

Berkley Building Blocks

Family Handbook



Childcare & Preschool



Welcome!

VISION STATEMENT

Engage. Inspire. Achieve.

MISSION OF BERKLEY BUILDING BLOCKS

In partnership with parents and our community, the mission of the Berkley Community School District is to ensure that all students construct the knowledge and develop the skills and attitudes necessary for a lifetime of learning and participation in a diverse, competitive and changing world.

OUR PHILOSOPHY

The Berkley Building Blocks early childhood environment has been created to provide a comfortable, nurturing, and stimulating atmosphere where children can learn and play together. The program provides a balance of child and teacher initiated activities, which enhance each child's social, emotional, physical and intellectual skills. The teaching staff respects and recognizes each child's individual learning style and unique development level.

PROGRAM GOAL

The goal of the Berkley Building Blocks is to provide children with the building blocks that foster confidence in their abilities and an enthusiasm for learning. We want each child to feel successful in their learning and achieve success on a daily basis.

BERKLEY BUILDING BLOCKS

Berkley Building Blocks infant, toddler and preschool programs are the ground floor of the award-winning Berkley Schools. *Our children are our future*, and we believe it is our job as educators to nurture each child as they grow, learn and develop.

Providing high-quality early childhood programs and a strong partnership with each child's family is at the foundation of our philosophy. We work together to create life-long learners, ready to reach their fullest potential in school and in life. We focus on each child as an individual, and strive to create a unique experience in a safe, nurturing, and enriching environment.

Building Blocks programs are licensed by the Michigan Department of Human Services, and must meet the requirements of the state regarding record keeping and procedures. Because the department has a commitment of offering a quality program to meet the needs of families, it has been the practice of the Building Blocks programs to exceed the standards set by the state. It shall be the policy of the Berkley School District not to discriminate on the basis of race, creed, color, national origin, age, sex, sexual orientation, marital status or handicapped status in educational programs, activities or services.

We follow *The HighScope Curriculum*[®]

THE HIGHSCOPE DIFFERENCE: ACTIVE PARTICIPATORY LEARNING

Children and adults learn best through hands-on experiences with people, materials, events, and ideas. That principle — validated by decades of research — is the basis of HighScope's approach to teaching and learning.

A range of specially designed programs, HighScope's Curriculum includes components for:

- Infant-toddler care and education
- Preschool education
- Early literacy
- Movement and music
- Art and science
- Elementary education

Proven, research-based strategies for learning, HighScope Curriculum emphasizes adult-child interaction, a carefully designed learning environment, and a plan-do-review process that strengthens initiative and self-reliance in children and young people. Teachers and students are active partners in shaping the educational experience.

The HighScope advantage: A balanced approach for young learners and the people who teach them. The HighScope Curriculum integrates all aspects of child development. Using research-validated strategies, this approach enhances each young person's growth in the foundations of academics as well as in social-emotional, physical, and creative areas. By adopting the HighScope Curriculum — and learning to use it effectively — thousands of educators and caregivers worldwide are making a difference in the lives of children, youth, and families. Many of the activities that HighScope teachers do in the classroom or center can also be done at home. For example, families can provide many different learning materials, often using everyday objects that cost little or nothing. Families can encourage their children to make plans, carry them out, and talk about what they have learned from the experience. Your child's first role model is you.

BERKLEY BUILDING BLOCKS OFFICE

<p>Kathleen Fotiu Program Supervisor 248-837-8900 kathleen.fotiu@berkleyschools.org</p>	<p>Cynde Nichols Assistant Supervisor 248-837-8401 cynthia.nichols@berkleyschools.org</p>
<p>Andrea Megroet Secretary – Childcare, Latchkey 248-837-8905 andrea.megroet@berkleyschools.org</p>	<p>Colleen Alpert Berkley School District Administrative Offices Accounts Receivable (Tuition Payments) 248-837-8439 colleen.alpert@berkleyschools.org</p>

If you are unable to speak to childcare staff, please leave a voicemail message.

Berkley Building Blocks

Berkley Building Blocks
14700 W. Lincoln, Oak Park, MI 48237
Phone: 248-837-8900

Berkley Schools Accounts Receivable

Berkley School District Administrative Offices
14501 Talbot, Oak Park, MI 48237
Tuition payment – phone: 248-837-8439

OPERATING HOURS

Building Blocks childcare center is open Monday – Friday, 7:00 a.m. - 6:00 p.m. Parents have a choice of following either a 9-Hour schedule (7:00 a.m.-4:00 p.m. or 8:00 a.m.-5:00 p.m.) or an 11-Hour schedule (7:00 a.m.-6:00 p.m.). Child Care center students will follow either a year round schedule where care is provided all year, minus holidays and winter break in December; or the school year schedule that follows the Berkley School District teacher calendar, minus summer, holidays, breaks, snow days, or anytime that the school district is closed. We ask that parents call in by 9:00 a.m. if you will be arriving after 9:00 a.m. for the day. We have an open door policy which will allow authorized adults to visit the classroom and center at any time.

EMERGENCY SCHOOL CLOSING / SNOW DAYS

On rare occasions, district administration may determine it necessary to dismiss school early after the regular school day has begun because of threatening weather conditions or other emergencies. On those occasions, the Berkley School District will send out a Skylert to those parents that have provided their phone numbers, email, and/or text information to the building secretary. The Building Blocks staff may also call you directly. Please be sure to keep your School Messenger and child information record (aka emergency card) updated with current phone numbers. If we are unable to contact you, we will contact someone listed on your child information record.

