



MISSION STATEMENT – BELDING AREA SCHOOLS

Belding Area Schools, in partnership with the community, is dedicated to the academic, social, and personal growth of all students, so each becomes a contributing member of society.

BELIEFS OF BELDING EARLY CHILDHOOD CENTER

We, the staff of Belding Early Childhood Center, believe that all children are unique with different social and academic needs. Through developmentally appropriate experiences, children are encouraged to reach their full potential. A safe and nurturing environment that builds self-esteem and positive social interactions is provided. Positive home/school relationships are enhanced through open communication with parents.

PHILOSOPHY OF BELDING EARLY CHILDHOOD CENTER

The educational philosophy of our center is based on meeting the developmental needs of the children involved with our program. To implement this, we must provide an obstacle-free path upon which children are able to perform their explorations in growth. Our teachers are receptors for signals from the child; taking cues from the child's behavior makes us more directly responsive to his/her needs. One role of the teacher is as an observer.

We believe the children profit from the opportunity to make choices. In order to facilitate meaningful choice-making, the children are given the chance to move about in an environment which offers many attractive, interesting, valid, and stimulating activities in which to participate. The children create a new person through their own individualized responses to their environment. We must be open, flexible, and always willing to experiment with the environment because as children grow, so must their surroundings.

Children need adults in their environment who respect their ability to be creative and who provide the means for them to do this. We must be consistent in our respect for a child's ability to make choices. In this way, they can develop as an independent, unique human being.

PRESCHOOL GOALS

The children will:

- Feel good about school by talking about it.
- Show positive signs of learning to work and play with other children.
- Dress and undress for outside play.
- Take care of own bathroom and hand-washing needs.
- Show interest by sitting and listening to stories, singing and doing rhymes, and demonstrate their knowledge of numbers and counting with involvement in pre-math activities.

- Express their emotions in acceptable ways.
- Use language to express their needs and to communicate with other children and adults.
- Investigate how to use the materials in the classroom.
- Use materials creatively in art, in pretending, in movement and music.

DROP OFF PROCEDURES

Children in the preschool programs should not be dropped off prior to their scheduled class time. Please take your child directly to the classroom. All children must be signed in and out on the form provided in your child's classroom. Please do not sign your child out until you are actually taking your child from the center. Be sure to write your first and last name, not "Mom" or "Dad." The instructor or paraprofessional will greet the parent and child upon arrival. Please do not leave until you have been greeted. If a child appears ill, he will not be allowed to stay.

MEDICINES

State law does not allow the school to give children over-the-counter medicines such as aspirin, cough medicines, etc. If prescription medicine is to be administered to a child at school, the parent must complete the medical form and provide storage instructions (refrigeration required, etc.). The bottle must have the original prescription label and show the prescription number, name of doctor, and how many times per day the medication is to be given.

For the protection of all children, your child should be kept at home if they show any of the following symptoms:

- Fever (temperature of 100° or higher or even less when the child feels ill) – until temperature returns to normal
- Earache – until seen by a doctor
- Rash – until the cause is determined and it is not contagious
- Sore throat – until throat loses redness
- Watery or red eyes – until eyes clear
- Any draining sore – until draining stops
- Upset stomach the night before or prior to arrival time
- Chest cough – until cough stops
- Diarrhea or vomiting within the last 24 hours
- Nasal discharge or discharge from eyes or ears

Parents should exercise every precaution and keep their child home should other unusual symptoms occur.

If the child has been exposed to a contagious disease, he should be kept home and the facts of their condition should be reported to the center. (Strep throat, pinworms, viral infections, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, etc., are among the conditions categorized as “highly contagious”.) If a child becomes ill during class, the parents will be contacted with the request to take their child home.

MEDICAL EMERGENCIES

In the event of a medical emergency or an accident, the parents and physician of the child will be contacted. If we are unable to make contact and emergency treatment is required, the child will be taken to the hospital specified on your emergency card. Your authorization for the center to contact your family physician and to take emergency medical measures deemed necessary is part of this agreement.

