

# ***PARENT HANDBOOK***



**Vision:** Mason Public Schools will be an exemplary learning community that enables each student to flourish as a responsible citizen in a complex, changing world.

**Mission:** Mason Public Schools is committed to academic excellence in a safe environment where students develop critical thinking skills, are empowered to succeed, and are encouraged to serve their community.

**Mason Public Schools**  
**NEW LOCATION: STEELE ELEMENTARY**  
531 Steele Street, Door 16  
Starts Monday, June 18<sup>th</sup> – Ends Wednesday, August 15<sup>th</sup> 2018

**(517)676-6528 Office Hours - 8:30 a.m. to 2:30 p.m.**  
**(517)883-8090 Program Hours – 7:00 a.m. – 6:00 p.m.**

Mason Public Schools follows the guidelines developed by the  
State of Michigan Model Standards for summer child care programs

*Thank you for your business. We look forward to a wonderful summer ☺*

*WELCOME - Please read this Handbook and keep it handy for future reference ☺*

### **ABSENCES AND YOUR CHILD'S SAFETY**

We are concerned about the safety of your child. If your child is sick or going to be absent, please call the Child Development Services Office at 517-676-6528 during the hours of 8:30 – 2:30. OR, please call the **Kids' Clubhouse Program Attendance line at 517-883-8090** and leave a message with your child's name and date of absence.

### **ACTIVITIES**

Activities include outdoor adventures, hands-on science exploration, art projects, painting, drawing, craft projects, computer activities, music, literature, dramatic play, hobbies, games, sports, and special projects throughout the building and school grounds. Staff use radios as a means of communication. Kids' Clubhouse is not responsible for lost, stolen or broken toys that children may bring from home.

Occasionally, we have special guests visit to entertain and teach us about a topic of interest. Field trips are fun and always popular with the children. We will have a variety of walking field trips throughout the summer, as well as bus trips. Field trips throughout the summer provide an opportunity for the children to experience some special activities together as a group. The children will ride on a Mason Public Schools bus equipped with child safety restraints based upon licensing/transportation requirements. Parents are always welcome.

**Please plan to arrive by 9:00 a.m. to ensure your child can participate in all activities.**

Please be sure to pick up calendars located by the sign in/sign out sheets so you and your child will know what's going on at the center. Though we plan ahead as carefully as we can, some of our activities may change. If they do, we will make every effort to inform you and your child. Please be sure to look for notices when you drop off and pick up your child. If you have any questions, please call the office during the hours of 8:30 a.m. – 2:30 p.m. or speak directly to the Summer Program Directors when dropping off or picking up your child.

### **BODILY FLUIDS**

All human blood, urine, stool, vomit, and mucus will be treated as potentially infectious.

- \*All bodily fluids will be handled with gloves. When gloves are removed, staff's hands will be washed thoroughly with warm running water and soap.
- \*All surface areas that come in contact with bodily fluids will be washed, cleaned and disinfected.

### **CLEANING & SANITIZING**

We take pride in our efforts to keep our facility clean, well maintained, and sterilized to the best of our ability. To help keep your children and our staff healthy, we do the following:

- \*Tables are cleaned and sanitized prior to food prep, or prior to food service
- \*All tables will be cleaned and sanitized at the end of each day
- \*Toys that are placed in a child's mouth will be set aside, cleaned and sanitized before reuse
- \*Sleeping mats are sanitized weekly
- \*Bathrooms are sanitized daily, by the Mason Public Schools custodial staff
- \*Staff will complete daily cleaning chores, as well as weekly cleaning chores

### **DISCIPLINE POLICY**

Staff shall use developmentally appropriate positive methods of discipline. The following steps are guidelines used.

- \* Encouragement, positive reinforcement, encourage children to verbally share emotions, redirect

children to safer activities, problem solve, compliment good behavior.

Staff shall be prohibited from using the following as a means of punishment:

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
2. Restricting a child's movement.
3. Inflicting mental or emotional punishment.
4. Depriving a child of snacks, rest or necessary toilet use.
5. Confining a child in an enclosed area.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, to prevent a child from harming themselves or to prevent a child from harming other persons or property.

