

RAINBOW KIDS CHILD CARE

Policies and Procedures

Barkell Elementary School
1201 Elevation Street
Hancock, MI 49930
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www.hancockpublicschools.org

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Admissions

Rainbow Kids Child Care admits children from the ages of 3 to 12 without regard to race, culture, sex, religion, national origin, ancestry, or disability.

The following forms will be completed and submitted to the Program Director prior to the child's first day of attendance. Information will remain confidential and will be shared with other caregivers only as required to meet the needs of the child.

- 1) Application for Child Care Services
- 2) Child Health Assessment - signed by the child's physician.
- 3) Emergency Information- for each child enrolled.
Emergency forms will be reviewed by a parent or legal guardian every 6 months and updated whenever the information changes.
- 4) Special Care Plan (if applicable) – See "Special Needs" below
- 5) Consent for Child Care Program Activities – such as field trips, photo release, playground etc.
- 6) List of names, addresses and phone numbers of individuals authorized by parents/guardians to sign their child out of the classroom.
- 7) Child Care Contract

Any incomplete forms will be returned to the parent or legal guardian for completion prior to the child's first day of attendance

Special Needs

If a child has special needs, the Director and the parent or legal guardian will meet to review the child's care requirements. A child is accepted into the program when a safe, supportive environment can be assured.

To help the program staff better understand the child's needs, the Director will ask the parent or legal guardian, along with the child's health care provider(s), to complete a "Special Care Plan". The program will accommodate children with special needs consistent with the requirement of the Americans with Disabilities Act. If the program is unable to accommodate the child's needs as defined by the child's health care provider(s) or the Individual Family Service Plan/IEP without posing an undue burden as defined by federal law, the Director will work with the parent or legal guardian to find a suitable environment for the child.

Supervision

No child will be left unsupervised while attending the program. Caregivers will directly supervise children at all times. Caregivers will count children at every transition to confirm safety.

All children using playground or indoor play equipment will be supervised. No child will be permitted to go beyond a caregiver's range of direct supervision. Staff will regularly count children to confirm their safe whereabouts.

Our childcare center utilizes the age-appropriate equipment in the school's outdoor play area. The school complies with the Public Playground Safety and inspects outdoor areas and equipment each year.

Child to staff ratios comply with State regulations:

Ages 3 -4...1:10, Ages 4 – 5...1:12, Ages 6 -12...1:18

Mixed age group ratios will be consistent with the age of the youngest child.

Substitute caregivers may be assigned to assure that required child to staff ratios are maintained at all times. Substitutes will work under direct supervision. A substitute who is regularly employed as a caregiver by the facility and who is well known by the children will be considered staff and may function in the same way as the caregiver for whom the substitution is being made.

Any observations or suspicions of child abuse or neglect will be immediately reported to the child protective services agency as prescribed by law.

Discipline

Caregivers will use positive guidance, redirection and planning ahead in an attempt to prevent problems. Encouragement of appropriate behavior, clearly stated rules and involving children in problem solving are utilized to foster the child's ability to become self-disciplined. Disciplinary actions will be explained to the child at the time of incident. Caregivers will encourage children to respect other people, to be fair, to respect property and to be responsible for their actions.

Caregivers will guide children to develop self-control and orderly conduct. Aggressive physical behavior toward staff or other children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive and will encourage more acceptable behavior. Caregivers will use discipline that is consistent, clear and understandable to the child.

For acts of aggression and fighting (e.g. biting, hitting, etc.) staff will set appropriate expectations for children and guide them in solving problems. Positive guidance will be utilized to manage children with challenging behaviors.

In the instance of an aggressive act, staff will notify parents of any children involved. The Director and caregivers will review the adequacy of supervision, appropriateness of activities and administrative corrective action if necessary.

Physical restraint will not be used except as necessary to ensure a child's safety or that of others. Restraint will be in the form of holding as gently as possible only for as long as is necessary to control the situation.

Time-out will be used if other management techniques are ineffective. "Time-out", or removal of a child from the environment, may be used selectively for children over 3 years of age who are at risk of harming themselves or others. The period of time-out will be just long enough to enable the child to regain self-control. As a general rule this period will not exceed one minute per year of age. Caregivers will monitor the effectiveness of time-out and seek the help of social worker/consultant when approved behavior management strategies do not seem to be effective.

Caregivers will not use physical punishment or abusive language.

Illness

In general, any child who is able to come to the center should be able to participate in the activities. The center should be informed of any illness, emotional upset, loss of sleep, or indisposition the child might have had during the previous night. We should also be made aware of any medication administered.

Please do not have your child attend if he/she has a fever, sore throat, upset stomach, nausea, vomiting, frequent stools, rash or other symptoms of illness.

Please notify the center of absences due to illness as soon as possible. You will not be charged for the first three sick days each school year.

If your child has a long duration illness, you will not be charged so long as you provide a written statement from the child's physician.

Parents will be notified when a child is too ill to remain with the group. You will be asked to come for your child. If you cannot be reached, we will call one of the contacts listed on the emergency contact list.

