



# Family Handbook



## Message from the Director

Welcome to the Spartan Child Development Center! The center was established in 1971 and is dedicated to meeting the needs of all children ages two weeks to six years. We provide an environment that nurtures and guides children's individual growth and development. Our philosophy focuses on the fact that each child is a unique with an individual personality, learning style, and cultural background.

Spartan Child Development Center is accredited by the National Association for the Education of Young Children and is committed to providing a multicultural, nonsexist, and nonviolent atmosphere. The curriculum is play-based and child-centered. Teachers develop lesson plans that support the ideas and interests of the children. Experiences are provided that meet the individual learning needs of the children and support growth in the following developmental areas; social-emotional, cognitive, physical, and language.

Spartan Child Development Center is a self-supporting, non-profit corporation that is affiliated with Michigan State University. The policy-making body is the board of directors, which is a body of individuals comprised of parents/guardians, staff members, and professionals from MSU and the community. Monthly board meetings are open to the public and parents/guardians are encouraged to attend.

Families are always welcome at the center and are encouraged to be an active participant in their child's experience at SCDC. Please visit, volunteer, and communicate regularly with your child's teachers. On occasion, parents may be approached, by an outside organization, about voluntary participation in research. The choice regarding participation in research will have no bearing on their child's enrollment at SCDC. Families are encouraged to share questions and concerns with teachers and administrative staff at any time. The goal of SCDC is to provide every child and parent/guardian with a positive experience!

Sincerely,

Liz Lauren  
Executive Director

## Table of Contents

### **Program Philosophy- Pg. 4**

### **History of Spartan Child Development Center- Pg. 4**

### **Administration and Organization- Pg. 5**

- SCDC Staff; Board of Directors; SCDC Committees;

### **Child Development Program- Pg. 7**

- Department of Human Services Licensing Notification

### **Curriculum- Pg. 8**

- Sample Daily Schedule; Description of Parts of the Day; Field Trips; Classroom Ratios; Assessment Plan

### **Discipline Policy- Pg. 12**

### **Parent and Staff Communication- Pg. 13**

### **Family and Staff Responsibilities- Pg. 14**

### **Enrollment Policies and Procedures- Pg. 17**

- Hours of Operation/Planned Closures; Voluntary Withdrawal of Enrollment; Administrative Termination of Enrollment; Schedule Changes and Enrollment Requests; Summer Enrollment; Drop-in Care Policy; Classroom Transitions; Children with Special Needs

### **Tuition Policies and Procedures- Pg. 21**

- Equipment Fee; Late Charges; Late Pick Up Policy; Vacation Days Policy for Enrolled Children

### **Food Program Policies and Procedures- Pg. 23**

- Food Allergy Considerations; Food Brought in for Special Occasions; Diapers, Bottles, and Food for Infants

### **Health and Safety Policies and Procedures- Pg. 26**

- Building Access; Hand Washing Policy; Handling Bodily Fluids; Cleaning/Sanitizing; Illness and Communicable Disease Policy; Medication Policy; Serving Children with Special Needs; Outdoor Play; Infant Safe Sleep Practices; Pest Management Policy; Pick-up and Drop-off of Children; Employee Babysitting Policy

### **Accident/ Emergency Policies and Procedures- Pg. 33**

- Accident Procedures; Emergency Procedures; Emergency Closings

### **Confidentiality Policies and Procedures- Pg. 36**

- Enrollment Information; Research; Photographs; Video Surveillance; Special Circumstances

## **Purpose of Spartan Child Development Center**

Spartan Child Development Center (SCDC) is licensed by the State of Michigan to provide for the care and education of young children ages two weeks through six years. SCDC provides a safe and nurturing environment that meets the needs of all children. The staff focus on supporting children's social-emotional, cognitive, and physical development. SCDC serves the Michigan State University community, as well as, the greater Lansing area.

## **Our Philosophy**

Children are seen as competent and capable beings. Our program is designed to meet the social-emotional, cognitive, and physical needs of the developing child. Lesson planning includes activities that promote development in all areas with a focus on topics that are of interest to the children. Classroom activities provide opportunities for children to explore, be creative, and become independent learners while meeting the individual learning needs of the children in the classroom. During activities and throughout the day staff interact and engage in conversations with the children to support and extend learning.

Following a philosophy of non-violence, toys that represent weapons (e.g. guns, swords) are excluded from the program. The staff discourages the use of toys to build or represent make-believe weapons and offer suggestions for non-violent methods of communicating and problem-solving (i.e. using words, sharing, taking turns)

Multicultural planning and inclusion is an important part of the curriculum. Experiences are provided that focus on the individual and encourage self-confidence. The children and staff of SCDC come from a variety of cultural and ethnic backgrounds. We celebrate this diversity through the use of multi-cultural music, toys, games, food, clothing, pictures, and books. Teachers set up their classrooms based on the unique individual needs of the children in their classroom. Lesson plans include awareness of cultural, economic, physical, emotional, cognitive, and language differences. Families are encouraged to volunteer in the classrooms which could include reading stories, talking about their careers or hobbies, or introducing their language and culture to the children.

Parents are a vital component to the success of SCDC. Parents are encouraged to share concerns with their child's teacher and communicate with the staff on a regular basis regarding their child's development. Parent involvement and participation in the classroom is actively encouraged and highly recommended. Communication is vital to maintaining an environment where everyone feels valued and appreciated. Open communication between all members of the SCDC community is encouraged.

## **History**

### **Founding History and Mission (1970 – 1989)**

The Michigan State University (MSU) Board of Trustees voted to fund the construction of a new childcare facility in April 1970. Initial funding was to be provided by a grant from MSU, which was administered by the Institute for Family and Child Study in the Department of Family and Child Science. In April 1971, what is now known as Spartan Child Development Center (SCDC), opened as the "Married Students Activity Unit Day Care Center." The purpose of the center was to provide full and/or part time child care for married students as they attended classes. The founding mission of the center was:

1. To provide child care for student families;
2. To provide a training site for graduate and undergraduate students from a variety of disciplines;
3. To provide a research site for work with young children and their families; and,
4. To provide a community center for families living in University Housing.

The Early Childhood Studies Committee and the Children's Board administered the earliest conception of SCDC. It served as a laboratory for MSU students training in fields related to Early Childhood Development until 1980. Declining married student enrollment, a reorganization of the college of Human Ecology, and budgetary shortfalls led to SCDC's separation from the University. Subsequently, it was reorganized as a non-profit educational corporation and financed by monthly child care fees direct billed to parents. In October 1981, Spartan Kid Care, Inc. was established as the legal name of the corporation.

### **Recent History and Mission (1990 – Today)**

In August 1990, the families, board, and staff of SCDC reaffirmed its commitment to serving students and established our current name Spartan Child Development Center. As well, the mission of the organization was revised to reflect the following operating principles:

1. Provision of high quality developmental childcare service to an economically and culturally diverse population;
2. Provision of supportive services to MSU students in accessing quality childcare; and,
3. Community building in child development and developmentally appropriate curriculum through research, professional training, and parent education initiatives.

Because of SCDC's continuing commitment to supporting student families at MSU, the Center holds agency status with MSU under the Vice President of Student Affairs and the Executive Vice President for Administrative Services, who authorizes the Center's use of MSU service units. Additionally, SCDC holds a lease agreement with MSU. The building is property of MSU; therefore, maintenance and repair is the responsibility of the university under lease stipulations. Routine maintenance is scheduled by the MSU Infrastructure Planning and Facilities department with consideration of the center's operating hours.

## **Administration and Organization**

Spartan Child Development Center is a self-supporting, non-profit corporation. The corporation administers a child development center to provide quality childcare services for members. Membership in the corporation consists of three classes of affiliation: Parents of currently enrolled children, complementary members, and honorary members (see bylaws for definition).

SCDC holds a lease agreement with Michigan State University. The building is the property of MSU, therefore, maintenance and repair is the responsibility of the university per lease stipulations. Routine maintenance is scheduled by the MSU Infrastructure Planning and Facilities department with consideration of the center's operating hours. Most major repairs take place after hours and during weekends to be sensitive to the needs of the children.

### **Current SCDC Organizational Structure**

The policy-making body of SCDC is a board of directors comprised of parents, staff members, and professionals from MSU and the local community. Administrative positions include:

- *Executive Director*, responsible for daily activities of the corporation;

- *Assistant Director*, responsible for program oversight of curriculum, staffing, and the child development program;
- *Business Manager*, responsible for oversight of financial functions including billing, accounts payable, collecting delinquent accounts, and benefit administration; and,
- *Resource Coordinator*, responsible for the collaboration of community resources, daily classroom support, and administrative responsibilities towards staff, building, and children.

Professional teaching staff provide classroom education. Instructional staff include the following positions:

- *Lead Teachers* must have a Bachelor's degree or higher level completed course-work in early childhood education, child development, or a related field;
- *Assistant teachers* typically hold an Associate's degree, child development credential (CDA) or higher in early childhood education, child development, or a related field;
- *Professional Staff Substitutes* serve as a short- term substitute for an absent teacher or assistant teacher.
- *Part-time staff (Teacher's Aides)* work alongside the professional staff within the classroom to offer support in the care of the children; and,

### **Board of Directors**

The Board of Directors consists of up to sixteen persons. Eight parent members (at least two representing minority cultures) are elected by the corporate members. Two community representatives are elected to represent the community at large and two MSU designated board members serve on the board as well. The remaining members of the Board of Directors are appointed and include the Executive Director, a Professional Staff representative, and a family or child development consultant.

### **Corporation Committees**

Essential to the ongoing success of the corporation are an active contingent of member committees to carry out the objectives of the corporation. Corporation members (parents) are strongly encouraged and highly recommended to participate in one or more of the committees.

### THE EXECUTIVE COMMITTEE

This committee consists of the officers of the Board of Directors and the Executive Director. This committee has authority to act for the Board of Directors (between meetings of the Board) in the management of the affairs of the corporation.

The standing committees of the Board are:

### CURRICULUM

This committee is responsible for the development, revision and support of the children's program, accreditation, and evaluation.

