



WHERE THE GLOBE IS OUR CAMPUS™

Policies & Procedures



FAMILY HANDBOOK



Oxford Early Learning Center

105 PONTIAC STREET
OXFORD, MI 48371
248-969-5035 OFFICE
248-969-1881 FAX

WWW.OXFORDSCHOOLS.ORG



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GENERAL INFORMATION

Oxford Community Schools Mission Statement

The mission of Oxford Community Schools is to provide an education that challenges all students to achieve their maximum potential in academics, arts, and athletics and prepares them to succeed in a global society.

Educational Philosophy

Oxford Early Learning Center (OELC) uses the High Scope Curriculum and all of its supporting resources. Also, under the auspicious of Oxford Community Schools, OELC is an authorized 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. We plan to meet each child's social, emotional, intellectual, physical, cultural, communicative and creative needs. The program agrees with research that states, children are active learners who learn best from activities in which they are intrinsically interested. Children have opportunities to plan and carry out their activities within a structured predictable daily routine. OELC respects and promotes cultural, economic, social and emotional developmental differences. The program evaluates the overall program performances through fiscal audits, academic assessment (Child Observation Record), developmental screening (Ages and Stages) and program assessments (Program Quality Assessment-Part A & B).

Program Goals and Objectives

- To provide a safe and welcoming learning environment
- To communicate openly with children, parents and staff
- To recruit, hire and retain highly qualified professionals
- To provide developmentally appropriate experiences for the whole child

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.

Program Hours

Childcare is available from 6:00 am to 6:00 pm, Monday – Friday. Some additional days of care will be offered to families for the Professional Development days when children are not in school, 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.

Licensing Notebooks

All OELC programs are licensed by the Department of Human Services Bureau of Children and Adult Licensing. 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 child care 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.

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. Extended Day School Aged Programs and four-year-old preschool (GSRP) classrooms are in each elementary school building: Clear Lake, Daniel Axford, Lakeville, Leonard, and Oxford Elementary schools. Infants, toddlers, three-year-old and four-year-old programs are located at the Oxford Early Learning Center.

OELC Child Care, Preschool, and GSRP 105 Pontiac Street Oxford, MI 48371 248.969.5035	Clear Lake Elementary Extended Day 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 GSRP 355 E. Elmwood Leonard, MI 48367 248.969.5300	Oxford Elementary School Extended Day 109 Pontiac St., Oxford, MI 48371 248.969.5075

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 fingerprint as mandated in licensing by the Department of Human Services and the Oxford School District. Staff have met the educational and experience requirements mandated by their program and recommended for their role in the program. Also, all staff participates in the on-going professional development, a minimum of 24 hours per year and is certified in CPR and First Aid. This includes training in curriculum, development, and best practice through seminars, classes, in-service, in-person and electronic classroom observation feedback that focus on the development of effective teaching practices.

Abbreviations You Should Know

OELC-Oxford Early Learning Center

PS-Preschool

LEO-Leonard Elementary

OES-Oxford Elementary

DA-Daniel Axford Elementary

IB- International Baccalaureate

ED-Extended Day

GS-Give Schedule

LKV-Lakeville Elementary

CLK-Clearlake Elementary

PD-Professional Development

GSRP- Great Start Readiness Program

School Closing

The Oxford Early Learning Center will be closed when Oxford Community Schools are closed for holidays and snow days; a calendar of school closures and holidays is available at www.oxfordschools.org. Also, OELC provides a calendar each fall which indicates scheduled program closings.

In the event of inclement weather, the Oxford School District will make a decision on school closings. To receive information about school closings listen to WJR radio, major television stations, and check

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 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 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. This email will include information about child care, preschool, GSRP eligibility guidelines and extended day programs.

Open enrollment for OELC programs begins each March.

Families interested in enrollment in any OELC programs should go online to Oxfordschools.org. If you have general questions, please call the office at 248 969 5038. Your child is not registered until you pay the online registration fee. You will then receive a email to welcome you to OELC, the forms listed below must be completed and returned to the Early Childhood Office to complete the enrollment process.

At the time of enrollment, parents submit a non-refundable registration fee. The application outlines the days of the week and particular time's families would like children to attend. There is a two day minimum for all students in the early childhood programs. The application is then processed and a packet containing: a child information record, tuition contract, school waiver forms, and permission to publish form is initiated and sent to families via email. Families may request a printed copy. When the office receives all completed paperwork the child is enrolled; including the health appraisal and immunization record. The following will be held in each child's file. You will also be able to view an online copy of the Parent Handbook.

- Enrollment Application with non-refundable registration fee
- Health Appraisal and Immunization Record
- Child Information Record (Emergency Card)
- Tuition Contract
- School Waivers Form
- Permission to Publish Form

Before your child can begin attendance in the program the required health appraisal and current immunization record or certified waiver and any documentation specific to the child, including but not limited to, custody documents, allergy and asthma information, and any special needs instructions must be on file. Preregistration is required which includes an application and a non-refundable registration fee your child **may not** be left at the center without first being completely registered.

