

# Welcome!

## Warren Woods Early Childhood Center and Preschool

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 do not 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 families for review during regular business hours.

Licensing inspection and special investigation reports from the past two years are available on the Bureau of Community and Health Systems; Child Care Licensing Division website at **[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)**.

### **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 playtime will promote physical development. These activities are intended to supplement each child's development and to promote success in experiencing the joy of learning.

### **Hours of Operation**

We are open from 6:30 a.m. to 6:00 p.m. Monday thru Friday. We will be open during all school closures contingent on enrollment. You will be notified in advance of any days that our center will be closed. A calendar of closings is posted in each room, and given to you upon enrollment. If you would like another copy of the calendar, please see the front office.

### **Eligibility for Program**

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.

### **Ratios**

Infants (6 weeks – 12 months of age) 1:4

Young Toddlers (1 year – 30 months of age) 1:4

Older Toddlers (30 – 36 months of age) 1:8

Preschool (30 months of age until eligible to attend a grade of kindergarten or higher) 1:10 3-4 years; 1:12 4-5 years

### **Forms and Admission**

The following is required in order to register your child with our center.

- Non-refundable **annual** registration fee due every August/September
- Birth certificate
- Daily schedule for infants
- Registration form
- Information card
- Immunization record
- Health appraisal filled out and signed by a physician (updated annually)
- Lunch agreement form (Food agreement form for infant/toddlers)

- Handbook acknowledgement form/Media Release
- Weekly attendance sheet
- Family Information form
- Prepaid tuition

### **Information Board**

Each room has an information board/table. Please check this area every day for important information.

### **Weekly Attendance Policy**

Attendance sheets are due weekly. They must be turned in no later than 9:00 a.m. the **Thursday** 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 are included in your registration packet. Extras are located in the front office.

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

### **Infant Room**

Individual records of each baby's daily eating, sleeping, and changing routines will be kept on file. There is one staff member for every four infants. We ask that you bring the following:

- Formula or other liquids placed in pre-assembled bottles that were prepared at home  
**(glass bottles will not be accepted)**
- Any bottles or perishable foods that were not used during the day will be sent home.
- Sufficient lunch and snack foods (jar baby food, baby cereal, finger foods) must be provided to meet the minimum dietary needs of each infant
- Disposable diapers and diaper wipes
- Clean cups, bowls, & spoons everyday
- Extra clothing and bibs
- Two crib sheets

As your infant begins to walk, please make sure that you provide your child with a safe, non-skid pair of shoes.

### **Formula \* Milk \* Foods**

1. Formula, milk, and food shall be covered and labeled as to the contents, date prepared, date of opening, when applicable, and the **first and last name** of the child for whom its use is intended.
  2. Warming bottles in a microwave or crockpot is prohibited.
  3. Infants shall only be served formula or breast milk unless written authorization is provided by the child's licensed health care provider.
  4. Breast milk may be kept in the refrigerator for up to 4 days or kept in the freezer for no more than 2 weeks.
  5. Milk & other beverages furnished in a multi-day supply must be labeled with the child's first and last name and the date of opening and be returned 7 days after opening.
- Our center will comply with the following requirements regarding bottle-feeding:
- a. Bottle propping is prohibited.
  - b. Caregivers will hold infants except when infants resist being held and are able to hold their bottle.
  - c. Infants and toddlers are not to have bottles in sleeping equipment.

- d. The contents of a bottle that appears to be unsanitary, or has been used for feeding for a period that exceeds 1 hour from the beginning of the feeding, or has been unrefrigerated for 1 hour or more shall be discarded.
- e. Formula and milk left in a bottle at the end of a feeding shall be discarded.
- f. Cereal shall not be added to a bottle containing formula, milk, juice, or water without written permission from the parent/guardian.
- g. Medication shall not be added to a child's bottle, beverage, or food unless indicated on the prescription label.

Bottle supplies and contents shall comply with the following:

- a. Disposable nipples and bottle liners shall be for single use only, by an individual child and discarded after use.
- b. Bottle liners shall be for single use only, by an individual child, and discarded with any remaining formula or milk after use.