### BUDGET

This committee, chaired by the Treasurer, is responsible for development and administration of a sound fiscal policy for the corporation.

### PERSONNEL AND POLICIES

This committee is responsible for the development and revision of corporate policies and personnel procedures.

## BYLAWS

This committee, chaired by the Vice-President, is responsible for the development and revision of the constitution and Bylaws of the corporation.

## FUND DEVELOPMENT

This committee is responsible for implementing and managing fundraising initiatives within and for the benefit of the Center.

## DIVERSITY AND FAMILY ENGAGEMENT

This committee is responsible for proposing initiatives to ensure that the classrooms and Center adequately reflect the diversity that exists amongst families and staff. This committee is also responsible for coordinating and leading the annual International Night.

## RESEARCH COMMITTEE

This committee reviews research proposals that have been submitted to the Center. Working collaboratively with the Executive Director and staff to ensure research protocols are correctly followed and integrity is maintained. Finally, the Research Committee communicates information to families regarding new research proposals and/or projects.

## SPECIAL COMMITTEES

Created as necessary to carry out center objectives to include but are not limited to the Executive Director review, Board nominations, etc.

## **Child Development Program**

The Spartan Child Development Center offers a wide variety of activities designed to promote cognitive, physical, and socio-emotional growth and development. Classroom teachers write and follow lesson plans that are thematic and emergent in nature. The daily schedule includes times for indoor and outdoor play, quiet and active play, large and small group times, meals and rest or nap time. Planned activities include art, science, music, dramatic play, language development, large motor, and small manipulative play. Adults interact with the children throughout the day, offering comfort and reassurance as needed, as well as overseeing general safety.

The SCDC staff use a positive redirection language model to support and encourage children in learning how to make appropriate choices throughout their day. This approach focuses on what children can do rather than what they cannot do. Common guidance techniques include; telling children behavior expectations, explaining cause and effect, or offering appropriate choices. Staff also support children by modeling appropriate verbal and non-verbal ways to express their feelings. When peer conflict arises, staff support the children through a process of problem-solving in order to reach a solution or compromise that is fair to all children involved. Staff allow children, who are developmentally ready, to work through problems on their own.

Field trips and visitors are utilized to increase the children's experiences within their world and enhance learning. Field trips may be walks to observe nature in the nearby community or may be a trip requiring transportation to visit a local farm or museum. Public transportation (buses) or may be used as a means of transportation for field trips. Fees will be charged to cover the cost of admission and transportation.

Security items, such as blankets or stuffed toys, are welcome in the classrooms when their presence makes a child feel more comfortable. Other toys may be brought to school at the teacher's discretion, but are not encouraged; the Center has supply of playthings for the children. Toys from home, other than security items, are to be shared with all the children, or kept in the owner's locker.

## **Department of Human Services Licensing Notification**

Spartan Child Development Center is licensed by the state of Michigan to provide child care and education services for children ages two weeks to six years old. Criminal background checks, sexual offender registry check, medical clearances, and Department of Human Services clearance checks are required of all prospective employees and volunteers.

The 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](http://www.michigan.gov/michildcare). Parents are asked to sign this licensing notification as part of their Child Care Contract with SCDC.

## **Curriculum**

The Spartan Child Development Center uses the High Scope Curriculum, which is a comprehensive, research-based Early Childhood curriculum for children ages birth through six that is play-based and follows the developing needs and interests of the children.

As teachers plan weekly and daily activities they consider each child's developmental level and interests. Teachers provide a balance of active and quiet times throughout the day and lesson plans have a focus based on the interests of the children.

The daily schedule in each classroom will include the following times of day, with variation depending on the developmental needs of the children:

- Large Group Time: children are engaged in the same activity and are encouraged to contribute their thoughts and ideas.
- Small Group Time:
  - Preschool & Transition Classrooms: Small groups will take place daily, with the same teacher supporting the same group of children for a length of time. Activities planned for small groups will allow for children to build on their own knowledge at their own skill level.
  - Toddler Classrooms: Small groups will take place as the children show interest in their environment. Teachers will support children by responding to each child's interests, behavior, and developmental level.
- Plan-Do-Review: Children will be asked to make a plan before choice time. By making a plan, children are encouraged to play in a more purposeful way. The "do" part of the process is the actual choice time when children are able to freely explore the materials available to them in the classroom. After choice time the children will recall who they played with, some of the activities that they chose to participate in, and discuss any problems they encountered. This reflection will lead to more focused play in the future.

Other components of the High Scope Curriculum implemented in our classrooms include:

- Classroom Environment Plan: This is posted in the classroom and is a list of the materials that the teacher is providing in the classroom to support children's learning in all concept areas which includes social/emotional development; physical development; communication, language and literacy; cognitive development; creative arts; math; science and technology; and social studies.
- Adult-Child Interactions: High Scope believes that teachers are the facilitators of learning and their role is to participate in their play, converse with children, ask open-ended questions and encourage

problem-solving. Adults observe children's strengths, form authentic partnerships with children, and support children's intentional play.

- The Child Observation Record (COR): This is an on-going assessment, based on observations of the children in their natural play environment. These anecdotal observations are used by the teachers when planning ways to support each child as their developmental skills progress.

## Daily Schedule

Teachers plan activities for the day but can be changed when the group or weather indicates that a change would be beneficial. The following is a sample daily schedule. Please refer to the posted daily schedule and lesson plan in your child's classroom for specifics about the day.

### Sample Daily Schedule

<u>Time</u>	<u>Daily Routine Components</u>
7:30-8:50	Arrival/Choice time
8:50-9:00	Clean-up/set up breakfast
9:00-9:15	Large Group Morning Greeting
9:15-9:40	Breakfast <ul style="list-style-type: none"><li>• Children are encouraged to clear their space and help with meal clean-up</li></ul>
9:45-10:30	Outdoor Play
10:30-10:45	Small Groups
10:45-10:55	Planning- children will plan for work time in small groups
10:55-11:55	Work time
11:55-12:05	Clean up
12:05-12:15	Review- children will reflect upon their work time in small groups
12:15-12:50	Lunch <ul style="list-style-type: none"><li>• Children are encouraged to clear their space and help with meal clean-up. Children will brush their teeth, try the toilet, and prepare for naptime</li></ul>
12:50-2:50	Nap and Quiet time <ul style="list-style-type: none"><li>• Upon waking children may choose from a variety of quiet activities</li></ul>
2:50-3:00	Clean up and set up snack
3:00-3:25	Snack <ul style="list-style-type: none"><li>• Children are encouraged to clear their space and help with meal clean-up</li></ul>
3:25-3:40	Large Group
3:40-4:25	Outdoor Play
4:25-4:40	Language/Literacy time
4:40-6:00	Choice Time

The Infant and Toddler classrooms are designed to meet the individual needs of young children in the context of a developmental program. In the Infant classroom, daily routines and schedules are based on the individual infants while working towards a toddler schedule as the infant develops. In the Toddler classrooms, there is a general daily routine to which most toddlers quickly adapt. However, a toddler whose daily schedule differs from the room routine can be accommodated.

### Description of the Parts of the Day

- a. Arrival – Parents are encouraged to take a few minutes to help their child settle into the classroom. Professional Staff would like to talk with you about how your child is feeling and how his/her morning has been. Parents are welcome to stay and play for a while. Letting your child know when

you are leaving and creating a “good-bye routine” can help make this transition easier each morning.

- b. Breakfast, Lunch, and Snack – Children and adults eat together at the tables in the classroom. Meal times provide an opportunity for the children to engage in conversations about the day, special events, or other topics of interest. Children are encouraged to taste each of the foods that are served at meal times.
- c. Toothbrushing and toileting – Children in the toddler (no toothpaste), transition, and preschool classrooms brush their teeth after lunch each day. Children are encouraged to use the toilet throughout the day as needed. Every classroom has its’ own bathroom. Toddler and Transition rooms also have a diapering area.
- d. Outdoor Play – Children are encouraged to dress themselves as much as possible. Teachers help with zippers, ties, and boots and guide children in learning how to put these items on. Children spend time outdoors whenever the weather permits. Adults supervise the children during outdoor play.
- e. Large Group – children are engaged in the same activity and are encouraged to contribute their thoughts and ideas.
- f. Small Groups-
  - Preschool & Transition Classrooms: Small groups will take place daily, with the same teacher supporting the same group of children for a length of time. Activities planned for small groups will allow for children to build on their own knowledge at their own skill level.
  - Toddler Classrooms: Small groups will take place as the children show interest in their environment. Teachers will support children by responding to each child’s interests, behavior, and developmental level.
- g. Choice Time – Children will be asked to make a plan before choice time. By making a plan, children are encouraged to play in a more purposeful way. During this time children are able to freely explore all areas of the classroom and may choose to play by themselves or join a group of children. The materials provided for the children allow for hands-on experiences to promote growth in the following developmental areas; cognitive, physical, social-emotional, and language with an emphasis on the academic areas of science, math, social studies, health, and literacy.
- h. Rest – The children spend part of the early afternoon resting. Most children sleep during this time. Quiet music and darkened rooms contribute to a restful atmosphere. Per state licensing guidelines and American Academy of Pediatrics, children under 12 months of age are placed on their backs to sleep.
- i. Departure- When picking up a child, parents are encouraged to allow a few minutes to touch base with the professional staff member. This provides an opportunity for the professional staff to tell the parent about their child’s day, what activities were enjoyed, and share any important information with the parent prior to leaving the center.

## **Field Trips**

A “field trip” refers to any excursion, trip, or program activity away from the Center.

1. Permission and Notification: Parents must give written permission, either at the time of enrollment or prior to each field trip, for their child to participate in the Center field trips. Prior to each field trip that requires transportation parents are notified by the Center of the destination, purpose, and expected departure and return times.
2. Field Trip Precautions:
  - i. Children will remain under the direct supervision of a staff member at all times
  - ii. Only Staff accompany children to the restrooms.
  - iii. Center staff carries a list of names of children who are on the trip.
  - iv. Center staff carry emergency cards with medical authorization for each child.

