



Early Childhood Education and Extended Day Programs

Parent Handbook

Programs

Parent/Child
Half-Day Pre-K
Pre-K PLUS
School-Day Pre-K
Full-Day Pre-K
Kids' Club
Club Mid
Summer Kids' Club
Full-Day Pre-K
Summer Camp



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Philosophy

Our program exists to meet the real needs of children, provide them the freedom to enjoy childhood and put their physical, emotional & intellectual well-being first. We recognize & respect each individual's learning style, thought process, cultural background & unique developmental level. We know children accomplish their best learning through play & social interaction.

THEREFORE, the child is our curriculum.

- The interests and skills of children determine classroom activities.
- We continually address children's social, emotional, physical and cognitive development through play experiences.

We honor and respect each individual's unique characteristics.

- We embrace individual differences.

We help to establish a community that is home to the child and family.

- We value each child's culture.
- We thrive in a cooperative, collaborative school atmosphere.

We believe that all children want to succeed.

- Mistakes are learning opportunities.
- We encourage and promote divergent thinking.
- We encourage children to engage in new challenges.

We know that children are capable, competent problem solvers.

- We practice skills of negotiation including "I" messages and conflict resolution.

We recognize that effective communication is the basis for every success.

- We listen to and respect children; what they say is important and valued.
- We use language, which enhance children's critical thinking skills.

With children, we discover the empowering practical applications of being caring, life long learners.

- We all learn and make connections.

*We prepare the classroom environment to support these challenges.
Learning is not a "race" of information, but a "walk" of discovery . . .*

Approach

Our curriculum is child originated and teacher framed in approach. The role of the staff is to create an atmosphere of respect and autonomy: a climate in which there is a balance of reason, choice, trust, safety, spontaneity, appropriate limits, and challenge.

1. Children's comfort and success require flexible classroom management.

- a. Time schedules are always approximate.
- b. Routine (a sequence of activities) is "generally" predictable.
- c. Timing is responsive to children's needs.
- d. Program planning reflects the current interests of the group.

2. A wide variety of developmentally appropriate materials and experiences are offered.

- a. Children have access to a variety of materials.
- b. Materials have many optional uses.
- c. The expectation is that children are often messy.

3. Classrooms are conducted in an atmosphere of emotional safety for all.

- a. Divergent thinking is encouraged and respected.
- b. Mistakes are learning opportunities.
- c. Our focus is on intrinsic motivation.

4. Respectful behavior is consistently modeled, taught and expected.

- a. Personal situations and mistaken behavior require individual attention.
- b. We recognize, accept, and deal with feelings as they arise.

Absences

Parents are required to call or email the classroom teacher on site or the Early Childhood office to report any absences or deviations in scheduling. Parents must pay for any space that is reserved regardless of attendance. Your child's safety is our #1 priority. Due to the nature of children arriving to PM Kids' Club directly from their classroom, it is particularly important their absences are communicated by the parent. (See Vacation Time for Full-Day Pre-K only)

Accident and Emergency Information

Parents are required to complete and submit the online WebLink® Registration form with emergency contact information prior to admission into the program. The Child Information Record will be generated with the information you enter during the registration process. When an accident or injury requiring professional attention occurs, the information from the Child Information Record is utilized to contact the parents or the emergency contact person if the parents cannot be reached. In the event of an accident or injury requiring immediate medical attention, an ambulance will be called and the child will be transported to the nearest hospital (determined by ambulance driver). Teachers will inform parents via telephone call, email or in person at pick up of any minor injuries that occur while a child is at school. It is the parent's responsibility to review and update emergency information.

Adding Days / Trading Days

Occasionally the need arises for families to add a day to their schedule. We understand that family emergencies come up from time to time. Arrangements **may be made only through the EC office and are dependent upon available space and staffing.** An Add On Form must be completed and a higher fee is charged for added days. Add On days are only available for Full-Day Pre-K and Kids' Club schedules. Parent/Child, Half-Day Pre-K, Pre-K PLUS, and School-Day Pre-K classes cannot accommodate added days. *Please note: Once the Add On form is processed refunds are not available even if care is not used.*

Summer: Add on days are not typically accommodated for days with Field Trips.

Trading days is not permitted.

Admission

You may register your child for the program of your choice (subject to availability and sufficient number of registrants) by completing the Re-enrollment or Program Request Form. If/when space is available, the WebLink® to register will be emailed to you. The WebLink® Registration form must be completed and submitted within three days of receiving the email and at least 10 business days prior to your start date. Additional forms will also be required such as the Family Information Form, Health Appraisal Form (signed and dated by a physician), Parent Licensing Notification Form and Permission Form. All required forms must be completed and returned at least one week prior to your child's start date.

Your child **must be completely self-sufficient** in all areas of toileting (with the exception of the Parent/Child classes) and meet any age requirements indicated in the specific program. (Also see Toilet Learning) Birth certificates and proof of NPS residency must be provided upon request.

All prior accounts must be paid & be current for re-enrollment priority & placement status. Accounts with past due balances will be placed on a waiting list until current.

Registration/Re-enrollment: Re-enrollment occurs annually in late February for all in district families currently enrolled in an EC program. Currently enrolled in district families have enrollment priority before new families for both the summer and school year programs. Out of district re-enrolling families with a new sibling will be placed on a space evaluated basis. If your

child is placed in a class other than your first choice, we will maintain their name on a waitlist if requested. A new family registration period is held annually in early March after re-enrollment. **Summer programs require a separate registration form.**

The guidelines for **placement** of children in the Early Childhood and Extended Day programs are:

Early Childhood: First are those children living in the NPS district (Early Childhood Education families currently enrolled are placed first, new families are placed second); next children of NPS employees; and lastly children from outside the Northville Public Schools district. Out of district re-enrolling families with a new sibling will be placed on a space evaluated basis. Children must be 33 months to 5 years old and self-sufficient in toileting.

Extended Day Programs: First children living in and attending an NPS district school (Early Childhood Extended Day families currently enrolled are placed first, new families are placed second); next children living within the Northville District not attending a Northville Public school; then children of NPS employees; lastly children who live outside the NPS district.

The operation of EC programs are dependent upon sufficient enrollment and building space availability.

Allergies/Medical Conditions

Minor allergies should be listed on the on-line Registration Form and Health Appraisal Form. In the case of severe/life threatening allergies or medical conditions, we require the parent and physician to complete an Individual Emergency Health Care Plan (Allergy Action Plan) and Medication Prescription/Parent Authorization Form and submit it with a current picture of the child and required medications. This plan will be available in the classroom for the staff to reference. (If the allergy is food-related, see Food Service/Food Restrictions.)