In the event that the Berkley School District closes for inclement weather a School Messenger alert will go out to all parents participating in Skylert. News networks will also highlight closings. Building Blocks students in the year round calendar program may choose to attend on these days. Year round calendar students need to bring lunch for the day; no lunch service will be available. Students in the school year calendar program will NOT have school on snow days. However, weather conditions may become so severe that it is necessary to close Building Blocks. If it is necessary to close Building Blocks, it will be listed separately from Berkley School District. Fees will not be adjusted due to closure caused by inclement weather or other emergencies. Scheduled days cannot be switched or exchanged because of building closures. Please check the Berkley School District website for unexpected school closing information: www.berkleyschools.org.

STAFF AND VOLUNTEER SCREENING

The Berkley School District Building Blocks programs are licensed by the State of Michigan Department of Human Services. The following information is provided to inform you of some of our practices:

- The Berkley School District requires a criminal history check on all employees.
- The Berkley School District requires a fingerprint clearance on all employees.
- All Building Blocks program employees have a child abuse and neglect clearance performed by the Michigan Department of Human Services.
- All staff are familiar with the Child Protection Law as it relates to child abuse and neglect.
- A volunteer shall not have unsupervised contact with children.
- Volunteers are required to have a criminal history check, child abuse and neglect clearance performed in compliance with Michigan Department of Human Services and Berkley School District policies.

STAFF TRAINING

Teachers and assistants receive a minimum of 24 hours professional development each year so that they are equipped with the skills and competencies to provide the highest quality education for your child.

COMMUNICATION/SCREENING

Building Blocks programs provide a monthly newsletter. All families will receive a login for ProCare, you will then be able to communicate directly with the classroom, see activities your child has done in real time, as

well as sign in and out for the day. The Building Blocks programs provide three parent teacher conferences. Every child will be monitored using an Ages and Stages developmental screener and this will be given to the parents. The HighScope assessment tool, COR, will be used to track every child's development. Anecdotal notes are recorded for each child regularly. Teaching staff record what they see children saying and doing in order to document the child's progress during the year and to plan lessons based upon children's strengths and interests. Anecdotal notes are entered into the Child Observation Record program on the computer, allowing us to print family reports three times a year which will document your child's academic, social and physical growth and development during their time in our program. There is a community bulletin board located outside the main office. All classrooms will post important dates, notices and deadlines on the parent board outside of the classroom door. Please plan to participate and be involved in fundraising and activities to support programs. Skylert is an emergency notification system that has the ability to call, text, and email all families in our database with important information or emergency messages from the school. Please fill out the district form and turn it into the building office.

Technology provides us with many opportunities to showcase students and their work. Each month, our Board of Education honors students for special accomplishments, our website gives us the chance to highlight our curriculum and student learning and student achievements. Enclosed in your Building Blocks programs registration packet is a Communications Release Opt-Out Form if you do not want your child included.

ABSENCES

Please call your Building Blocks classroom when your child will be absent for the day. Each Building Blocks program classroom has its own phone/voicemail to accept your messages. A list of phone numbers is provided in this guide for your convenience.

Building Blocks Classroom Phone Numbers	
Office - 248.837.8900	
Room A112 - 248.837.8426	Room C105 - 248.837.8428
Room A120 - 248.837.8435	Room C106 - 248.837.8430
Room B110 - 248.837.8919	Room C107 - 248.837.8916
Room B111 - 248.837.8910	Room C108 - 248.837.8405
Room B112 - 248.837.8917	Room C109 - 248.837.8411
Room B114 - 248.837.8423	Room C110 - 248.837.8912
Room C102 - 248.837.8425	Room D101 - 248.837.8920
Room C103 - 248.837.8914	Room D102 - 248.837.8412
Room C104 - 248.837.8410	

Emergency Number 248.846.3009(landline) used ONLY when District phones are out of service

HIGH SCOPE DAILY ROUTINE

Our programs are carefully planned to meet the needs of the children. Each childcare classroom will include physical, cognitive (including math and science), language, literacy, communication, interpersonal skills and relationships, creative arts, dramatic play and construction activities according to the interest of the child(ren). These components of our daily routine provide a consistent, and balanced experience for your child. At the end of each day, the teachers meet together to discuss what they observed and learned about individual children. They share and record anecdotal notes, and plan for the next day's activities.

Greeting Time (15-20 minutes) - Greeting time provides a smooth transition from home to school. Teachers greet children, connect with parents, and read books in a cozy setting. The message board gives

children and teachers a chance to share important information for the day. Parents often join us for this part of our day.

Large Group Time (10-15 minutes) - Children and teachers gather together to play games, tell and re-enact stories, sing songs, do finger plays, dance, play musical instruments or re-enact special events. This time is an opportunity for each child to participate in a large group, sharing ideas and learning from the ideas of others.

Planning Time (10 minutes) - In their small-groups, children indicate what they choose to do during work time (typically what they will do first). Their teacher will try to understand children's plans and often try to help children extend their plans.

Work Time (1 hour) - Children carry out their initial and subsequent plans. Children can work with any of the materials in any of the interest areas. Teachers observe children and look for opportunities to enter into children's activities to encourage their thinking, extend their play, and help them wrestle with problem-solving situations.

Cleanup (10 minutes) - Children and teachers together return materials and equipment to their storage spaces and, when appropriate, put away or find display space for their personal creations.