Great Start Readiness Program Enrollment and Selection Process

Families whose children will be four years before the cut-off date for either Kindergarten or Developmental Kindergarten is eligible to apply for this low or no cost program. GSRP is intended to provide preschool programs to low and middle-income families, as well as those with students who receive student support services.

A phone screening for families who would like to discuss possible eligibility for the program is the first step in the enrollment process for GSRP. For families who may be eligible for the program, an appointment is set up. All families who apply for GSRP must also complete enrollment paperwork packet as listed above. To establish eligibility for the program, parents provide additional documentation and participate an individual interview to verify income level and identify other criteria. The following documentation is required at the time of the interview:

- Original Birth Certificate with Seal
- Parent/Guardian Identification
- Proof of Income (Pay stub, tax statement, W-2)
- Proof of Residency (tax statement, lease agreement, affidavit of residency, so on)
- Immunization Record/Health Appraisal (required before attendance)

Potential students are ranked by income in accordance with legislation and guidance from the Michigan Department of Education and Oakland Intermediate School District, In addition to income families within income groups ranked based on risk criteria. Families within these income groups are notified electronically, by mail and via telephone based on the time frames established by the Michigan Department of Education and Oakland Schools Notification of the timeline and process are given to families on the date of the interview. Enrollment takes place throughout the year. Families are selected based on a written selection policy. There may be some families who may be required to pay a portion of the tuition. Families who choose to pay the full annual cost prior to the first day of school you will receive a 5% discount. Students who are eligible for GSRP, and their parents intend to enroll them in GSRP, MUST also be registered as a student with Oxford Community Schools before the child's start date.

Parent Notice of Program Measurement

Oxford Great Start Readiness Program is required to work with the Michigan Department of Education (MDE) to measure the effect of the statewide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family
- Observe children in the classroom
- Measure what children know about letters, words, and numbers
- Asked teachers how children are learning and growing

Information from you about your child will not be shared with others in any way that you or your child could be identified. It is protected by law. Questions? Contact MDE-GSRP@Michigan.gov or 517-373-8483 or MDE, Office of Early Childhood Education and Family Services 608 ALLEGAN, P.O. Box 30008, Lansing, MI 48909

Confidentiality

All information given on forms and in discussions will be treated as confidential. Information in children's files is locked in a cabinet and will only be made available to staff and the child's parents.

CURRICULUM AND ASSESSMENT

In the Oxford Community Schools programs for children birth to 6 years, we use the High/Scope approach along with the standards approved by the Oxford Community Schools and the Michigan Department of Education Standards of Quality. High/Scope is an internationally used curriculum model validated by years of research. The High/Scope approach is based on the fundamental premise that children are active learners who learn best from activities they plan, carry out, and reflect on. Further knowledge about the curriculum may be found at www.highscope.org.

To facilitate active learning, the following must take place.

- Children learn best from Active Learning including trial and error
- Children are allowed to make mistakes
- Adults refrain from providing solutions or giving correct answers, promoting a child's contemplation for problem-solving.
- Children develop the ability to apply reason to a variety of situations
- Children develop the potential to comprehend others written, spoken, dramatic and graphic representation.
- Children develop the ability to work with others in group planning, cooperative and shared efforts.

We recognize that all children have different rates of development, different temperaments and interests and different learning styles. Our goal is with a high-quality learning environment to ensure children will become fully prepared to enter kindergarten.

Screening and Assessment Plan

To support children's abilities and promote the individual and unique needs and strengths of each child we assess children's development throughout the school year. The results of screening and assessment are used by teachers to inform lesson plans, activities and individual interaction strategies.

The Ages and Stages Questionnaire, (ASQ) completed at the time of enrollment. The instrument screens children for areas of strength and areas needing further development and any possible developmental delay. Families fill out the questionnaire and teaching staff share results with parents. For students identified as having areas of development that require monitoring or are below expected development, teachers work with families to develop individual goals for students and re-screen as indicated. Children whose screening results indicate that a follow-up screening is needed, participate in re-screen using the ASQ in January and April each year.

In addition to developmental screening, all 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 and support the goal of kindergarten preparedness.

Special Education Referral Process

Children who may benefit from special education evaluation or services may be referred at a parents request. Teachers will review ASQ results, construct strategies to support development, observe, assess, work with families and other district staff as needed. Children from all programs register through Oxford Community Schools if an evaluation is needed.

PROGRAM DESCRIPTIONS

Infant and Toddler Programs

Children 6 weeks to 3 years attend the Infant Toddler Program at OELC. As with all early childhood programs the infant and toddler programs are grouped with other children of similar ages and development. The curriculum used is the High Scope Approach for Infants and Toddlers. Teachers complete the ASQ, COR Advantage and conduct parent-teacher conferences. Daily developmental milestones are recorded on the daily sheets. This has proven to be an effective way to communicate with parents on a regular basis and provides the opportunity for primary care teachers to convey to parents' information about individual children's daily experiences.

