

Oxford Early Learning Center

105 Pontiac St. Oxford, MI 48371

Family Handbook – Tuition Programs



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Oxford Early Learning Center Family Handbook

Part 1: General Program Information

Oxford Community Schools Mission Statement

To provide an education that challenges all students to achieve their maximum potential in academics, arts, and athletics and prepares them to succeed in global society.

Educational Philosophy and Guiding Principles

OELC uses the High Scope Curriculum and all its supporting resources. Under the sponsorship of Oxford Community Schools, OELC is an authorized participant in the International Baccalaureate Program. In conjunction with the family, the Oxford Early Learning Center commits itself to providing enriching experiences for each child in a nurturing atmosphere that promotes each child's optimal learning potential.

The Oxford Early Learning Center (OELC) provides a safe, nurturing and developmentally appropriate program, which fosters active learning, support for the whole child, and a child-friendly environment.

- We foster innovation, embrace teamwork and strive for excellence.
- We provide a safe and welcoming environment
- We support families and respect their diversity.
- We commit to service at all levels of education for the children in our care.
- We actively listen, seek to understand and communicate openly.
- We abide by the NAEYC Code of Ethics and Statement of Commitment.
- We responsibly use the High Scope curriculum approach to maintain a high-quality educational program.

Licensing Notebooks

All OELC programs are licensed by LARA (Licensing and Regulatory Affairs in Michigan). Licensing Notebooks are available for parents to review during hours of operation at all sites. These notebooks contain all licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. Licensing review and special investigation reports from at least the past two years are available in the childcare licensing website at www.michigan.gov/michildcare. Each site has an individual license which is displayed at the center and a notebook, available for review on the site.

Early Childhood and Child Care Staff

One of the most important elements in providing quality care is well-trained and experienced staff. All staff members must complete criminal clearances and fingerprints as mandated by the Michigan Department of Human Services and the Oxford School District. Staff have met the educational requirements mandated by their program and they all participate in a minimum of 24 hours of professional development per year which includes training in CPR and First Aid.

Office Hours, Phone Number and Location

The Oxford Early Learning Center office hours are from 8:00 am to 4:30 pm daily throughout the year. The office is located at 105 Pontiac Street behind Oxford Elementary School. The primary phone is 248.969.5035. The office is closed when the Oxford Community School District is closed except Professional Development days and summer.

Site Information

OELC directs all early childhood and Extended Day programs from our main office. Policy, procedures and expectations are the same regardless of site or program.

OELC Child Care (Infants, Toddlers, Preschool, and GSRP) 105 Pontiac Street Oxford, MI 48371 248.969.5035	Clear Lake Elementary Extended Day and GSRP 2085 W. Drahner Oxford, MI 48371 248.969.5200	Daniel Axford Elementary Extended Day and GSRP 74 Mechanic Street Oxford, MI 48371 248.969.5050
Lakeville Elementary Extended Day and GSRP 1400 E. Lakeville Oxford, MI 48371 248.969.1850	Leonard Elementary Extended Day and Preschool 355 E. Elmwood Leonard, MI 48367 248.969.5300	Oxford Elementary School Extended Day 109 Pontiac Street Oxford, MI 48371 248.969.5075

Program Information

Childcare is available from 6:00 am to 6:00 pm, Monday – Friday. Some additional days of care will be offered to families for full day Professional Development and Early Release days, but the center must meet a minimum enrollment to run the program. These days are not included in the regular family tuition rates and will be an additional cost to the parent.

Tuition Programs

- Infant (6 weeks thru 12 months)
- Toddler1 (12 months old by Sept. 1, 2022)
- Toddler2 (24 months old by Sept. 1, 2022)
- 3-4 Multi Age – Half Day and Full Day (36 months by Sept. 1, 2022, thru 4 years of age)
- 4-Year-old PreK (4 years of age by Sept. 1, 2022)
- School Age (DK-5th Grade) – Before and After School at all Oxford Elementary Schools
- Summer Camp (infants – 12 years of age) – Dates to be Determined

Grant Funded Program – Free preschool if qualifying factors are met

- GSRP (4 years of age by Dec. 1, 2022)

Calendar

All Oxford Early Learning Center Programs generally follow the Elementary School Calendar. A 2022-2023 OELC Calendar is posted on the school district website. School Age care is offered on most Professional Development and Early Release Days with advance registration. OELC programs are closed for school holidays and breaks. OELC Summer Camp generally runs from the 3rd week in June thru the 2nd week of August.

