



# Parent Handbook

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## School Age Summer Program

[2601 E Shearer Rd](#)

[Midland MI 48642](#)

[greatermidland.org](http://greatermidland.org)

# Welcome to Greater Midland North Family Center

## Summer Program

### MISSION STATEMENT

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The mission of the Greater Midland North Family Center is to provide programs and services for all individuals in northern Midland County, which positively promote their social, emotional, intellectual, and physical wellbeing.

### PHILOSOPHY & GOALS

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At Greater Midland, we know all children can be successful. It is our privilege and responsibility to provide high-quality programming. Every kid is “our kid.”

### PARENT INVOLVEMENT

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Your involvement is both welcomed and encouraged. While your family is involved in our program, we hope to develop a partnership between home and program that enhances your child’s summer experience and benefits their development and growth.

### COMMUNICATION

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Communication is essential as we work together to meet the needs of all children and provide a great program experience. Our team will communicate at drop-off and pick-up as needed, through written newsletters and reminders and via text and email as necessary. Please refer to the licensing bulletin board for our program guidelines. A copy of our licensing book is always available for your reference.

If you have any questions concerning our program or policies, please feel free to call us at 989.689.7770

### SUMMER SCHOOL AGE PROGRAM

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High-quality youth programming is a priority at Greater Midland North Family Center. It is our goal that children have the opportunity to experience success, socialize, engage in healthy physical activity, build skills and have a sense of belonging. Our program includes the following:

- Breakfast & Snack M-F
- Before & After Program Care
- Planned Daily Activities
- Field Trips
- Considerable Time Outdoors
- Sport & Recreation Opportunities
- Free Choice Time
- STEAM & Literacy Activities

## **DAILY SCHEDULE**

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**Before Care 7 a.m. - 9 a.m.**

**Program 9 a.m. – 4 p.m.**

**After Care 4 p.m. – 5:30 p.m.**

**7-9 Before Care**

- **Small Group Stations**
- **Journals/Books**
- **Breakfast**
- **Restroom Break/Sunscreen/Water Bottles**

**9-9:15**

**Mindful Activity/Affirmations/Directions**

**9:15-10:15**

**Large Group Activity**

**10:15-10:30**

**Clean up, Restroom, Transition**

**10:30 Journals/Books/Regroup**

**11:00 Small Group Activity**

**12:00 LUNCH**

**12:45 Cleanup/Restroom/Reapply Sunscreen/Water Bottles**

**1-2 Large Group**

**2-2:15 Transition**

**2:15 Small Group**

**3:15 SNACK**

**3:30 Free Choice/Outdoor Play**

**4-5:30 After Care**

- **Outdoor play**
- **Indoor Stations**
- **Cleanup**
- **End of Day**

## PERSONAL BELONGINGS

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Please do not allow your child to bring money, toys/electronics, or valuables from home. Your child is welcome to bring a book to read during free choice time.

**Greater Midland North Family Center is not responsible for lost, broken, or stolen items.**

## OUTSIDE POLICY

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Children spend a considerable amount of time outside each day, weather permitting. Please send weather appropriate attire. We ask that children have shoes that will stay on their feet during physical activity and outdoor play such as tennis shoes with laces or Velcro. Sandals and flip-flops not recommended for daily use but appreciated for water play. Sunhats and/or ball caps also encouraged.

We provide sunscreen. However, if you prefer a specific brand or if your child requires a specific brand/SPF due to a unique need or sensitivity please send sunscreen labeled with first and last name.

If we experience inclement weather, our program will utilize gym space and/or alternative indoor space for activities. All children in attendance will be expected to go outside weather permitting.

## FIELD TRIPS

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Field trips are an excellent opportunity to explore all our community and region have to offer. Field trips include walking and/or vehicular transportation. Parents will receive notice of all field trips requiring transportation. To participate in field trips, every child must have a signed permission slip. There will be no exceptions.

## NUTRITION

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The daily meal program includes Breakfast & Afternoon Snack.

Children with special dietary needs, such as those with allergies will work with the Program Lead for accommodations. Documentation of all allergies is required. If the child's needs exceed our ability to provide meals/snacks safely we may suggest that families provide their own food items from time to time.