All Day Preschool

The Oxford All Day Preschool program is designed for children 3 to 5 years, who would benefit from an all-day learning environment. This program provides a wide variety of stimulating activities that expose children to art, dramatic play, literacy, large and small motor activities. Children learn during hands-on activities in an environment that provide both nurturing and encouragement. Families choose a consistent schedule that includes at least two days per week. The program is designed for families who are looking to attend anytime during the hours of operation. (6:00 A.M. - 6:00 P.M.) A half day option is available for families who need morning care from 6:00 a.m.- 12:00 p.m. or families who need afternoon care 12:00 p.m. – 6:00 p.m. This half day option is only available in morning or afternoon sessions. For children who need care over the noon hour; enrollment in the full day program is required.

Part Day Preschool

Oxford Preschool is fee-based preschool for children three and to four-year-old. Three-year-old children meet in one classroom; and four-year-old children in another classroom. Children are placed in programs based on age; as defined by the Oxford Community Schools Kindergarten age entrance guidelines. Classes meet Monday through Friday from 6:00 am – 12:00 P.M., at Oxford Early Learning Center. Families choose consistent days to attend and may enroll for a minimum of two days to all five days. All children are expected to be toilet trained.

Great Start Readiness Program (GSRP)

GSRP is a state funded program intended to prepare children for kindergarten. GSRP operates full day high-quality school readiness classes in the Oxford Community Schools elementary buildings; Monday through Thursday throughout the school year; at no cost or low cost for children who qualify. Nutritious meals and snacks are provided. Families are required to participate in meaningful ways in the program. Daily routine for each classroom is provided to parents each year. Basic Routine consists of: Outside time, Small Group, Large Group, Work Time, Meals, Planning/ Recall Time, and Rest Time.

Extended Day

Extended Day program is for children who need care before and after school. The Extended Day program is located on site at each of the elementary schools. Students may attend the daily morning and/or afternoon sessions. Activities are planned and supported through resources that reflect the interests and abilities of the children enrolled. Through these activities staff encourage personal responsibility, help each student develop and enhance self-worth and a positive self-esteem in a safe and caring environment. **Please note** All school aged children must be fully toilet trained.

BILLING POLICY & PROCEDURES

Fees

The Oxford Early Learning Center is a non-profit program under the umbrella of Oxford Community Schools and supported by tuition. Our computer program automatically bills to the first person listed on the application as the Parent 1, for the fees. Please contact the Center office if your invoice should be emailed to additional email addresses. **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; however, **no credits will be given** for individual absences, sick days, vacation days and arbitrary switching of days cannot happen. Vacation days are honored for summer camp if submitted by the deadline. If a child does not need to attend on a certain day because of a field trip, etc. you will still be charged for the schedule given upon enrollment. Split billing for childcare will be seen as two accounts; each account needed for a family will incur all of the fees for each account.

Payment

The tuition prepayment for the month is due on or before the first of each month. The first month's tuition is due no later than August 31, of the new school year. If payment is not received by the first of the month, you will incur a Late Payment Fee of \$20. Also, your child's attendance will be suspended. For families that require their account to be split between two parties, both parties must stay in good standing. In the event one party is delinquent with their payment, the child/ren will be excluded from attending from both parties schedules. The suspension will last until all past payments, and the next prepayment is paid. Your account will not be charged for the time your child is under suspension. A late fee of \$20 will be assessed with this suspension and is due before restarting the program. If your balance is not resolved within two weeks of suspension, then your child will be removed from the program. The re-enrollment process will require you to re-register and pay the \$65 registration fee again (only is space is available). 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 date due. A credit card authorization form will be included in your enrollment packet or may be requested at any time from the center's office. An **Automatic Payment Form is required** for families that are Gives Schedule and for families that select weekly payments. Also, **for Automatic Payments that do not clear the bank**, a \$25 Decline Fee will be assessed. This payment process may also be done over the phone by calling the center office at 969-5038. A \$25.00 non-sufficient fund fee will be charged for all returned checks. If your bill remains delinquent, the balance will be sent to Creditors' Alliance Agency and a \$15 charge will be added to your account.

Registration Fee (Fall and Summer)

An annual registration fee is required at registration time every year. You must register your child each school year. Typically, registration for the fall begins in February of that year. Registration is also required on a yearly basis for summer enrollment.

Additional Day Request

Additional days (space permitting) may be requested by contacting the OELC office. The regular fee is increased by \$2.00 per session for this service. Office staff will also notify the appropriate classroom. Cancellation or no show will not result in a credit to your account.

School Closure

If the Oxford schools are closed due to inclement weather, the OELC is closed. You will not be charged for those days. 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. Credit for inclement weather days will be given before the next month's invoice is emailed out.

Schedule Changes

Schedule changes may take place during the year if **pre-approved** through the OELC office. These requests may be done by calling 969-5038, may be done in writing and given to our office or emailed to Sue.Roeher@oxfordschools.org. The staff is directed to refuse schedule changes as they are to be done only through the OELC office. **There is a \$20.00 schedule change fee per child for each schedule change request.** Once a schedule or schedule change is communicated with the office it will become the financial responsibility of the family.

