



# C.A.R.E.

## PARENT INFORMATION GUIDE 2021-22

C.A.R.E. offers your child a fun, exciting and educational experience. Your child will enjoy a safe, caring, and FUN environment with opportunities for learning, making friends, creating art projects, playing

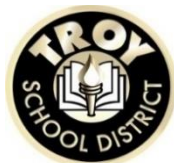
### C.A.R.E Philosophy

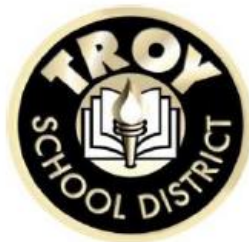
C.A.R.E. provides children a safe, compassionate environment that fosters diversity, learning, and enriching activities that are developmentally appropriate and enhance physical, social, emotional and intellectual growth.

**Troy Learning Center**  
1522 East Big Beaver Road  
Troy, MI 48083  
248-823-5100

[www.troy.ce.eleyo.com](http://www.troy.ce.eleyo.com)

TAX ID NUMBER: 38-6003099





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## **ADMISSION AND WITHDRAWAL:**

Admission: Any child in Kindergarten through 5th grades and have completed the online application, is eligible for admission to the program. Children must be enrolled for a minimum of 2 days per week.

Enrollments are limited to the number the center is licensed to accommodate and is based on physical space and staffing requirements. Enrollments may be limited due to COVID precautions.

Forms/agreements in the online application include:

1. Child Information Form (required)
2. Health Statement (required)
3. Signed Parent Agreement Form (required)
4. Licensing Notebook Policy (required)
5. Medical Authorization Form (if applicable)
6. Concussion Awareness Form (required)
8. Written Documentation Packet Form (required)
9. Additional forms as required

We ask that all families share with staff any changes or needs that would influence the student's time in C.A.R.E. Please notify C.A.R.E. supervisor if a custody issue exists or arises during the school year.

If a student requires a health care aide (HCA), C.A.R.E. may need time to make appropriate staffing arrangements for the student.

### **Withdrawal:**

- Two weeks advance written notice is required to withdraw a student from C.A.R.E.
- The two weeks will begin once the written communication is received. All fees will continue to be assessed until two weeks following receipt of written notice. Written notice can be emailed to TSD-CARE@troy.k12.mi.us

### **REGISTRATION:**

- Online registration at [www.troyceonline.com](http://www.troyceonline.com)
- Registration is on a first-come/first-serve basis
- \$75.00 non-refundable enrollment fee – per child; if you remove your child from C.A.R.E. and re-enroll, you will be charged another \$75 non-refundable enrollment fee.
- Must be registered by 12:00 pm, August 23, 2021, to begin C.A.R.E. the week of August 31st unless the district changes the in-seat start date. Registrations received after August 23, 2021 may begin C.A.R.E. the week of September 6th.
- For the initial registration period, must start by September 13, 2021. Contracts have to be created within a two-week start date going forward.

*Schedules can only be modified twice a year (only applicable to consistent schedules):*

- 1st Modification must be submitted through email TSD-CARE@troy.k12.mi.us by **October 4th** for changes to the November through January schedule and will take place beginning November 1st.
- 2nd Modification must be submitted through email TSD-CARE@troy.k12.mi.us between **January 3rd through the 14th** for changes to the February through June schedule and will take place beginning February 1st.

**HOURS AND FEES (All fees subject to change)**

**C.A.R.E. Hours of Operation –7:00 am - 6:00 pm  
SCHOOL YEAR 2021/2022**

**C.A.R.E. Centers are closed:**Sep 3& 6, Nov 24-26, Dec 20-31, Jan 17, Feb 21&22, Mar 25-April 1, Apr 15, May 30,

**Annual Enrollment Fee:** \$75/child non-refundable

**Credits are not given for illness or travel. Only quarantine due to school exposure are given credits.**

**Sibling Discount:** 10% (oldest child) Does not apply to enrollment fee or half-days and specials.

**Late Fees:** Fees received after the due date will receive a \$25 late fee, automatically charged to the account. Accounts more than five working days past due may be dropped from program.

**Finder's Fee:** Absences must be called into the C.A.R.E. Center. If a supervisor is required to locate your child by contacting, the office or parent/guardian, a Finder's Fee will be assessed at the following rates: \$25 1st offense, \$50 2nd offense, \$75 3rd offense, (4 or more offenses child will be dropped from the program).