Animals/Classroom Pets

Animals may be brought to visit a program with the Head Teacher's permission. Pets or visiting animals must have documentation from a veterinarian showing the animal is fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children. The animal must be in a cage to protect it and the children. Animals which cannot be caged may be brought to the building by a parent at the time requested and must be taken home at the conclusion of use. Head Teachers must be aware of student allergies and plan accordingly. *Please note:* Classroom pets are not permissible.

Assessments

Written assessments are completed twice a year in all preschool programs. Also see the "*Curriculum Guide*," which is available on our website at:

<https://1.cdn.edl.io/xDexsZJ2rxHA7VaPSFkPTlwnQszuQ0Ji7plmgRxXLQfdbL8K.pdf>

As part of our assessments, Early Childhood participates in a county wide project through Great Start Collaborative-Wayne called Help Me Grow, **Ages and Stages Questionnaire (ASQ)**. This project focuses on making sure each Pre-K child is on track in their development and identifying areas where additional support may be needed to help them succeed. Once parents have submitted their answers on-line, the child's teacher will follow up with an individualized email to offer support and resources. Additional information will be made available to parents from the classroom teacher.

Child Protection Laws

The Child Protection Law requires professionals who work with children to report to Child Protective Services when they have reasonable cause to suspect abuse or neglect by a parent, guardian, or caretaker of a child. Early Childhood Education and Extended Day staff are mandated reporters and are trained annually in the procedure to follow if there is suspicion of child abuse or neglect.

Cleaning and Sanitation

See Appendix A.

Communication

Information is communicated through a variety of methods throughout our programs. Teachers use e-mail, Parent Boards, newsletters, verbal dialogue and Parent Logs to communicate information and keep families up-to-date on their child(ren). Early Childhood publishes a monthly communication, "The Family Connection" newsletter, which updates families on program-wide activities. You may want to sign up for LISTERV if you haven't already. By doing so, you will receive information via e-mail regarding important district and building level information. You can sign up by going to the NPS website: <https://.northvilleschools.org> and click on the tab Families and Community / Email Subscription. Then click on Subscribe, complete the questions and check Early Childhood along with your building. Also visit the Early Childhood website: <https://earlychildhood.northvilleschools.org> where you will find information regarding registration, deadlines, pricing and other information about our programs. Welcome letters are available on our EC website by program and head teacher. Translation into other languages is available on the website. Please let us know if your family has additional translation needs. (Also see LISTSERV®)

Conferences- (Parent/Teacher)

Conferences are held twice per year, in the Fall & Spring, for Full-Day, Half-Day Pre-K, Pre-K PLUS and School-Day Pre-K families. Conferences provide an opportunity for teachers and parents to come together to discuss children's growth, progress, accomplishments and experiences at home and school. Teachers are always available to schedule a time to conference with families both formally and informally as needed. As part of the conference experience, families are offered an opportunity to observe in the classroom in the Fall and Spring. This provides parents with the opportunity to observe their child, the dynamics of the classroom "in action," and to touch base with the teacher on their child's goals, progress & development. A written assessment is reviewed with parents at conferences along with each child's individual portfolio.

Confidentiality/Student Files

Children's files are located in the EC office and maintained in a locked cabinet. Information includes registration information, written communications with families, legal documents, late pick up forms, and information relating to children's education, social progress and behavior issues. The office staff, head teachers and special services staff have access to these files. Families may review their child's file upon request. Files are also maintained in each classroom which includes Health Appraisal/Exemption Forms, Family Information Forms, Parent Licensing Notification Form, Observation Notes, Portfolios and Assessments. Teachers, support staff, special services staff, and Licensing & Accreditation Consultants have access to classroom files.

Cultural Competency

It is the philosophy of the Northville Public Schools Early Childhood and Extended Day Programs that to effectively meet the needs of children from diverse backgrounds we must work toward

building cultural competence among children and staff. We seek to embrace attitudes, behaviors and policies that enable us to work effectively in cross-cultural situations. We seek to consistently provide culturally relevant and diverse opportunities for children and their families. We value opportunities to engage and involve families in our program and respect, acknowledge and respond to the ethnicity, language and culture of each family. We recognize each child's unique background and build on their prior experiences through developmentally appropriate practice to move each child forward in their learning and development.

Curriculum

The Early Childhood Curriculum Guide is available on the Early Childhood website: <https://1.cdn.edl.io/xDexsZJ2rxHA7VaPSFkPTlwnQszuQ0Ji7pImgRxXLQfdbL8K.pdf>. Classroom Daily Schedules can also be found on our website.

Discipline Philosophy

The Northville Public Schools Early Childhood views discipline as a learning process through which healthy self-attitudes are fostered. Mistakes are viewed as opportunities for learning and logical consequences are utilized. Staff members use positive guidance techniques in helping children move toward self-control and cooperation. Limits and expectations are clearly stated in positive statements and are appropriate for each child's developmental level. Reasons are given whenever possible. A choice of *appropriate* behaviors is offered to allow children to participate in the decision-making process. All forms of negative discipline (as defined in the State of Michigan Licensing Rules R 400-8140) are prohibited.

Dual Enrollment

Children cannot be enrolled in more than one EC preschool program/location (Half-Day Pre-K, Pre-K PLUS, School-Day Pre-K and Full-Day Pre-K). We offer many program options designed to accommodate family needs.

Emergency Communication

In the event that an emergency dismissal is necessary, a LISTSERV® communication will be sent out to families and the EC office team will develop a plan to manage the situation. (see LISTSERV®)

Extra Care/Spring Recess

During some school breaks and half-days, Kids' Club is available by **SPECIAL SIGN-UP**. Sign-up forms are posted in the classrooms and available on our website:

https://earlychildhood.northvilleschools.org/apps/pages/index.jsp?uREC_ID=351230&type=d&pR_EC_ID=762019 A deposit is required for Spring Recess Extra Care. **Please pay attention to registration deadlines.** A minimum number of students are required & space is limited. An afternoon snack will be provided; parents will need to provide a healthy lunch.

The Full-Day Pre-K programs are open during Spring Recess. Winchester Full-Day children will attend at Old Village School due to the Winchester building being closed at this time. Parents may use available vacation days for days or the full week by completing the Vacation Day Request Form on line at least two weeks prior. Vacation days will be credited if days are still available.

Family Involvement

We welcome families to be involved in our programs. This can be done by spending time in the classroom, donating items, attending field trips, volunteering for fundraising, participating in family activities, and joining committees. Committee discussions include school improvement goals,

policies, and curriculum issues. We encourage families to share their ideas and availability by completing the Pre-K Parent Participation Interest Survey form or by talking with their child's teacher.