Child Find Fee

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. There is a **\$35 CHILD FIND FEE** this will be charged to your account, and a revised invoice will be sent within 48 hours.

Gives (Flexible) Schedules (Extended Day ONLY)

Flexible scheduling is available for families who have children in the Extended Day Programs. If you submit a schedule bi-annually or yearly that requires a “manual input,” you will be charged a \$20 fee each time the schedule is submitted. The schedule must be submitted before September of that school year and again in January. However, if you submit a schedule weekly or monthly that varies from week to week you will be charged a monthly fee of \$20. Manual billing is required to accommodate these schedules. **Families agree to submit their child’s schedule by Friday at 2 pm.** You will be charged for the schedule you submit. If your child is absent on a scheduled day, you are responsible for that daily charge. You can add additional days to your schedule for the same \$10 daily rate. Schedules **MUST** be submitted to sue.roeher@oxfordschools.org or through the attendance line 248-969-5032. Schedules may only be done through the OELC office as indicated above in the “schedule changes” paragraph. Each account needed for a family will incur all of the fees for each account.

Drop In Only (Extended Day ONLY)

This schedule is for children that attend less than five sessions a month. Drop In fees is \$2 more than the regular attendance fees. If your child attends more than four sessions per month, your status will be changed to Gives Schedule. Gives Schedule families incur the \$20 per month Gives Schedule Fee.

PD Days (Extended Day ONLY)

Extended Daycare is offered at OELC when there is a professional development day for the elementary schools. **Your child will NOT automatically be scheduled for that day**, even if your child is normally scheduled for that day. Online sign up is required for your child to be allowed to attend a PD Day. The link to sign up will be emailed out before the scheduled PD day. The charge for a PD day is \$50.

Early Release Days (Extended Day ONLY)

An Early Release Day is when the elementary students are dismissed at the noon hour. Early Release Daycare is offered at most elementary schools for before school care and Daniel Axford, Oxford Elementary School and Clear Lake for after school care. **Your child will NOT automatically be scheduled for that day**, even if your child is normally scheduled for that day. Online sign up is required for your child to be allowed to attend an ER Day. The link to sign up will be emailed out before the scheduled ER day. The charge for a morning session is \$10 and the afternoon session is \$30. Early release days are nonrefundable; once the online payment is made no credits will be given unless the district closes for inclement weather.

Sibling Discount

If two children from the same family are enrolled, a special discount of 10% off a child will be given. The third child would receive a 25% discount. The children's schedule determines discounts.

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.

Financial Assistance

The Michigan Department of Human Services provides financial assistance for income, eligible families. MDHS provides limited coverage of child care fees. An award from MDHS of 100% or 90% only pays for a portion of the tuition fees. Parents will need to pay in advance their portion of the balance of the tuition fees. Financial assistance may be applied for by calling (248) 975-5200 (Oakland County) or (810) 667-0801 (Lapeer County). Ask for the child care worker of the day. You will be asked for the total income of those living in the home and how many people are living there. These two items determine your eligibility.

Late Pick-up Fees

The center closes at 6:00 pm. The fee for late pick-up is \$5.00 up to 5 minutes and then a \$3.00 charge per minute for each minute after that per child. The deciding clock regarding time billed EZCARE and will be determined when your pin code is entered into EZ Care check in system. The supervising staff person will issue a Late Pick-up Form to the family. A copy of the late charges will be forwarded to the Center office, and the fee will be added to your next invoice. The Center reserves the right to terminate any chronic offenders. Late fees are applicable from the time class is scheduled to end. For example, if the class is scheduled to end at 11:00 am and you pick up at 11:07 am, the late fee charges still apply.

Drop from Active Roll

If a child does not attend for two months after registration, the child may be dropped from the active roll unless previous arrangements have been made.

Closing Professional Development Days

If Oxford School District is closed for Professional Development Day, OELC's regularly scheduled programs will be canceled. However, OELC will be OPEN from 6 am-6 pm for Professional Development day care for children ages infant-12 years old. Families must pre-register to attend a PD Daycare. Additional fees will be charged to your account daily rates can be found in the Fee Schedule (see Appendix). Sometimes, field trips are planned for older children. A field trip schedule will be posted in the main office and on our website. You may also request one from your child's teacher. Extended Day and Child Care is open but requires families to sign-up.

"Once a schedule or schedule change is communicated with the office it will become the financial responsibility of the family."

STUDENT CONDUCT

Discipline Policy

We believe that children learn best through experiences. All teachers lovingly guide and redirect the children to help them to 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 manner in which 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 is trained in 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 (School Social Worker and or Phycologist may be called in to advise on how to help on a individual Basis)

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. Teacher/Site, Manager/Supervisors, will inform parents of the undesirable behavior either verbally or by written note or email.
2. If the child's behavior continues to be inappropriate, a formal parent-teacher conference will be scheduled. The director may be involved in this conference.
3. Temporary exclusion may be the result of the conference.
4. If all efforts fail to bring about consistent, appropriate behavior, the center reserves the right to remove the child permanently from the program.