Plan for Minor Injuries (bumps, bruises or minor cuts)

1. Staff person should put on disposable gloves.
2. Wash infected area with cool clear water if needed.
3. Cover area with bandage if necessary.
4. Complete accident report, have center director sign and copy. Keep the original copy of the report in the center file and send copy home to parents.

Accident, Serious Injury, or Illness

Definition of emergency: Where one or many are sick or injured. Immediate concern is to aid the injured or sick student.

Steps of Action:

1. Administer first aid
2. Contact building office and/or 911, if necessary
3. Office to contact parents or guardians
4. Review student’s emergency card for special medical conditions; inform emergency services if appropriate
5. Do not move severely injured person, or give medication without doctor’s order
6. If victim is unconscious or incapable of making rational decisions an ambulance will be summoned and the victim will be transported to the hospital

Phone Numbers:

- Emergency Services 911
- Central Office 794-4700

For life threatening emergencies, immediately call 911. If emergency is being reported with a cell phone, dial 794-1900 ext. 0.

All serious accidents or injuries must be reported immediately to the center director or principal. The center director or principal will report the incident to Child Care Licensing.

PHYSICAL, IMMUNIZATIONS & BIRTH CERTIFICATE

The Belding Early Childhood Center may not accept your child unless they have had the minimum immunizations completed by the first day of attendance. A certified copy of your child's birth certificate is required. Students must have a current physical form and birth certificate on file within 30 days of the first day of attendance. Students not meeting these requirements will be excluded from the program.

IMMUNIZATION REQUIREMENTS

Following is a list of immunizations required by the State of Michigan.

- 4 doses DPT
- 4 doses Pneumococcal Conjugate
- 3 doses Polio
- 1 dose MMR (after 15 months of age)
- 1 dose Hib (after 15 months of age, before 5 years of age)
- 1 dose Varicella (Chicken Pox)
- 3 doses Hep B

A child admitted to a school or preschool program with only the minimum immunization requirements must show progress towards receiving the remaining doses. A waiver form can be obtained for medical and other reasons at the school office. Students with a waiver will be excluded from our program if they become exposed to the waived immunization disease, and tuition will be charged for the time the student is excluded. The following vaccine doses are required for continued attendance:

4 or 5 doses of DPT. The first 3 doses should be properly spaced. The 4th dose must be given a minimum of 6 months after the 3rd dose. If the 4th dose is given within 6 months of the 3rd dose, an additional dose is required.

4 doses of Pneumococcal Conjugate

4 doses of OPV/IPV. The first 2 doses should be properly spaced. The 3rd dose must be given a minimum of 6 months after the 2nd dose. If the 3rd dose is given before the required 6-month spacing has elapsed, an additional dose is required.

1 dose of MMR. Repeat if given prior to the child's first birthday. (Any combination of single or multiple antigen vaccines containing measles plus rubella plus mumps is acceptable in lieu of a dose of MMR.)

1 dose of Hib or series of 3

1 dose of varicella (chicken pox)

3 doses of Hep B

INCLEMENT WEATHER

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| Tornado Watch | Person eligible to pick up your child may do so. |
| Tornado Warning | Children will remain at the center, taking cover as procedures warrant. |
| Snow Days | If Belding Area Schools is closed because of snow, the preschool will be closed. Please listen to local media stations. |

SCHOOL SCHEDULE

The preschool program follows the Belding Area Schools calendar. Following is a tentative calendar which is subject to teacher contract negotiations. The center will be closed on the following days:

- Monday, September 6, 2010 – Labor Day
- Monday, November 1, 2010 – Professional Development Day
- Wednesday, November 24 – Monday, November 29 – Thanksgiving Break
- Tuesday, November 30, 2010 – Teacher Records Day
- Monday, December 20 – Friday, December 31, 2011 – Holiday Break
- Monday, January 17, 2011 – Professional Development Day
- Monday, February 7, 2011 – No School
- Friday, February 18 and Monday, February 21 – Midwinter Break
- Friday, March 11, 2011 – Half Day
- Monday, March 21, 2011 – Professional Development Day
- Friday, April 1 – Friday, April 8 – Spring Break
- Friday, April 22, 2011 – Good Friday
- Monday, May 30, 2011 – Memorial Day

CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing, since some clothing does become soiled from play or art activities. Paint shirts are provided by the center for art and water activities.