We recognize that parents are children's first and most important teachers. Your participation in parent education activities will help to build strong connections between home and school. Each year we offer valuable parent education opportunities targeted at developing early learning and later academic success. Your involvement is essential and valued. Please watch for information on parent education opportunities in the Family Connection newsletter or call the office for more information.

Fee Policies

Upon registration, parents are required to pay the registration fee, which **is non-refundable**.

Program fees are available on our website: <https://earlychildhood.northvilleschools.org/> Tuition and registration fees are reviewed annually, updated if needed, and approved by the Board of Education.

Tuition is due by the 1st of each month, according to the child's program/schedule. Payments received after the 10th of the month will be assessed a \$25.00 late payment fee.

Parent/Child, Half-Day Pre-K and Pre-K PLUS annual tuition is divided into four payments due by July 1, November 1, February 1 and April 1. A five percent discount will be given for tuition paid in full by July 1st or at registration.

School-Day Pre-K annual tuition is divided into ten monthly payments due by the 1st of each month, July – April.

Full-Day Pre-K, Kids' Club and Club Mid monthly tuition is due by the 1st of each month. The first invoice will be emailed in July and be due by August 1st covering the first two weeks tuition for September. The balance of September tuition is due by September 1st.

Payments:

Parents will receive a monthly invoice around the 20th of each month via email.

Summer Kids' Club and Full Day Pre-K Summer Camp tuition is divided in three installments due on June 1, July 1 and August 1. Also, a non-refundable charge to cover the activity fee, t-shirt, water bottle and insulator will be due at registration along with the registration fee.

Payments via our EZ-EFT (Electronic Funds Transfer) automatic direct payments (via your checking or savings accounts) are available by selecting this option on our online registration form. You may also sign up for this service by completing the EZ-EFT Form found on our website <https://1.cdn.edl.io/2uUtpQoZaFnNA62Z4ZVplHyUZqti1uCAS5ZXcxjLhSEDQk9W.pdf> Automatic payments will transmit on the first Friday of the month, or date otherwise noted on your invoice.

Payments may also be made via check or money order payable to Northville Public Schools. Always remember to include your child(ren)'s name(s) in the memo of your check. We are unable to accept cash or credit card payments. Parents may mail payments to NPS Early Childhood; drop their payment in any of three payment boxes located at Old Village School, Ridge Wood or Thornton Creek; drop their payment in the EC black drop box (end of Early Childhood sidewalk at Ridge Wood); or pay in person in our office. A \$25.00 NSF fee will be assessed on any returned checks.

Accounts must be kept current. Accounts two or more weeks past due are subject to administrative withdrawal from the program and/or being placed on the wait list for upcoming program registrations (example: summer to school year or school year to summer). After two (2) EZ-EFT automatic payment failures or returned NSF checks, payment will only be accepted by certified check or money order.

Parents must pay for any space that has been reserved, regardless of attendance. There are no refunds or credits given when a child is absent during a period for which space has been reserved. Staff is scheduled in proportion to the number of children scheduled and must be paid whether or not children are present.

Refunds are given in accordance with the withdrawal policy.

Field Trips

Full-Day Pre-K, School-Day Pre-K, Half-Day Pre-K, Pre-K PLUS and Parent/Child:

In keeping with our emergent curriculum philosophy, field trips are aligned with the interest areas occurring in the classroom. They are planned with the involvement of families as the interests emerge during topics of study. Consideration is given to maintaining class times and schedules as well as the additional cost to families. There may be one or two “traditional” preplanned trips. Transportation for all Pre-K field trips is provided by parents. Northville Public Schools does not provide busses. Parents are required to drive their own child and take all necessary safety precautions.

Kids’ Club:

Field trips are arranged during Extra Care weeks and for the summer programs. Parent input is always welcome. Summer Kids’ Club families will receive a field trip calendar which includes the dates, times and location of field trips. Parent permission is required by completing the Summer Field Trip Permission Form.

Classes may occasionally take children on walking field trips. A sign will be posted on the classroom door with information on where the class is and how to contact them. Parent permission is required and is included in the Permission Form completed at registration.

Financial Assistance/Scholarship

Financial Assistance may be available for families with children who are 4 years old by September 1st of application year and meet income guidelines. See “*Pre-K Program*” on our website for a Scholarship Application and the current Income Eligibility Chart. Link is listed below.
https://earlychildhood.northvilleschools.org/apps/pages/index.jsp?uREC_ID=351218&type=d&pREC_ID=761970

Food Service

Food Restrictions: Early Childhood requires food restriction information completed on the WebLink® registration form in the case of allergies and/or special diet restrictions. The information must include the name of the substance causing the allergy, the severity of the allergy and substitutions in the food program, if necessary. This information will be forwarded to our Food Service Department and they will make the necessary food substitutions for breakfast and snack, if applicable. Changes may require a two-week notice. (See Allergies)

Lunch: Children enjoy lunch in our Full-Day Pre-K program. Parents may send a healthy lunch from home or buy the school lunch for an additional cost. To purchase a school lunch: Please indicate the days you would like to buy lunch for your child on the monthly menu. Submit the menu and payment by check (*payable to Northville Public Schools*) to your child's teacher by the deadline. Full-Day Pre-K staff will coordinate with Food Service staff to complete the order. Once a lunch is ordered, refunds are not available. In the event that a child forgets their lunch, food will be available. This will consist of leftover snacks, cereal, milk and whatever else is on hand in the classroom. Food Service is only able to provide lunches for children who preorder lunch. "Emergency" lunches are not available through Food Service.

Food and drinks must be sent in a lunch box or bag with the child's name on it. Individual or loose items must have the child's name and date marked on them. Food needs to be packed appropriately to maintain required temperatures. Refrigerators and microwaves are not available for lunches. Lunches brought from home should be nutritious and well balanced and meet the USDA's CACFP (Child and Adult Care Food Program) guidelines.

Soda and energy drinks are not the best option for young children and will not be served if they are sent. Staff do not offer children younger than four years these foods: hot dogs: whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. Parents are asked to follow the same guidelines.

Nutrition: EC programs provide meals & snacks that are nutritious, well balanced and appealing to children. Since appetites of young children are constantly fluctuating, it is understood that some days a child will be very hungry and other days will not want to eat much. Children are encouraged, but not forced, to eat foods that have been served to them. Menus are planned in advance and posted weekly in each classroom. (See Parties/Treats/Holidays)

- **Parent/Child and Half-Day Pre-K 3's:** parents provide a healthy morning snack from home.
- **Pre-K PLUS:** parents provide a healthy morning snack and healthy lunch from home.
- **School-Day Pre-K:** parents provide a healthy morning and afternoon snack and a healthy lunch from home
- **Full-Day Pre-K:** program provides a healthy breakfast and afternoon snack daily with a "bring or buy" lunch option.
- **Club Mid and Kids' Club:** a healthy snack is provided each afternoon.
- **Summer Kids' Club and Full-Day Pre-K Summer Camp:** program provides a healthy breakfast and afternoon snack daily with a "bring or buy" lunch option. Lunch option for summer programs is for the entire summer.