Parents have the right to request a conference at any time.

HEALTH & 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 Appraisals and Immunization Record Policy

The health appraisal (physical) and immunization record (or certified waiver) are required before children can attend and of Oxford Early Learning Center's programs. The Michigan Department of Human Services requires yearly physicals for children up to 29 months and children 30 months up through kindergarten age every two years. Health Appraisal forms are included in the enrollment packet, and supply is kept in the OELC office.

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 child care. Non-medical waivers based on religious or philosophical beliefs 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. The staff and parents do not want one child infecting another. 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 may not return to the classroom the next calendar day.

Staff observes children on an ongoing basis throughout the day. Parents will be notified immediately by telephone when the teacher observes changes in the child's health; a child experiences an accident, injuries that may require immediate attention, an injury to the head or certain incidents, or when a child is too ill to remain in the group.

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 child care 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 spread of that illness further to the other children

In accordance with 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 to be too ill to remain in the group and are to be excluded from care for any of the following:

1. Fever – A child has a temperature of 100 degrees F taken by mouth or 99 degrees F taken under the arm. The child should not return until 24 hours of no fever, without using fever-reducing medications.
2. 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.
3. Vomiting – If the child is vomiting. Exception: Some babies may burp/spit up following a feeding – this is not vomiting.
4. Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a physician has determined it is not a communicable disease.
5. 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, items and facilities used by an ill child or adult shall not be used by any other person until 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.

When the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, we will notify parents of the name of the communicable disease and symptoms of the disease. The teaching staff will post the information in the classroom and may call or email families as well. For less significant illness parents will be notified by telephone, email or by a written injury report at pick up if the child

Communicable Disease Policy

The Oxford Early Learning Center is committed to providing quality child care, educational opportunities, and a safe environment for all children enrolled. 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.

Schools can play a significant role in helping to reduce or prevent the incidence of illness among children and adults in our communities. Encouraging good hand hygiene and following cleaning recommendations contribute to a safe and healthy learning environment for children. When schools report illness to their local health department (LHD), public health specialists can assist schools with disease prevention and control guidance. The center will continue to keep updated on all evidence that is generated by current research, regarding communicable diseases, both common and uncommon. The center practices Universal Precautions.

Medication Administration Policy

We understand that, on occasion, your child would need to be given medication at our center. Staff will not administer medication to a child without the following:

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. It must be delivered by the parent or legal guardian 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 initials the form each time the medication is given. At Clear Lake, Daniel Axford, Lakeville, and Leonard Elementary schools, prescription medication are kept in a locked cabinet. Each classroom keeps a record of all medications, when and by whom it was administered.

Parking lot Safety

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, Do Not Leave children unattended in a vehicle.

Nutrition and Food Service

In classrooms where meals and snacks are provided by the families, parents of children 18 months and older may bring a lunch from home or utilize the Oxford Community Schools hot lunch programs which are open during the school year only. Meals are prepared in the school's kitchen and must be ordered before 9 am through your child's classroom for staff to submit the lunch count. The price of lunches is determined yearly by the district. Menus are available on the Oxford Community Schools website and are available in the OELC office. 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. Food service items including silverware are not provided; a refrigerator is not available for snacks or meals; parents should plan accordingly. The staff is not able to reheat food. All food and beverages that are not consumed by the child will be discarded or returned at the end of the day. Time is provided each morning and each afternoon for snack, food is provided by families.

Families may donate snacks for their child's classroom. All donated snacks must be commercially prepared. We ask that snacks be nutritious, such as fruit, cheese, juice and granola. Please consider the following alternative to sweets for those special occasions; fruit, pencils, or stickers. Thank you in advance for your support in this matter.

In classrooms where meals and snacks are provided by the program, food service is provided by Oxford Community Schools hot lunch program at each elementary school. Menus are available on the website at www.oxfordschools and each classroom.

In the full day, GSRP students receive breakfast, lunch, and snack at no cost. All families are required to complete an application for the free or reduced lunch program. GSRP students are not allowed to bring any food from home. Students receive the selection of the day, as outlined on the menu. The food program is administered by Oxford Community Schools Nutrition Services. For more information, please visit our website. Students with allergies are required to submit allergy action plans to Nutrition Services and appropriate food will be provided through the program. All staff is required to wear gloves when serving the children their food.

Allergy Medical Action Plan

If your child has an allergy, please share this with the center upon enrollment. 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. If your child has an allergy accommodation plan, please share this with the center upon enrollment. The program recognizes that there are a growing number of children with potentially life-threatening allergies enrolling in our programs. An allergy check sheet is posted in each room with the children's names and allergies written on it. We recognize our responsibility to work with parents to proactively address conditions to prevent a child's exposure to specific allergens. Allergies must be listed on the Child Information Record (emergency card) by the parent. 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 requires an Asthma MAP, completed by the physician with instructions and orders that allow our staff to participate in treatment as needed.