Please, remember that children are taken outdoors daily (weather permitting) and should be dressed accordingly. All clothing should be labeled with your child's name. Children should be brought to the center only if they will be permitted to take part in outdoor play. Outdoor play will occur daily at the discretion of the teacher.

EXTRA CLOTHING

Water activities, sand play, and occasional bathroom accidents necessitate that an extra change of clothing be kept at the center at all times. In case of an accident, please bring a change of clothing in a zip lock bag with your child's name on the bag. If wet or dirty clothing is sent home, please return a clean, extra set of clothes the next day your child attends.

BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to send a treat to share with the class on birthdays or special occasions. Please make treats as nutritional as possible (i.e. crackers, popcorn, muffins, fresh fruit, bagels, pretzels, juice, vegetables, cheese cubes, cheese slices or string cheese, sandwiches). Use your imagination and have fun.

PROHIBITED ITEMS

Please do not send toys, candy, gum, sharp objects, play guns, medication, or money to the center. We do not allow baby bottles and pacifiers for health and safety reasons.

HOLIDAY CELEBRATIONS

Knowing that young children have little understanding of holidays, we try to plan appropriate activities which they will understand. During Halloween, we schedule a party and give students the option of dressing in a costume. In December, we schedule a holiday party and ask for parent volunteers. Valentine's Day allows us to do several fun activities. The children make cookies and learn some special songs and rhymes. Parents are welcome and encouraged to send special treats for the holiday celebrations. Please make them nutritious.

VOLUNTEERING

We need you...your hands, your hearts, and your laps! We would love to see you in our classroom. This is the beginning of your involvement in your child's education. Research shows children whose parents are involved in school activities do better in school. Children love to have mom, dad, or grandparents come to school.

All classroom volunteers will be supervised by a center staff person at all times. The center will have evidence on file that each volunteer who has contact with children at least 4 hours per week, for more than two consecutive weeks, is free from communicable tuberculosis, verified within one year before volunteering and have a completed ICHAT form on file.

All volunteers attending field trips will be required to have a completed ICHAT form on file.

FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The center will provide the same adequate, responsible adult supervision for these excursions as is provided for children while in attendance at the center. Permission for your child to participate in such excursions is part of this agreement.

PHOTOGRAPHS AND PUBLICITY

Photographs of the children participating in our program may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials. Your permission for the photographs including your child to be used without compensation is part of this agreement. If you do not want your child's picture taken, please give written notification to your child's teacher.

PICKING UP CHILDREN

Children in the Belding Early Childhood Center Programs should be signed out by an adult before leaving.

Parents, relatives, and friends who are on your child's emergency card, but whom the staff does not recognize, will be asked for identification in order to ensure that each child remains safe while in our care. Children will not be allowed to leave the center with anyone but their parent or legal guardian without written notification given to the child's teacher. Remember, your child will be permitted to leave only with those persons listed on the emergency card and who are at least 16 years old.

DISCIPLINE POLICY

Non-severe disciplinary methods or restraint may be used to prevent a child from harming himself or others. A parent will be notified immediately when a severe disciplinary infraction occurs. At the teacher's discretion, some or all of the following guidelines will be used in regard to discipline:

- Make the child aware of behavioral expectations
- Use "conflict negotiation" which is an approach that helps children solve their own social problems. The children are asked to problem-solve their situation with a teacher there for support and coaching. The goal is to find a way for all of the people involved to be satisfied with the outcome.
- Use "time-out"
- Utilize positive reinforcement for desired behavior

SUSPECTED ABUSE OR NEGLECT

The State of Michigan requires that all members of licensed institutions be on the lookout for, and report to the State, any and all cases of abuse or neglect of a child. The Belding Early Childhood Center is therefore obligated by law to report any suspected cases of child abuse and/or neglect.

