropped off at a field trip site.***

If you do not wish your child to attend the planned field trip, we advise that you find alternate care. It is too costly to the program to leave one or two children behind with one staff member.

A PERMISSION SLIP MUST BE FILLED OUT FOR EACH FIELD TRIP YOUR CHILD ATTENDS.

Weekly Attendance Policy

Attendance sheets are due weekly. They must be turned in no later than 9:00 am the Friday before the week your child is going to attend. If your schedule is handed in late, you will be charged a $2.00 fee. Weekly attendance sheets will be given out with your registration packet. You will be billed for services every week. All bills are due on the Friday of the week they went out by 9:00 am. There are two ways for you to pay:

1. You may drop it off at our office located at 12900 Frazho, Warren, MI 48089.
2. You may use PaySchools on our website www.warrenwoods.misd.net Click on PaySchools and then child care fees. There is no charge to use this service. Each school age site and our office have a computer for your use.

Any payments made after 9:00 am are considered late, and a $10.00 late fee will be added to your bill.

If you need to change your days or cancel a day, please call in advance. You may change your days as long as space is available. If your child shows up on an unscheduled day, without us being informed in advance, a $5.00 charge will be added to your bill.

If your child will not be in on a scheduled day due to illness or for any other reason, please call the center by 9:00 am to let us know. If we do not receive a call, you will be charged for the day.

Parent/Guardian Involvement

Parents/guardians are encouraged to stop in at any of our centers any time during regular operating hours. We always welcome parents/guardians suggestions and ideas. Please inform us of any concerns that may arise.

Please note that our childcare programs require a criminal history check on all of our employees and volunteers. At all times volunteers are under supervision. Unsupervised contact by volunteers is prohibited.

We follow all rules and regulations stated from the
State Of Michigan
Department Of Human Resources
Lansing
To ACT 116, Public Acts 1973

Volunteer Supervision Policy

All volunteers will be supervised while children are in care at the center. A staff person will provide the supervision. The staff person will have a line of sight observation at all times. The volunteers will not be allowed to take children out of the room, or be alone with children at any time. Volunteers will not assist any child with toileting.

Employees will receive training regarding the appropriate supervision of volunteers.

Babysitting

In an effort to maintain the professional status of Warren Woods S.A.C.C. and prevent any potential conflict of interest, babysitting by center staff for center children is strongly discouraged by Warren Woods Public Schools. However, if you choose to have one of our staff members babysit your child, services must be outside the center premises and with the understanding that such arrangement and payment for services are solely between you and the person who is caring for your child. The arrangements are not sanctioned and no liability is assumed by the center, the client sponsor, or Warren Woods Public Schools.

Donations

We appreciate any donations that are offered to us. If you have anything at home that you no longer use and you feel our program could use it, we will be happy to accept it. A written receipt will be given for tax purposes.

Procedures For Signing In and Out

You must accompany your child into the building to sign them in. You also must sign your child out. **Children are not to sign themselves in and out.** Please initial the drop off and pick up times. If parents/guardians do not sign their child in or out, they will be billed for the entire session.

Staff WILL NOT release children to individuals that are not on the child information card or to those who do not have proof of identification!

If someone different will be picking up, ***and they are on the child information record,*** we will also ask that you write a note. The note should include the date the person is picking up, the person's name, and whom they will be picking up. ***The person picking up must be listed on the child information record.***

***REMEMBER TO SIGN YOUR CHILD IN AND OUT EVERYDAY!**

Releasing Children To Adults Under Suspected Intoxication

If releasing a child to a parent/guardian suspected to be under the influence of alcohol or impaired by other drugs, the following course of action may be taken:

a. The parent/guardian may be told that we feel it is not safe for the child to ride with him/her at this time.
b. We may offer to call someone else to come for the child.
c. The police may be notified when the adult and child leave the building.

Fees And Payment ($3.80 per hour)

You will be billed weekly. You may pay by check or money order made payable to Warren Woods Public Schools. All checks must have the correct date on them. We will not accept postdated checks. **We will accept cash payments, but you must have the correct amount. We do not have change.**

All bills will be figured by the 1/4-hour. You are charged for the entire 15 minutes regardless of the portion used. A service fee of $3.80 will be charged for any student who attends less than one hour in the morning and in the afternoon on a scheduled day.

All payments must be made by the due date and time. If payment is not made on time, we will not be able to provide our services until payment is made in full. Three late payments in one school year, including the summer program, will result in a "Late Payment Fee" of $100.00. The fee will be credited and applied to your last invoice of the school year. Your payment will be due along with your weekly schedule by 9 am each Friday. *Anything after 9 am will be considered late.* A $10.00 late fee will be added on to each bill that is paid after 9:00 am on Friday.