Handicap Access (ADA)

Our facilities meet Americans with Disability Act (ADA) accessibility requirements. Access to buildings, toilets, sinks, drinking fountains, outdoor play space and all classrooms and therapy areas are licensed and approved through the State of Michigan.

Illness

When a child becomes too ill to participate in regular activities or shows symptoms of a contagious disease, parents will be contacted to take their child home. If the parent cannot be reached, the emergency contact person will be called to take the child home. The child will remain in the classroom until the parent or emergency contact person arrives. It is important that arrangements are made to pick children up promptly (within 30 minutes). EMS will be contacted whenever school officials deem it necessary. Sick children recover fastest in a comfortable home

environment. It is very uncomfortable for children who are sick to remain at school, and such a situation may compromise the health of other children. The following symptoms will be considered evidence of communicable disease:

- | | |
|---|---------------------------------------|
| 1. FEVER – any temperature over 100 degrees F (even less if child acts tired, listless or out of sorts). Child must be fever free without aid of medication for 24 hours before returning to school. | |
| 2. RASH – exclusion from school until the cause has been determined by a physician or designated health care professional to be non-contagious | |
| 3. Unusually pale or flushed skin | |
| 4. Sore throat | 8. Any draining sore |
| 5. Red or watery eyes, or conjunctivitis | 9. Diarrhea |
| 6. Persistent cough | 10. Lice, Scabies or Ringworm |
| 7. Upset stomach or vomiting | 11. Any and all communicable diseases |

Any cases of infectious diseases must be reported to the office immediately. Other parents will be notified and a report will be submitted to the county health department. The child's name is not given in the class notification. A child must remain at home until the infectious period of the disease/illness has ended and the disease is no longer communicable.

Returning to school after an illness: Your child should remain at home until the contagious period of an illness has ended. This is for the health and safety of all of the children. Your child may return if:

1. There have been no symptoms of illness for 24 hours (without the use of Tylenol/aspirin).
2. The child has been on prescribed medication, such as antibiotics, for at least 24 hours.
3. A physician's statement is provided verifying that a condition (rash, cough, etc.) is no longer contagious.

Please demonstrate good judgement when illness dictates keeping your child home.

Immunizations and Physicals

Licensed centers are required to have current health information on all students enrolled. Early Childhood must have a Health Appraisal form on file. This form must be completed by a physician with physical information as well as immunization dates. It must be submitted to the office prior to the start of classes. Children in Kids' Club and Club Mid should have a Health Appraisal on file at their school and a Health Exemption Statement should be on file in the EC office.

Physicals must be updated every 24 months for children 33 months to 6 years of age. Immunization records must be updated according to the schedule provided by the Wayne and/or Oakland County Health Dept. A Health Appraisal form must be completed for this information. Records are reviewed annually in the fall. Throughout the school year, children may be excluded from our programs if the records we have on file are not current. State law requires children to have at least one dose of each of the following vaccines to be registered into a program. To continue in a program they must stay current with additional doses: Measles, Mumps, Rubella; Polio; Diphtheria, Tetanus, Pertussis; Haemophilus Influenza Type B; Hepatitis B; Varicella (Chickenpox) and Pheumococcal Conjugate.

Please refer to Appendix B for current immunization information.

Immunization Waivers

As of January 2015, Michigan school districts are no longer permitted to distribute immunization waiver forms and can only accept the forms from the County Health Department. Parents are encouraged to contact their child's medical provider to arrange for any needed immunizations or their County Health Department of residence to arrange for an appointment for the educational session required to obtain the waiver. To schedule an appointment in Wayne County call [734-727-7125](tel:734-727-7125). For Oakland County call [1-800-848-5533](tel:1-800-848-5533).

Families of children who are considered "under-immunized" (due to a medical condition or because of their family's beliefs regarding immunizations) will be notified if a vaccine-preventable disease occurs in their classroom for which their children are susceptible. If applicable, the child must be removed from the class for the duration of the contagious period (*per County health guidelines*).

The ECE/EDP does not reimburse tuition costs for absences when a child is out sick. Long term medical situations are reviewed on a case by case basis when a written request is submitted to the Program Coordinator.

Inclusion

We believe that each child is unique and that all children can learn. Our programs provide inclusive settings that support the whole child and recognize their varied abilities, interests, needs, and learning styles. We believe that diverse classroom experiences have value for all children. Our staff is trained annually on diversity and the importance of providing inclusive learning environments. Parents of children with special needs may request a written daily record.

We believe children learn best through meaningful play. Our programs reflect the integration of physical, cognitive, social, emotional, language, self-help and creative areas for the total development of the child. Purposeful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of the family.

Key Fob

Early Childhood Education and Extended Day has implemented a security system requiring the use of key fobs to access many of our programs. Two key fobs will be issued per family at the beginning of the school year or at the time of enrollment and will become your personal property. Key fobs may be programmed for more than one building based on child(ren)'s program location and will only provide access before and after school hours. Summer programs will have access throughout the day. Fobs are automatically deactivated at any time program enrollment is discontinued. Key fobs can be reactivated when returning to any EC program including summer. Parents must complete the Key Fob agreement at the time of registration. Please swipe key fobs individually, no "piggy backing", so admittance into our buildings can be tracked.

When someone other than a parent without a key fob is picking up a child, parents should make sure they are listed on the Child Information Record and have the phone number to the classroom to use for admittance.

Late Fees

All children are expected to be picked up at the closing time of the program. Parents arriving late

will be charged \$1.00 per minute. After the third late occurrence, parents are required to submit a written plan for on time pick up. Future late pick-ups could result in disenrollment.

Licensing

Child Care Organizations Act, 1973 Public Act 116

All EC Programs are licensed by the State of Michigan Department of Human Services. A Licensing Notebook is maintained for each of our licensed sites. Licensing Notebooks contain the following information:

- *Inspection Reports*
- *Special Investigation Reports*
- *Corrective Action Plans*

Licensing Notebooks are available for review at each location/school 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.

LISTSERV®

NPS offers a district email service. By signing up for this service, parents/community members can receive essential district and building level information via email and receive periodic updates on emerging district issues. You may sign up for LISTSERV by going to the NPS website: https://www.northvilleschools.org/apps/pages/index.jsp?uREC_ID=350915&type=d&pREC_ID=823022 Then click on Subscribe, complete the questions and check Early Childhood along with your building. A list of available subscriptions and privacy statements may be viewed. The EC department will use this email as our primary notification to send information to subscribers about registration, timelines for returning paperwork, payments, school closures and emergencies, etc.