When serving solid foods, our center shall assure that the caregivers do the following:

- a. Serve commercially packaged baby food from a dish, not directly from a factory-sealed container.
- b. Discard uneaten food that remains on a dish from which a child has been fed. We cannot reheat food after it has already been heated.
- c. Not serve or allow infants and toddlers to eat foods that may easily cause choking including, but not limited to, popcorn, uncut round foods such as whole grapes, hot dogs, seeds, nuts and hard candy.
- d. Foster toddler's independence and facilitate language and social interactions by doing the following:
  - (i) Encouraging self-feeding
  - (ii) Serving appropriate portion sizes
  - (iii) Sitting and eating with toddlers during meal times

### **Primary Care**

Each infant and toddler will have a primary caregiver. "Primary Caregiver" means the child care staff member to whom the care of a specific infant or toddler is assigned. The primary caregiver is responsible for direct care, verbal and physical interactions, primary responses to the child's physical and emotional needs, and continued interaction with the child's parents regarding the child's experiences.

Each child shall have not more than four primary caregivers in a week. Exceptions may occur during the first hour after the center opens and the hour before closing.

Primary caregiving assignments are posted in the classrooms.

### **Infant Sleeping and Supervision**

- 1. Infants shall be placed on their backs for resting and sleeping.
- 2. Infants unable to roll from their stomachs to their backs, and from their backs to their stomachs, when found face down, shall be placed on their backs.
- 3. When infants can easily turn over from their backs to their stomachs, they shall be initially placed on their backs, but allowed to adopt whatever position they prefer for sleep.
- 4. For an infant who cannot rest or sleep on her or his back due to disability or illness, the caregiver shall have written instructions, signed by a ***physician***, detailing an alternative safe sleep position and/or other special sleeping arrangements for the infant. The caregiver shall rest/sleep children according to a ***physician's*** written instructions.
- 5. Car seats infant seats, & swings are not approved sleeping equipment. Once an infant falls asleep, they will be moved to their crib.
- 6. Documentation from a health care provider is required if an infant has a health issue or special need that requires the child to sleep in something other than a crib. The

documentation must include specific sleeping instructions and time frames for how long the baby needs to sleep in this manner, including an end date.

7. Swaddling with a sleep sack, swaddle attachment, or swaddle wrap is allowed only for infants up to 2 months of age. If a child has a health issue or special need that requires the child to use a swaddle attachment or swaddle wrap after the infant is 2 months of age, documentation from a health provider is required. Documentation must include specific sleeping instructions and time frames for how long the child needs to sleep in this manner, including an end date.
8. Soft objects, bumper pads, stuffed toys, blankets, quilts, comforters, and other objects that could smother a child must not be placed in, or within reach of a crib with a sleeping infant.
9. Blankets must not be draped over cribs that are in use.
10. All bedding must be taken home each week to be laundered.

### **Diapering; Toileting**

Caregivers frequently check diapers/training pants and change diapers or training pants that are wet or soiled.

Guidelines for diapering and hand washing are posted in diapering areas.

Diapers shall be disposable or from a commercial diaper service. If a child's health condition necessitates that disposable diapers or diapers from a commercial service cannot be used, then an alternative arrangement may be made according to the child's parent/guardian or licensed health care provider.

The following shall apply when cloth diapers or training pants are used:

- a. No rinsing of the contents shall occur at the center.
- b. There shall be a waterproof outer covering that shall not be reused until thoroughly washed and sanitized.

Toilet learning/training shall be planned cooperatively between the child's primary caregiver and the parent/guardian so that the toilet routine established is consistent between the center and the child's home. We cannot rinse or wash off any soiled clothing.

### **Bedding/Clothing**

Child Care Licensing requires that your child have a washable blanket and/or sheet of appropriate size (*Infants may only have a crib sheet in their crib*). All clothing and bedding must be taken home and washed as it becomes soiled and/or on the last day of the week your child attends our program.

Please label every item that you bring from home from bottles and pacifiers to pillows and blankets. Please check the items frequently to make sure that your child's initials or name is still clearly noticeable. All cups and bottles must have your child's **first and last name**.

Please dress your child according to weather conditions. Dress children in casual clothes that can be easily cleaned. ***Children should have a complete change of clothes, including underwear and socks***, with their name printed clearly on the bag and on their clothing. Weather permitting, all classes 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. Please label clothing clearly! We are not responsible for lost items. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IN PAJAMAS.**

### **Volunteer Supervision Policy**

Our center requires a criminal history check on all of our employees and volunteers. Volunteers are under supervision at all times. Unsupervised contact by volunteers is prohibited. All employees receive training regarding the appropriate supervision of volunteers.