*\*If you are experiencing difficulty accessing food or food insecurity please contact your Program Director as assistance may be available.*

*\*Programs may require restrictions as to what food items participants can bring to accommodate children or staff with severe food allergies.*

### Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees,

and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## STAFFING & VOLUNTEERS

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The ratio for staff to children for School Age is 1:18 children. (we strive to stay below ratio)

All staff and volunteers are required to have eligible fingerprints on file prior to interacting with children. From time to time community members may generously share their time and talents to enhance our program experience. Please note, any parent/volunteer who works with the children 4 or more hours in two consecutive weeks, must have on file a medical clearance form signed and dated by a doctor and a statement that he/she is free from communicable tuberculosis before volunteering, a background clearance and clear sex offender registry search. Volunteers are always supervised with children.

## ADMISSIONS POLICY

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Children must be of School Age 5 years-12 years 11 months. (Children must have completed kindergarten before enrolling.) Availability is limited and preregistration is required. Enrollment paper work must be submitted no less than 2 weeks prior to attending.

Enrollment packet includes the following:

- Child Information Card
- Handbook Receipt
- Permission Slips
- School Age Health Appraisal
- DHHS/Sliding Fee Forms (if applicable)
- “Get to Know You”
- Code of Conduct
- Parent Notification of Licensing Notebook
- Medication Form (if applicable)
- Custody Arrangements (if applicable)
- Calendar and payment

\*Note: We cannot accommodate requests not to release a child to a parent without a court order. If there are custody arrangements in place please that, we need to be aware of, include copies in your child’s enrollment packet. \*

## SCHEDULING & PAYMENTS ---

Schedules are due on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on weekend, please plan to submit your schedule the Friday prior.

Payment is due before care is provided. Payment is due with your schedule. If you cannot pay for the entire month in advance, you must pay for the week before your child attends. Without payment, we will not be able to provide care. Children have to have a minimum of attending camp four days a week.

- We accept DHHS assistance. A copy of your DHHS verification letter is required.
- If a family does not qualify for DHHS assistance, please contact us about scholarships opportunities.

## DROP OFF / PICK UP ---

An authorized adult must sign children in/out of the program by recording their initials and current time on the daily attendance sheet. No child will be released without an initial/time recorded by an authorized adult.

- Our staff cannot accompany your child to your vehicle for curbside pickup.
- Children cannot be released to anyone NOT listed on the child’s information card.
- IDs will be checked until faces become familiar.
- If you need to add an authorized pick up person to your list, that changes must be done in person and in writing. We cannot honor any changes made over the phone or via text/email etc. We know schedules change and emergencies unfortunately happen, however we appreciate your cooperation in advance as this rule is critical to the safety of “our kids.”
- **Children can only be released to authorized persons 18 and older.** Regardless of relation to the child including older siblings, babysitters etc.

## ABSENTEEISM & TARDINESS ---

Greater Midland North Family Center requests 24-hour notice of any schedule change or cancellation. Credit is not given for absenteeism.

We expect your child to be picked up and/or dropped off within approximately 15 minutes of his or her scheduled time.

All children should be picked up on time. After operating hours, a late fee of \$1.00 per child for every minute after the center closes will be charged to your account. We understand that an emergency can occur or a special circumstance may arise occasionally, a courtesy call is appreciated if possible. After 15 minutes past closing, the emergency contacts on your card will be called. After one hour, our staff must contact authorities.

## WITHDRAWING FROM PROGRAM

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If you are planning to withdraw from the program a two-week notice is appreciated. If you have not turned in an active calendar for one month, your child will be withdrawn and you must begin the enrollment process again.

## DISMISSAL

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Greater Midland North Family Center reserves the right to dismiss any child at any time, with or without cause. Any past due balances must be paid within 30 days of dismissal. Any balances remaining after the 30-day period are referred to the centers' collection agency.

## GRIEVANCE POLICY

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Greater Midland North Family Center believes that the staff-family relationship should be one based on mutual respect and a genuine appreciation of our interdependency on each other. We recognize that, as in any relationship, occasional good faith disputes may arise between individual staff and parents/guardians and the center, its management, supervisors or agents.