Medications

Only **prescription** medication in its **original** container will be administered. The prescription label **must** indicate the physician's name, child's name, instructions and the proper name and strength of the medication. Medicine will be given in accordance with these instructions. **Medication will be administered only if accompanied by written authorization from a physician.** The parent or guardian must also sign the Medication Prescription/Parent Authorization Form. Any other forms required by individual building policies must also be completed. Over the counter medication may be given if the Medication Prescription/Parent Authorization Form is completed by a physician and signed by the physician and parent. Medication will not be given unless the appropriate forms are completely filled out and signed. Medication will be administered by the staff or designee and a record of the time and amount given will be maintained.

If your child has life-threatening allergies or a medical condition, please contact the EC office to complete an Individual Emergency Health Care Plan or Allergy Action Plan. If medication is required a Medication Prescription/Parent Authorization Form must also be completed. All Individual Emergency Health Care Plans are reviewed by the NPS district nurse. We will need this on file along with a recent picture of your child. For the safety of your child all current information should be on file before starting in the program. The Individual Emergency Health Care Plan or Allergy Action Plan will need to be updated yearly. All students with life-threatening medical conditions are encouraged to wear a medical alert bracelet.

NAEYC Code of Ethical Conduct and Statement of Commitment

All Early Childhood preschool staff are required to read and follow the *NAEYC Code of Ethical Conduct and Statement of Commitment*. If interested in reading, you may go to the following website:

https://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011_09202013update.pdf

Negotiating Differences

If you have any concerns that involve operating practices, curriculum, or student issues, we suggest you do the following:

1. Talk directly to your child's Head Teacher, if you are not satisfied . . .
2. Talk directly to the EC Assistant Program Coordinator, if you are not satisfied . . .
3. Talk directly to the EC Program Coordinator, if you are not satisfied . . .
4. Talk to the Asst. Superintendent for Instructional Services, if you are not satisfied . . .
5. Talk to the Superintendent of Northville Public Schools.

Off-Site Child Care by Staff Members

The Northville Public Schools Early Childhood does not recommend or endorse employees for outside baby-sitting positions. Employees of our department work with children in the classroom in a supervised setting. Any outside baby-sitting positions accepted by employees are completely separate from, and are not associated with, the Northville Public Schools or Early Childhood in any way. In these situations, the employee is not supervised or insured by NPS or Early Childhood.

Further, staff members are discouraged from accepting off-site child care positions and are not permitted to discuss or arrange off-site child care jobs while working at or on the premises of Northville Public Schools. **Staff members may never transport children to or from any of the Northville Public Schools Early Childhood programs.**

Open Door Policy

Enrolled families may visit their specific classroom at any time during the program's regular hours of operation. (See Visits)

Outdoor Play

Children will go outside whenever it is not raining and the actual temperature is **20°F or above and wind chill is above 10°F**. On days of high heat, children will go outside early in the day and only for short periods of time. Water is always available. The amount of time spent outside will vary according to the weather, but it is important to remember that outdoor play is fun, educational, exciting and not harmful! **Children will not be allowed to remain indoors while their class is playing outdoors for any reason.** Please pay careful attention to the weather and always send appropriate outdoor clothing. School-age programs will follow elementary guidelines.

Parties/Treats/Holidays for Full-Day Pre-K and Half-Day Pre-K Programs

If you would like to celebrate your child's birthday at school, please plan this special day with your child's teacher. A parent wishing to bring food for a special occasion (e.g. birthday or holiday) may ask the child's teacher about quantity, storage facilities and potential classroom allergy concerns. All foods from home must either be whole fruits or commercially prepared foods in factory sealed containers. (See Nutrition under Food Services)

Our celebrations may look different from elementary school parties. Our curriculum is not built around holidays, but we do believe in the importance of family traditions and see them as a way to strengthen the connection between home and school. All holiday celebrations involve children in hands-on activities. We encourage each family to share traditions, recipes for holiday foods, and any special items that reflect their heritage and history. For this reason, each class will celebrate in its own unique fashion. Celebrations are planned by the teacher based on conversations and observations of children. The goal is to offer children consistency and experiences that allow them to be engaged in the process.

Pictures

Class pictures of students are taken annually in the Fall for Full-Day Pre-K, School-Day Pre-K, Pre-K PLUS, Half-Day Pre-K, and Parent/Child classes.

Playgrounds

Children enrolled in Kids' Club utilize the elementary school playgrounds. These playgrounds are inspected routinely by qualified NPS staff. They are not required to meet the same standards as DHS licensed centers.

Ratios

Licensing rules require us to maintain designated staff to child ratios. Northville Public Schools Early Childhood has taken into account the lower NAEYC and NSACA recommended ratios in an effort to offer quality programs. We make every effort to operate with the following ratios.

	<u>Licensing</u>	<u>Northville Public Schools ECE/EDP</u>
3-4 Year Olds	1:10	1:8
4-5 Year Olds	1:12	1:8
Mixed age 33 months – 5 years	N/A	1:8
6+	1:18	1:15
12+	1:18	1:18

Rest Time

Preschool children in care more than five hours require a rest time. A cot or mat is provided. Children unable to sleep after 30 minutes may be provided with a quiet activity to do (i.e. book, puzzle, small manipulatives). Cots are cleaned and sanitized daily if used by different children and weekly if used by the same child. Licensing rules do not require a rest time for school-age children.

Safety Drills

Classrooms will practice a variety of safety drills throughout the school year. These drills will include: fire, severe weather, lock-down and shelter in place drills. These drills will acquaint the children with the locations they will go to and the procedures to follow during an emergency.

Schedule Changes / Withdrawal

A permanent change to add days or change days to the schedule of Full-Day Pre-K and Kids' Club children may be made on an availability basis. **A two-week notice (10 business days) is required and must be submitted in writing for any changes or withdrawal.** Families are permitted to change a schedule two times per school year (Sept.-June). A third or any subsequent changes will incur a \$25.00 processing fee. Families are eligible for a tuition refund for days already paid beyond the required notification.

Any summer schedule changes occurring after the date designated by the EC office, will incur a \$50.00 processing fee per child.

Schedule of Operation

A program calendar is available on the Early Childhood website at the beginning of each school year. Each program calendar provides days of operation and days the program is scheduled to be closed.

Schedule Options

All programs, with the exception of the Parent/Child class, require a minimum of two regularly scheduled attendance days weekly.

School Closings/Snow Days

All Northville Public Schools Early Childhood programs will be closed whenever the Northville Public Schools are closed due to inclement weather or other emergency situations that may arise.