Recall Time (10 minutes) - Recall brings closure to the planning-work time-recall sequence. In their small-group, children reflect on, talk about, and/or show what they have done at work time.

Snack (20 minutes) - Children and teachers share nutritious food and interesting conversation together in a relaxed, family-style manner.

Small Group Time (15-20 minutes) - Each teacher meets with their consistent small group of children to work with materials planned and introduced by the teacher. Although the teacher chooses and introduces the materials, each child has control over what he/she will do with them.

Outside Time (45 minutes) - Children engage in vigorous, noisy outdoor play. Teachers participate in, and support, children's play outdoors.

ADMISSION

Admission is on a first come first served basis. Upon receiving payment a two days' notice is required before care will begin. When maximum enrollments are reached in Building Blocks programs, names will be placed on a waiting list for the current school year. Enrollments are limited to the number for which the center is licensed. If the center is filled, a waiting list will be maintained for the current school year. Registration forms are available at the building office, you can fill out the forms online or download from the Berkley Schools website: www.berkleyschools.org/buildingblocks.

SCHEDULES / EXTRA SERVICE / CHANGES/CANCELLATION

Schedules - Building Blocks program class schedules are expected to be the same days each week. We cannot accommodate a varied weekly schedule. The infant rooms accommodate students attending 5 days a week only; part time will not be available. A regular scheduled day cannot be switched or exchanged for an extra service day. There is a two week visitation period twice a day, once in the morning and once in the afternoon for students transitioning into a new room.

Extra Service - If you attend less than 5 days a week and an extra day of service is needed, the request must be made in the building office. Payment in full of the daily rate must accompany the request depending on availability. A parent following the 7:00 a.m. – 4:00 p.m. or 8:00 a.m. – 5:00 p.m. time schedule must contact the building office if extra time is needed. Payment in full of \$10 per hour must

accompany the request depending on availability. A receipt will be given for entry into the classroom. Once payment has been received for an extra service time or extra day, NO refunds, day changes or credits to account will be given for services not used.

Changes - There is a \$50 fee per student each time a change is made to the schedule received at registration, including changes needed before the first day of attendance. **You can change your schedule at no charge during the last two full weeks in June.** School year calendar students cannot change to a year round calendar after February 1st during the current school year. If summer time care is needed, contact the building office after May 1st to be put on a waitlist for any summer openings available.

Cancellation – A two week written notice is required to withdraw from Building Blocks. If notice is not given, you will be billed the daily rate from the date the office was notified.

Refunds- Refunds are not issued for any days the program is closed due to weather. A two week notice must be given when withdrawing from the program.

CLASSROOM RATIOS

LARA and NAEYC have established minimum child care staff-to-children ratios for each child care age group. As part of our commitment to best practices in early childhood education, Building Blocks meets licensing ratios in all our classrooms. The following shows LARA and NAEYC's minimum staff-to-children ratios for each age group.

AGE OF CHILD AT ENROLLMENT	LARA and NAEYC Ratio
Infants (6 weeks – 12 months)	1:4
Young Toddlers (12 months – 24 months)	1:4
Older Toddlers (24 months-36 months)	1:4
Preschool (three years - four years)	1:10
Preschool (four years - five years)	1:12

CONSISTENT CAREGIVING POLICY

“Primary Caregiving Teams”- We believe in the practice of primary caregiving. Each child at Berkley Building Blocks is assigned a teacher as the primary caregiver who assumes special responsibility for that child and for communication with his or her parents/guardians. Primary caregiving strengthens the link between families, children, and teachers. By assigning a primary caregiver to your child, we are encouraging you to establish a relationship with a particular staff member who will be especially focused on your child’s needs and development as well as your concerns. At the same time, education is a team responsibility; all teachers on your child’s team will interact with and provide learning experiences for every child in the classroom.

TUITION PAYMENTS

Payment - Payments are due by the 1st of each month. If payment is not received by the 5th of each month a \$40 per child late fee will be assessed. Monthly payments are the same amount each month and will be determined by the student’s schedule. Building Blocks school year calendar students have 10 monthly payments; year round calendar students have 12 monthly payments. All tuition payments are to be made at or mailed to: Berkley School District, Accounts Receivable, 14501 Talbot, Oak Park, MI 48237. We accept payments with Visa, Master Card, Discover Card, checks or money orders made payable to Berkley School District, or cash. Call: Accounts Receivable (248)837-8439 to make payments with a charge card, or fill out the Automatic Charge Card form. If our automatic charge card billing gets declined twice you will automatically get dropped off the Automatic Charge Card list. For your convenience, an after-hours drop

box is available at the Building Blocks family entrance on the west side of the building, 14700 W. Lincoln, Oak Park, MI 48237.

Exclusion Due to Non-Payment - If payment is not received by the 15th of the month, service will be curtailed. After you have been on the exclusion list twice, the third time you miss your payment you automatically have to re-enroll or leave the program. Re-entry will be dependent upon available space and will not be permitted until the delinquent account is paid in full. This will include a \$50 schedule change fee to re-enroll.

Check Return - There will be a \$35 fee charged for returned checks. If you have a non-sufficient funds fee assessed you will no longer be able to pay with a check.

Late Pick-Up Fee - There will be late pick-up fees of \$5 per minute charged according to your schedule. The fee will increase to \$7 per minute after the first 30 minutes. Lateness of 3 or more times may result in dismissal from the program. Please call the Building Blocks classroom if you will be late to pick up your child.