### **EARLY DROP-OFF/LATE PICK-UP FEES**

State of Michigan licensing regulations prohibits us from operating before 7:00 a.m. or after 6:00 p.m. Therefore, to ensure your child's safety, please do not attempt to drop your child off **before 7:00 a.m.** or pick them up **after 6:00 p.m.** A late pick-up fee will be assessed at \$1.00 per minute.

### **ELIGIBILITY**

This program provides services for children Kindergarten through 5<sup>th</sup> Grade, and children previously enrolled in tuition paid Early Learning. Children may be enrolled through the summer after they complete 5<sup>th</sup> Grade, but not over age 12. **Program is filled on a first come, first serve basis. Once you have enrolled your child, any changes you request can only be fulfilled based upon availability.**

### **ENROLLMENT**

Enrollment registration paperwork must be completed each year. Enrollment starts in March each year for the following school year for all Child Development Services programs; Summer, Before and After School, Preschool and Early Learning. Families currently enrolled are offered an Early Enrollment period before registration opens up to the public at the Open Houses.

### **EMERGENCY WEATHER**

If severe weather occurs during the time your child is attending the program, safety precautions will be taken.

### **FOOD**

A nutritious breakfast is available from 7:15 a.m. until 8:15 a.m. in the morning to all the children at no additional cost. Cereal, toast, milk and juice or fruit are available daily. Another entree may also be served. Breakfast menus are posted in the kitchen. A snack will be provided in the morning and afternoon.

Parents need to provide a healthy sack lunch for their child including a drink, utensils/napkin and condiments, with their child's name on the lunch bag. Please also send a fresh water bottle with your child each day they are in attendance with their name on the bottle.

### **HAND WASHING**

Keeping children healthy is important to us. Children and staff will wash their hands with soap and warm, running water, prior to handling food, before eating, and after using the restroom. Students and staff will also wash their hands after messy activities.

## **HEALTH AND ILLNESS POLICY**

Please help us in our efforts to keep your child healthy, by keeping your child home if he/she is ill. When you bring your ill child into our care, you are not only exposing his/her classmates, but our staff and family members that come in/out of our facility.

### **A Child Should Not Attend When They Have:**

- A temperature, a child MUST be free from a temperature for 24 hours without medication, before returning.
- Vomited or had diarrhea in the past 24 hours
- Severe eye drainage or red swollen eyes
- A severe or croup sounding cough
- Severe cold symptoms or constant thick green or yellow nose drainage
- Rash of unknown origin

**The teacher will assess the children as they enter the school and throughout the day. We reserve the right to send a child home if the child appears contagious in any way!**

If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify parents.

### **Head Lice Guidelines**

Head lice infestation is a common public health nuisance in the United States among children between the ages of 3-12 years. It is not considered a disease and for the most part does not cause illness.

**Head lice appear as an infestation on the head, eyebrows, or eyelids. Signs and symptoms of head lice infestation include:**

- Itching.
- A tickling feeling of something moving in the hair.
- Detection of live lice and/or nits.
- Sores or scratch marks on the head caused by scratching.

### **School Staff Responsibility:**

Identify students with signs of head lice infestation. Notify parent/guardian of the suspected case. Avoid transmission of live lice by instructing students to avoid head-to-head contact.

### **Procedure to be followed:**

1. Student who is found with lice will be sent home. Discretion will be used by the Child Development Staff regarding individual cases.
2. Notify parent/guardians of the infestation.
3. Siblings and close contacts of a student with live lice or nits will be examined at the discretion of the Child Development Staff.
4. The student may return to school when lice and nit free.
5. The student should be re-examined by after returning to assure that there are no more live lice or nits. The parent/guardian should be asked to continue to check at home.
6. When a student is identified with lice or nits, we will send the lice letter home to classmates in his/her room.
7. When there is evidence of an OUTBREAK in a program (such as three students in the same program) the whole program should be screened by staff.
8. In chronic infestations, Child Development Services staff may take extra precautions to provide practices to prevent the spread of lice.