- v. Each child wears a nametag stating the Center's name and phone number
- vi. Emergency First Aid kits are carried on all field trips.
- vii. A communication device (cell phone or walkie-talkie) is required for lead teachers to call for help when necessary
- viii. Alternate transportation arrangements may be arranged with the Administrative office and/or MSU transportation services if there is a problem with the transportation vehicles during the trip.

### **Classroom Ratios**

Classroom ratios are set in accordance with licensing and NAEYC requirements. Research indicates that lower child to adult ratios promote a higher quality of care and learning for young children. Our program ratios are maintained during indoor time, outdoor time and field trips.

Our ratios are below:

Infants:	1 adult per every 3 infants	Classroom size: 6
Toddlers:	1 adult per every 4 toddlers	Classroom size: 12
Transition:	1 adult per every 4 older toddlers	Classroom size: 12
Preschool:	1 adult per every 9 preschoolers	Classroom size: 18

\*When available SCDC will provide additional staff in Infant, Toddlers, Transition and Preschool 3

For Summer Program field trips (preschool), ratios are 1 adult per every 5 preschoolers

### **SCDC Assessment Plan**

The Ages and Stages Developmental Screener (ASQ) is utilized to show developmental progress when a child enters the program and when a child transitions into a new classroom. There is a section of the ASQ that is filled out by the lead teacher and one that is completed by parents.

Teachers engage in on-going assessment through taking observational and anecdotal notes throughout the day in the natural, play-based environment, as well as, during small group and large group activities. These documented observations are used to show growth in the different developmental areas and are used in collaboration with the Child Observation Record (COR), which is the High Scope Curriculum assessment tool.

Teachers also utilize photographs of the children and work samples to show growth and development. All of the assessment information is utilized to complete child progress reports in the fall and spring, which are shared with parents at Parent-teacher conferences and placed in the child's portfolio. Parents are encouraged to communicate with the teacher about their child's development and the goals that they have for their child.

When assessment of the child, by the parent or teacher, indicates that further assistance may be needed, the classroom teacher works with the parents and SCDC Administration to arrange for developmental screening and referral for diagnostic assessment through an outside source such as Early On or the child's intermediate school district.

Preschool children also receive hearing and vision screening through the Ingham County Health Department. Any information about a child's screening or referral recommendations are communicated directly to the parents by the Health Department.

Children’s records, developmental progress, and assessment results are kept in the child’s file or classroom portfolio. Only Classroom Teachers, SCDC Administration, the child’s parent(s) and other authorized persons have access to the information within the child’s file and portfolio. Each child’s development is discussed in a confidential manner. In accordance with our policy, information about children or their families cannot be shared or used outside of the center without prior written consent of the family involved.

### **Uses of the Assessment Results**

Information from the children’s assessments is used to improve curriculum and adapt classroom and center-wide practices. Children’s development and curriculum planning are discussed during staff meetings, transition planning, and curriculum committee meetings.

Professional staff members meet 1-2 times per year to discuss assessment methods and program improvements.

### **Assessment Timeline**

<b>Assessment Tool/Method</b>	<b>Time of Year</b>	<b>Completed by</b>
Ages and Stages Questionnaire (Screening Tool)	Within 30 days of enrollment in program Within 30 days of transitioning to a new classroom	Completed by parent and teacher. Scored by teacher
Child Observation Record (COR)	Continuous anecdotal notes, photographs and/or work samples to document child’s progress and development	Classroom Teachers and Assistant Teachers
COR Family Report and Portfolio Review	Fall Parent-Teacher Conferences (Oct/Nov) Spring Parent-Teacher Conferences (April/May)	Classroom teachers and child’s parents/guardians
ASQ-SE and other developmental screeners	As needed	Classroom teacher and/or other qualified professionals
Hearing and Vision Screening for Preschoolers	Spring	Ingham County Health Department

### **Discipline Policy**

Limits are simple classroom rules designed to make the classroom a safe and happy place. At Spartan Child Development Center, limits are stated positively. It is important that children develop positive attitudes towards themselves and their environment. This is facilitated when they are told what they can do, rather than what not to do. When certain behaviors are prohibited, staff seek to provide acceptable alternatives for the children. For example, a staff member might say, “Sit on your bottom in the chair,” rather than, “don’t stand on the chair”.

### **Guidance Techniques**

As professionals in the field of child development, the staff of Spartan Child Development Center views your child’s day as an opportunity for learning. During each day, a child has many opportunities to learn social skills (taking turns, negotiating), verbal skills (ways to express needs, desires and feelings), and social responses (empathy, sympathy, charity), as well as cognitive and physical skills. Children are helped to develop these skills (the socialization process) by guidance based on knowledge and professional judgment. Discipline is viewed as a teaching tool that enhances the learning process. The following guidance

techniques are used by Spartan Child Development Center staff to conform to this professional view of discipline.

1. Children are treated with respect at all times.
2. Expectations are clearly stated in positive sentences.
3. Reasons are given when children are asked to change an action or behavior.
4. Whenever possible, children are allowed to choose between acceptable behaviors.
5. Children are encouraged to express their needs and emotions verbally.
6. Limits are consistent and designed to promote safety and constructive interactions.
7. A child may be removed from a situation or helped to prevent the child from hurting himself or others.
8. Adults may help a child complete a task, or may move a child from one area to another.

Considerations of potential long and short-term consequences preclude the use of punishment in the socialization process. No form of physical, emotional, or verbal punishment is used. The commitment to professional standards in teaching and our knowledge about the ways children learn also preclude the use of inappropriate distraction, threats, bribery, guilt or other manipulative techniques.

Staff are prohibited from using the following means of punishment:

- Hitting, shaking, spanking, biting, pinching, or inflicting any form of corporal punishment
- Restricting a child's movement by binding or tying the child
- Inflicting mental or emotional punishment such as humiliating, shaming, or threatening a child
- Depriving a child of meals, snacks, rest or necessary toilet use
- Confining a child in an enclosed area such as a closet, locked room, box, or similar cubicle
- Excluding a child from gross motor activities, outdoor play, or learning experiences

Non-severe discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming him or herself. This would exclude those forms of punishment mentioned above.

### **Parent and Staff Communication**

We strive to make communication a continuous process so that any difficulties the child is experiencing, or any questions parents have can be addressed. Parents are encouraged to ask questions and voice concerns to teachers or administration at any time. It is important that parents share information with the teaching staff that could impact their child's day (ie: not sleeping well, had a difficult morning, are teething, etc) If a longer discussion is needed, parents are welcome to schedule a meeting with their child's teacher at any time throughout the year.

It is important to note that classroom aide staff are not permitted to discuss specific information with parents in regards to the child's experiences, developmental progress, or interactions with other children. This information is only to be shared with parents by Professional Staff (Lead or Assistant Teachers and Professional Staff substitutes).

Communication occurs in the following ways:

1. Artwork, Office Notes, etc. – Your child may have a labeled file folder or the teacher may use a shelf in your child's cubby where art, newsletters, and other notes are stored. Please check it daily.

2. Classroom Boards- white boards, located outside of each classroom, contain information for parents about classroom activities that took place that day.
3. E-mails- classroom teachers will send out a weekly e-mail to parents containing information about the week, what to expect next week, and how to make connections at home with what is happening in the classroom.
  - a. In addition to classroom e-mails, families will also receive a weekly e-mail from the Resource Coordinator sharing local community events.
  - b. Bi-Monthly newsletters are sent from the Executive Director containing information about center-wide events, news and activities, as well as, information obtained through community organizations and Michigan State University.
4. Community Resources – Check the Parent Information Board for scrolling announcements that contain information about family events and community resources in the area. The Information Board is located behind the front desk
5. Medication – A medication form must be filled out at the front desk. (no medication is to be kept in the classroom) Please notify your child’s teacher if they have medication that needs to be administered during the day.
6. Child Information Cards – Changes in information should be given to the front office and the classroom teacher. This includes any contact changes or specific problems with custody. Families are asked to review these cards annually.
7. Pick Up or Drop Off – Changes in who will pick up your child or changes in time, appointments during the day, etc., should be communicated to the front office and classroom teacher
8. Questions about fees, tuition, enrollment, and schedule changes need to be directed to administrative staff (Director, Assistant Director, or Business Manager)
  - a. The following forms are available at the front desk: schedule change request, vacation day request and termination forms

### **Family and Staff Responsibilities**

**All SCDC staff work to ensure the following:**

- A childcare program that provides fair, consistent policies and excellent customer service
- Parent and child will be made to feel welcome
- Support and resources- whenever possible, SCDC will assist families with identifying additional community resources and support (see Appendix F)
- Assistance with in-center transitions from one classroom to the next and/or programs outside of the center (ie: kindergarten transition)
- A consistent routine for all children
- Posting of weekly lesson plans and curriculum information in the classroom
- Posting of weekly menus
- A safe and nurturing environment
- Daily communication from Professional Staff
- Quality and excellence
- Progressive and innovative care

## Parental Responsibilities

### We ask the following from our SCDC Parents and Families:

- Sign your child in and out each day
- Check your child's folder and/or locker daily
- Most classrooms begin their day with breakfast or morning large group around 9:00 am, therefore, we encourage families to bring children by this time so that they are able to start their day with the rest of the class
- Have your child at the center no later than 10:30 am
- If your child is going to be dropped off later than 10:30 am or will not be attending, please call the Center or notify the classroom ahead of time.
- Allow time to spend with your child if they are having a hard drop off or pick up.
- Allow a few minutes to talk with the person in charge of the room about your child's day.
- You and your child/children **must be out of the building by 6:00 p.m.** or you will be charged a late fee. Half day children are to be picked up by their required time.
- Take home your child's blankets to be washed weekly.
- Do not leave without letting the teacher, assistant teacher, or professional staff in the classroom know that you are taking your child.
- If your child uses school clothes, please wash them and return to the classroom within 1 week
- Replenish school diapers when needed
- Participate in SCDC committees and center activities.
- Participate in parent/teacher conferences.
- Make time available to speak with your child's teacher at the end of each day.
- Ensure that your child has the following items at SCDC:
  - Extra set of seasonal clothes, including underwear
  - Rest/Nap time items
  - Sunscreen
  - Diapers (if applicable)
  - During summer months; water clothes, water shoes, and towel
  - During winter months; heavy coat, snow pants, boots, hat, mittens/gloves
  - 1 or 1.5-inch binder for portfolio