If for any reason you leave the program with an outstanding balance, your child will not be able to return to the program until your account is paid in full. You will then be required to prepay your tuition for the remainder of the time your child is in our program.

Payments are due whether or not your child attends the program the week of billing. It is the parent/guardian's responsibility to make the payment on time. If you are unable to pick up the invoice, please call to get your account balance.

Any child picked up after 6:00 pm will be charged $1.00 for each minute after. If you are going to be late, please call the center to let the staff know of your situation. If we find that you have

picked up your child late two or more times, your child may be dismissed from the program. We encourage you to put someone on your emergency card that will be able to pick your child up on time for those days that you may be late.

Families that receive state assistance with their bill must pay any unpaid amounts that are not paid for by the state.

You may pay your bill online at www.warrenwoods.misd.net. Click on PaySchools and then childcare fees.

State Assistance

The State will not assist with your childcare expense if you are missing any information. Your child must be logged in and out every day. This process includes:
-Time In with parent/guardian initials
-Time Out with parent/guardian initials

If any of this is missing, the State will not process payment and the parent/guardian will be responsible for the charges.

Bounced Check Policy

- **A.** If you write a bounced check, you will be required to pay the amount of the check and the NSF fee with cash or a money order at the administrative service center.
- **B.** If you write a second bounced check within a six month period, you will be required to follow step A listed above, and you will also be required to pay for services by money order for the next six months of service.
- **C.** A third bounced check may result in discontinuation of child care services.

If you have any billing questions, please contact our clerk at 586-439-4453.

Tax Statements

You will be given an end of the year statement for tax purposes. Please do not lose your copy. There will be a fee of $1.00 for each additional copy requested.

Lunch, Snacks, & Breakfast

All children are encouraged to bring a snack with them for after school. The staff is not responsible for providing your child with a snack. An exception to this would be on half days, holidays, and in the summer. We will provide snacks on these days. Lunch agreements must be signed for all children.

All children must bring a lunch on half days or vacation weeks unless otherwise noted. If you forget your child's lunch, you will be called. You must have your child's lunch to us within 1 hour of being called.

All children are welcome to eat breakfast at our sites. Please provide spoons, napkins, forks, and anything else they may need to eat their breakfast.

Illness/Absences/Vacations

1. Parents/guardians shall be notified when the center observes changes in their child's health, a child experiences accidents or injuries, or when a child is too ill to remain in the group.

   Changes may include, but are not limited to:

A. **Fever**-If a child has a temperature of 100 degrees F (taken by mouth) or 99 degrees F (taken under the arm).
B. **Diarrhea**-If a child has two loose or watery stools, even if there are no other signs of illness. ***Exception: If the child is on medicine it may cause diarrhea. We must know in advance if your child is on medicine.***
C. **Vomiting**-Any Vomiting
D. **Rash**-If the child develops any rash.
E. **Crying and complaining for a long time**-If the child is not him/herself and is complaining about discomfort or is just cranky and crying more than usual for that child.

A child is considered too ill to remain in the group if one or more of the following conditions exists:

A. The illness prevents the child from participating comfortably in activities as determined by the center.
B. The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children.

2. The center shall assure that a child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent/guardian arrives.
3. All items and facilities used by the ill child shall not be used by any other person until thoroughly cleaned and sanitized.
4. If the center becomes aware that a child in care has contracted a communicable disease, then the center shall notify parents/guardians of the following:
    a. The name of the communicable disease
    b. The child may have been exposed
    c. The symptoms of the disease

Check the parent/guardian information area for any communicable diseases that may be in the center.

Please do not send sick children to our program. Any child with a fever and/or diarrhea or any other symptoms that impair him/her from participating in the program will be sent home. You must pick your child up within one hour after you receive a call from the center. If you are unable to pick your child up within that hour, someone listed on your child's emergency card must come and get your child.

Your child will not be able to return to our center until one full day after symptoms subside.
Please call our center by 9:00 am if your child is ill, will be late or is not attending his/her regular day. If you do not call the center, you will be charged for the day.
Please let your child's Caregiver know one week in advance when your child will be absent due to a vacation.

Medications and Special Information

If your child is on any kind of medication, even if he/she doesn't take it while in our care, we must have a medical form filled out. In the event of emergency treatment, we must know if the child is on any medication. Medications can only be given if in original container (with doctor's instruction label). Also, if your child is troubled or has gone through a difficult period such as divorce, death in the family, separation, etc., we should know about it so that if he/she is acting out of the ordinary, we will know why and be able to handle the child properly.