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. For serious injuries staff will notify the parent or guardian of the child by phone. The staff for a serious injury staff will fill out an "Injury Report Form." Parents are contacted; emergency action is taken, as dictated by the situation. A copy of the Injury Report Form is filed in the Director's Office, the Board of Education office and a copy is kept in the child's file. Also, medical treatment or hospitalization is reported to the supervisor of Oxford Community Schools and an Incident, Accident; Injury Report is forwarded to the Department of Human Services within 72 hours of an occurrence.

CPR First Aid

The staff of the OELC receives CPR, AED, and First Aid training. There is always at least one staff person on site that has such training. We hope that as we all work together, we can maintain a healthy and safe center for all of our children.

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. Updates must be made by the parent only in your child's classroom or by calling the center office at 969-5035. Please inform us of any changes immediately! This is especially crucial should any emergency arise with your child.

Identification Requirement for Pickup

All children will only be released to the legal parent, guardian or adult specifically listed on your child's emergency card. An individual picking up a child should come prepared to show identification before a child is released. If your child is to be picked up at a time other than the regular time, or by a different person, notification is required, preferably in writing or email. Picture identification will be required of all individuals who are not known to the staff person in charge. 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.

Drop Off/Pick Up

The policies below are necessary to provide a safe, warm environment for your child(ren). Please read and contact us if you have any questions. 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 of OELC Children in care cannot sign themselves 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 due to unforeseen circumstances such as the room being locked or staff running late to work. The Oxford Early Learning Center cannot be held responsible for children who are not signed in by a parent or guardian.

Missing Child Procedure

For the safety of the children, we must ALWAYS be made aware of when to expect or not to expect your child. If a child is expected and does not show, our teachers are trained to go through the following process to locate that child.

- Check with the school office to see if the child attended a school that day.
- Check with the classroom teacher to see if the child got on the bus or walked home.
- They then call the bus garage.
- Parents are called.
- The next call is to the names on the emergency contact list.

This process continues until that child is located. As you can see, this takes a lot of time and during this period the teacher cannot be attentive to the other children; therefore, the families will be charged a **No Show/No Call** fee. If a child is picked up from school during the school day for whatever reason, please make the schools aware, the bus garage (if your child rides the bus) as well as the center. **The child, the school's classroom teachers or the school cannot be responsible for notifying the center.** Our programs MUST be notified by a parent or guardian.

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. The crisis management team includes the director as Incident Supervisor, Go-Kit Coordinator, and Police/Fire Liaison. Coordinators are identified as Communication Liaison/Recorder, Student Accounting, Counseling and Parent Reunion Coordinators. Detailed plans are available at the main office.

Pesticide Notification Policy

The State of Michigan requires licensed early childhood/child care 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. As further required the State of Michigan, Department of Human Services Bureau of Children and Adult Licensing, Licensing Rules for Child Care Centers, section 8316 of 1994 PA451, MC: 324/ 9317. The center shall develop and implement an integrated pest management program when pesticide applications occur on the premises.

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 child care 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.

HEALTH CARE SERVICES PLAN

The program'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.
- All Staff are trained in the correct procedures for Blood Born Pathogens and First Aide
- Safe handling of body fluids will include the use of vinyl gloves and standard Universal Precautions. All staff is trained in Universal Precautions upon hire.
- Cleaning and sanitizing of all equipment, toys, and other surfaces will be completed in accordance with the Cleaning and Sanitation Frequency Chart, as outlined by NAEYC.

Hand Washing

Staff will wash hands:

- Upon arrival to the classroom
- Before and after diaper changing or toileting
- After coming in contact with body fluids (stool, urine, blood, drool, mucus)
- Before food preparation
- Before eating or cooking activities. Food service gloves will be worn when serving food.

Hand Washing Procedures

Hands shall be washed with soap under running water. The following procedures are considered best practice for hand washing:

- Have clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continues for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.

Universal Precautions

- Spills of body fluids, including blood, feces, nasal and eye discharges, saliva, urine, and vomit is cleaned up immediately.
- Staff wear gloves and is careful not to get any of the fluid they are cleaning in their eyes, nose, mouth or any open sores
- The staff is trained annually and instructed to clean and disinfect any surfaces, such as countertops and floors, on which body fluids have been spilled. Discard fluid-contaminated material in a plastic bag that has been securely sealed.
- Maintenance staff may need to use a mop to clean up body fluids. Mops will be
 - Cleaned
 - Rinsed with a disinfecting solution
 - Wrung as dry as possible and hung to dry completely.

Disinfection and Laundering

All items washed are done so using a disinfectant made up of 1 TBS of bleach to 1 gallon of water and then are allowed to dry.