## Children with Special Needs

SCDC supports and encourages an inclusive children's program. Children with special needs are welcome in our program. Admission of a child with special needs will be determined jointly by the child's parents or guardian, the Teacher and Assistant Teacher, and Executive Director after consideration of the following:

1. Staff expertise
2. Availability of support staff
3. Access to resource consultants
4. Availability of appropriate Center equipment
5. An individual care plan that is prepared in consultation with parents, teachers, and applicable consultants

## **Serving Children with Individualized Needs**

### **Allergy**

1. Parents supply an Allergy Action Plan; completed and signed by the child's physician
2. The Office Manager distributes notification of the Allergy Action plan to:
  - a. The classroom
    - a. One EPI-Pen is located in the classroom
    - b. Classrooms post food allergy information/action plan with child's picture in a discrete but easily accessible location
  - b. The kitchen
    - a. Food Substitutions are made according to the medical documentation
  - c. Sick Room - the plan is filed in the Allergy Action Plan binder
    - a. One EPI-Pen is located in the sick room.
    - b. Any needed medication is kept in the sick room

### **Identified Physical Disability**

1. Parents provide documentation from a physician regarding a child's physical disability and the supports needed.
2. This information is reviewed by the Executive Director and Assistant Director to determine if SCDC can meet the child's needs
3. If it is determined that SCDC can meet the child's needs, the Assistant Director will meet with the classroom teacher to review the information provided by the child's physician
  - a. If the physical disability requires food substitutions, the information will be shared with the center cook, posted in the kitchen, and necessary food substitutions will be made
4. Information is posted in a discrete location in the classroom to allow for confidentiality.
  - a. This information is only shared with staff that will be in regular contact with the child.
5. The Assistant Director provides additional supports in the classroom as needed.

### **Behavioral Concerns**

1. Teachers bring concerns regarding behavior issues to the Assistant Director.
  - a. Teacher communicates concerns with parent and gathers information about the child's history
  - b. Assistant Director observes child
2. Teacher, Parents, and Assistant Director meet to gather more information and determine goals
3. Teacher and Assistant Director meet to set goals and determine supports that can be put in place; environmental changes, visual supports, sensory breaks, social stories, and/or a behavior plan.
  - a. Behavior plans are posted in a discrete location in the child's classroom to allow for confidentiality. This information is only shared with staff that will be in regular contact with the child.
4. Parents are provided with information regarding the goals and supports that have been put in place at school and have the opportunity to ask questions, make suggestions, and follow-up with the Teacher and/or Assistant Director as needed.
5. Assistant Director provides additional supports in the classroom as needed.
6. Goals (and/or behavior plans) are reviewed for progress after four weeks
  - a. Parents are informed about progress and any changes that occur

## **Individualized Education Plan**

1. Parents meet with the Executive Director and Assistant Director to determine if SCDC can meet the child's needs
2. If it is determined that SCDC can meet the child's needs, the Assistant Director will meet with the classroom teacher to review the information provided by the parents (I.E.P; medical or educational diagnosis; evaluations, etc)
3. With parent approval, a meeting is scheduled with the Teacher, Assistant Director, child's parent(s), and special education professionals or intervention team to determine how to best support the child while attending SCDC.
4. Information is posted in a discrete location in the classroom to allow for confidentiality.
  - a. This information is only shared with staff that will be in regular contact with the child.
5. The Assistant Director provides additional supports in the classroom as needed.

## **Enrollment Policies and Procedures**

After being offered a space at SCDC, a family will need to attend a parent orientation and pay the enrollment deposit (equal to one week's worth of tuition) prior to their child's first day.

### **Hours of Operation/Planned Closures**

Spartan Child Development Center is open from 7:30 am to 6:00 pm Monday-Friday.

The Center is closed and no fees are charged for the following holidays or closings:

- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Eve and Christmas Day (observed two weekdays)
- the weekdays in-between the Christmas and New Year's Holidays
- New Year's Holiday (observed two weekdays)
- Martin Luther King Jr. Day (for Professional Staff Development)
- Memorial Day
- Independence Day
- Two days prior to Fall Semester (for Professional Staff Development)

\*International Night is a community event that occurs annually. Families will be notified in advance of the date and time of this event. SCDC will close early to allow for event set-up and full tuition will be charged for this day. The event takes place 6:00-7:30.

### **Schedule Changes and Enrollment Requests**

Families are expected to retain their child's enrollment schedule for a whole semester.

Schedule changes must be submitted at least 4 weeks prior to the start of the new semester and will be approved based on availability. Approved enrollment schedule changes will take effect on the first day of the new semester.

Enrollment schedule change requests submitted after the start of the semester will be considered and approved based on availability. Schedule changes submitted and approved after the start of the semester will take effect on the first day of the month following the approval.

The Executive Director will review schedule change requests and respond to the family within 2 weeks.

## **SCDC Semesters**

Spartan Child Development Center operates within semesters that are similar to Michigan State University's semester schedule. Semester dates change each year. The semester dates will be emailed to families prior to the start of fall semester each year.

### **The semesters are as follows**

- Fall Semester: Last week of August to Mid-December\*
- Spring Semester: Beginning of January to Second week of May\*
- Summer Semester: Mid-May to Third week in August\*

### **Enrollment Schedules Offered**

The Center is open from 7:30 am to 6:00 pm Monday through Friday.

- Full-Time Enrollment
  - Monday through Friday; 7:30-6:00
- Part-Time Enrollment (starting in Toddlers)
  - Mon/Wed/Fri or Tues/Thurs; 7:30-6:00

### **Summer Enrollment**

Spartan Child Development Center does not retain childcare spaces during the summer months without payment. Childcare spaces cannot be reserved, with or without payment, during the fall and spring semesters.

**Reserving a space during the summer-** *this is only required if your child will not be attending SCDC for the entire summer semester and you wish to reserve a space for your child to return in the fall.*

All requests to reserve a childcare space during the summer months must be submitted to the Executive Director, no later than April 1<sup>st</sup> each year.

- Turning in a request after April 1<sup>st</sup> will result in full tuition being due to reserve the space for the fall.

Families who do not need childcare for the summer semester, but would like to guarantee a space for their child to return to SCDC, may elect to reserve their child's space by paying a minimal fee.

**The fee to reserve a space is 33% percent of the child's current tuition for the entire summer semester.**

In order for this policy to apply, a child must not attend SCDC for the entirety of the summer.

*\*Summer Semester dates change each year. The specific semester dates will be emailed to families prior to the start of fall semester each year.*

**Summer Enrollment for Preschool 4 Children-** *required for all Preschool 4 children enrolled for the summer*

Due to the planning of our Preschool 4 Summer Field Trip Program, families with a child enrolled in our 4-5-year-old classrooms will be asked to submit a Summer Enrollment Form no later than 4 weeks before the start of the summer semester.

- The Summer Field Trip Program fee will be billed with May tuition. The Summer Program fee amount will be based on the plans indicated on the summer enrollment form. This fee is non-refundable.

All Preschool 4 children, entering kindergarten in the fall, will have their enrollment terminated as of the last day of SCDC's Summer Semester.

- Enrollment extensions cannot be permitted due to in-center transitions and new children being enrolled for the fall semester.

PLEASE NOTE: The last day for Preschool 4 (4-5-year-olds) children going into Kindergarten will be the last day of SCDC's summer semester. Semester dates change each year. The semester dates will be emailed to families prior to the start of fall semester each year.

### **Choosing to terminate enrollment for the summer and reapply for the fall**

Families may choose to terminate enrollment for the summer and reapply for enrollment with the start of the fall semester.

The following will apply:

- Families must complete a current application for each child wishing to enroll in the fall semester.
- A non-refundable application fee must be paid in order for the application to be added to the waitlist. This fee is non-refundable.
- The application will be added to the waitlist according to enrollment and waitlist policies. Priority is not given to previously enrolled families.
- All current tuition balances must be paid in full, prior to the termination date, in order for the application for fall semester to be accepted.

### **Classroom Transitions**

- Children are eligible for transition when:
  - Both parents and teachers feel that the child is developmentally ready
  - There is space available in a classroom and on the days requested; if space is not available in a classroom or on the days requested, the child's name will be placed on an in-center waiting list
  - Infants and toddlers are encouraged to remain in classrooms for at least 9 months before transitioning to a new classroom.

Teachers and families are given a transition plan that details the transition schedule and supports that both teachers and parents can offer to support the child during this time. Parents are encouraged to stop in the child's new classroom, meet the teaching staff and begin building the parent-teacher relationship prior to the transition start date. The length of transitions varies in each age group and transition plans can be individualized to meet children's needs. Parents and teachers are welcome to make recommendations in regards to classroom assignments for transitioning children and every effort will be made to accommodate these recommendations, however, they cannot be guaranteed due to enrollment and staffing.

### **Drop-In Child Care**

On an occasional basis, Spartan Child Development Center allows families of currently enrolled part-time children to request care on days that are not a part of their child's regular enrollment schedule

Procedure:

- Drop-in care requests may be made 48-72 hours in advance of the desired day
- All requests must be made to the front office
  - Families should not discuss drop-in day requests with SCDC staff
- A Drop-in Child Care form is available at the front desk and must be completed, signed, and turned into the front office staff prior to the request being reviewed
  - A family will be notified within 24-48 hours whether the request has been approved
  - Notification may include email, by telephone, in person, or written communication placed in the child's locker

- Drop-in care is only available if a classroom is under enrolled or another family has confirmed their child's absence on that day (ie: vacation)
  - Drop in care requests are dependent upon enrollment, staffing, and the teacher(s) approval
- A family's tuition account with SCDC must be in good standing in order for a drop-in care request to be approved
  - A family will be required to pay tuition for the day of drop-in care
    - The drop-in day rate for a full day will be the same as the child's regular daily rate
- Drop-in care requests may occur on an occasional basis; no more than 3 times per month

### **Voluntary Withdrawal of Enrollment**

Voluntary Withdrawal from SCDC will require a four-week notice. Failure to notify The Center is a breach of contract and deposit amounts will be forfeited.