School Closing

All Oxford Early Learning Center Programs will be closed when Oxford Community Schools are closed for snow days and other weather-related closures. In the event of a closure due to inclement weather, families will be notified via school messenger and through REMIND. If severe weather occurs during school and/or program hours but the schools do not send children home early, the Center will maintain regular hours. If the severe weather occurs during center hours and warrants program closing, parents will be notified, and they must pick their child up as soon as possible. Tuition credits will be given for weather related closures.

Enrollment Information

Americans with Disabilities Act

The Oxford Early Learning Center is non-sectarian and non-discriminatory and will comply with the spirit and intent of the American Disabilities Act. Oxford Early Learning Center will make reasonable accommodations to assist children with disabilities to enroll and participate in the programs, facilities, and services offered. Children are not excluded because of apprehensions about a disability or challenging behavior. Students are offered the opportunity to use program services.

Recruitment and Enrollment Plan

Recruitment is ongoing, and enrollment applications are accepted year-round. Recruitment activities include participation in community groups and activities, media, and in collaboration with community partners including the Great Start to Quality, Oxford Chamber of Commerce, Oakland Schools, Oakland Professional for School Aged Care and Oakland Livingston Human Services Agency (OLHSA) Head Start.

Enrollment Procedure & Required Forms

- Enrollment begins each year the first week in March for summer camp and fall programs. Families of currently enrolled students in all programs are offered the opportunity to enroll before new families and are provided information and the necessary forms through email in February each year.
- OELC uses an online process for enrollment. Families visit the Oxford Community Schools website and select Oxford Early Learning Center. The enrollment button on the screen will open the online enrollment forms. The website tracks enrollment in each class and this is where you look to find out availability in specific classrooms. There is a two or three -day minimum for students in all programs.
- Families create an online account through Eleyo and submit the application. Once approved payment will be processed (\$75 registration fee for school year programming and \$55 registration fee for summer camp) and a notification will be sent via email.
- Before the first day of attendance:
 - Children under age 6 will require a health appraisal and immunization record/waiver
 - Children with special health conditions will require a Medical Action Plan (MAP)
 - Children with special needs will require documents such as an IEP or 504

Child Information Card (Emergency Cards)

Parents are responsible for ensuring that the program has the most current information including telephone numbers, place of employment, home address, changes in emergency contacts and other pertinent information. Changes can be made through the Eleyo account or by emailing OELC Program Coordinator at sue.roeher@oxfordschools.org.

Allergy Medical Action Plan

If your child has an allergy, please share this with the center upon enrollment and list them on the Child Information Record (emergency card). Oxford Early Learning Center requires that all students with allergies have a Medical Action Plan (MAP) on file in the child's file as well as in the classroom. The MAP is completed by the physician and includes instructions or orders of how to handle an allergic reaction. An allergy check sheet is posted in each room with the children's names and allergies written on it. We will work with parents to proactively address conditions to prevent a child's exposure to specific allergens. Notice is posted in the classroom indicating that a building or area in the building is "no nut" or dairy-free, please be respectful of that rule.

Asthma Medical Action Plan

If your child has asthma, Oxford Community School and OELC require an Asthma MAP, completed by the physician with instructions and orders that allow our staff to administer treatment as needed.

Custody Documentation

The center must be notified if a parent retains sole custody of a child. If one parent is legally barred from contact with the child, the center must have a copy of the court order on file. Without an official court order, BOTH parents are allowed rights to the child.

Billing Policy and Procedures

Tuition Contract

At the time of enrollment, families are required to sign a tuition contract. The contract provides specific policy.

- All fees are due prior to receiving services.
- Fees are based on the schedule for which you registered your child upon enrollment.
- You will not be charged when the schools are not in session; snow days/act of God days
- No credits will be given for individual absences, sick days, vacation days
- Families may add a day if there is space; however, we don't switch days
- Vacation days are honored only for summer camp if submitted by the deadline.

Billing

- Our billing system automatically bills the first person listed on the application as the Parent 1 for the fees.
- Split billing for childcare will be seen as two accounts; each account needed for a family will incur all the fees for each account.
- Please contact the OELC office if your invoice should be emailed to additional email accounts.

Late Payments

- Each month you are delinquent on paying you will incur a Late Payment Fee.
- Accounts that have been delinquent for 2 months will be sent to collections; at the cost of the family.
- Your family will not be able to attend any Oxford Early Learning Center programs until the balance is paid in full.