FEES DUE AT REGISTRATION

When you are notified of acceptance into the program, Building Block enrollees are required to pay the first month's tuition plus a \$60 individual or \$100 family non-refundable registration fee. If registering after the 1st of the month, the daily rate will be charged for the days of service needed for the first month according to your schedule.

ILLNESS AND VACATION

Tuition fees will not be adjusted due to absences, illness, vacations or unexpected school closings.

CALENDAR

Please refer to the Berkley Building Blocks year round and school year calendars for days the programs will be closed.

SPECIAL PROGRAM / FIELD TRIP FEE

Occasionally, our center may arrange for a special performance, speaker, or special activity.

Parents/families will receive advanced notice for these activities.

Berkley Building Blocks students do not participate in off-site field trips.

PROGRAM WITHDRAWAL

A two week written notice is required to withdraw from Building Blocks programs. For your convenience, a "Program Withdrawal Form" is available from the Buildings Blocks office or online at www.berkleyschools.org/buildingblocks. If notice is not given, you will be billed the daily rate from the date the building office was notified. If the program determines that it is unable to provide services to meet the needs of your child without jeopardizing the quality of care provided to other children, you may be asked to withdraw from the program.

FORMS INCLUDED IN APPLICATION

All required forms must be fully completed before a child may attend a Building Blocks program. Completed forms are to be returned to the Building Blocks office no later than two days prior to your child's first day. Please remember to update your forms periodically, especially phone contact numbers and any health related concerns.

Completed forms required for admission in Building Blocks Programs are:

Enrollment Form – This form will supply us with pertinent parent/guardian information, child's information and schedule. Some of this will also be on the Child Information Record, please keep these updated if you have changes with work or home information.

Child Information Record (AKA Emergency Card) – As part of your enrollment packet you will find a

Child Information Record. The State of Michigan Office of Child and Adult Licensing requires that each child have an information record on file and that the information record is updated yearly. If your personal information or work information should change throughout the year please be sure to update your child's information record in the classroom and main office so that we may have the most accurate contact information.

For the health and safety of your child it is imperative that the child information record is accurately completed and submitted before your child begins school with us. You will be asked to provide telephone numbers where you can be reached immediately. Please notify us as soon as any of these numbers change. You will also be asked to provide us with the name and telephone numbers of at least three other individuals that you authorize to pick up your child from the center. Please let these individuals know that we cannot release your child to them without valid government issued identification. Please note that the name that you list should 100% match their identification.

Health Appraisal (Current Physical, Immunization Record) – Within 30 days of initial attendance a physical evaluation performed within the preceding 3 months signed by a licensed health care provider must be received in the office. Toddlers' physical evaluation needs to be performed within the preceding 6 months. Preschoolers' physical evaluation needs to be performed within the preceding year. Physical evaluations shall be updated yearly for infants and toddlers under 2 ½ years of age, and every 2 years for preschoolers. Immunization records are to be kept up to date. Please give the office a copy of any immunizations your child may have received while in our care. Be sure to inform the childcare supervisor and lead teacher of all health concerns regarding your child.

Policy & Procedures Statement - This signed form indicates you have read the Parent Handbook and agree to abide by all policies and procedures of the Berkley School District Building Blocks programs. You give your permission for school personnel to discuss with other professionals, information relevant to the program planning. The form includes monthly tuition payment procedures.

Parent Questionnaire - We would like to get to know your child better. The childcare staff find this information helpful, particularly if there have been recent changes concerning your child or in the home. All information will be held in confidence.

Medication Forms - These forms are required whenever your child will need medication while in our care. The Medication Form is to be filled out by the physician and parent for all prescription medication that the student may take. For over-the-counter medication, a Nonprescription Medication Consent Form is available for the parent to fill out. It is important the forms be filled out completely so the staff can administer any medication.

Licensing Parent Notification – All licensed programs must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last five years. This information may be viewed by the parent upon request. Licensing inspection reports, special investigation reports, and corrective action plans from at least the last three years are available on the department's child care licensing website at www.michigan.gov/michildcare.

Time Schedule – The form to choose which time frame you will be following: one of the 9-Hour options or the 11-Hour option. This form outlines procedures for 9-Hour scheduled students that may need an extra 1 hour care either before or after their set schedule.

Communication Opt-Out – Technology provides us with many opportunities to showcase students and their work, photos, videos, and voice in district communications or other media. If you do not want your

child included, fill out the Communications Release Opt-Out Form and turn it into the office.

Skylert Notification System – In order to best communicate with you in a school closure or other emergency situation, the Berkley School District will send a Skylert to all families. Skylert is an emergency notification system that has the ability to call, text, and email all families in our database with important information or emergency messages from the school.

FAMILY AND COMMUNITY ENGAGEMENT

Parents/primary caregivers are the most important influence in a child's development. An essential part of Building Blocks is the involvement of parents/caregivers in program planning and operational activities. If you would like to learn more about how you can support our program or what training and educational opportunities are available, please speak with your child's teacher. All program involvement is voluntary and not a condition of the child's enrollment. Parents/guardians are encouraged to participate in monthly parent activities, including parent connections and family events.

Parents have a unique range of experiences and talents which add a special feeling and dimension to our program. Berkley Building Blocks is not only committed to the children, but to the entire family.