Volunteers will not be allowed to take children out of the room, alone, at any time. Volunteers will not assist any child with toileting.

All volunteers shall provide our center with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect before helping out in the classroom. Any individual registered on the public sex offender registry is prohibited from having contact with any child in care.

Please see the office for the proper forms you will need.

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

### **Babysitting**

In an effort to maintain the professional status of the Warren Woods Early Childhood Program 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.

### **Birthday Party Treats**

Birthday party treats are welcomed. Talk with your child's Caregiver in advance to let them know when you would like to bring in your treat. They will let you know if there are any food allergies.

### **Procedures For Signing In and Out**

You must accompany your child into each classroom to sign them in. You also must sign your child out. **Children are not to sign themselves in and out.** You must initial the drop off and pick up times. This is especially important for families who receive state assistance. If your initials and times are not listed, we will not be able to bill the state. If parents/guardians do not sign their child in or out, they will be billed for the entire day.

Staff will not release children to individuals that are not on the 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 form, 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 form**

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

## **Fees And Payment**

All Early Childhood children are on a pre-pay system. You may pay by cash, check, or money order made payable to Warren Woods Public Schools. Your checks must have the correct date on them. We will not accept postdated checks. Please hand in your schedule with your weekly payment to someone in the office. All payments must be made in advance. Failure to pay on time, may result in your child not being able to attend the upcoming week.

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

Invoices should always show a credit balance that is sufficient enough to cover the current weeks invoice and any fees that have not been billed.

Early Childhood children are charged based on a daily rate. A 10% discount will be given to Early Childhood siblings who **attend** five full days. If one sibling is absent, you will not receive the 10% discount. In the event of a short week because of snow or a holiday, you will not receive the 10% discount.

Any child picked up after 6:00 p.m. 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 your child up late two or more times, You may be asked to find alternate care. We encourage you to put someone on your child information form that will be able to pick your child up on time for those days that you may be late.

You may pay your bill online at [www.warrenwoods.misd.net](http://www.warrenwoods.misd.net). Click on PaySchools and then childcare fees. For your convenience, there is a computer located in the office for you to pay your tuition.

Every year you will be given an end of the year statement for tax purposes. Please do not lose this statement. If for some reason you lose or misplace your first copy, we will give you another copy. A \$.50 fee will be charged for each additional copy that is made after the first two.

## **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 with a money order at the administrative service center. There will also be a \$20.00 fee added.
- 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 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 childcare services.

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

## **Lunch, Snacks, & Breakfast**

You will have the option to purchase a hot lunch and/or breakfast for your child, or bring a lunch and/or breakfast from home. Menus will be available on a monthly basis. Check with the office for

current prices. When bringing lunch and/or breakfast from home, please make sure you put an ice pack in a lunch bag.

At the end of each month, you will be given a menu for the following month. The menu should have your child's name on it as well as each day they wish to purchase lunch and/or breakfast. Please indicate the days your child wants by placing an x on the day. Hand your menu in by the date stated. Any child who has not turned in a menu by the end of the month, even those who receive free or reduced lunches and breakfast, will have to bring their lunch and/or breakfast, as we must place the order in advance. To apply for free or reduced lunch and breakfast, go to [lunchapp.com](http://lunchapp.com).

**\*\*\*Lunch & breakfast costs will not be credited in the event of child's absence.\*\*\***

Two nutritious snacks will be provided daily, one in the morning and one in the afternoon.

Please provide spoons, napkins, forks, and anything else your child may need to eat their food from home. Cups, spoons, bowls, etc. must be taken home daily to be properly sanitized. We have microwaves in every room, so we can heat your child's breakfast or lunch. We will provide the proper utensils for the snacks that we provide and if your child has purchased a hot lunch or breakfast.

### **Illness/Absences/Vacations**

#### **Illness**

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. **Cough**
- E. **Rash**-If the child develops any rash
- F. **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. Items and facilities, including sleep equipment, bedding, utensils, toys, toilets, and lavatories, 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 the children were exposed to

- b. Prevention measures as recommended by the U.S. Centers for Disease Control and Prevention at the following website:  
<https://www.cdc.gov/DiseasesConditions>.
- c. The symptoms of the disease.