## **MEDICATIONS**

1. If a center administers medication, then the following provisions shall apply:
  - a. Medication, including tranquilizers, sedatives, aspirins, dietary supplements, or individual special medical procedures, shall be given or applied only with prior written permission from the parent.
  - b. A caregiver shall maintain a record as to the time and the amount of any medication given or applied.
  - c. If your child needs to be given a medication, we will need a medication permission slip filled out. If the medication needed is an over the counter medication, the child's first and last name must be placed on the packaging. If the medication needed is a prescription medication, the medication must be in its original container with a pharmacy label. Please note that any prescription medications and any medications that state, "*consult a doctor for dosage*" will require a doctor's note.
2. Health surveillance measures include all of the following:
  - a. A center shall be responsible for reporting to the parent observed changes in the child's health or any accidents, injuries and incidents that may have happened to the child.
  - b. A caregiver shall place a child too ill to remain in the group in a separate area where he or she may be comfortably cared for and supervised until he or she may be taken home or suitably cared for elsewhere. Items and facilities, including cots, bedding, utensils, toys, toilets, and lavatories, used by the ill child shall not be used by any other person until those items and facilities have been thoroughly cleaned.

**Staff of Child Development Services, Mason Public Schools, will administer an EPI PEN in the event of an EMERGENCY ALLERGIC REACTION and call 911.**

## **OUTDOOR PLAY AND GYM**

Please be sure to dress your child appropriately for daily outdoor play and active participation in a variety of activities and projects. It is your responsibility to send in Benadryl, sunscreen and insect repellent as indicated on the Summer Treatment Permission form you completed in your child's registration paperwork. Please apply sunscreen each morning before bringing your child to the center.

## **PARENT COMMUNICATION**

Ongoing communication between center director/teacher and parents is helpful to us. Please notify us of any changes in family structure or special arrangements in routines that may influence your child's behavior at the program (such as an impending move, separation, divorce, hospitalization, or visitors). Good communication among parents, director/teachers, and the office is essential and will contribute to the welfare of your children. Please include cell phone numbers in your emergency information and inform the director/teacher and office of any changes as soon as possible.

## **PARENT INVOLVEMENT**

Parents are welcome to visit anytime. If you have a talent, skill or hobby you would like to share with the children, we welcome your participation. Please talk to your child's teacher/director.

## **PAYMENTS, FEES**

Payments are due on the first day of each month in June, July and August for any week scheduled within that month. **All payments received after the tenth of the month will be assessed a late fee of \$10.00.** Please call the Child Development Services Office if your payment is going to be late. **There will be a \$25.00 NSF fee assessed on all returned checks plus the \$10.00 bank fee.**

**Cancellations – No penalty for cancellations made by May 4  
\$50 for each week canceled between May 4 and May 25  
Full payment is expected for any cancellations after May 25**

**Changes - If you add weeks to your child(ren)'s schedule, please keep in mind that enrollment is based upon availability. Program is filled on a first-come first-serve basis.**

Summer payments are calculated based upon the Commitment Schedule you filled out for your child. Weekly enrollment may be 5 full days or 3 full days. Fees are charged based on full days, regardless of the time of arrival or departure of your child. **We are not able to give a credit for children not attending during their scheduled day(s), such as illness or vacation, etc.**

## **SUMMER KIDS' CLUBHOUSE FEES**

**Registration Fee – Before May 1 - \$65.00 – May 1 - \$80.00**

**Due at enrollment.**

**Registration fees are non-refundable.**

Families with two or more children receive a 10% discount on the tuition for the second and each additional child.