A child may be withdrawn upon written request of the parent or guardian. This voluntary withdrawal is subject to the following terms:

- a. Parent or guardian is responsible for payment of tuition fees through the child's last day of attendance or four weeks after notice is provided, whichever is later. All tuition must be paid in full on or before the last day of attendance.
- b. Excess fees that have been paid to the tuition account will be refunded.
- c. All vacation day requests taking place 4 weeks prior to child's last day must be submitted in writing along with the termination form. Vacation day requests submitted within 4 weeks of the child's last day will not be granted.
- d. Long term illness: continued absence for documented medical causes.
  1. Readmission is contingent upon space available at the time care is needed. The child's name will be placed at the top of the in-center waiting list.
  2. The status of a child's health and estimated date of re-admission to the Center must be medically documented and reported to the Center every month for the child's name to remain at the top of the in-Center waiting list.
  3. Parents may choose to continue paying fees during a long-term illness and their child's space will be held for them until the child returns to the Center.
- e. At the discretion of the Executive Director, the 4-week notice requirement may be waived and the Executive Committee of the SCDC Board of Directors must be notified of such a decision.

### **Administrative Termination of Enrollment**

SCDC strives to provide a stable and healthy environment for all children. Children are accepted for enrollment without regard to physical, emotional or intellectual impairments.

A family may have enrollment administratively terminated for any of the following reasons:

- Parent/Guardian fails to comply with any of the policies and/or procedures outlined in the Spartan Child Development Center Parent Handbook, including but not limited to, tuition payment, enrollment paperwork, and health/safety policies.
- Presence of child poses a threat to the physical, emotional, or mental health and well-being of children and/or staff. Such a child may be kept in enrollment at the discretion of the Executive Director if the parent or guardian is actively seeking additional resources or support.
  - A parent conference will be scheduled with the Administration, parents, and any staff working directly with the child to discuss the problem and agree upon suitable action.

Action may include, but is not limited to, the following:

- Creating and implementing a behavior plan
  - Evaluation by a professional
  - Referral to Early On, the child's home school district, or other applicable early childhood services
- If the problem is not resolved or significant progress is not made after one month from the date of the first parent conference, a decision will be made by the Executive Director, Assistant Director and Lead Teacher. The Board Executive Committee will be informed.
- Recommendations may include, but are not limited to, the following:
- Continuation of present course of action
  - Date set for re-evaluation
  - Revision to present course of action
  - Termination of child care services
- At any time, the Executive Director has the discretion to suspend a child's attendance at SCDC, for a period of up to 5 business days in order to ensure that an appropriate plan can be put in place that addresses all concerns that have been brought forward due to the child's actions.
  - The presence of parent/guardian poses a threat to the physical, emotional, or mental health and well-being of children and/or staff. The Executive Director will notify the Board of Directors President regarding the action that was taken.

Action may include, but is not limited to, the following:

- In the event that there is an immediate, serious threat to children and/or staff, Administration will notify MSU Police Department
- Meeting with the parent/guardian, the Executive Director, and Board President to discuss concerns and agree upon a course of action to ensure the safety of all children and staff. Other parties present at the meeting may include, but are not limited to, other members of SCDC Administration, the Board Executive Committee, legal counsel, and police authorities
- Termination of child care
- SCDC taking legal action

## **Tuition Policies and Procedures**

### **Fees**

Tuition payments are due in advance to the terms specified in the tuition contract (see payment schedule information located in the parent contract). Enrollment may be terminated if fees are not paid on time.

- Additional charges will be assessed for late pick-up and/or late fee payment.
- MONTHLY: Payment is due on the first day of attendance each month.
- BIWEEKLY: Divide the total month's tuition into 2 payments that are due on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month.

Tuition fees may be paid by cash or check at the Center or through enrollment in the Tuition Express Electronic Payment option. Families choosing to pay by cash and check receive a 1% discount on daily tuition fees.

### **Non-Sufficient Fund Charge**

A \$25.00 charge will be assessed for any checks returned for non-sufficient funds. The charge will be removed only upon presenting written proof of bank error.

## **Equipment Fee**

The Center will charge a quarterly equipment fee of \$25.00 for each child enrolled. This fee helps to maintain the larger equipment in the building (washer, dryer, sanitizer, etc) and is also used towards the purchase of soap, tissue, paper towels, wipes, and toilet paper.

## **Late Charges**

As previously stated, tuition payments are due in advance to the terms specified in the tuition contract. If payments are not received on or before the specified due date, a late charge of \$5.00 per week will be assessed the day following the due date. In addition, the following steps will be taken and are specified below in greater detail:

1. Balance due notice
2. Payment plan
3. Termination
4. Further collection

Past due balance notices will be given according to the following schedule:

- 10 days past due balance; a balance due notice will be sent as a reminder.
- 20 days past due balance; a second notice is sent from the Business Manager requesting payment immediately and a suggested payment plan with payment due within 7 days.
- 30 days past due balance; a third notice is sent from the Business Manager including payment arrangement, terms of the agreement or the fact that agreement has not been set. Full payment will be due immediately.
- 45 days past due balance; a final notice is sent from the Director noting that child care services will be terminated. The account will then be placed into collections and child care services will be terminated.

*If a family deviates from their payment plan or agreement at any time during the process, contact will be made with the family within five to ten business days to notify them of the breach and attempt to resume the plan with payment made no later than ten days from the initial notice.*

*If payment arrangements are not kept or breach continues longer than ten days, a notice that child care services will be terminated with effective date will be sent to the family. The account may be placed into collections and legal action may be taken by the Board of Directors.*

## **Late Pick Up Policy and Fee**

When parents are late picking up their children from the Center, an overtime fee will be charged.

- The fee is \$25.00 per child and will be assessed to all families who do not pick their children up *and exit the building* by 6:00 pm
- Five minutes after the expected pick-up time, all children or parents remaining in the building will be charged an additional \$1.00 per minute, per child until the family has left the building.

*Picking up a child one half-hour or more after the expected pick-up time will require a meeting with the Executive Director or Assistant Director.*

## **Vacation Days**

Children enrolled at Spartan Child Development Center accrue vacation days for a period of 12 months from September 1 until August 31 of each calendar year. For children entering the Center prior to August 31, vacation days will be prorated for the number of full months of enrollment. Vacation days are not carried over to the next year, and any unused days will be forfeited.

**Vacation Days are earned at the following rates:**

- Children enrolled full-time, full-days, 5 days a week earn half (1/2) a day each month
  - Maximum number of days accrued in a 12 month period is six(6)
- Children enrolled part-time, 2 or 3 days a week, or half-day earn a quarter (1/4) a day each month
  - Maximum number of days accrued in a 12 month period is three(3)

**Vacation Days may only be used for days that your child will not be in attendance, but the Center is open**

- Vacation Days may not be applied to previous months
- Vacation Day forms must be completed within the same month as the child's absence and turned into the SCDC Business Manager
  - Forms are available at the front desk
- A credit equal to one day's worth of tuition will be applied to your tuition account for each vacation day (or fraction thereof) that has been accrued
  - The credit is based upon your child's regular daily rate
- Your child must not be in attendance at SCDC for any part of the day in order for a vacation day to be used

*The Center does not offer a fee waiver or refund for sick days, family emergencies, vacations, or extended trips.*

**Food Program Policy and Procedures**

Spartan Child Development Center participates in the United States Department of Agriculture (USDA) Child Care Food Program. Each family is asked to fill out a Food Program application because reimbursement for the children's meal costs is based on family size and income. Our participation in the USDA Child Care Food Program allows the Center to provide nutritious, high-quality meals while keeping fees as low as possible. No separate charges are made to any child or family for the Food program. A child is fully enrolled in our Food Program once he/she can fully eat all components of the meals being served at SCDC (usually occurs around 1 year of age when enrolled in a toddler classroom)

Spartan Child Development Center's food program provides meals that are nutritious, balanced and appealing to young children. Meals are planned to include foods of a differing texture, flavor, color, and consistency. A nutritious food is not nutritious if the child does not eat it, so care is taken to serve food attractively and in a form that facilitates independent eating (i.e., small pieces, finger foods).

Food preferences and attitudes formed in the early years influence lifelong dietary habits. It is our policy to plan our menu based on the USDA guidelines which recommend minimizing consumption of salt, sugar, and fat, and increasing the frequency of whole grain foods, lean meats, legumes, fruits, and vegetables. During the week the Center provides a variety of vegetarian meals using alternate sources of protein such as beans, lentils, peas, and dairy products. No pork or beef products are served at the Center. Certified hormone-free and antibiotic-free milk is served at all meals; whole milk in the toddler classrooms and skim milk in the transition through preschool classrooms. Whenever fruit juice is served to the children it is 100 percent juice and is diluted to minimize the children's sugar consumption.

Children are encouraged, but not forced, to eat foods that have been served to them. Meals are served no more than 3 hours apart. Children in the full-day program receive breakfast, lunch and afternoon snack. Children enrolled in the morning program receive breakfast and children in the afternoon program receive a snack.

Menus are planned in advance and posted weekly on our website, as well as, hung up in classrooms. The daily menu is posted on a wall located near the kitchen in the rotunda. Substitutions are noted on the

menu. Children eat meals with the teachers in their classrooms. Teachers model acceptable mealtime behavior and use the opportunity to reinforce many concepts appropriate to the preschool classroom. All children are served the same foods unless allergies, religious beliefs, or health needs require dietary restrictions. Please discuss these with the Director so appropriate substitutions may be made. A special dietary request will require documentation from a physician.

SCDC policy is that families are to refrain from sending food supplements or meals for children on a consistent basis, unless allergies or medically documented food intolerances deem this appropriate. Our kitchen serves as the primary source for food preparation and service. This area is licensed and inspected for such purposes. Our kitchen staff are trained on licensing and food safety regulations. Our classrooms are not equipped nor designed to handle food preparation. All food is prepared and distributed centrally from the kitchen.