Medication

Caregivers will administer medication to children with written approval of the parent. Medication administration will be limited to situations where it is not possible to give medicine outside child care hours. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. Parents or legal guardians may administer medication to their own child during the child care day.

Caregivers will administer medication only if the parent or legal guardian has provided written consent including the instructions for administration from a licensed clinician. All medication must be in an original, labeled prescription or manufacturer's container.

Medications will be kept in a locked area. A log will be maintained by staff which will include administration instructions and the signature of the caregiver who administered the medication.

Family/Staff Communication

Communication between families and staff is promoted through written means as well as informal conversations. Parents are encouraged to leave written information to allow all staff who work with the child access. A note book is provided at sign-in and sign-out desk for this purpose.

Parents will be notified when the center observes changes in the child's health, a child experiences an accident, injury, or incident or when a child is too ill to remain with the group. (See illness)

Nutrition

Breakfast and lunch, which contain at least 2/3 of a child's daily nutritional needs, can be purchased through the school's food service program. Children in a 3 ½ hour session will receive a snack. Snacks provide up to 1/3 of the child's nutritional needs.

Menus and fees are posted on the district web site (www.hancockpublicschools.org) and are posted in the classroom.

Nutritional information is included on the Health History form. Staff will make every attempt to follow the special dietary needs of a child. However, parents may be required to provide foods for special needs.

Emergencies

First-aid kits are on hand in each of the classrooms. There is at least one or more staff on hand that has a current first-aid and CPR certificate. All emergency phone numbers are in each classroom for immediate access and are taken with class when they leave the classroom for any reason.

In the case of an emergency, we will attempt to notify parents or guardian. If parent or legal guardian cannot be notified and immediate medical care is necessary, the center will call the child's doctor or the Portage Health Emergency Room.

Security Plan

Visitors are to sign in at the office before coming into classroom, a pass will be given to visitors at that time. Parents are required to carry their pass at all times. All exterior doors, with the exception of the main entrance, will be locked during child care hours.

Evacuation

If necessary, children will be evacuated to the Zion Lutheran Church. Attendance will be taken both prior to leaving the building and upon arrival at the church. First-aid kits and emergency information will be taken by the caregiver to the church.

Fire and Tornado Drills

In addition to the required school drills, child care students will practice two extra drills.

Calendar

Calendars will be given out at beginning of year.

With the exception of in-service days and parent-teacher conferences (half days), if school is not in session for Hancock Public Schools, the child care will not be in session.

School calendars are available on the district web site (www.hancockpublicschools.org)

Snow Days: If Hancock Public Schools are closed for the day, child care will also be closed.

Late Starts: Child care will operate beginning at 7:30 a.m. even if there is a late start called for Hancock Public Schools.

Early Dismissal: If school is dismissed early due to weather or other circumstances, child care will also dismiss early.

Any change in the regular school day schedule will be announced on the local radio stations. If you wish to receive a text when the school schedule is changed due to inclement weather, please talk with one of the child care staff members.

Fees

Parents pay each week for scheduled days. Payments are made on the first day of the week that your child attends. Your first statement will show two weeks of charges. Other payment arrangements may be made with the Program Director if necessary.

A 2-week written notice is necessary for any schedule changes (i.e. vacations, employment changes, etc.).

Overdue charges will be assessed with the first payment that is late. Overdue charges will result in the child being removed from child care. Non-payment of child care dues will result in further, legal action. Please keep in mind that this is a self-funded program that cannot operate if fees are not paid.

If your child will not be attending child care for any reason, you must give a one-week notice in order not to incur a charge. If notice is not received one week in advance, you will be charged for scheduled days.

Termination

Regardless of reason, a **two week notice** must be given before withdrawing your child from the center. Notice should be given to the Program Director in writing. Fees will be charged through the last day of the second week.

A child's enrollment may be terminated for:

1. non-payment of tuition and or fees, bad checks
2. failure to complete/provide immunization record/health/other required forms
3. failure to provide medical clearance information
4. ongoing, excessive and/or disruptive behavior*
*care may be terminated immediately if the safety of any child is at risk.
5. the child not acclimating to child care setting

Through ongoing communication with parents, it is our hope that a child's enrollment would never need to be terminated. Steps will be taken prior to termination for children who are excessively disruptive, harmful to themselves or others, or genuinely seem unhappy in child care.

Prior to termination, staff will:

1. Document incidents
2. Review documentation with parents
3. Consult with parents to discuss the behavior and work to find an appropriate solution
4. Allow a 3- week trial period to observe changes in behavior

If, after a 3-week period, there is no meaningful change in behavior, care will be terminated. No fees will be charged under these circumstances.

Sign-In/Sign-Out Procedure

Parents or other authorized adults must sign children in and out of the classroom.

Children must be picked up by 11:15/3:15 or a fee of \$5.00 per half hour will be charged.

Unauthorized Person Seeking Custody

Individuals not listed on the authorized persons list will not be permitted to sign the child out of the program without written/telephone/email authorization by the parent/legal guardian.

Persons authorized by telephone/email will be required to provide photo identification prior to the child being released. The staff will notify the police if an unauthorized person seeks custody of the child.