<b>Weekly Tuition</b>	<b>Full Day First child</b>	<b>Full Day Second child</b>
5 Day week	\$150.00	\$135.00
4 Day week of July 2nd	\$120.00	\$108.00
3 Day week	\$100.00	\$90.00

**Please make your check or money order payable to: Mason Public Schools**, and mail or deliver it to the Child Development Services office, use mailing address: 400 S. Cedar Street, Mason, Michigan 48854. If the summer office is closed when dropping off your payment, please place your payment in the locked payment box. All payment questions should be addressed to the Child Development Services office, 517-676-6528 between the hours of 8:30 a.m. and 2:30 p.m., Monday through Friday.

For all individual requests pertaining to your child(ren) there is a minimum fee of \$25.00 plus an additional fee of \$25.00 per hour, after the first hour.

Families receive a 10% discount for second and additional children in the same program, with the same schedule.

If you applied for and receive DHS payments for your child's tuition, you are responsible for paying any balance that is due after all DHS payments have been applied to your account.

## **PROGRAM SURVEY**

Toward the end of the program, we ask parents to provide us with information about their child's and their own experience. We appreciate you taking the time to fill out the survey form. This information helps us assess our program and its effectiveness. We carefully examine this input and make appropriate changes.

## **RECEIPTS AND TAX DEDUCTIONS**

Receipts are available on request. The Child Development Services office staff will be glad to fill out forms for employer tax-deferred childcare plan. Your childcare payments may be tax deductible.

## **RELEASE OF CHILDREN**

For your child's safety, children can only be released to those people listed on the Child Information Card. Please be sure to fill in this information carefully at the time of enrollment. Please provide a copy of any child custody agreement that affects your child's release arrangements. If it becomes necessary for an individual not on the Child Information Card to pick up your child, please send a note and then place that person's name on the Child Information Card as soon as possible.

## **SIGNING IN AND OUT**

Licensing requires that we account for every child during arrival and dismissal times. Parents are required to sign in/out their child, time included, on the sheets provided by the director/teacher.

## **STAFF**

Our Programs are staffed by Teachers who have experience and training in child development. They are skilled at assessing children's needs and resourceful at providing stimulating experiences. Activities are provided for children of all ages and levels of interest. Qualified, caring aides assist the teachers. The ratio is based on licensing regulations.

## **SUSPENSION AND DISMISSAL**

In the event that a child exhibits behavior that is inappropriate, disrespectful or threatening to another child or adult, Child Development Services reserves the right to suspend, or depending upon the severity of the infraction, dismiss the child. At the request of parents, a meeting can be arranged with the program director to discuss the situation or behavior resulting in a suspension or dismissal.

**Nondiscrimination Policy**

It is the policy of the Mason Board of Education that no person be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination on the basis of race, religion, color, national origin or ancestry, age, sex, height, weight, or handicap or being a disabled veteran or veterans of the Vietnam era in any program, activity or employment involving the Mason Public School District.

Adopted 11/09/81

Reviewed/Amended 04/08/91

Reviewed/Amended 09/09/91

Reviewed/Amended 01/12/98

**Memorandum of Designated Employee****To: Students, Parents/Guardians, Faculty and Staff****From: Ron Drzewicki, Superintendent****Subject: Title IX, Section 504, Age Discrimination Act, and Title II**

The government has made legal provisions to insure that no person is discriminated against on the basis of race, color, national origin, sex, age, or disability. In order to protect these rights and assure compliance, the Mason Public School District has appointed the Director of Human Resources as Coordinator of Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II.

Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to:

Cheryl Wald

Executive Director for Business and Finance

400 S. Cedar Street,

Mason, Michigan 48854

(517) 676-2484

Any person who feels that the rights of an individual have been misused in relationship to the provision of equal opportunity in any education programs and activities, or in employment, may contact the Director of Human Resources.

**PROGRAMS  
ARE UNDER THE DIRECTION OF:  
MASON PUBLIC SCHOOLS  
CHILD DEVELOPMENT SERVICES  
400 S. CEDAR STREET  
MASON, MI 48854  
(517) 676-6528**

*Programs are licensed by the State of Michigan Department of Consumer and Industry Services  
and may qualify for the Child-care Tax Credit.*