Therefore, we have established a grievance procedure to provide parent(s) with a formal and orderly procedure for resolving good faith disputes. The following procedure will apply when a parent(s) has a concern.

- If applicable, the parent(s) shall discuss the issue with the Program Lead. If no resolution is reached with the Program Lead the parent(s) shall discuss the issue with the Program Coordinator/Director.
- If the Coordinator/Director's decision regarding the matter is unsatisfactory to the parent(s)/Guardian(s) may present, the concern to the Executive Director. The Executive Director shall have the discretion to affirm, deny, or modify the recommendation.

## REPORTING ABUSE AND NEGLECT

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Under the Michigan Child Protection Act 238, Greater Midland North Family Center is required by law to report any suspected child abuse, neglect, child sexual abuse or sexual exploration. If Greater Midland North Family Center has reason to believe that a person picking up a child is intoxicated/under the influence, we will notify the appropriate authorities.

## EMERGENCY, INCIDENT, & ACCIDENTS

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Fire/Tornado/Flood/Chemical Release: Children and staff will proceed according to emergency procedures, which are posted throughout the building. Practice drills are

conducted regularly with children to ensure proper execution.

**Power Outage/Building Emergency:** Should a power outage or other building emergency occur; parents will be notified as soon as possible. All children will remain in the building or on the grounds with staff until a parent arrives or other arrangements are made.

**Parent Emergencies:** Situations that require someone other than a parent to pick up the child are handled within strict guidelines. We cannot release a child to an adult who is not listed on the child information card. All names added to the child information card must be done in person and in writing by the parent or guardian. Staff cannot add names to the child's card with verbal consent. There are no exceptions to this rule.

## **SERIOUS INCIDENT OR INJURY TO A CHILD**

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In case of serious injury or accident and when the extent of injury is unknown, the following procedures will be followed:

- Program Staff will assess the situation and call Program Director for additional caregiving assistance if necessary.
- 911 will be called if the injury/illness presents as emergent or is life threatening. If it is necessary to transport a child to the hospital, center staff will accompany the ambulance and remain at the hospital with the child until the parent or guardian arrives. (Note: staff members may not transport children in personal or company vehicles for medical treatment.)
- If the injury is less serious but needs immediate medical attention, the parent/guardian will be contacted (emergency contact(s) will be called if parent/guardian is unreachable.) The parent/guardian will decide transportation arrangements for medical attention.
- An accident/incident report will be completed as soon as possible. An “ouch” report will be made available to the parent/guardian.
- An Incident Report (BCAL 4605) must be filled out the day of the accident/incident. A verbal call must be reported within 24 hours to DHHS. A written report must be to DHHS within 72 hours.
- If an injury is not emergent and requires only minor first aid such as ice, small bandage etc. an “Ouch Report” will be completed and the child will be monitored. If the injury occurs to the face, head or neck and requires first aid parent/guardian will be contacted regardless of extent of injury.

## **DISCIPLINE**

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We base our Discipline Policy on the principles of Conscious Discipline. The goal of each child and adult is to learn the skills needed to successfully manage relationships and communication within the program setting. Teachers and Caregivers will focus on conflict as an opportunity to learn. The Seven Basic Skills of Discipline will be implemented:



1. Composure
2. Encouragement
3. Assertiveness
4. Choices
5. Positive Intent
6. Empathy
7. Consequences

If a child becomes harmful to themselves or others emotionally or physically a “safe spot” will be offered. The child will have the opportunity to separate from the group with quiet activities. Staff will help the child identify and navigate their emotions. They will be guided to think about positive ways to problem solve. When the child feels in control of their emotions/body they will be welcome to participate in program activities.

Greater Midland North Family Center will not use any form of corporal punishment, belittling, shaming, withholding food, snacks or bathroom privileges as a form of discipline.

Initial disciplinary problems are handled in the manner indicated above. If these measures are not effective additional actions may include:

- Parent conference
- Recommendation for behavioral interventions
- Adjustment to child schedule/routine
- Temporary or permanent separation from the program
- Separation from the program may occur without the sequence of above steps if a child’s behavior is endangering others or exceeds the resources our staff have available to mitigate harmful behavior.