- All toys are washed by staff first with soap and water; thoroughly rinsed and then dipped in the disinfecting solution for one minute; then left to air dry.
- Infant and Toddler toys are washed and sanitized daily. Toys for older children are washed on a set schedule or when soiled. Toys are cleaned and sanitized after handling by a sick child.
- Tables before and after use are cleaned by spraying with soapy water, rinsing with water, and sprayed with disinfectant and allowed to air dry.
- Custodians clean the building and bathrooms daily. Carpets are vacuumed, and floors are swept and/or mopped daily. In the infants/toddler rooms carpets are steam cleaned monthly. In the preschool and common areas, carpets are cleaned quarterly.
- Parents bring their bedding, and it is sent home at the end of the week to be laundered
- Children's bedding will be stored in separate individual storage containers. Children have issued a large re-closing plastic bag upon enrollment.
- Dress up clothing (including hats and shoes) are laundered on a rotating basis
- Cots and cribs are cleaned and sanitized after each use
- Reusable bibs are for individual daily use and laundered daily

Health Related Resources

1. McClaren Health Facility – located on M-24, Oxford. 248.628.3000
2. Public Health Nurse on call 248.858.1280 or 1-800-848-5533
3. 911 Emergency Service
4. Publications available online through the Oakland County Health Division for distribution to the staff and families at www.oakgov.com/health
5. For health related topics you may also contact the following resources:
www.kidshealth.org
www.cdc.gov Center for Disease Control
www.semredcross.org Southeast Michigan American Red Cross
or call 1-800-774-6066

PARENT RESPONSIBILITIES

Attendance Policy & Hotline

If your child is going to be absent, we require that parents call the attendance line. This practice insures that teachers know when to expect or not expect children. We have a dedicated attendance phone line to leave a message about absences, requests for a schedule change, or a drop-in day or to add a day. Call 248-969-5032.

Oxford Community Schools Attendance Policy

GSRP follows the Oxford Community Schools Attendance Policy (Policy 5400), which outlines the importance of good attendance and punctuality in the success of students. The policy includes five progressive steps:

1. After five (5) consecutive days - Parent phone call
2. No more than ten (10) consecutive or non-consecutive absences - First Formal parent written contact
3. No more than fifteen (15) consecutive or non-consecutive absences - Second formal parent written contact No more than twenty (20) consecutive or non-consecutive absences-Third formal written contact
4. No more than twenty-one (21) consecutive or non-consecutive absences may result in termination

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.

Volunteer Policy

Volunteers, Parents, and or family members are welcome to volunteer at OELC. Family members who wish to volunteer at any site are required to visit the main office before working in any classroom. Volunteers are asked to present their valid Identification, and each volunteer is then screened on site; a name tag which indicates that the screening process has been completed, and a name tag is issued for parents to wear throughout their experience in the classrooms. Family members who volunteer regularly (more than 4 hours per week for more than two consecutive weeks) are required to produce a health appraisal including TB test as well as more rigorous background checks.

Parents may also volunteer as a participant in the site parent committee meetings, or as a representative of the advisory committee. In addition, teachers often request help from parents in developing activities, donating items or helping with a classroom activity.

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)

PARENT PARTICIPATION AND INVOLVEMENT

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. Three areas of activities are included in this plan, culturally diverse environments, promoting family involvement and employee training. A committee meets quarterly to discuss how to include diversity into the curriculum.

Environments

Staff encourages cultural diversity in the classroom by internal and external observations. Teaching staff looks 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 secures 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 family involved evaluation takes place each year and is crucial to understanding our progress toward our goal.

Staff Training

Cultural competence including understanding diversity, countering stereotypes, and cultural sensitivity is provided annually to all staff. Further, staff participates in reviewing and setting goals based on PQA, survey results, family evaluation, and other feedback.

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.

Current Information

Teachers, the director, the center office, teachers, and accounting communicate with families both in person and electronically. Teaching staff writes and distribute classroom newsletters at a minimum each month.

Classrooms use whiteboards and other methods to inform families of daily curriculum and specific activities.

Fliers, posters, notices and reminders of upcoming activities are posted at each center and in the classroom.

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. Sign-up sheets are posted in the classroom.

Parent Meetings

All families are invited to attend Parent Meetings which take place twice per year at each site. The intent of the meeting is to provide information about program activities and an opportunity for families to be involved in the program. A parent representative from each classroom is asked to attend a Parent Advisory Meeting. This meeting takes place at OELC twice per year, This meeting provides a chance for families to act in an advisory role and offer important input into the development and improvement of OELC programs and program governance.

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 are sent via email and often teaching staff will call to remind families of the activity. To address the need for transition activities for students who begin during the middle of the year, staff will meet with new students and orient families to the school, classroom, and program.

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. If you are considering having one of our staff babysit after OELC business hours, please see the director for the appropriate paperwork for liability reasons.

Family Activities

OELC hosts family activities throughout the year, Families are notified of these events through newsletters, posters, and interaction with staff. A committee meets quarterly to develop and implement these activities.

Label

It is imperative that you put your child's name on all of his/her belongings. Many children have similar clothing, and it is impossible to tell whose is whose without a name. We cannot be responsible for lost items. Items that are without a name label are even harder to return if found.

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. All children are supervised by a staff person through both sight and sound at all times.

CLASSROOM PROCEDURES

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, child and adult initiated activities and implement adult child interaction strategies that promote children's development. Classroom staff works together to screen and assess students and to support child and parent participation in all aspects of the program.