If an individual school is closed for any reason (i.e. lack of water or heat), all Early Childhood programs offered in that particular building will be cancelled that day as well. Parents are advised to have an alternate plan in place before such emergencies occur. Listserv® and robo calls will be utilized to communicate school closings.

Accounts will be charged for the first three school closures. A credit will be issued to accounts in the event school is closed more than three days.

Security

Please use only the designated entrance to enter and exit the building each day. A controlled access system is in place during the school day. Upon entering a building, all parents/visitors are expected to report to the office prior to proceeding to their destination within the building. All NPS ECE/EDP staff are expected to wear their ID badge for easy identification. (See Key Fob)

Sign In and Out

Staff will release a child only to a parent or designated adult, 18 years or older, listed on the Child Information Record. Parents escort children to the classroom and are required to sign children in each morning and out each afternoon, indicating the time. Parents are asked to spend a few moments in the classroom (e.g. helping child put away coat and belongings) to ease the transition from home to school. Photo ID may be required. Early drop offs are strictly against policy.

Please note: A child shall be released to either parent unless a court order prohibits release to a particular parent. A copy of the order specified must be kept on file on site and at the EC office.

Club Mid & Kids' Club staff are not permitted to let your child walk home. Kids' Club students are not allowed anywhere in the building other than approved Kids' Club areas. Please do not permit your child (escorted or not) to go to his/her classroom before or after regular school hours. Once you sign your student out of our program, please remain with your child. Again, this is important in maintaining building security and assuring that all students are adequately supervised. Club Mid students are prohibited from returning to their lockers after arriving and signing into the program.

*A fee of **\$1.00 per minute** is assessed when children are picked up after the designated ending time of the class/program. Late pick-ups and early drop-offs are strictly against policy. A written reminder will be sent after three late pick-ups. Three late pick-ups are grounds for dismissal from the program.*

Staff Screenings

All potential Early Childhood employees are required to undergo a comprehensive background check involving a search of records by both the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

In addition, reference checks are completed prior to hiring and medical screenings are required within 30 days of hire.

Support Services (Special Needs)

We work closely with other departments in the district including Special Services, Food Services, ELL, Transportation, etc. to meet individual children's needs to the extent possible. Examples: IEP participation, Medical Plans/Food Allergies, Behavior Plans, Social Work intervention.

Surveys

Family Surveys are sent out in the spring to families currently in our programs. These surveys are very important as we use the information to improve our programs and help establish our School Improvement Goals.

Suspension/Removal

If a child poses a threat to the physical, emotional, or mental health of him/herself, other children, adults or demands an inordinate amount of adult attention/supervision, he/she may be suspended and/or may be removed from the program.

The following are grounds for administrative dismissal of a child from NPS Early Childhood:

1. Tuition is late two weeks or more.
2. Repeated failure of parents to comply with the policies of NPS Early Childhood.
3. The presence of a child who poses a threat to the physical, emotional or mental health of him/herself, other children, adults or who demands an inordinate amount of adult attention/supervision.
4. Failure to provide up-to-date health and immunization records in accordance with the policies of the Wayne or Oakland County Health Departments.
5. More than three failures of a parent or authorized substitute to pick up a child/children by the scheduled ending time of the program/class.

Time of Operation

Club Mid is in session from school dismissal until 6:00 p.m. Regular **Kids' Club** is in session from 7:00 a.m. until the start of school and from school dismissal until 6:00 p.m., Monday through Friday. Club Mid and Kids' Club follow the Northville Public Schools calendar and are only in session on school days. During school breaks and half-days, “Extra Care” Kids' Club services *may* be available **by special sign up only**. Sign up forms for these days are posted in the classroom. Please pay careful attention to the days and deadlines. (See Extra Care) “Extra Care” is not in place for Club Mid students.

For **Full-Day Pre-K, School-Day Pre-K, Pre-K PLUS, Half-Day Pre-K, and Parent/Child** schedules, please see the individual class times and Daily Schedules under “Our Programs” on our EC website:

https://earlychildhood.northvilleschools.org/apps/pages/index.jsp?uREC_ID=351218&type=d&pREC_ID=761970

A summer full day program (7:00 a.m. - 6:00 p.m.) is offered during the summer months for Kids' Club and Full-Day Pre-K.

The Early Childhood programs do not operate on days when school is cancelled due to an emergency situation (i.e. snow days) or emergency conditions. Care will not be provided during some holidays and teacher professional development days.

Toilet Learning

All children must be self-sufficient in all aspects of toileting. "Pull-ups" are not allowed, including at nap/rest time. Children must be self-sufficient in all toileting hygiene matters, including wiping. This does not pertain to the Parent/Child classes where parents remain present throughout the session.

We understand children may have an occasional accident. Repeated accidents (more than 2 per week) will be handled with a problem-solving meeting with the staff & families. If sufficient

progress is not made, additional steps will be taken up to and including transition out of the program. Please remember to dress children in clothing promoting self-sufficiency. Overalls & belts can be difficult for children to manage.

Transitions

Parents are often bewildered by a child who has a difficult time during the transition from home to school ("*I don't want to go to school!*" or "*I don't want you to go to work.*") only to return later to a child who doesn't want to leave school! Your child is most likely letting you know that s/he is comfortable in both settings. Here are a few tips to make each transition a little smoother for you and your child:

From Home to School

1. Talk to your child in advance about what will be happening and alert him/her of any schedule changes. Reassure your child as often as necessary that you will be back. If someone else will be picking him/her up, make sure your child knows it. Please do not promise a specific time.
2. Establish a "routine" with your child each morning at school: i.e. help your child put away his/her belongings, get involved in an activity, or have a special way of saying good-bye. When you are about to leave, give your child a 3-minute warning (an advance warning helps in most situations with children).
3. Let your child know when you are leaving rather than "sneaking away"! Though it may be easier for you to leave while your child is not watching, it is more difficult for your child.
4. Once you have said you're leaving, do it without hesitation. A teacher will take as much time as necessary to comfort your child. You are welcome to call the classroom to ask how your child is doing.

Note: Older children still need an established routine and a warm good-bye! A rushed beginning always makes the day more difficult.

From School to Home

1. If your child is not ready to leave, please give him/her a timeframe (2-3 minutes). This gives your child the opportunity to finish an activity, say good-bye to a friend, give a teacher a hug or put on his/her outerwear without being rushed.
2. Help your child clean up the materials s/he is using. This will help reinforce taking responsibility for one's own materials.
3. Once three minutes or so have elapsed, tell your child it's time to leave and then follow through. If your child is still reluctant, you can say, "It's time to leave now. You can come by yourself or I will help you," and then do it.
4. Avoid telling your child that you will leave without him/her. It's a threat that you can't follow through on and is often frightening for young children.