ITEMS FROM HOME / BIRTHDAYS

Please do not send toys or personal items from home. We will not be responsible for lost or broken items. Birthdays and holidays are special times in which our classrooms enjoy acknowledging. If your family does not observe specific celebrations please inform the center and arrangements may be made to accommodate family observances. You are welcome to provide a small treat for your child's birthday, however, due to the number of allergies, it is encouraged that the treat is non-edible.

If you wish to provide the class with something special for your child's birthday or a holiday, here are a few suggestions:

- Goodie bags with trinkets such as stickers, pencils, crayons etc...
- Party decorations
- Hats or noise makers
- A classroom art project
- A classroom gift such as a book dedicated to your child

NUTRITIOUS LUNCH / SNACKS

Nutrition is extremely important to your child's healthy physical and mental development. A proper balance of healthy snacks and healthy lunches will make your child(ren) feel great, provide healthy productive energy, as well as improve their concentration, development, and individual dispositions.

We will NOT be able to microwave food for your child in the Building Blocks classrooms. If your child will not eat the food cold please send it in a thermos. Glass containers of any kind can not be accepted for safety reasons, except in infant classrooms. Please send your child's lunches and snacks ready to be served. This will need to include **plates, bowls, and silverware**. Some rooms are allergy alert classrooms, please be mindful of your food products, check with the teacher to see if your child attends an allergy alert classroom.

Infant Food Requirements: Parents of infants are responsible for providing formula, table food, bottles and/or sippy cups. All bottles need to be premixed before coming to the center and will be stored appropriately. Bottles and food must be labeled with the child's first and last name, date.

Toddler/Preschool Food Requirements: All children who are at the center for more than four hours must bring a bag lunch and a snack(s). When you package your child's beverages and/or food or snack in a larger container, such as a lunch bag, just the larger container has to be labeled with the child's name and the date. Each individual item in the larger container does not have to be labeled with the child's name and

the date. Glass containers of any kind can not be accepted for safety reasons, except in infant classrooms. Please provide your child with a well-balanced meal. A lunch (no snacks) is available to purchase at an extra cost during the school year district calendar. Monthly menus are distributed at the end of each month, and parents are able to order lunches for the following month. The catering service reserves the right to change the menu without notice. For infants and toddlers starting table foods, keep in mind foods listed on the choking hazard form (Ask the teacher if you need a copy).

TOOTHBRUSHING

All children enrolled in Building Blocks programs brush their teeth once a day for oral health care. Age appropriate toothpaste, toothbrushes, and infant gauze are supplied by Building Blocks. Preschool and older toddlers use Fluoride toothpaste, young toddlers use Fluoride Free toothpaste. Sterile gauze is used to wipe the gums of infants.

STORAGE AND DISPOSAL OF FORMULA, MILK, AND FOODS

- All food items that need to be kept cold will be stored in a refrigerator at a temperature of 38 – 40 degrees F. All refrigerators will have a thermometer in them accurate within +/- 2 degrees F.
- Parents are to provide for their own child's daily intake of baby food and formula. All food items are to be labeled with the child's name, and date.
- All formula is to be prepared at home by the parents; no bottles are to be prepared in the center.
- All bottles and opened baby food are to be discarded at the end of each day.
- The contents of the bottle are to be discarded after feeding.
- Parents are to provide their own food, snacks, and beverages. All food items are to be labeled with the child's name, and date.

REST TIME AND SLEEPING EQUIPMENT

Full day Building Blocks students will have a rest-time each day. For infants please provide a crib sheet that is fully elasticized. Licensing rules prohibit blankets, bumper pads or any item in cribs or within the reach of the crib with children under 11 months of age. For toddlers/preschoolers, please provide a blanket and regular size crib sheet for cots. Older children are not required to sleep, but are required to rest on a cot for at least a ½ hour daily. They will need a blanket and regular size crib sheet for cots. Parents must provide bedding for their own child for his/her exclusive use.

- All bedding must be labeled with the child's name.
- Cots are provided by the center and are stacked on top of each other when not in use. The child's bedding remains in a closed bag, keeping bedding separated and not in contact with others'.
- All bedding is sent home for laundering at the end of the week.
- All cots and cribs are disinfected with a bleach water solution

Documentation from the child's health care provider is required if a child has a health issue or special needs that require the child to sleep in something other than a crib for infants, or cot for toddlers. The documentation must include specific sleeping instructions and time frames for how long the child needs to sleep in this manner including an end date.

DIAPERING/TOILETING

Infant / Toddler Diapering: Building Blocks program families must supply all diapers, wipes and/or diaper cream. Please be sure to bring all items labeled with first and last name.

- All diapering will be done in the designated diapering area (on a changing table), or in the bathroom (older toddler classes).
- Caregivers are to use only the supplies provided by that child's parents, which are stored in a clean and safe location when not in use. Any washcloth or towel, or both, used in diapering shall not be used subsequently on another part of the body or for any other purpose until laundered.

- All soiled diapers are to be wrapped up on the used changing paper and discarded in a plastic-lined diaper pail with a lid.
- The following apply when cloth diapers or training pants are used:
 - o Each cloth diaper must be covered with an outer waterproof covering. Outer coverings must be removed as a singular unit with wet or soiled diapers and with wet or soiled training pants, if used.
 - o Diapers, training pants, and outer coverings must not be reused until washed and sanitized.
 - o Rinsing the contents must not occur at the center.
 - o Soiled diapers must be placed in a plastic-lined, covered container, wet bag, or other waterproof container, and used only for that child's soiled diapers.
- All dirty diapers are disposed of daily.
- The caregivers are to wear gloves while changing the diaper. Caregivers and children wash their hands after diaper change with soap and running water; hands are to be dried with a disposable paper towel. Handwashing facilities will be conveniently located near the diapering area.
- The changing area is to be cleaned after each diaper change with a bleach-water solution, and then dried with a disposable paper towel. Use one (1) tablespoon chlorine bleach to one (1) gallon of warm water. The solution may be sprayed.