Medication; administrative procedures as stated by the State of Michigan, Department of Human Services, Bureaus of Children and Adult Licensing:

1. Medication, prescription or nonprescription, shall be given to a child by an adult caregiver only.
2. Medication, prescription or nonprescription, shall be given or applied only with prior written permission from a parent/guardian.

3. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.
4. All medication shall be kept out of the reach of children and shall be returned to the child's parent/guardian or destroyed when the parent/guardian determines it is no longer needed or it has expired.
5. A caregiver shall give or apply any prescription or nonprescription medication according to the directions on the original container unless authorized by a written order of the child's physician.
6. Topical nonprescription medication, including, but not limited to sunscreen and insect repellant, requires written authorization by the parent/guardian annually.
7. The center shall maintain a record as to the time and the amount of medication given or applied. The signature of the caregiver administering the medication shall be included.

Clothing and Toys

Please dress your child according to weather conditions. Dress children in casual clothes that can be easily cleaned. Weather permitting our program will go outside everyday for walks and or to play. Please make sure your children have warm coats, snow pants, a hat, mittens/gloves and boots during the winter months. Please label clothing clearly! We are not responsible for lost items.

We encourage children to leave their toys at home. All of our programs are equipped with plenty of toys and equipment for the children to play with. **We are not responsible for any lost, stolen, or broken toys.**

Children's Conduct

Please review with your child/children our expectations of them to make their time in our program a safe and pleasurable experience.

- Children must remain in their designated area.
- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative and follow the instructions of the staff.
- Appropriate and acceptable language is expected.
- Children are expected to be responsible for their actions.
- Material and equipment are to be treated properly and returned to their proper place when done.
- The child who constantly needs the attention of the staff is taking away the rights of the others and not allowing for the needs of all children to be met.

Discipline Policy

FIVE BASIC EXPECTATIONS

In order for the childcare center to function in a safe manner where all children feel accepted and respected, these are the five basic expectations of children's behavior:

1. All children are expected to follow directions.
2. All children are expected to keep their hands, feet, and objects to themselves.
3. All children are expected to use polite language. No teasing, swearing, or name-calling.
4. All children are expected to use inside voices.
5. All children are expected to walk while in the building.

ASSERTIVE DISCIPLINE

Warren Woods SACC subscribes to the district-wide assertive discipline philosophy, which is progressive in nature and intended to help children learn to behave appropriately. When a child's

behavior fails to meet with any one of the expectations outlined above, disciplinary consequences will result.

CONSEQUENCES

1. Redirection
2. Thinking Time
3. Written notice describing misbehavior will be sent to parent/guardian.
4. Additional written notices for repeated misbehavior will result in suspension. A meeting between the parent/guardian and program director may result.

SUSPENSION

Additional written warnings will result in suspension from the center for the number of days indicated below.

2nd Written Warning: 1-day suspension
3rd Written Warning: 3-day suspension
4th Written Warning: 5-day suspension

A meeting with the parent/guardian, caregivers, & program director will be scheduled.

5th Written Warning: Withdrawal from the center. Return to the center is contingent upon a re-admission plan developed by the program director and parent/guardian.

Dismissal From Program

The following circumstances may also result in your child being dismissed from our program:

1. Failure to pay for services in a timely manner
2. Returned checks
3. Failure to sign your child in or out of the program on a daily basis
4. Dropping off a child prior to the program's designated starting time and leaving them in an unsupervised situation
5. Chronic disregard for the 6:00 p.m. closing time
6. Failure to complete the child information card or other forms at time of registration

Parent/Guardian Responsibilities

- Fill out all registration forms completely, sign them, and keep the information current.
- Read all communications on the information board/table frequently. Also be sure to read newsletters completely.
- Pay all fees on time along with handing in your weekly schedule on time.
- Make alternate arrangements if your child is ill. We do not have the facilities to care for sick children.
- Parents/guardians must sign their child in and out of the program.
- Keep the staff informed of any changes or incidents in the home that may result in a change in your child's behavior or attitude.
- Listen to concerns of the staff regarding your child and work with the staff on an agreeable solution.
- Parents/guardians should feel free to discuss any concerns with the staff and or directors.
- Please label all of your child's belongings.
- Parents/guardians are responsible to notify the program of any changes in their child's attendance schedule.

Child Custody

Unless our centers are given a copy of a court order granting custody to only one parent/guardian, and/or restraining the other parent/guardian from contact with the child, the

employees in the Warren Woods S.A.C.C Program do not have legal authority to withhold the child from the legal parents/guardians. If a parent/guardian who does not have legal custody arrives to pick up a child, the center can refuse to release the child, relying on the court order in the files. Both parents/guardians must be listed on the card whether or not they are together.