Food prepared at our center is served at the highest nutritional value possible. All food is made fresh daily in our kitchen. In response to licensing and food safety regulations, leftovers are never served to the children. Food with expired dates or that appear tampered (broken seals, incorrect form) in any way are immediately disposed of.

Food is ordered and delivered weekly from local vendors and stores to maintain a variety of foods served and to introduce new foods to children. For safety purposes, liquids and food hotter than 110 degrees Fahrenheit are kept out of children's reach.

### **Food Allergy Considerations**

All children are served the same foods unless allergies, religion, or documented health needs require dietary restrictions. Documentation includes completion of the Center's food substitution and Allergy Action Plan (if applicable); both forms must be completed and signed by the child's physician. Religious reasons for food substitutions must be documented by the parent and discussed with the Director. Food preferences are not considered reasons for a change in foods served or offered

If substitutions require a family to bring foods from home these foods must:

- Meet USDA's CACFP food component guidelines
- Be labeled with the child's name, date, and ingredients

### **USDA Non-Discrimination Statement**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

## Food Brought in for a Special Occasion

For some children, exposure to an allergen could be life threatening. A parent wanting to bring food to the Center for a special occasion (i.e. birthday) must have the food items inspected and approved by center administration before entering the classroom.

Food brought in for a special occasion must meet the following criteria:

- **Commercially packaged** with **complete ingredients list** clearly visible.
- Food must be inspected and **approved by center administration** before entering the classroom.
- Due to licensing regulations, **foods made at home cannot be served** to the children at the Center while they are under our care
- **Package cannot contain either of these phrases** “may contain traces of peanuts or tree nuts” OR “made on equipment that processes tree nut/peanut products”

## Diapers, Bottles and Food for Infants

- Families with children in diapers need to bring at least a week’s supply of diapers.
  - Spartan Child Development Center is not able to support the use of cloth diapers and/or services.
- SCDC provides dry wipes that can be wet with water. Parents may supply their own wet wipes if they prefer.
- Families must provide diaper cream, baby powder, etc. if they would like for it to be applied. Items must be labeled with the child’s first and last name.
  - Any oral medications (ie: saline nasal spray) require a medication form to be filled out by the parent and are located at the front desk
- SCDC offers Meijer Brand Iron Fortified Formula for children under the age of 1 year. Parents may choose to supply their own formula and/or breastmilk, as well as, developmentally appropriate foods for their child while enrolled in the Infant Classroom. A parent’s preference should be indicated on the *Formula/Food Sign-Off Sheet* at the time of enrollment
  - Families who choose to provide their own formula and/or breastmilk, need to bring in a daily supply of bottles, already filled with breast milk or prepared formula
    - Bottles need to be clearly labeled with the child’s first and last name, the date that they are being brought in, and the ingredients.
    - Bottles (breast milk and formula) are only good for one hour from the time that an infant begins drinking from it due to possible bacteria growth. Any remaining milk or formula will be discarded after one hour
  - Baby food jars and containers of homemade baby food brought into the Center must be labeled with the child’s name, the date they are being brought in, and all of the ingredients.
  - Due to the age of the children in the infant rooms we ask parents to try to avoid bringing in high-allergen foods (SCDC is a completely tree-nut and peanut free facility)
    - Blueberries and other small round foods may not be served to children under the age of 3 years due to DHS Child Care Licensing Rules
  - Please communicate with the Infant Room teachers regarding table foods that your child has been exposed to and your preference for your child receiving food prepared at SCDC
    - All children enrolled in a Toddler Classroom will be served all meal components, including whole milk, unless a physician’s statement indicates a medical need for a component substitution

Parents are welcome to utilize our nursing/feeding room located between the Seafoam and Lavender Infant rooms and/or sick room at the front desk at any time.

## Health and Safety Policies and Procedures

### **Building Access**

Spartan Child Development Center is open Monday through Friday, 7:30 am to 6:00 pm. The front doors are locked from 10:00am-4:30pm; guests must identify themselves by pressing the doorbell located on the cement post and be buzzed in by a staff member. Unfamiliar adults will be asked to show identification through the speaker/video system at the front door.

### **Hand washing**

The Center requires that children and adults wash their hands immediately upon entry into the classroom.

#### **Staff and Child Hand-Washing Procedure:**

- Wet hands with clean running water and apply soap. Use warm water if it is available.
- Rub hands together to make a lather and scrub all surfaces.
- Continue rubbing hands for 15-20 seconds. (about the time it takes to sing "Happy Birthday" through twice)
- Rinse hands well under running water.
- Dry hands using a paper towel
- Use paper towel to turn off the faucet.
- Throw away the paper towel without touching the garbage can

#### **Children and adults wash their hands with soap and water**

- on arrival for the day
- after diapering or using the toilet
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit)
- before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry)
- after playing in water that is shared by two or more people
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and
- when moving from one group to another (e.g., visiting) that involves contact with infants and toddlers

#### **Adults also wash their hands**

- before and after feeding a child
- before and after administering medication
- after assisting a child with toileting
- after handling garbage or cleaning

#### **Handling Bodily Fluids:**

Staff will always use precaution when there is exposure to blood or blood-containing body fluids and when handling other potentially infectious fluids. Only full-time staff who have received Blood Borne Pathogen training are permitted to handle fluids containing blood.

The following precautions will be followed:

1. Keep children away from the exposed fluid(s). If needed, create a temporary barricade
2. Call the front desk or administration if additional help is required
3. Get a Biological Spill Kit (locations: Sick Rm/Yellow Rm/ Blue Rm/ Nursing Rm/Orange Rm/Royal Rm)
4. Remove supplies from the kit; lay them out in an area close to the spill. Put spray nozzle on

- the disinfectant bottle
5. Put on two pairs of gloves and goggles
  6. Cover the spill with absorbent material
    - Paper towels may be used on carpet or tile floor- place highly saturated paper towels into biohazard bag
    - SSS Absorbent Powder may be used on tile floor- sweep up with dustpan and broom; place into biohazard bag
  7. Spray the spill area with the Hepacide-Quat and allow it to sit for 10 minutes
    - After the 10 minutes, remove the disinfectant with paper towels
  8. Repeat Step #7 to allow for sufficient decontamination
  9. Remove outer pair of gloves; place into biohazard bag
  10. With inner pair of gloves still on, remove goggles
    - If goggles are contaminated, place into biohazard bag
    - If goggles are not contaminated, wipe with antimicrobial towelette
  11. With inner pair of gloves still on, wipe down spray bottles and any other contact surfaces
  12. Remove inner pair of gloves and place into biohazard bag
    - Use antimicrobial towelettes to treat hands and then wash hands with warm water and soap for at least 20 seconds
  13. Tie biohazard bag closed
    - Any contaminated clothing/toys/etc must be placed in the biohazard bag for disposal
    - Staff clothing contaminated with child's blood will need to either be placed into biohazard bag for disposal or sent to an authorized cleaner
    - Child's clothing contaminated with their own blood may be bagged up and sent home
  14. Place remaining items back into spill kit
  15. Place biohazard bag in container located in sick room
    - Notify administration regarding spill kit refill and to fax biohazard pick up request

### **Cleaning/Sanitizing Tables:**

The 3-step process for cleaning tables will be used before and after children eat at the tables

- Clean the table with soapy water (remove any food particles first)
- Rinse/wipe the table with plain water
- Spray with a commercial food-contact safe sanitizer or \*bleach/water solution (made fresh daily) and allow to air dry.\*\*

\*Bleach water solution should be tested to ensure that it is between 50-100 Parts Per Million

\*\*If children need to eat at the tables immediately, staff may dry each sanitized table with a clean paper towel

### **Cleaning/Sanitizing Toys and Cots:**

- Cots
  - Follow the 3 step cleaning process as outlined above for tables
  - Cleaned and sanitized every week
  - If a child becomes ill during the week, his/her cot will be sanitized before the child returns to school
- Toys
  - Should be put through the sanitizer or 3 step cleaned and allowed to air dry
  - It is recommended that toys be sanitized either prior to putting them out on the shelves
  - If a child becomes ill while at school, the toys/items that he/she used while at school that day need to be removed and sanitized with the 3-step process before other children use them

## Health Resources Available for Staff and Families

- SCDC Administrators
- MSU Physicians
- Centers for Disease Control; [www.cdc.gov](http://www.cdc.gov)
- Ingham County Health Department; [www.hd/ingham.org](http://www.hd/ingham.org)

## Illness and Communicable Disease

When a child becomes too sick to participate in the regular day care activities or shows symptoms of a possible contagious condition, parents will be contacted to come to the Center to take the child home. If the Center staff is unsuccessful in reaching the parent, the emergency contact person will be called to take the child home.

The following symptoms will be considered evidence of communicable disease:

1. Fever – any temperature over 100 degrees F (even less if the child acts listless, tired, or out of sorts).
2. Rash – until the cause has been determined.
3. Unusually pale or flushed skin with or without an accompanying elevated temperature.
4. Sore throat.
5. Red or watery eyes, or conjunctivitis.
6. Persistent cough.
7. Upset stomach or vomiting.
8. Any draining sore.
9. Diarrhea.
10. Ringworm.
11. Scabies or lice.

Children with any and all communicable diseases including, but not limited to, influenza, RSV, strep throat, measles, mumps, chicken pox, shingles, meningitis, whooping cough (pertussis), norovirus, or rotavirus may not be readmitted to the Center until a doctor has examined the child and writes a note stating that the child is not infectious.

- Any infections or communicable disease/illness needs to be reported to the Center immediately by the parent. Other parents are informed so that they can watch for early symptoms; illness notices are posted in the rotunda area of the Center
- A child needs to remain at home until the contagious period of the illness is over; please consult your doctor as the lengths of these periods vary.
  - **A child may return to school only after they have been fever-free (or symptom-free) without the aid of any medication for at least 24 hours.**
  - Children prescribed antibiotics, or any other treatment from a physician, should receive this treatment for at least 24 hours before returning to school.
- If there is potential for a non-vaccinated child to be exposed to a vaccine-preventable disease, the non-vaccinated child will need to be excluded from the Center until there is no longer a concern of exposure

In the event that a child becomes too ill to continue in the classroom, he or she will be moved to the Sick Room with an adult in order to minimize the spread of illness.