Payment

- The Fee Schedule for 2022-2023 can be found in the Appendix.
- Families receive a 10% discount on tuition for the 2nd child and any thereafter.
- The first month's tuition is due on or before August 13 for the new school year.
- To avoid a \$20 Late Payment Fee and exclusion from the program all tuition prepayment must be paid by the first of each month.
- Tuition can be paid via the link on your billing invoice, credit card, check, cash or by dropping off your payment at the OELC office at 105 Pontiac Street before the due date.
- A credit card authorization form will be included in your enrollment packet or may be requested at any time from the OELC office.

- An **Automatic Payment Form is required** for families that select weekly payments. **For Automatic Payments that do not clear the bank**, a \$25 Decline Fee will be assessed.
- A \$25.00 non-sufficient fund fee will be charged for all returned checks.
- MDHHS provides limited financial assistance for income eligible families. Qualifying families are responsible to pay in advance their portion of the tuition fees.

Attendance Policy

If your child is going to be absent, we require that parents call the attendance line 248-969-5032.

Schedule Changes

Schedule changes may take place during the year if **pre-approved** through the OELC office. These requests can only be made by contacting Sue at 248- 969-5036 or via email to Sue.Roeher@oxfordschools.org. **There is a \$20.00 schedule change fee per child for each schedule change request.** Once the schedule change is communicated with the office, it will become the financial responsibility of the family.

Withdrawal

A two-week advance written notice is required to withdraw your child from the program. Fees for the last two weeks from the current schedule and any fees accrued up to this time are the family's responsibility.

Drop Off/Pick Up

Parents are responsible for transporting their children to and from all center sites, accompanying the child(ren) to the child's room and signing them in or out. The parent/guardian should greet the teacher, so she/he knows that your child has arrived or is being picked up. Children are not allowed to enter the buildings unescorted.

Identification Requirement for Pickup

All children will only be released to the legal parent, guardian or adults specifically listed on your child's emergency card. All individuals picking up a child should come prepared to show picture identification. If there is a change to who is picking up your child or a change in the pickup time, please contact your child's teacher or the office. Please understand a substitute teacher may ask a parent for identification. If that person does not know you, this is required.

For the safety of your child, we reserve the right to question the release of a child to adults who come to pick up their child and are suspected to be under the influence of drugs, alcohol, and or medication. The following procedures will be implemented:

- Center staff will offer to call a taxi or another driver
- If the person insists on driving with the child(ren), the staff person will call 911 to report the concern and provide information to ensure the child's safety.

Parking lot Safety

In order to assure safety in our parking lot, yield right of way to buses, secure children in car seats, be alert and cautious to students in the parking lot, drive on the correct side of the street, park in proper spaces and do not leave children unattended in a vehicle.

Late Pick-up Fees

The fee for late pick-up is \$5.00 for every 5 minutes after 6:00 pm. Staff will give you a late fee form at pick up and a copy will also be sent to the office. The late fee amount will be added to your bill.

Child Find Fee (*Extended Day*)

To be sure that all children who are scheduled for afternoon care in an Extended Day program are accounted for, families **MUST** notify the office or attendance line before dismissal from elementary school to inform the staff that your child will be absent. The attendance line is 248-969-5032. If the OELC office is not notified there is a **\$35 CHILD FIND FEE** that will be charged to your account, and a revised invoice will be sent within 48 hours.

Early Release Days (*Extended Day*)

Care on early release days is offered at most elementary schools. Advance registration is required on these days for both the PM session (*which will begin at approximately 12:00*). The cost for care on early release days is \$36 for the PM session. Online sign up is required and the link will be provided before the scheduled ER Day. **Your child will NOT automatically be scheduled for that day**, even if he or she is normally scheduled for that day. Early release days are nonrefundable; once the online payment is made no credits will be given unless the district closes for inclement weather.