Toddler Toileting: Older toddler rooms will be diligent on toilet training. When your child is toilet training please be sure to send in lots of extra underwear and clothing from socks all the way to shirts, label all items with name. We do not allow PULL-UPS in the center during toddler toilet training.

Preschool Toileting: Children enrolled in programs serving 3 - 5 year olds are expected to be toilet trained. If a student is not fully toilet trained, they will be placed in the older toddler program for toilet training purposes.

DRESS/OUTDOOR TIME

All children should be dressed in clothing that may be worn for activities such as art and active play. We ask that you keep a clearly labeled extra set of clothing, including socks and underwear, in your child's classroom. Soiled clothing will be wrapped and placed on your child's hook. Due to Universal Precautions, staff do not wash soiled clothing.

We believe outdoor play is an important part of your child's health and social growth. This outdoor time is scheduled daily and staffed appropriately. Each and every classroom will go outside everyday unless the weather conditions are unsafe. In case of inclement weather, children will remain indoors and will be provided with alternative gross motor opportunities. **Please dress children for the weather and the season.** Flip flops and open toed sandals are discouraged because they are very unsafe for climbing and running. In addition, wood chips may get into shoes and hurt children's feet. You may also consider sending in a sun hat clearly labeled with your child's name.

PLAYGROUNDS

The Berkley Building Blocks playground equipment has been certified to meet all safety standards required by the Michigan Department of Education. The Michigan Department of Human Services, Child and Adult Daycare Licensing, requires centers to inform parents that the center plans to use a public school's outdoor play area. Only playground equipment certified and approved for children ages 1-5 will be used by the preschool program. Children at BBB have access to tricycles on the playground and in the gym, helmets are not provided by BBB, families are welcome to send in a helmet if they would like. Families understand the risks associated with using these materials.

SUNSCREEN

Sunscreen is required during the spring/summer instruction. Each classroom has a Sunscreen Permission Form that needs to be filled out authorizing Building Blocks programs to apply sunscreen. The sunscreen

container needs to be labeled with the child's first and last names. We advise that you apply sunscreen on your child in the morning upon arrival. Building Blocks programs staff will apply sunscreen in the afternoon.

DISCIPLINE POLICY

It is our goal to provide a safe and caring environment for all children in our programs. Our policy regarding behavior follows developmentally appropriate practices and expectations:

- Respect the rights and property of others.
- Act in a courteous and cooperative manner.
- Use acceptable and appropriate language.
- Be responsible for their actions.
- Follow caregiver instructions.

The Building Blocks staff will work in partnership with the parent/guardian to redirect and coordinate a plan to help the child change inappropriate behavior.

Staff will use redirection, logical consequences and talking with the child to help correct inappropriate behavior. All of these methods help to encourage self-control, self-direction and cooperation. District resources may be called to observe and make recommendations.

Should disruptive behavior occur, the following steps will be followed:

1. Teacher talks with child, teacher observes and documents incidents to determine frequency and severity of behavior.
2. Teacher will notify the parent/guardian of the inappropriate behavior and seek input and support, and the teacher will continue to observe and document behavior.
3. Supervisor and teacher will speak to the parent/guardian and seek permission for referral of the family.
4. Supervisor and teacher will follow-up with the parent/guardian regarding referral.
5. If the family is actively involved in the referral process and the extreme and persistent behavior continues, the child will be suspended for a time determined by the supervisor. If the behavior continues after the suspension and re-entry, the supervisor and teacher will meet with the parent/guardian to decide further course of action. If the family has not initiated and/or is yet actively involved in the referral process, the child will be suspended.

A child may be suspended from the program due to:

- Excessive hitting or kicking staff, or other children.
- Repeated disruptive behavior, antisocial behavior.
- Threaten bodily injury to staff or other children.
- Documented evidence of unsuccessful adjustment.
- Bringing a weapon to class.
- Parental threats of injury to staff. A child who has not been able to adjust to behavioral recommendations may be dismissed from the program.

PROGRAM DISMISSAL

The following circumstances may result in a child being dismissed from the Building Blocks program. Disciplinary action may be taken by the school authorities, regardless of whether or not criminal charges result:

- Incomplete registration forms, including Health Appraisals and child physicals.
- Physical or verbal abuse/harm to another child or staff member, according to developmental expectations.
- A child who does not adjust to behavioral recommendations as stated in the discipline procedures.
- Exclusion for non-payment of any program.

- Weapons, criminal acts - defined as criminal or misdemeanors under the laws of any governmental unit are prohibited in school buildings, on school property, or at school sponsored events.

MANDATED REPORTING

All child care providers and volunteers are required by law to report any suspected child abuse or neglect to the Department of Human Services. In compliance with the law, our procedure regarding suspected child abuse is as follows:

- The Department of Human Services will be contacted immediately.
- We are required to file a written report within 72 hours after making the telephone report.