Vacation Time

With the exception of Full-Day Pre-K, programs operate according to the NPS calendar. Fees are not assessed during school vacation periods. **Additional vacation time free of charge is not permitted.**

The **Full-Day Pre-K** program operates on a different calendar. Days and times of operation are indicated on the Full-Day Pre-K Calendar. Fees will not be assessed during the times the center is closed except for emergency closings (see School Closings/Snow Days). **Full-Day Pre-K Vacation Policy:** Children enrolled during the school year period are permitted one week of vacation time without charge (a child enrolled five days per week has five vacation days, a child enrolled two days per week has two vacation days, etc.). Vacation days are prorated for children not enrolled for the full program year. Parents need to complete the Vacation Day Request Form

(on line) **2 weeks prior** to using their allotted vacation days in order to receive invoice credit. Parents will find the form on our EC website at:
<https://docs.google.com/forms/d/e/1FAIpQLSeOoIA6TbCDIQgrE1i4mSXrZxnKnYjgHXcq8sqqflgeSIGrg/viewform>.

Summer Programs Vacation Policy: Children enrolled for the entire summer program (June through August) are permitted one week of vacation time without charge. Parents need to notify the EC office **in writing 2 weeks prior** to using their allotted vacation days. Accounts will be credited in August.

Volunteers / Visitors

Early Childhood staff are required to supervise all volunteers including parents.

Visits

The Northville Public Schools Early Childhood has an open-door policy for parents of children enrolled in the program. Parents are welcome to stop by and observe in their child's classroom at any time during the day. Visits can be unannounced or arranged in advance if a parent would like to participate in a particular activity, such as a field trip. Observing and/or participating in the classroom can provide additional insight into a child's school experience. Periodic visits may also make school adjustment go more smoothly. Classroom teachers can offer hints on how to make a smooth departure after a visit.

(See Open Door Policy)

Waivers – Preschool Age

According to Michigan Law, if a child residing in Northville Public Schools is not five years of age on September 1 of applicable year but will be five years of age no later than December 1 of that same year, the parent or legal guardian of that child may enroll the child in Kindergarten for the that school year if the parent or legal guardian notifies the school district in writing not later than June 1, that he or she intends to enroll the child in Kindergarten. If a child becomes a resident of the Northville Public Schools after June 1, the child's parent or legal guardian may enroll the child in Kindergarten for that school year if the parent or legal guardian submits this written notification not later than August 1 under this subsection.

To align our Preschool programs with Michigan Law, Preschool placement for 3, 4 and 5 year old children will follow the same process outlined above for Kindergarten entry. This will assure that children participating in the Early Childhood Preschool program are aligned with the age eligibility requirements for Kindergarten entry.

If your child's birthday falls between September 1 and December 1, your child may be affected by this law.

Withdrawal

See Schedule Changes/Withdrawal.

Appendix A

Cleaning, Sanitizing, and Disinfection Frequency Table



NAEYC Accreditation of Early Learning Programs
NAEYC.org/academy

Definitions	
Cleaningⁱ	Physically removing all dirt and contamination, oftentimes using soap and water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
Sanitizingⁱⁱ	Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizing may be appropriate for food service tables, high chairs, toys, and pacifiers.
Disinfecting	Destroying or inactivating most germs on any inanimate object, but not bacterial spores. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces.
Detergent	A cleaning agent that helps dissolve and remove dirt and grease from fabrics and surfaces. Soap can be considered a type of detergent.
Dwell Time	The duration a surface must remain wet with a sanitizer/disinfectant to work effectively.
Germs	Microscopic living things (such as bacteria, viruses, parasites and fungi) that cause disease.

Definitions adapted from American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. *Caring for Our Children: National health and safety performance standards; Guidelines for early care and education programs*. 3rd edition. Elk Grove Village, IL: American Academy of Pediatrics; Washington, DC: American Public Health Association. See <http://cfoc.nrckids.org/WebFiles/AppendicesUpload/AppendixJ.pdf> for additional details.

Cleaning, Sanitizing, and Disinfecting Frequency Table (Referenced in guidance for Criteria 5.A.08, 5.C.01, 5.C.02, and 9.C.06)						
Areas	Before Each Use	After Each Use	Daily (End of the Day)	Weekly	Monthly	Comments ⁱⁱⁱ
Food Areas						
Food preparation surfaces	Clean, and then Sanitize	Clean, and then Sanitize				Use a sanitizer safe for food contact
Eating utensils & dishes		Clean, and then Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; use of an automated dishwasher will sanitize
Tables & highchair trays	Clean, and then Sanitize	Clean, and then Sanitize				

Countertops		Clean	Clean, and then Sanitize			Use a sanitizer safe for food contact
Food preparation appliances		Clean	Clean, and then Sanitize			
Mixed use tables	Clean, and then Sanitize					Before serving food
Refrigerator					Clean	

**Cleaning, Sanitizing, and Disinfecting Frequency Table
(Referenced in guidance for Criteria 5.A.08, 5.C.01, 5.C.02, and 9.C.06)**

Areas	Before Each Use	After Each Use	Daily (End of the Day)	Weekly	Monthly	Comments ⁱⁱⁱ
Toilet & Diapering Areas						
Changing tables		Clean, and then Disinfect				Clean with detergent, rinse, disinfect
Potty chairs		Clean, and then Disinfect				Use of potty chairs is not recommended, but if used should be cleaned and disinfected after each use.
Hand washing sinks & faucets			Clean, and then Disinfect			
Countertops			Clean, and then Disinfect			
Toilets			Clean, and then Disinfect			
Diaper pails			Clean, and then Disinfect			
Floors			Clean, and then Disinfect			Damp mop with a floor cleaner/disinfectant
Child Care Areas						
Plastic mouthed toys		Clean	Clean, and then Sanitize			
Pacifiers		Clean	Clean, and then Sanitize			Reserve for use by only one child; use dishwasher or boil for one minute
Hats			Clean			Clean after each use if head lice present
Door & cabinet handles			Clean, and then Disinfect			

Floors			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
Carpets ^{iv} and Large Area Rugs			Clean		Clean	<u>Daily</u> : Vacuum ^v when children are not present; clean with a carpet cleaning method consistent with local health regulations and only when children will not be present (until the carpet is dry) <u>Monthly</u> : Wash carpets at least monthly in infant areas and at least every three months in other areas when soiled
Small Rugs			Clean	Clean		<u>Daily</u> : Shake outdoors or vacuum

Cleaning, Sanitizing, and Disinfecting Frequency Table
(Referenced in guidance for Criteria 5.A.08, 5.C.01, 5.C.02, and 9.C.06)

Areas	Before Each Use	After Each Use	Daily (End of the Day)	Weekly	Monthly	Comments ⁱⁱⁱ
						<u>Weekly</u> : Launder
Machine washable cloth toys				Clean		Launder
Dress-up clothes				Clean		Launder
Play activity centers				Clean		
Drinking Fountains			Clean, and then Disinfect			
Computer keyboards ^{vi}		Clean, and then Sanitize				Use sanitizing wipes, do not use spray
Phone receivers			Clean			
Sleeping Areas						
Bed sheets & pillow cases				Clean		Clean before use by another child
Cribs, cots, & mats				Clean		Clean before use by another child
Blankets					Clean	

ⁱ Routine cleaning with detergent (**see definition above**) and water is the most useful method for removing germs from surfaces in the child care setting. Safer cleaning products are not only less-toxic and environmentally safer, but they also often cost the same or less than conventional cleaners. [Green Seal](#) and [UL/EcoLogo](#) are non-profit companies that research and certify products that are biodegradable and environmentally friendly.