Health and Safety Policy

The health of each child enrolled in our school is of great importance to all of us. Therefore, the following policies are in effect. The center will abide by confidentiality laws, as enacted by the Michigan State Legislature, P.A. No. 368 of the Public Acts of 1978, and Section 5131 as added by Act No. 488 of the Public Acts of 1988

Health Care Policy

OELC's health care policy includes the following health practices and procedures:

- Children and staff wash their hands using soap, for 20 seconds, rinse with running water and individual towels.
- If soap and water are not readily available, then hand sanitizer can be used
- All staff are trained in the correct procedures for Blood Borne Pathogens and First Aid
- Safe handling of body fluids will include the use of vinyl gloves and standard Universal Precautions.
- Cleaning and sanitizing of all equipment, toys, and other surfaces will be completed at least daily following the 3-step process indicated by LARA licensing.
- Tables will be cleaned after eating
- Diapering areas will be sanitized after each use
- Cots will be sanitized daily

Health Appraisals and Immunization Record Policy

- The health appraisal (physical) and immunization record (or certified waiver) are required before children can attend any of Oxford Early Learning Center's programs. The Michigan Department of Human Services requires annual physicals for children up to 29 months and every 2 years for children 30 months through kindergarten age.
- A current immunization record is required for all students through kindergarten. Due to an immunization rule change from the Michigan Department of Community Health, waivers exempting children from receiving immunizations can no longer be obtained from a school or childcare. Non-medical waivers must first be certified by Oakland County Health Division. This requires participation in an educational session provided by the Health Division. Parents/guardians of children who are unable to receive vaccinations due to medical reasons should consult their health care provider for a medical waiver form. For more information, go to www.oakgov.com/health or contact Nurse on Call at 1.800.848.5533.
- Health appraisals, observation sheets, notes and immunization records are held in children's confidential files in locked file cabinets at each site.

Illness Policy

The staff **CANNOT** accept a sick child at our Center and if children show any signs of illness while in attendance parents will be contacted for immediate pick up. Therefore, please do not send your child if he/she has a fever, has diarrhea, has been vomiting or has any infectious upper respiratory symptoms. Your child will have to be free of these symptoms for 24 hours minimum and if sent home may not return to the classroom the next calendar day.

Illness Procedure

This procedure allows parents to have the opportunity to decide how they want the situation handled; assures the health and safety of children; helps to minimize the spread of infection.

- Parents will be notified when indicators of changes in a child's health are present.
- The center shall assure that a child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives. This practice helps to minimize the spread of infection and assures for the comfort of the ill child.
- Michigan Department of Human Services states that a child is considered too ill to remain in the group if one or more of the following conditions exist:
 1. The illness prevents the child from participating comfortably in activities as determined by the center.
 2. The illness results in a greater need for care than the childcare staff can provide without compromising the health and safety of the other children.
 3. Further, the Department of Human Services states that OELC is responsible and accountable for assuring that a child too ill to remain in the group is separated enough from well children to prevent the spread of illness further to the other children.

In accordance with the Oxford Community Schools policy and the Child Care Licensing Division Michigan Department of Licensing, Regulatory Affairs and Divisions of Communicable Disease & Immunization Michigan Department of Health and Human Services. OELC follows guidance outlined in the "Managing Communicable Diseases in Schools" publication prepared by the Michigan Department of Education and Michigan Department of Community Health, Division of Communicable Disease & Immunization Version 1.0 (2014). This document provides schools with general information on what steps they can take to prevent and control communicable disease. Children are considered too ill to remain in the group and are to be excluded from care for any of the following:

- Fever – A child has a temperature of 100.4 degrees F taken by mouth or 99.4 degrees F taken under the arm. The child should not return until 24 hours of no fever, without using fever-reducing medications.
- Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours before returning to care. Exception: This may occasionally be caused by new foods a child has eaten, a call to the parent to find out if this is the likely cause can be made.
- Vomiting – If the child is vomiting. Exception: Some babies may burp/spit up following a feeding – this is not vomiting.
- Rash – If the child develops a suspicious rash. Exclude until a physician has determined it is not a communicable disease.
- Crying and Complaining – Any time a child is not his/herself, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.

Additionally, any other person shall not use items used by an ill child or adult until those items have been washed, rinsed and sanitized. To help stop the spread of communicable disease, technical assistance requires washing, rinsing and sanitizing the surface or article vigorously with soap and water, rinsing the surface or article with clean water; submerging, wiping or spraying the surface or the article with a sanitizing solution, and letting the article or surface air dry. Laundering bedding, stuffed toys and dress-up clothes in hot water and detergent cleans and sanitizes these items. If the item cannot be laundered, it must be discarded when soiled.