Teachers participate in professional development activities within the classroom setting. The use of video and audio tape to provide the opportunity for teachers to reflect on interactions and practice new ideas and for trainers and peers to provide feedback is critical to the ongoing growth and development of staff.

Please note that parents are asked to indicate permission for children to participate in this ongoing staff development process on the OELC Permission to Publish form.

Transition Plans

The goal of transition plans is intended to support students and families as they begin or leave our program or new classroom within OELC. There is a transition committee which meets quarterly to create and implement plans. The relationship between the family and the program is important to children's success. Face-to-face meetings are always offered. Before children start in a classroom, there is time for teachers and students to meet before the first day of class. Within OELC programs, teachers meet with parents to discuss the transition and teachers' students informally. Written materials include a welcome and introduction letter, a daily routine, a list of needed items and contact information are provided to families. When children leave for kindergarten, teaching staff provide the opportunity to visit a kindergarten classroom, ride a bus, participate in bus safety, and celebrate the end of the school year. Parents are invited to parent meetings provided by Oxford Community Schools and OELC.

Student Activities

All center programs provide special activities for students. Children may have the chance to participate in a visit to the library or gym; participate in an educational activity or visit such as a science or physical fitness program; or take part in a classroom activity. Again the best way to be informed about these types of activities is to read newsletters, note posters, bulletin boards and fliers.

Clothing

Learning can be a messy business! Chances are your child will come home wearing finger-paint and markers on his or her clothes. Please choose clean, easy to wash clothing for your child to wear to school. Please send a spare set of socks, underpants, pants, and shirt for your child. Please label each item with your child's last name. We have a **limited** supply of clothing for emergency use, such as "accidents" or torn seams. If your child should come home wearing an item provided by his/her teacher, please wash and return it to school promptly. Clothing should suit the weather and the season. The children go outdoors every day, allowable by the weather. Please send appropriate outdoor clothing for the weather.

Field Trips

Field trips can provide excellent learning experiences for your children. Teachers are encouraged to incorporate the field trip experiences with their classroom teaching. It is program policy for parents to give written permission for their children to attend field trips. An announcement of the trip and the permission slip will be put in your child's communication file one week prior. On occasion, parents will be asked to contribute a small fee for special activities such as bowling, pizza parties, etc. All provisions and requirements required by the State of Michigan Department of Human Services regarding field trips will be met.

Safe Sleep Procedures:

All staff is trained in safe sleep procedures. Children under a year of age are not allowed to have blankets or stuffed animals in their bed; we provide sleep sacks for all infants under a year.

Preschool safe sleep procedures, children, bring in their blanket and optional pillow to fit in their Zip Lock bag, with their child's letter link on their bag for easy identification. Every Friday the bags go home for laundry purposes, and the parent brings back the clean sleep items for the following week. Each child is assigned a cot, and Each Friday the cot is sprayed down with the bleach solution. If the child becomes sick, the cot is cleaned, and their nap items will go home with them to be cleaned.

Staff Transitions

OELC program starts their day at 6:00 AM, the infant toddler teacher will come in with the arrival of the first infant toddler. The Teacher and the infant/toddler will go to their designated room. The next teacher will come in when the staff reaches the next ratio, whether that is infant toddler, toddler, and or preschool. The child arrival/ ratio will depend on which teacher will come in next.

Then at the 5:00 PM, the staff work their way back down to one room, staying within ratio, until the last child goes home.

Not every child will have two transitions a day just the first arrivals and last to go home for the of the children for the day.

Weapons / Hazardous Materials

Two laws are in place to help schools provide a safe and orderly environment for student learning. Under these laws, school districts must expel, for at least one year, any student who brings a firearm to school.

School districts must expel any student who has a dangerous weapon in a weapon-free school zone, or who commits arson or rape in a school building or on school grounds. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. Students in kindergarten through grade five can be reinstated after 90 school days. **THIS IS VERY SERIOUS.** Expelled does not mean suspended! Before a student can be reinstated, s/he must attend a hearing where a panel will decide whether the student can re-enter the public schools.

As a parent, it is your responsibility to be sure that your child does not bring any weapons to school. **THERE WILL BE NO EXCEPTIONS TO THESE LAWS.** Please discuss these important laws with your child.

Smoking

The Tobacco-Free Schools Act bans the use of all tobacco products on school property. This includes all buildings and property controlled by the school district. Additionally, the district prohibits the use of all tobacco products at all times, days, evenings, and weekends on all school property at school and on- school events.

Sun Screen/ Insect repellent

As part of our program children go outdoors daily. In addition to outdoor play on playgrounds, children participate in nature walks in the community. To keep children safe from sun over-exposure, insect bites and allergic reactions it is important that each child has sunscreen and insect repellent. To prevent allergic reactions and to avoid using a product that your child has a sensitivity to, all parents are responsible for providing their sunscreen and insect repellent. Label your child's sunscreen and insect repellent with first and last name, they will keep these products in their locker. We will help them apply both products as needed.