ⁱⁱ Sanitizing and disinfecting can be achieved with a solution of chlorine bleach and water. However, the use of chlorine bleach for disinfecting and sanitizing is not a requirement; there are other EPA-approved sanitizing and disinfecting agents **that can be used instead of chlorine bleach/water solutions**. When purchasing products, look for an EPA registration number on the product label, which will describe the product as a cleaner, sanitizer, or disinfectant. **When using sanitizing and disinfecting agents, it is important that manufacture instructions for 'dwell time' (see definition above) is adhered to.**

When sanitizing or disinfecting is warranted, staff use EPA-registered least-toxic disinfecting and sanitizing products. The easiest way to find least-toxic cleaning products is to use products that have been tested and certified by a third party group such as Green Seal, UL/EcoLogo, and/or EPA Safer Choice. For alternative methods and products to be used in lieu of chlorine bleach, please refer to the [Green Cleaning Toolkit for Early Care and Education](#), a set of resources developed by the EPA.

Follow manufacturer instructions for how to mix chlorine bleach / water solutions for sanitizing and disinfecting. Refer to *Caring for Our Children*, Appendix J, (<http://cfoc.nrckids.org/WebFiles/AppendicesUpload/AppendixJ.pdf>) for instructions on how to identify EPA-registered sanitizing and disinfecting products (including chlorine bleach), and how to safely prepare chlorine bleach solutions. ⁱⁱⁱ **In addition to the frequencies listed here, all items should be cleaned when visibly dirty.**

^{iv} It is best practice to use alternatives to **installed** carpets in the child care environment.

^v **All area rugs and carpeted areas should be vacuumed with a HEPA filtered vacuum and according to instructions for the vacuum.** Use proper vacuuming technique: (1) push the vacuum slowly; (2) do a double pass—vacuum in 2 directions, perpendicular to each other; (3) start at the far end of a room and work your way out (to avoid immediate re-contamination); (4) empty or replace vacuum bags when ½ to 2/3 full.

^{vi} Each Use” of computer keyboards should be defined as use by each group of children, not each individual child. Keyboards connected to computers should be cleaned daily if one group is in the room all day, or after each different group of children uses the room. These guidelines do not apply to keyboards that are unplugged and used for dramatic play. **Revised October 2016**

PARENTS' VACCINES REQUIRED FOR CHILD CARE AND PRESCHOOL IN MICHIGAN

Whenever infants and children are brought into group settings, there is a chance for diseases to spread. Children must follow state vaccine laws in order to attend child care and preschool. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect your child from other serious diseases is to follow the recommended vaccination schedule at www.cdc.gov/vaccines. Talk to your health care provider to make sure your child is fully protected.

	2-3 months	4-5 months	6-15 months	16-18 months	19 months—4 years	5 years
Diphtheria, Tetanus, Pertussis (DTaP)	1 dose DTaP	2 doses DTaP	3 doses DTaP	4 doses DTaP	4 doses DTaP	4 doses DTaP
Pneumococcal Conjugate (PCV13)	1 dose	2 doses	3 doses or Age-appropriate complete series	4 doses or Age-appropriate complete series	4 doses or Age-appropriate complete series	None
<i>H. influenzae</i> type b (Hib)	1 dose	2 doses	2 doses	1 dose at or after 15 months or Age-appropriate complete series	1 dose at or after 15 months or Age-appropriate complete series	None
Polio	1 dose	2 doses	2 doses	3 doses	3 doses	3 doses
Measles, Mumps, Rubella (MMR) *	None	None	None	1 dose at or after 12 months	1 dose at or after 12 months	1 dose at or after 12 months
Hepatitis B *	1 dose	2 doses	2 doses	3 doses	3 doses	3 doses
Varicella (Chickenpox) *	None	None	None	1 dose at or after 12 months or Current lab immunity or History of varicella disease	1 dose at or after 12 months or Current lab immunity or History of varicella disease	1 dose at or after 12 months or Current lab immunity or History of varicella disease

These rules apply to children who are the above ages upon entry into child care or preschool. During disease outbreaks, incompletely vaccinated children may be excluded from child care and preschool. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www.michigan.gov/immunize.
 *If the child has not received these vaccines, documented immunity is required. All doses of vaccines must be valid (correct spacing and ages) for child care and preschool entry purposes.

NON-DISCRIMINATION POLICY

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of age, sex, race, color, national origin, religion, height, weight, marital status, handicap or disability. The District reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 USC SS2000d et seq.; And 42 USC SS2000e et seq.; Title IX of the Education Amendments of 1972, 20 USC SS1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC S794; the Americans with Disabilities Act of 1990, 42 USC SS12101 et seq.; Michigan's Handicappers' Civil Rights Act, MCL SS37.1101 et seq.; and the Elliott-Larsen Civil Rights Act, MCL SS37.2101 et seq.

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex or Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin should be directed to:

Title VI

Aaron Baughman
Asst. Supt./Instructional Services
Northville Public Schools
405 West Main Street
Northville, MI 48167-1583
248-344-3520

Title IX

Michael Zopf
Asst. Supt./Finance and Operations
Northville Public Schools
405 West Main Street
Northville, MI 48167-1583
248-344-3510

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Nadine Harris
Director of Special Services
248-344-3530

Northville Public Schools
405 West Main Street
Northville, MI 48167-1583

Mary Kay Gallagher, Superintendent

The Early Childhood Education and Extended Day Programs Office is located in
Ridge Wood Elementary School, Six Mile just West of Ridge Road.

Our programs are located in eight buildings within the Northville Public Schools
District: Amerman, Old Village School, Moraine, Ridge Wood, Silver Springs,
Thornton Creek, Winchester, and Meads Mill.

*Revised August 2016
June 2017
October 2018*