FOOD AND NUTRITION

The children will have a nutritious snack at school everyday. Our center participates in the Michigan Child Care Food Program.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write, USDA, Office of Civil Rights, 1400 Independent Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

BELDING EARLY CHILDHOOD CENTER HEALTH CARE PLAN

Handling Bodily Fluids/Universal Precautions

The center shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. The Occupational Safety and Health Administration (OSHA) has model exposure plan materials for use by child care centers available from regional OSHA offices. See R 400.5102a blood-borne pathogen training requirement.

Cleaning and Sanitizing of Equipment and or Surfaces

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

Examples of sanitizing solutions include but are not limited to:

- Water and non-scented chlorine bleach solution with a concentration of bleach between 50 - 200 parts per million (1 tablespoon per gallon of water). Test strips must be used to check the concentration and are available from most food service suppliers.
- Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions.

Hand Washing Procedures – Children

When to Wash Hands:

- After using the restroom
- After sneezing, coughing, blowing their nose, or using tissue
- After handling garbage
- After touching an open sore, cut, boil, or pimple
- Before handling food

How to Wash Hands:

- Wet hands with warm water, then apply soap.
- Have child rub hands together under the water for at least 20 seconds. Tip: Try having them sing Happy Birthday or the ABC's while scrubbing.
- Rinse hands under warm water.
- Dry hands with disposable paper towel.

Hand Washing Procedures – Adults

When to Wash Your Hands:

- Before starting work
- Before putting on food service gloves, and then again when changing them
- After handling cleaning supplies
- After eating, drinking, or taking a break
- After handling poultry, raw meat, fish, or shell eggs
- After using the restroom
- After sneezing, coughing, blowing their nose, or using tissue
- After handling garbage
- After handling money
- After touching an open sore, cut, boil, or pimple
- Before handling food

Diapering Procedures

- Organize needed supplies within reach and wash hands. Place a disposable cover on the diapering surface.
- Avoid contact with soiled items.
 1. Put on disposable gloves.
 2. Place child on surface.
 3. Provide steps for larger children.
 4. Never leave the child unattended.
- Remove the soiled diaper.
 1. Remove soiled diaper and soiled clothes.
 2. Fold the soiled surface inward.
 3. Put disposable diapers in a covered, plastic-lined trash can.
 4. Put soiled, reusable diaper and/or soiled clothes without rinsing in a plastic bag for parents.
- Clean the child's diaper area.
 1. Use disposable wipes to clean and dry the child's bottom.
 2. If the child needs a more thorough washing, use soap, running water, and paper towel.
 3. Remove the disposable covering from beneath the child and put in a covered, plastic-lined trash can.
 4. Remove and dispose of gloves in a covered, plastic lined trash can.
- Put on a clean diaper and dress the child.
 1. Use a facial or toilet tissue to apply any necessary creams or ointments.
 2. Note and plan to report any skin problems such as redness.
 3. Slide a fresh diaper under the child, then adjust and fasten it. If pins are used, place your hand between the child and the diaper when inserting the pin.
- Wash the child's hands and return the child to supervised area.
- Clean and disinfect the diapering area, all equipment and supplies that were touched, and soiled crib or cot, if needed.

- Wash your own hands thoroughly.

Proper Labeling and Storage of Food Items

All food items must be stored in original containers showing expiration date and must be disposed of prior to the date of expiration.

Procedures for Obtaining and Maintaining Updated Physicals and Immunizations

- Student physical will be obtained within 30 days of the first day of attendance.
- Immunizations will be obtained and placed on file on the child's first day of attendance.

PARENT/COMMUNITY RESOURCES

Health resources are available from the Ionia County Health Department.

Begin With Babies

Are you pregnant and/or parenting a child who is birth to age three? Do you have low income and other stressors in your life? Would you like information and support to help your child to reach their potential? You may qualify for a supportive program called Begin With Babies. This program helps to improve parenting skills, provides access to needed community services, and helps to improve school readiness. There are appropriate things you can do with even an infant that will lay the foundation for future school success. For more information, call 1-616-522-1409.

Community Mental Health

Do you or anyone you know need help with the following?