Communicable Disease Policy

The policy of the Oxford Early Learning Center regarding communicable diseases complies with the rules and regulations of the Michigan Department of Health, the Oakland County Health Department, the Michigan Department of Human Services, and the Public Health Code. OELC will report illness to the local health department and use the guidance of the public health specialists to indicate the type of communication that will be sent to families and be posted at the center.

Medication Administration Policy

The following policies must be followed if your child needs medication while in attendance at any of our programs.

- Medication Permission forms must be filled out and signed by the parent or legal guardian. This will include the name of the medication, the dosage, the times it is to be administered, and storage requirements.
- **At no time should medication be packed into a backpack, lunchbox, food container or any other transport device. The parent or legal guardian must deliver it with the Medication Permission form filled out and signed.**
- All medication must be in its original container, with the child's name clearly visible, the name of the doctor or druggist, dosage, frequency printed on the label and for the sole use of that child. Non-prescription medication is kept in a locked container, cabinet, or area with the medication permission slip. Staff initial the form each time the medication is given. At Clear Lake, Daniel Axford, Lakeville, and Leonard Elementary schools, prescription medications are kept in a locked cabinet. Each classroom keeps a record of all medications, when and by whom it was administered.
- Sunscreen and topical creams can be sent from home and must be labeled with your child's first and last name.

Accidents and Injury Procedure

The staff is very aware of the possibility of accidents occurring. The best prevention of accidents is anticipation, and our staff is trained to foresee possible problem situations. Despite our vigilance, accidents do sometimes happen.

- Minor incidents will be addressed by the teacher; and if applicable an incident form will be filled out and parents will be contacted via text or phone.
- For serious injuries, staff will notify the parent by phone and emergency action will be taken based on the guidance by the parents. An injury report will be filled out and if the child needs a visit to the hospital additional documentation will be submitted to LARA licensing within 24 hours.

Emergency Drills

Each year practice drills will be conducted for fire safety, evacuation, tornado, and lockdown throughout the year. Each classroom maintains a log of these drills.

Crisis Management Plan

In the event of a building emergency, school personnel will follow the appropriate steps outlined in the Oxford Community Schools Safety Manual.

Part 2: Classroom Information

Teaching Practices

OELC uses a team-teaching approach; this means teachers act as equal members of a teaching team and jointly design learning environments, routines and schedules. Each teacher within the infant, toddler and preschool classrooms is responsible for a primary group within the class and will provide most communication to the specific families.

Curriculum

- At the Oxford Early Learning Center, we use the High/Scope curriculum along with the standards approved by the Oxford Community Schools and the Michigan Department of Education Standards of Quality.
- High/Scope is an internationally recognized research-based curriculum model and is based on the fundamental premise that children are active learners who learn best in consistent and stimulating environments with highly trained and nurturing staff who provide active learning experiences.
- Teachers plan and implement activities based on children's interests and developmental levels.
- Instruction is differentiated based on each child's rate of development, temperament and learning style which allows them to plan, carry out, and reflect on their learning.
- Further information about the curriculum may be found at www.highscope.org.

Screening and Assessment

- OELC assesses children's development throughout the school year using the Ages and Stages Questionnaire (ASQ).
- This instrument is completed by families at the time of enrollment and screens children for areas of strength and areas needing further development and possible delays.
- After families fill out the ASQ teachers share the results and identify any areas of need.
- If follow up screening is needed due to any delayed areas, this will occur in January and April.

Special Education Screening Process

- Significant delays may indicate the need for a special education referral.
- In this instance, staff will share strategies and results with families and special education staff.
- District staff will observe to determine the next steps in the referral process.
- Parents may request an evaluation by OCS staff at any time due to a detected delay.

Assessment

- In addition to developmental screening, all OELC's early childhood programs assess children's developmental levels in more depth and follow progress using the Child Observation Record (COR).
- The COR is an internationally recognized and validated research instrument.
- Teachers complete the assessment at least twice per year and share results with families.
- The assessment provides information on how students are developing over time.

Parent/Teacher Conferences

Early Childhood Program staff provide parent/teacher conferences at least twice per school year, in the late fall and spring. This is a time for parents who would like individual time with their child's teacher to meet; day and evening appointment times are available.

Curriculum Night & Open House Activities

At the start of the school year, families are invited to attend activities that are designed to help children transition into the program. These activities include time to visit the classrooms, meet teachers and other students and for families to attend an education session about curriculum and expectations for students. Information about these activities is sent via email from the OELC office or from your child's teachers.

Classroom Routine

A consistent daily schedule or routine is important for continued success within the classroom.