DROP OFF AND PICK UP

Parents (or a designated adult) must accompany each child into the Building Blocks program room(s) each day, to sign the child in for the day. Families are asked to use Procure to sign their children in and out each day, using either the app, or the kiosks located at the family entrance of BBB. For the safety of your child when signing out for the day, please be diligent in letting your childcare provider know that your child is leaving for the day.

RELEASE OF CHILD

The staff will not, under any circumstances, release a child to an individual who is not on the Child Information Record designated by the parent. Phone calls, faxes or text messages by parents to add or remove a person on the information record are not acceptable. You must add or remove individuals to release your child in person with the Building Blocks staff. Persons picking up a child must provide picture identification. Please be sure to keep the information record updated with current phone numbers, including area codes. In the case of another person picking up your child, Berkley Building Blocks staff will share important information about the child's day, if necessary. We will not discuss other information such as developmental milestones or behavior concerns.

KEY FOB

For security purposes Building Blocks centers and all district schools allow parent entry into buildings with key fobs. Upon registration, each Building Blocks program family will receive 2 key fobs. Extra key fobs may be purchased for a fee. If you have lost or misplaced your key fob you may also purchase a replacement for a fee. Upon leaving the program, all key fobs are to be turned into the Building Blocks office by your last day. If the key fob is used by unauthorized people, your child will be dismissed from the program.

FIRE, TORNADO, LOCK-DOWN, AND EVACUATION EMERGENCY PROCEDURES

All teachers and staff members employed at Berkley Building Blocks are trained and prepared to handle emergency situations. In the event of a fire, tornado, disaster, etc., the childcare staff will be notified immediately and the proper procedures will take place. When the conditions warrant, children will be moved to a designated safety area within the building or outside on school grounds.

Fire, tornado, and lockdown drills are practiced throughout the year so that children and staff will know what to do in the event of an emergency. During a fire/emergency drill, parents may not sign children in or out of Berkley Building Blocks. They must wait until the drill is complete and the children and teachers have reentered the building. In the event that parents are present, they can wait with their child's class in the designated safe areas inside and outside of the building until the drill is complete.

In the event that Berkley Building Blocks must go into a lockdown, parents will be notified via email or phone as soon as possible. During an actual lockdown, as well as during a practice drill, all exterior doors and windows to the building will be locked. Children will be moved to a safe place within the inside of the building until the situation is resolved. In this case, and for the protection of everyone, no one is allowed to

come in or go out of the school until cleared by emergency personnel.

In the event of a real evacuation, the Supervisor of Early Childhood will inform the teachers that the school must be evacuated. Parents will be notified as soon as possible via email or phone. If it becomes necessary to remove the children from school property, children will be taken to the emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick up your child.

DETERMINING THE GENERAL HEALTH OF A CHILD

Through routine observation and interaction, if/when a child complains that he/she is not feeling well or a child appears to be acting/looking out of character, the caregiver will:

- Ask the child (if possible) how he/she is feeling—or what is bothering them.
- Feel the child's skin and check the whole body for abnormalities (i.e. rashes, bumps, bruises, body temperature, watery eyes, etc...).
- Take the child's temperature with a thermometer.
- Consult with the Supervisor of Early Childhood or designated person regarding the child's condition.
- Call the child's parents to check on a possible change of routine, diet, medication, etc.
- Complete an Ages and Stages Developmental Screener on all children and refer to children agencies if needed with parent approval.

If the school becomes aware that a child, staff member, or volunteer has contracted a communicable disease, the school will notify the parents in the following ways:

- Health fact sheet with the name of the communicable disease.
- The symptoms of the disease.

HEALTH CARE POLICY

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

- Children and staff wash their hands upon entering the room, after using the restroom, before eating or preparing food, after outdoor play and as needed to prevent the spread of germs and disease.
 - o Wet hands
 - o Use soap
 - o Wash hands
 - o Rinse hands
 - o Dry hands
 - o Turn off water with a paper towel
- Safe handling of body fluids will include the use of vinyl gloves and standard Universal Precautions.
 - o Wear disposable gloves
 - o Wash the area with soap and water, and dry the area
 - o Disinfect the surface with a solution of one part bleach to ten parts water. Allow the area to remain wet for at least 3 minutes, before drying
 - o Use disposable cleaning materials if possible, such as paper towels instead of cloth
 - o Dispose of cleaning materials and gloves in a sealed plastic bag
 - o Wash hands with soap and running water (disinfectant waterless hand cleaners or towelettes may be used if soap and running water are not available)
- Cleaning and sanitizing of all equipment, toys and other surfaces will be completed on a daily and/or weekly basis or as necessary to ensure a healthy environment
 - o Thoroughly washed in detergent and water
 - o Rinsed in clear water
 - o Sanitized in bleach water. Use one (1) tablespoon chlorine bleach to one (1) gallon of warm water. The solution may be sprayed
 - o Air dried

HEALTH AND MEDICAL

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys, and other equipment in the room has appeared to play a role in the transmission of disease in child care settings.

Illnesses may be spread by way of:

- Human waste, such as urine and feces.
- Body fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood.
- Direct skin-to-skin contact.
- Touching a contaminated object.
- The air, in droplets that result from sneezes and coughs.

Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness—spreading condition in the same way.

Caregivers have access to available resources in a variety of fields (such as physical and mental health care, nutrition, safety, oral health care, and developmental disabilities). When physical, mental, or social health concerns are raised for the child or for the family, they are addressed appropriately, often by referring the family to resources available in the community.