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 information form must come and get your child. Your child will not be able to return to our center until one full day ***after symptoms subside***. You must call our center by 9:00 a.m. 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. Children are permitted 15 absentee days per school year (September 1 – September 1). After the 15 absentee days are used, you will be charged for your child's scheduled days regardless of attendance. Parents/guardians should still call in before 9:00 a.m. even after absentee days are used up. Illnesses and vacations count towards your child's absentee days.

Please let the Program Director 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, prescription or nonprescription, 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. 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. Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, requires written authorization annually.

Medication cannot be added to a bottle, cup, or food unless indicated on the prescription label.

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.

### **Toys**

We encourage children to leave their toys at home. All of our classrooms 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.**

### **Biting**

Biting is a part of normal development for some toddlers. We will take every precaution to insure a safe environment for every child. However, please be patient with us if your child is bitten. We will take appropriate action with the family of the biter to help that child through this trying developmental stage. Children who are bitten will be treated and cared for appropriately. If a child bites repeatedly and does not respond to our procedures, he/she could face temporary removal from the program.

### **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 our 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 Early Childhood Center 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 form or other forms at time of registration.
7. Any behavior that does not adjust to the behavioral recommendations of our center.

### **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 any notices and/or letters that are sent home.
- Check your child's folder daily.
- 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 Early Childhood 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.

### **Emergency Information**

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 child information form will be called.

***911 will be called if needed. PLEASE KEEP CHILD INFORMATION FORMS 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 designated 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 information form will be called to pick-up the child

***Our policies may be modified as situations arise or regulations or needs change.***

### **\*\*REMIND**

Please sign up for "Remind". This allows us to inform you of any important updates and information that is happening in the center, such as sudden closings. Pick a way to receive messages on "Remind" from Warren Woods Early Childhood Center.

1. If you have a smartphone, get push notifications. On your iphone or Android phone, open your web browser and go to the following link: [rmd.at/a22fc](https://rmd.at/a22fc) Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.
2. If you don't have a smartphone, get text notifications. Text the message @a22fc to the number 81010. If you're having trouble with 81010, try texting @a22fc to 586-218-3929. (standard text message rates apply)
3. You can also type in [rmd.at/a22fc](https://rmd.at/a22fc) on a desktop computer to sign up for email notifications.

### Health Care Plan

#### **Hand Washing**

Hand washing procedures

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 20 seconds.
- Rub areas between finger, 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/diaper.
- 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.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed daily if used by different children or daily if used by one child.
- 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 Child Care Licensing's rules and regulations, a copy is located in our office.***

### **Important Phone Numbers**

Main Line	586-439-4884	
Fax	586-759-1742	
Stacy Santamaria, Early Childhood Coordinator	586-439-4885	<a href="mailto:ssantamaria@mywwps.org">ssantamaria@mywwps.org</a>
Dena Russo, Child Care Coordinator	586-439-4882	<a href="mailto:drusso@mywwps.org">drusso@mywwps.org</a>
Elizabeth Apostolids, Front Office	586-439-4870	<a href="mailto:eapostolidis@mywwps.org">eapostolidis@mywwps.org</a>
Katherine Mowid, Clerk	586-439-4453	<a href="mailto:kmowid@mywwps.org">kmowid@mywwps.org</a>
Briarwood S.A.C.C.	586-439-4920	
Pinewood S.A.C.C.	586-439-4935	
Westwood S.A.C.C.	586-439-4822	

# WARREN WOODS Early Childhood Program and Preschool

## **Handbook Acknowledgement Form**

I have read the Warren Woods Early Childhood/Preschool Handbook located online at [www.warrenwoods.misd.net](http://www.warrenwoods.misd.net). I understand that my child and I will be expected to comply with the procedures and policies listed.

Warren Woods Early Childhood Center

\_\_\_\_\_  
CHILD(REN)'S NAME(S)

\_\_\_\_\_  
LOCATION

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE

### **Media Release**

Recording of various school and classroom activities with photography and video equipment is 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, 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 \_\_\_\_\_ Date \_\_\_\_\_