Outside time

- Children Participate each day in outside activities as allowable by the weather.
- The play area accommodates the developmental needs and interests of each age group, to promote gross motor skill and development.
- OELC follows the Oxford Schools Policy for going outside during warm and cold weather.
- OELC programs are housed in elementary school buildings; some of the playgrounds may not be inspected but are covered under public school playground guidelines.
- Children are always supervised by an OELC staff member

Clothing

Children need to be dressed appropriately for the weather and need to have a change of clothes that can be kept at school. These clothes should be labeled and sent to school in a Ziploc baggie.

Label

It is imperative that you put your child's name on all his/her belongings. We cannot be responsible for lost items.

Rest Time Procedures

- All children in attendance for 5 or more hours are required to have a rest time for at least 1 hour
- Parents need to provide items for naps; crib sheets are appropriate and will also fit on the cots.
- Children under 1 year of age are not allowed to have blankets or stuffed animals in their bed; sleep sacks can be used for infants under a year old.
- Children older than 1 year of age can bring in a blanket and/or pillow to use during rest time. Families will be provided with a large Ziplock bag that has your child's name on it to accommodate all the nap items.
- This bag will go home on your child's last day of attendance for the week so the items can be laundered and then returned
-

Nutrition and Food Service

Infant/Toddler1

- All food and drink must be provided by the families in our infant and Toddler1 classrooms.
- Bottles must be premade and labeled with your child's first and last name as well as the date.
- Food should be labeled in separate containers and be ready to serve.

Toddler2/3-4s/4PreK

- Children enrolled in our Tod2, 3-4 & 4PreK classrooms have the option to either bring food from home or utilize the Oxford Community Schools hot lunch and breakfast program.
- Meals are prepared in the school's kitchen and are eaten in the classrooms.
- OELC programs follow the menu for the elementary schools which is available on the Oxford Community Schools website and in the OELC office. Nutrition information about meals can be found on nutrislice.com through the OCS website.
- For meals prepared at home, please be sure to mark the lunch box and components such as thermos and water bottles with your child's full name. Meals should be made up of a variety of healthy items such as fruit, vegetables, cheese, meat, crackers.
- Food service items including silverware are not provided and there is no refrigerator or microwave available for snacks or meals, parents should plan accordingly.
- All food and beverages that are not consumed by the child will be discarded or returned at the end of the day.
- AM & PM Snacks need to be provided by the families

Birthday Treats/Special Events

Individual classrooms will indicate how special events and birthdays will be handled. We ask that no food treats are brought in to share with the other students. Instead, small items such as pencils, bookmarks, etc. could be shared with classroom peers to celebrate these special occasions.

Field Trips

Parents will be notified in advance of any planned field trips, which would only be available to students who are 4 years of age and older. Written permission must be given and there may be a fee associated with the trip.

Communication Files

Each classroom has a communication file basket typically located near the classroom entrance. Parents are expected to check the child's communication file daily. This information will help you keep in touch with the program and your child's activities and provide opportunities for conversation and sharing between you, your child and the staff.

Cultural Competency Policy

We value and respect the diversity of culture within our programs and community, therefore have developed this plan to promote cultural competence among our staff and students. Two areas of activities are focused on in this plan, culturally diverse environments and promoting family involvement.

Environments

- Staff encourages cultural diversity in the classroom by internal and external observations.
- Teaching staff look to add materials that reflect the culture of their classrooms.
- The staff works to add real items such as food containers, utensils, dress up clothing, photos, cookbooks, fabrics and donated family items.
- In addition, staff secure items such as books in multiple languages, with pictures that reflect multiple cultures, dolls, puzzles and art supplies.
- Internal observations are on-going and begin in August each year.
- External observations using the Program Quality Assessment (PQA) are conducted twice per year.

Family Involvement

Cultural diversity, for young children, begins within their individual families. As a result, the addition of family participation in the classroom and activities is essential.

- Families are asked to provide photos of families, work within the classroom as volunteers, as presenters within the classroom demonstrating language and culture, supporting the center with language and translation support and providing feedback via survey and quarterly parent meetings to help center staff in knowing if our plans and activities have been successful.
- The involved family evaluation takes place each year and is crucial to understanding our progress toward our goal.