Emergency

Every precaution has been taken to ensure a safe, comfortable environment for the children. However, if a child is injured the following steps will be taken:

1. Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice applied to them.
2. In the event of serious injury, the parent/guardian will be notified. If the parents/guardians are not available, the person listed on the emergency card will be called. If that person cannot be reached, the doctor designated on the emergency card will be called.

911 will be called if needed. **PLEASE KEEP EMERGENCY CARDS UPDATED AND COMPLETE!**

Severe Weather

Snow Days: If ***Warren Woods Public Schools*** are closed, we also will be closed. Listen to WWJ 950 News Radio or watch channel 2, 4, or 7 for school closings.

Tornado: In the event of a tornado, the children will be taken to a designated room in the building that does not have windows and which has been deemed the safest.

Emergency Closing: In the event that school should close during the day, parents/guardians will be notified to come and pick-up their child. If parents/guardians cannot be reached, a person on the child's emergency card will be called to pick-up the child.

Pesticide Control Act Advisory To All Parents/Guardians

Warren Woods Public Schools has adopted an Integrated Pest Management program (IPM). Inherent with this are the district's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

You will receive advance notice of the application of a pesticide, other than bait or gel formulations at your child's school. This advance notice of the application will be given 48 hours before the application. The law requires us to do this notification by using two methods. The first method required by the law is the posting at entrances to your child's school. The entrances that will be posted are those entrances that have a sidewalk that leads directly to a parking lot. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least 3 days before the application. If you would like to be notified by mail please e-mail the Facilities Department at pesticidenotification@waw.misd.net. Please provide your name, mailing address and what school your child attends in the e-mail.

In an emergency (for example, bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

You may review our IPM program or pesticide application records for your child's school by calling or e-mailing the district's Director of Facilities and Transportation. Phone number 586.439.4975 or e-mail address pesticidenotification@waw.misd.net. This number or e-mail may also be used when school is not in regular session.

Our policies may be modified as situations arise or regulations or needs change. All rules and policies apply to the summer program.

Health Care Plan

Hand Washing

The following procedures will be used for hand washing:

- Have a single service towel available
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between fingers, around nail beds, under fingernails, and jewelry, and back of hand.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel.

Hands shall be washed with soap under running water. The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

Handling Bodily Fluids

The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include:

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

Cleaning and Sanitizing

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

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

Sanitizing Solution

- Water and non-scented chlorine bleach solution with a concentrate of 1 TBS. Of bleach to one gallon of water
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions

Controlling Infections

- See universal precautions above.
- Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty.
- Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note.

- Children who become ill will be moved away from the children until they are picked up.
- Any child that has lice will be sent home immediately. Children are not to return until they are nit free, and their head is checked by someone in the office.

If you would like to view the Department of Human Service's Bureau of Children and Adult Licensing rules and regulations please see your child's site supervisor.

Important Phone Numbers

Main Line	586-439-4884	
Fax	586-759-1742	
Dena Russo, Child Care Coordinator	586-439-4882	drusso@mywwps.org
Stacy Santamaria, Early Childhood Coordinator	586-439-4885	ssantamaria@mywwps.org
Erika Ali, S.A.C.C. Liaison	586-439-4870	eali@mywwps.org
Jessica McCoy, Accounting Specialist	586-439-4453	jmccoy@mywwps.org
Briarwood S.A.C.C.	586-439-4920	
Pinewood S.A.C.C.	586-439-4935	
Westwood S.A.C.C.	586-439-4822	

Our handbook is located online at www.warrenwoods.misd.net. If you would like a hard copy, please let us know. After reading the handbook, please sign the form below, and hand it in to us.

WARREN WOODS S.A.C.C.

Handbook Acknowledgement Form

I have read the SACC handbook. I understand that my child will be expected to comply with the procedures and policies listed in the handbook.

_____ _____

CHILD(REN)'S NAME(S) LOCATION

_____ _____

PARENT/GUARDIAN'S SIGNATURE DATE

Please sign and return the handbook acknowledgment form within five days of registration.

Media Release

Recording of various school and classroom activities with photography and video equipment may be done by Warren Woods Public Schools and local press throughout the year. The recording might circulate to other students or classrooms, be used in district publications, posted on social media, or be shown on local cable channels. Please fill out a media release form for our records giving your permission for your child/children to participate in the media information.

Please check one.

I give my permission to have my child photographed or video recorded. _____

I ***do not*** give my permission for my child to be photographed or video recorded._____

I give my permission for my child to be photographed for classroom purposes only (art projects, pictures posted in classroom, etc.)_____

Child(ren)'s Name(s)_____

Parent/Guardian's Signature_____