- Crisis intervention
- Psychiatric services
- Life coping and problem solving skills
- Employment and housing assistance
- Respite care
- Individual, family, or group therapy
- Older adult services

Call (616)527-4900 or 1-888-792-4491. All calls are treated in a confidential manner.

Department of Human Services

This agency provides a range of services and programs designed to meet the basic financial, medical, and social needs of people who are unable to provide for themselves. It provides skill building, opportunity enhancement, and family-focused services. It also deals with protecting children and vulnerable adults from abuse, neglect, exploitation, and endangerment. FIP provides temporary assistance to families in need and temporarily helps with living expenses such as shelter, heat, utilities, clothing, and food. Prevention Services provide assistance to families regarding housing, transportation,

counseling, budgeting, parenting skills, individual support, mentors, and education on childcare. Call 616-527-4900 or 1-888-792-1790 for more information.

Early Childhood Special Education Services

These programs serve children ages three through five who have an identified disability or developmental delay and are eligible for special education. For more information, call (616) 794-4724.

Early On

This program is for any child, birth to three years old, who demonstrates a developmental delay or an established health condition that places them at higher risk for developmental delays. Call 1-888-792-4491 for more information.

Ionia County Adoptive/Foster Parent Chat Group

This is an informal group where parents get together to support each other. It meets on the 2nd Tuesday of the month in the morning. Call (616)527-4318 for more information.

Ionia County Health Department

The Ionia County Health Department provides:

- Immunizations
- A Maternal and Infant Health Program which is a home visiting program for pregnant women and families with infants birth to 12 months receiving Medicaid. Services include public health nursing, nutrition education, and social work services regarding pregnancy related issues and infant development.
- WIC (Women/Infants/Children)
This is a nutritional program for eligible pregnant and breastfeeding women, infants, and children. Families receive milk, eggs, juice, cereal, and cheese. Infants receive formula, cereal, and juice. Call (616) 527-5339 for more information.
- Lead Screening
Children living in dwellings with a high environmental risk for lead poisoning and who are six months to six years of age can be screened through a blood test and environmental questionnaire.

Grandparents Parenting

This is a support group that addresses topics of interest and uses informational speakers. Call (616)761-3151 for more information.

Great Parents, Great Start

Did you know that you are your child's most important teacher? Would you like information and support to help your child reach their potential? Great Parents, Great Start provides information on child development and parent-child interaction in a

variety of ways such as written information, web-based resources, and direct instruction through home visits and playgroups. The playgroups meet at Belding Early Childhood Center every Monday morning. This program is open to all Ionia County parents who have a child aged birth through five as long as the child is not in kindergarten. For more information, call (616) 527-4900, ext. 1461 or 1-888-792-4491.

Share

This is an early childhood education program for eligible children, birth to three years old, and their families that provide developmental assessments, home visits, playgroups, and a parent group.

Start Smart

This program provides hearing, vision, speech, and developmental screenings for any child birth to five and a toll free number to link families to other community resources and programs. Call 1-888-792-4491 for more information.

Kent Regional Community Child Care Connection (4 C's)

This organization assists parents in locating licensed child care and provides them with information regarding what to look for in a quality child care setting. This service is located at the Department of Human Services in Ionia. Call (616) 527-5214 for more information.

Michigan Works!

Services for job seekers include Michigan Talent Bank & Job Bank, applications, referrals, resume development, and job search assistance. Please contact (616)527-1360 or 1-800-678-9726 for more information.

RAVE (Relief After Violent Encounter) Ionia/Montcalm Counties

This women's group offers support and individual counseling. Other services include legal advocacy, court accompaniment, support group, safety planning, crisis intervention, information and referral, prevention services for adolescents, on-the-scene response project, temporary emergency shelter, and education on the dynamics of domestic violence and sexual assault. Call 1-800-720-SAFE (7233) for more information.



RECEIPT OF PARENT HANDBOOK

I have received and read the contents of the Belding Early Childhood Center Handbook. By signing this agreement, I understand that I am agreeing to the conditions of this handbook.

Child's Name

Parent's Signature

Date

PARENTS: PLEASE DETACH THIS PAGE AND RETURN WITH YOUR CHILD'S COMPLETED REGISTRATION PACKET.