Student Conduct

Discipline Policy

We believe that children learn best through experiences. All teachers lovingly guide and redirect the children to help them learn to cooperate with other students and to have a positive, educational experience. The discipline methods used in our center are positive ones that encourage a child to gain self-control, self-direction, and self-esteem. We use methods of helpful discipline so that the children may develop their own problem-solving and choice-making skills.

- Our aim is to convey basic human values such as respect, trust, honesty, and caring for others. This is accomplished in the following manner: anticipating trouble, giving reminders, offering alternatives and choices, providing for guided discussion time, offering encouragement, and providing renewal time.
- Our staff understands consistency is of utmost importance not only in our classroom rules so that children will know what is expected of them, but also in the way each situation is dealt with on a day-to-day basis. When children know what to expect, this leads to a feeling of safety and security, which then contributes to their overall success in our program
- All staff are trained in the High Scope Approach to Conflict Resolution techniques and Adult-Child Interaction language, which lead to a consistency of language as children move from classroom to classroom over the course of several years. There are six steps to helping children resolve social conflicts, as outlined below:
 - Approach the conflict calmly, in a matter-of-fact manner, stopping any hurtful behavior
 - Acknowledge feelings
 - Initiate and facilitate conversation between children and gather information
 - Help children identify and state the problem
 - Ask children for ideas on how a problem could be solved and develop a solution
 - Provide follow-up support as needed

Code of Conduct Dismissal Policy

Oxford Early Learning Center employs positive child management techniques. The staff expects that parents will discuss appropriate behavior with their children. When consistent inappropriate behavior occurs, the following procedures will be in place:

1. Parents will be informed of the undesirable behavior and a plan for improvement will be discussed.
2. If the behavior continues to be inappropriate, a more formal discussion will occur involving the Director.
3. The center reserves the right to remove the child from the program if the inappropriate behavior continues.

Additional Policies and Procedures

Grievance Policy/Conflict Resolution

Currently enrolled OELC families shall follow the procedures listed below when making complaints and/or grievances about any OELC staff, policies, and/or procedures.

Step 1: A person who has a complaint and/or grievance about any aspect of OELC is encouraged to discuss the matter with the child's teacher or staff person involved in the concern.

Step 2: If the informal Step 1 process does not resolve the matter, the person is encouraged to contact the OELC Coordinator and request a meeting (248.969.5035)

Step 3: A written complaint may be submitted to the OELC director, 105 Pontiac St., Oxford, MI 48371. The complaint shall include 1) the name of the person filing the grievance; 2) the facts of the incident or action complaining about; 3) the date of the incident or action-giving rise to the complaint; 4) the specific relief sought. (A Step 3 meeting shall be set up for all parties involved)

Babysitting Policy

The staff of OELC may not babysit during OELC business hours. The hours of operation are 6:00 A.M. – 6:00 P.M. Monday-Friday.

Family Activities

OELC hosts family activities throughout the year; Families are notified of these events through newsletters, posters, and interaction with staff.

Pesticide Notification Policy

The State of Michigan requires licensed childcare centers to notify families when pesticides are applied to the center property. The Oxford Community School District normally applies pesticides during the summer or other vacation periods when school is not in session. Families have the right to be notified before any pesticide application made on school grounds and buildings

Upon registration and in September of each year, the center will notify parents or guardians informing them of the following:

- OELC has a pesticide application policy
- Families will receive advance notice of pesticide application that will include the target pests or purpose, approximate location, date of the application, contact information the center and a toll-free number for a national pesticide information center recognized the Michigan Department of Agriculture. The NPIC toll-free number is 1-800-858-7378
- Liquid spray or aerosol insecticide application will not be performed in a room of the center unless the room will be unoccupied by children for not less than 4 hours or longer as required by the pesticide label for use.
- The two methods for advance notification to parents or guardians, or pesticide application will be two of the four following means: a wall posting, a newsletter, an email, or posted on the website

Please note parents will be asked to indicate on the OELC School Waiver, that they have read this policy and found within the Oxford Community Schools, Oxford Early Learning Center Parent Handbook. Parents should notify the OELC office in writing if they would like an additional personal notification of each application.

Reporting To Child Protective Services

The Oxford Early Learning Center staff are deemed mandated reporters by the State of Michigan, Department of Human Services which governs all schools and childcare programs per Michigan Law, 1975 PA 238, MCL 722.621 et. Seq. Requires the reporting of any suspected child abuse and neglect by mandated reporters.

The Child Protection Law includes the legal requirements for reporting, investigating and responding to child abuse and neglect.