- Parents will be contacted immediately to come and pick up their child.
- If the Teacher is unable to contact a parent, the emergency contact person will be called to come pick up the child.
- It is very important for at least one person on the emergency card to be accessible during the day, and for the phone numbers on the emergency card to be updated regularly.

## Medication

All medication will be administered by a Professional Staff member according to the specifications on the prescription label and the Medication Permission slip.

### Prescription Medication

- Medication must be in its original container with a prescription label.
  - A Medication Permission form must be completed by the parent and will be kept with the medication in the Sick Room.
  - All Medication Permission slips need to have a definite end date and may be obtained from the front desk staff member
  - A Daily Medication slip will be given to the teacher.
  - If the original container for your child's prescription medication does not show the doctor's name, child's name and dosage we need a photocopy of the label, which has that information.
  - Please take your child's medication home after the treatment has ended

### Over the Counter Medication

- Bring the medication in its original container, labeled clearly with your child's first and last name, and a Physician's note.
  - The note needs to contain the reason for the medication, the length of time the medication will be needed, and the proper dosage for your child.
- A Medication Permission form must be completed by the parent and will be kept with the medication in the Sick Room.
  - All Medication Permission slips need to have a definite end date and may be obtained from a front desk staff member
  - A Daily Medication slip will be given to the teacher.
  - If the original container for your child's prescription medication does not show the doctor's name, child's name and dosage we need a photocopy of the label, which has that information.
  - Please take your child's medication home after the treatment has ended

If your child is taking an over-the-counter medication to be administered by the parent we may not store the medication at the Center. Please bring the medication with you to administer to your child. **Absolutely no medication of ANY kind may be stored in the classroom or locker area.**

## Dental Health

Because of the importance of consistent and adequate dental care in the prevention of cavities, it is the policy of the Center to encourage all children to brush their teeth after meals. Infants will have their gums wiped by staff after meals. Toddlers will not use toothpaste; and the Center will provide child-appropriate toothbrushes for enrolled children.

## Outdoor Play

Outdoor play is an integral part of a developmental program. Please make sure that your child has appropriate clothing for outdoor play. Children must wear shoes at SCDC that are safe and appropriate for climbing, jumping, running, etc on a variety of surfaces. Shoes must be closed toe and have a rubber sole; sandals must have a secure heel strap. Crocs are only permitted for water play during the summer months.

We require children to wear helmets while riding bikes and scooters on the playground. We provide child-sized helmets for the children to wear or parents may choose to purchase a helmet of their own and bring it in for their child to use during the week.

The children are taken onto the playground by staff every day, with the following exceptions:

- When severe weather threatens - based upon center staff judgment.
- When poor air quality conditions exist. Air quality conditions, along with weather conditions, are reviewed daily.
- The following guidelines will be utilized for outdoor play:
  - *Under 32 Degrees, all children need to wear coats, hats, mittens, and snow pants*
  - *Under 50 Degrees, all children need to wear a hat & coat*
  - *Coats are to be worn if the temperature is below 60 degrees*
  - *If a child gets wet while playing outside, clothing needs to be changed, prior to continuing play.*
  - *Children need to be monitored for hydration while playing outside*

### Heat Index Guidelines for Outdoor Play

Age-Group	80-85 Degrees	85-90 Degrees	90-95 Degrees	Above 95 Degrees
0-1 yr	Up to 30 minutes with monitoring	Up to 20 minutes with monitoring	Do not go outside	Do not go outside
1-2 yrs	Up to 30 minutes with monitoring	Up to 20 minutes with monitoring	Do not go outside	Do not go outside
2-3 yrs	Up to 40 minutes with monitoring	Up to 30 minutes with monitoring	Up to 20 minutes with monitoring	Do not go outside
3-5 yrs	Up to 40 minutes with monitoring	Up to 30 minutes with monitoring	Up to 20 minutes with monitoring	Do not go outside

### Sunscreen will only be applied with parental consent

SCDC will utilize the following guidelines, when applying sunscreen to children 6 months of age or older; from [www.healthychildren.org](http://www.healthychildren.org)- a website from American Academy of Pediatrics

- Use enough sunscreen to cover all exposed areas, especially the face, nose, ears, feet, and hands and even the backs of the knees. Rub it in well.
- Apply sunscreen 15 to 30 minutes before going outdoors to give time for the sunscreen to bind and absorb into the skin.
- Use sunscreen anytime you or your child might sunburn. Remember that you can get sunburn even on cloudy days. Also, UV rays can bounce back from water, sand, snow, and concrete so make sure you're protected.
- Reapply sunscreen every 2 hours. Sunscreen wears off after swimming, sweating, or just from soaking into the skin.

## Temperature and Wind-chill Guidelines for Outdoor Play

Age-Group	0-10 degrees	10-20 degrees	20-32 degrees	Over 32 degrees *snow pants and boots are worn if there is snow or cold wet weather
0-1 yr	Do not go outside	Do not go outside	10 minutes	15-45 minutes with monitoring
1-2 yrs	Do not go outside	Do not go outside	10 minutes	15-45 minutes with monitoring
2-3 yrs	Do not go outside	5-10 minutes	15-20 minutes	15-60 minutes with monitoring
3-5 yrs	5-10 minutes	15-20 minutes	20-30 minutes	Up to 60 minutes with monitoring

### Infant Safe Sleep Practices

To reduce the risk of Sudden Infant Death Syndrome (SIDS) Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission. Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or rest equipment for infants. The infant's head remains uncovered during sleep. Infants rest in sleep sacks provided by the Parents. After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.

### Pest Management

In the case that there is a pest infestation, the Spartan Child Development Center will notify families at least 48 hours prior to pesticide treatment. A notice will be posted on the exterior doors of the building and an e-mail will be sent to families containing the following information;

- name of pesticide being applied
- the target pest or purpose
- approximate location
- date of the application
- contact information at the center
- a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

Liquid spray or aerosol insecticide applications may only be applied if children will not be present for longer than 4 hours.

Times when pesticide applications may be applied include:

- After the center has closed for the day but at least 4 hours prior to center opening in the morning.
- Over the weekend when children are not in attendance

*Families will be notified of this policy annually during the month of September*

## **Drop-off and Pick-up of Children**

1. The speed limit in the parking lot is 10 mph. Please be aware of small children crossing the street.
2. A parent or guardian must enter the classroom with their child and ensure that a teacher is aware of the child's arrival. A parent or guardian must sign the child in and out each day.
3. No child is permitted to cross the street in front of the Center alone.
4. A child should be supervised getting in and out of a vehicle.
5. When children are brought to or picked up from the Center in cars, parking is provided in the parking lot in front of the center or at the side of the building. Additional parking is available in the far parking lot. Please walk with the children to the building or to the car. During these busy times of the day, it is dangerous for children to be unsupervised even for a few minutes in parking or adjacent areas.
6. Michigan State Law requires the use of a child passenger restraint device for children under the age of four. Per law, all children attending our program should be properly restrained on their way to and from school. Children between the ages of four and sixteen must be secured by a child passenger device, booster seat, or seat belt when riding in the back seat. The Michigan Academy of Family Physicians recommends that children below 4'9" are required to ride in booster seats. The Department of Highway Safety recommends that all children under the age of twelve ride in the back seat.
7. Children can be picked up from the Center only by parents, guardians, or persons authorized to do so. These guidelines must be followed:
  - a. The authorized names must appear on the child's information card. At no time may an employee be authorized as an emergency contact for an enrolled child, unless they are the child's parent, guardian or family relative.
  - b. It is the parents' responsibility to inform the child's Teachers and office in advance that another person will take the child from the Center. Please put an alternate pick up request in writing if you do not want to add the person to the child's information card
  - c. When the authorized person comes to the Center, they must be ready to provide identification so that the child can be released to them

NOTE: In situations regarding custody agreements and arrangements, these circumstances must be discussed directly with the Director. Formal court documents may be requested as needed.

## **Employee Babysitting Policy**

SCDC must maintain a professional environment for providing child care and education for the children. Separateness of home and Center education and care is a component of the professional environment. If staff members are involved in the care of a child both at the Center and in the child's home there are risks of involvement which can lead to conflict for the child, parent, and/or staff. This can also affect other staff, parents, and children in the Center. While we do not want to hamper warmth and caring on the part of our staff, it is our responsibility to provide care and education in a conflict-free environment.

### **The SCDC Babysitting Policy states that:**

1. SCDC prohibits solicitation of outside care during working hours by either staff or parents.
2. SCDC prohibits employees from accepting outside employment during their regularly scheduled working hours and/or stated availability.
3. Employees may not reduce their agreed upon and stated availability to accept outside employment from client families.
4. Employees may not serve as emergency contacts or release contacts for center families unless the employee is the legal parent, guardian, or relative of the child.

5. Any arrangement for child care which does not take place at the Center is strictly a private arrangement between the parents and the individual staff member.
6. SCDC bears absolutely no responsibility for any such arrangement or for the actions of an employee who has been hired for off-site employment by the parents or legal guardians of children currently enrolled at SCDC.
7. Employees may not enter into any implicit or explicit agreement formal or informal, with any client family to provide any special service or special treatment within the classroom that is not normally available to all enrolled children, with or without compensation.
8. Should a conflict arise that negatively affects the work environment, administration reserves the right to address the issue with both parents and staff and respond as necessary with any corrective action.