HEALTH RESOURCES

Head Start Health Nurse, Colleen Dillon, R.N. is at Berkley Building Blocks one day a week. Berkley Schools nurses are also available as needed.

SICK POLICY/HEALTH EXCLUSION

Most children, staff and volunteers with mild illnesses can safely attend child care. However, they may be too sick to attend if: they do not feel well enough to participate comfortably in the program's activities; the staff cannot adequately care for a sick child without compromising the care of the other children. A child, staff or volunteer exhibiting or experiencing any of the following symptoms may not attend childcare;

- * Vomiting in the last 24 hours
- * Diarrhea/ including two loose diapers in the last 24 hours
- *Undiagnosed rash
- * Inflamed throat
- * Persistent cough
- *Green or yellow discharge from nose
- *Redness or discharge from eyes
- * Any draining sore
- * Fever in the last 24 hours
- * Temperature of 100 degrees or higher

Temporary care for an ill child that is separated from other children will be placed in the Building Blocks Supervisor's office until a parent picks up. A child, staff or volunteer may also be excluded if he/she exhibits any other conditions which may be considered contagious to others and will need a doctor's note to return. A child, staff or volunteer must be excluded until he/she is fever free for 24 hours without the use of medication, unless the doctor provides a written note. If your child has an undiagnosed rash we need a doctor's note to return to class. If a child becomes ill or shows the above symptoms, the parent/guardian will be called, the sick child will need to be picked up within the hour. After notifying the parent/guardian and a sick child has not been picked up in a timely manner, other persons listed on the emergency card will be notified. We appreciate a phone call and information about your child's illness, should your child not feel well enough to attend Building Blocks programs. We ask that you contact us with the doctor's prognosis; if appropriate we will provide the classroom with a Health Fact Sheet from Oakland County Health Department of any communicable diseases. We ask that you follow these rules in order to help keep everyone healthy.

COMMUNICABLE DISEASE

If Berkley Building Blocks becomes aware that a staff member or child in our child care has contracted a

communicable disease we will notify parents within the classroom, with the name of the disease that the children were exposed to, the symptoms and prevention measures as recommended by the U.S. Center for Disease Control and Prevention.

MEDICATION ADMINISTRATION AND STORAGE

It is the Berkley School District policy that all prescription medications dispensed at school require a Medication Form to be filled out completely by the physician and parent/guardian. Over-the-Counter medication will need to be filled out on the Nonprescription Medication Consent Form by a parent/guardian. Please keep staff informed of any medical concerns your child might have while in our care. The policies for administering and storage of medication are:

- All medication that is brought into the center must be in its original container with the child's name on the container.
- All medication is stored in a designated place, out of reach of children or in a locked cabinet.
- Any medication that has an infant dropper as opposed to a syringe (infant dropper medication is heavily concentrated) will need the Medication Form filled out.
- A caregiver shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
- Staff are not permitted to prescribe, or make available, any medication, including but not limited to diaper cream, Aspirin, Tylenol, Motrin, antacids and/or similar items.
- Parents or health care personnel will provide training on the use of any medical device and special care of the device to staff who will be administering medication.
 - Parents will provide training annually for these devices.
- Medication is given only by staff trained to administer medications.
- The center shall maintain records of the medication, the times and amounts of any medication applied or administered. A witness will initial the time and date of the administration of the medication.
- Berkley Building Blocks will not administer the first dose of a medication, except with a physician's written permission for life-threatening situations.
- Topical non prescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen and insect repellent requires written parental authorization annually.

MINOR ACCIDENTS, INCIDENTS AND INJURIES

Your child may be involved in a minor injury, accident or incident while in our care. When an injury or accident occurs, our teachers will perform basic first aid to treat an injury. Parents will be notified, to inform them of the situation and an accident report will be completed detailing the circumstances surrounding the injury.

Children are often involved in incidents which do not require First Aid. These are often related to behavioral changes and may include sudden mood swings, difficulty getting along with other children or a teacher, trouble sleeping or eating at school, or choosing to not follow classroom or center guidelines. We believe that communication between school and home is pertinent in order to correct these incidents. If your child is involved in an incident that you need to be made aware of, your child's teacher will let you know.

MAJOR ACCIDENTS AND ILLNESS

If an illness or injury requires more than basic first aid, you will be contacted and asked to pick up your child to transport home or to a medical care facility for treatment. In the event of a severe medical emergency, we may take emergency measures deemed necessary for the medical care and protection of your child, including contacting EMS. In the event that we cannot contact you, we will make continuous efforts to contact you or someone listed by you as an emergency contact. If your child is transported by EMS, an administrator or teacher will accompany your child and remain with them until a parent/guardian arrives.

All staff are certified in First-Aid and CPR.

TUMMY TIME FOR ALL INFANTS

Tummy Time is required by licensing for all infants under 12 months of age. Infants shall be directly supervised at all times while engaging in tummy time. Infants shall be healthy, awake and alert during tummy time. If the child falls asleep, they shall immediately be moved to their crib. During tummy time, infants shall not be placed on or near soft surfaces.

A parent may request, in writing, an exception for their infant from tummy time. The request must be kept in the child's file.

ORGANIZATIONAL CHART

- Superintendent
- Director of Schools
- Program Supervisor, Site Supervisor, Secretary
- Lead Teacher
- Assistant Teacher

Agreement Policy

I have read and agreed to follow the Berkley Building Blocks Family Handbook

Childs' Name

Classroom

Parent Signature

Date