The following is a list of general guidelines each child is expected to follow:

- Show respect for staff, parents, peers and visitors.
- Keep all body parts to themselves.
- Obscene and/or inappropriate language/gestures will not be tolerated.
- Remain under the supervision of staff at all times (do not leave program area without permission)
- Demonstrate respect for other’s belongings and the facility
- Violence is not be tolerated!

## HEALTH PLANS

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### **HAND WASHING:**

Hand washing should occur:

#### **Children**

- Immediately before and after eating
- After using toilet or having diapers changed
- After playing outside
- After handling pets or pet objects
- Whenever hands are visibly dirty

**Provider**

- Wash before using single use gloves.
- Immediately before handling/preparing food, feeding children.
- After using toilet, assisting a child in using toilet
- After contacting a child's body fluids (wet or soiled diapers, runny noses, spit, vomit, etc.)
- Whenever hands are visibly dirty or after cleaning up a child, bathroom, room, toys
- After removing gloves for any purpose
- Before giving or applying medication or ointment
- After blowing nose, coughing, sneezing

**ILLNESS:**

By law, Greater Midland North Family Center cannot accept sick children into the program. If your child has one or more of the following symptoms, please keep your child home and/or seek the attention of your family physician:

- A temperature of 100 degrees Fahrenheit or higher
- An infectious, communicable disease or condition such as chicken pox, pink eye, etc.
- Runny nose (not from allergies) or infectious (yellow/green) discharge from nose
- Severe or constant coughing
- Diarrhea (2 times) or loose, runny stools
- Vomiting or upset stomach
- Acting ill (lethargic) or in pain
- Head lice
- Any type of unidentified rash (will need a doctor note to return to childcare)

Adjustments could be made to our illness policy at any time if our local Health Department or CDC makes recommendations/mandates that are counter to our general guidelines.

Your child must be symptom free and fever free for 24 hours without administering any fever reducing medication in order to return to care. If your child becomes ill with one of the above conditions while at childcare, the parent/guardian will be notified immediately. The parent will need to make arrangements for the child to be picked up from the center within one hour.

**MEDICATION:**

All medication (including over-the-counter and prescription) such as ointment, sunscreen, bug spray, aspirin, dietary supplements or individual special medical procedures will be administered to the child only with prior written permission from the parent. If your child needs medication, prescription or non-prescription, while at childcare, the following regulations must be followed:

- Prescription medication must be in the original container with label.
- Container must have child's first and last name.
- Medication permission form must be filled out and signed by the parent/guardian.
- All medication must be stored in a designated medication box and location, out of the reach of children.
- Medication will be administered according to label directions.
- A childcare staff member will maintain a daily record of the time, date, and dosage of all medication given or applied to each child. Staff administering the medication will sign the medication log book with their first and last name.

Parents are responsible for providing liquid measuring syringes or measuring spoons for administering medication. If using a measuring syringe, please mark the appropriate amount.

If your child has a medical condition that requires the use of injectable medications (Epi-pen, insulin shots, seizure medications), families will be required to submit an emergency action plan signed by your child's physician.

**SPECIAL NEEDS**

Our program strives to provide reasonable accommodations and strengths-based strategies to ensure all participants have a positive experience. Our team will work with parents/guardians to ensure the unique needs of children are met during program hours. However, there are needs which exceed our team's capacity to safely and successfully provide care for every child. Our team can help connect families to resources and supports available in our community to support both children and families during program hours and at home.

## CULTURAL DIVERSITY

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We believe our differences are an opportunity for connection, conversation and learning. We value the lived experience of every individual and seek to craft an environment where every child feels welcome, safe and is encouraged to meet their full potential. We strive to ensure the traditions, values and beliefs of children are honored. We intend activities and experiences are appropriate and engaging for all. No one is ever excluded due to their beliefs, orientation, race or status.

## THANK YOU

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We value the trust and confidence you place in our team to provide your child with a safe and engaging environment. Thank you for allowing us to be part of their develop