## **Accident and Emergency Policies and Procedures**

### **Accident Procedures**

#### **Minor Accident:**

1. A professional staff member will give first aid as needed.
  - a. Parents will be notified immediately if it is an accident involving a head injury
2. A professional staff member will complete an Accident Report.
  - a. Accident Reports must be reviewed and signed by an administrator
  - b. The Teacher will provide a copy of the accident report for the child's parents to sign and be put into the child's permanent record
  - c. Parents are also given a copy of the report
  - d. Biting incidents- a separate accident report is completed for each child involved in the incident with confidentiality maintained

#### **Serious Accident:** Requires professional attention

1. A professional staff will give first aid as needed.
  - a. Staff will immediately notify Administration
2. Parents or emergency contacts will be called immediately and required to pick up the child
3. The professional staff will complete an Accident Report.
  - a. Accident Reports must be reviewed and signed by an administrator
  - b. The Teacher will provide a copy of the accident report for the child's parents to sign and be put into the child's permanent record
  - c. Parents are also given a copy of the report
4. Administration will follow-up with parents regarding medical treatment received
  - a. A report will be filed with DHS Childcare Licensing

#### **Accident Requiring Immediate Professional Attention:**

1. Professional staff will administer CPR and/or first aid as needed
  - a. Another staff will call 911 and notify Administration
  - b. Additional staff will monitor the rest of the classroom and move children away from the immediate area
2. Parents or emergency contacts will be called immediately
3. Administration will follow-up with parents regarding medical treatment received
  - a. A report will be filed with DHS Childcare Licensing

## **Emergency Procedures**

### Fire Procedures:

1. In the case of fire, the children will be evacuated from the building.
2. One staff leads the children out of the building.
  - a. Infants, Toddlers, and Transition Classrooms- leave the building through the nearest exit and go to the corner lawn of Midvale and Crescent Roads
  - b. Preschool- leave the building through the nearest exit and go to the lawn on the far side of the parking lot
3. Another staff does a visual sweep of the room (including bathroom/changing area) This is the last person out of the room- close the interior classroom door
4. Staff need to take the Sign-in sheet and Child Emergency Cards with them
5. Office Staff will account for all children and staff and report to the Executive Director
6. Parents will be called and asked to pick up their children immediately.

*Fire Drills are conducted 4 times a year; one each quarter*

### Tornado Procedures:

1. In the event of a tornado, all classrooms will proceed to the tornado shelter in their classrooms (the locker area), and close both doors.
  - a. Lavender Room will join the Peach Room
  - b. Seafoam Room will join the Blue Room
  - c. Tornado kits including water, snacks, flashlights and other essential items have been assembled for each classroom in the tornado shelter
2. Staff need to take the Sign-in sheet and Child Emergency Cards with them
3. A professional staff will turn on the walkie-talkie in the tornado kit to channel 1 or 1.0
  - a. Administration will do a roll call to ensure that all staff and children are in a shelter area
4. All staff and children are to remain in the shelters, with the doors closed until given further notice
  - a. Classrooms will be notified by walkie-talkie when it is safe to leave the shelter area

*Tornado Drills are conducted 2 times a year during the months of April to October*

### Emergency Sheltering away from SCDC

*SCDC shelters at the MSU Tennis Facility located west of the SCDC on Middlevale Road (the large brown aluminum sided building just west of SCDC in Spartan Village) unless notified by Emergency Personnel to shelter at another location*

1. This occurs when an evacuation is needed but weather and other conditions do not permit children being outdoors for long periods of time.
  - a. We may also shelter there to wait for alternative locations
    - i. Children will only be transferred if directed by emergency personnel
2. One staff will lead the children out of the building and head towards the tennis facility
3. Another staff does a visual sweep of the room (including bathroom/changing area) This is the last person out of the room- close the interior classroom door
4. Staff need to take the Sign-in sheet and Child Emergency Cards with them
5. The Executive Director will account for all children and staff at the shelter area
6. SCDC will contact families regarding where children are for pick-up and will provide an emergency number to families for contact purposes

## Environmental Hazards

The Executive Director will be notified by emergency personnel and respond according to the threat:

- Precautionary Protective Actions- move all children to indoor areas, shut all doors, windows, and ventilation systems
- Evacuation- children and staff will be evacuated to the MSU Tennis Facility located west of the SCDC on Middlevale Road
  - See procedures for emergency sheltering away from SCDC

## **Emergency Closings**

### **Closures Due to Inclement Weather and/or Extreme Temperatures**

- In extreme weather circumstances, Michigan State University may close or curtail operations campus-wide. Some individual units and departments may close at their discretion or provide alternative work arrangements for their employees.  
*–refer to Emergency Closures Procedures for information on how to confirm Center closure*
  - In the case of MSU curtailment, the Executive Director will decide whether SCDC will also curtail operations or close based on the safety of children and staff.
- No refunds/credits are offered for inclement weather or extreme temperature closings/delays

### **Emergency Closures Notification Procedures**

- 1. SCDC will contact WLNS Channel 6 to announce the closing**
  - a. You can check the school closings on their website, [www.wlns.com](http://www.wlns.com)
  - b. You can watch the scrolling school closings on television
- 2. The SCDC Executive Director will send an email to families and staff announcing the closing**
  - a. Please ensure that you have given an email address to SCDC that is accessible in these situations as the email address on file will be used to notify families of closures or curtailment
- 3. SCDC will post the closing on our website's main page**
  - a. [www.scdc.msu.edu](http://www.scdc.msu.edu)
- 4. SCDC will post the closing on our Facebook page**
  - a. <https://www.facebook.com/spartanchilddevelopmentcenter>
- 5. SCDC will remotely change our main phone number's voicemail greeting to announce the closure**
  - a. Call our main number, 517-353-5154, and listen to the message
- 6. MSU Notifications**
  - a. MSU announces closures or curtailment on their website, [www.msu.edu](http://www.msu.edu)
  - b. 1-888-MSU-ALERT- this toll free number will provide a pre-recorded message about emergencies or disasters on campus. This line may not be used to leave messages or to connect to other phones.
  - c. Employees are advised to check with their supervisor for individual departmental protocol.

### **Closures Due to Other Emergencies**

- No refunds/credits are offered when the Center experiences an emergency closing *–refer to Emergency Closures Procedures for information on how to confirm Center closure*
- Emergency closings include, but are not limited to, power outage, flood, water contamination, loss of heat, loss of air conditioning, staff absenteeism, widespread illness, fire, other events that make the environment unsafe for children
- Staff Absenteeism
  - If Michigan Child Care Licensing staff to child ratios cannot be maintained the Center will temporarily close.

- **Widespread Illness**
  - Illness will be tracked by administrative staff based on parent and teacher reports of symptoms of serious, communicable illness.
  - The Center may dismiss students or close temporarily if a serious, communicable illness becomes widespread among students and/or staff. Temporary closure represents the last of several preventive and control measures instituted by the Center to reduce the spread of communicable disease and protect the health of the Center's children and staff.
  - As rates of illness increase among the student population, the Executive Director will remain in contact with the Ingham County Health Department and the MSU University Physician. The Center will follow all recommendations of the Health Department and the MSU University Physician regarding closure and other control measures.
    - **Temporary closure of specific classroom(s)**- will occur if half of the children in each classroom report symptoms of serious, communicable illness.
      - This measure is intended to prevent the spread of illness to other classrooms. As such, children from a classroom that has closed will not be permitted to join another classroom during the closure period.
    - **Temporary closure of the Center due to illness**- requires approval from the Board of Directors.
      - If the Center must temporarily close due to illness, a closure of 24-48 hours is anticipated. During this time, the Center will be cleaned and disinfected.
      - Staff or children who become ill during the closure will not be permitted to return to the building once it reopens in accordance with the Illness Policy.
      - Professional staff members will be compensated during a closure period of 24-48 hours, and tuition will be charged to families during closure. If a longer closure period is recommended by health officials, the financial implications of this decision will be considered by the Board, and staff and parents will be notified.

## **Confidentiality Policies and Procedures**

### **Enrollment Information**

Any information concerning a child's enrollment at Spartan Child Development Center is regarded as confidential. The Center staff will not discuss an individual child with anyone other than the child's parents, custodial parent, guardian, or persons designated by parents.

Non-specific family information, (e.g. ethnic group) is used when applying for grants, the USDA Food Program, and other funding opportunities.

### **Research**

When the Center receives requests from faculty and students to conduct research with children, extreme care is taken to ensure that each research project is in no way harmful to children and will not invade a family's privacy. All research requests are submitted to the Executive Director and forwarded to the SCDC Research Committee for review. Parents are informed of each research project in which your child is asked to participate. Children can only participate with parental approval. All resulting papers, articles or products will be made available to parents and staff.

## **Photographs**

The Center may photograph children for the following purposes based on parental consent given in the Information and Permission Form at the time of enrollment:

- Children's Portfolios
- Displayed in the Classroom or Center
- Newsletters for classroom
- SCDC printed marketing materials
- Social Media

Any requests to use the children's photographs for public purpose (e.g. newspapers, newsletters for the community, websites) are handled in the following way:

1. The person making the request will submit a letter informing parents of the date, time and purpose for which the pictures are being taken.
2. Parents are requested to sign a statement indicating approval or disapproval of their child's participation in the project. If for any reason the parents do not want the child to participate, arrangements will be made by the classroom staff to comply with the parents' wishes.
3. If the parents do not wish for their child to be photographed at any time, a signed statement is kept in the child's file.

## **Video Surveillance**

Spartan Child Development Center allows the use of video surveillance to promote the safety and security of children and staff, protect Center property, deter and prevent criminal activities, and enforce center rules. The video surveillance system is closed access and is not accessible to Center parents or third parties. Only individuals authorized by the Center Director shall have access to video monitors while they are in operation.

Spartan Child Development Center may use recordings resulting from video surveillance for inquiries and proceedings related to law enforcement, deterrence, and staff discipline. Video surveillance may be reviewed by the Center Director for the purpose of determining adherence to Center policies and rules. Video monitors and records will not be available to Center parents and caregivers in order to protect the privacy of children in the classroom. Exceptions may be granted by the Center Director in cases where footage is being reviewed or stored for reasons described above. Video recordings may be released to third parties when recommended by legal counsel or required by subpoena.

## **Special Circumstances**

If there are special circumstances regarding confidentiality or release of children, it is the parents' responsibility to inform the Center staff and provide the necessary documentation.