Full -time definition – 5 days per week (5 mornings, 5 afternoons or 5 mornings & afternoons)

Part-time definition (2 – 4 mornings, afternoons or both)

<b>Early Start Schools: Bemis, Hill, Martell, Troy Union, Wass, &amp; Wattles</b>			
School Start Time: 8:40 am - School Dismissal Time: 3:37 pm			
	FULL-TIME COST		PART-TIME COST
AM	\$7.00		\$7.50
PM	\$10.00		\$10.50
<b>Late Start Schools: Barnard, Costello, Hamilton, Leonard, Morse, &amp; Schroeder</b>			
School Start Time: 9:10 am - School Dismissal Time: 4:07 pm			
	FULL-TIME COST		PART-TIME COST
AM	\$9.00		\$9.50
PM	\$8.00		\$8.50

## Drop Ins (used for occasional sessions):

**Fees: \$12.50**

- Only available for those who are currently registered for C.A.R.E. with consistent schedule.
- Requires 24- hour advance notice and C.A.R.E. Center supervisor approval.
- Used only space permitting.
- Cannot be purchased online. The C.A.R.E. supervisor will notify C.A.R.E. via email and the account will be charged \$12.50.

***Drop Ins are not permitted during the first week of school***

**Half-Days, Specials and Delayed Start-Days are offered at each elementary school.**

**Minimum number must be met at each school for the program to run.**

**Requests for refunds and cancellations for these Non-School Days must be submitted 7 days prior to date of the event. Last day to register is by 12pm, 2 business days prior to that event.**

HALF-DAYS/EARLY DISMISSAL		SPECIALS (FULL DAY)	
Fees: \$24.00 \$75.00 for late registration or unregistered drop ins		Fees: \$45.00 \$100.00 for late registration or unregistered drop ins	
Dates 2021	Dates 2022	Dates 2021	Dates 2022
29-Sep	17-Mar	3-Dec	31-Jan
27-Oct	28-Apr		4-Mar
28-Oct	14-Jun		
DELAYED START-DAYS			
Bemis, Hill, Martell, Troy Union, Wass & Wattles 7:00 AM - 10:09 AM		Fees: \$14 \$50 (late registration/unregistered drop ins)	
Barnard, Costello, Hamilton, Leonard, Morse & Schroeder 7:00 AM - 10:39 AM		Fees: \$15.50 \$50 (late registration/unregistered drop ins)	
Dates 2021		Dates 2022	
10-Nov		12-Jan	
1-Dec		9-Mar	
		20-Apr	
		4-May	

### **DROP OFF – PICK-UP:**

The Michigan Department of Licensing & Regulatory Affairs (LARA), requires that drop off and pick up times be noted by the parent or staff member on each day of attendance.

A Child Emergency/Information Record form must be completed for each child attending C.A.R.E., including permission to seek emergency medical treatment and designating who may pick up each child. C.A.R.E. staff will not, under any circumstances, release a child to an individual who is not designated by the parent in writing.

**Persons picking up a child must provide picture ID.**

***In cases where there are custody concerns, a dated and official copy of the court documentation is required whenever a child is not to be released to a parent.***

If children are going to attend enrichment classes held at their school during the C.A.R.E. hours, the parent must provide information in writing of the schedule and activity. The child will go directly to the enrichment class after school and then come to C.A.R.E. after class is over. At that point in time, they will be signed into the C.A.R.E. program. Once the child is signed out of the C.A.R.E. program, they cannot be signed back in during that session.

### **LATE PICK-UP FEES:**

Your child must be picked up promptly at the end day no later than 6:00 PM.

Be sure to list a neighbor, relative, or co-worker on your child information form. Having an approved release person will allow you to contact them to pick up your child if you find yourself running late and unable to pick up at the designated time.

Fees will be assessed beginning at 1- minute past 6:00 PM. Late Pick-up fee will be assessed at the following rates:

6:01-6:15 = \$20.00

6:16-6:30 = \$40.00

6:31-6:45 = \$50.00

6:46-7:00 = \$60.00

- ✓ Children not picked up within 1 hour of closing may be released to the Troy Police Department or Children's Protective Services.
- ✓ Lateness of 3 or more times will result in dismissal from the program.

### **UNSCHEDULED SCHOOL CLOSINGS:**

- ✓ When school is unexpectedly closed for the entire day, C.A.R.E. programs will not be open.
- ✓ If a school building closes for any reason, C.A.R.E. will be closed.
- ✓ Check the Troy School District website for school closing information: [www.troy.k12.mi.us](http://www.troy.k12.mi.us).
- ✓ When inclement weather threatens, please listen for school closing announcements on the radio (WJR) or local television stations.
- ✓ We advise making alternate child care arrangements in advance should unplanned school closings occur.

School Closings Credits will be applied beginning on the **third** occasion of such an event (weather, power outages, building problems).

### **EMERGENCY SCHOOL CLOSING:**

On rare occasions, district administration may determine it is necessary to dismiss school early after the regular school day has begun because of threatening weather conditions or other emergencies. On those occasions, the school office activates a telephone fan-out or email blast to inform parents. Be sure the school has the number where you can be reached during the day and inform the office if that number changes. School Messenger will send messages to the phone numbers you have requested. Afternoon sessions of C.A.R.E. will not be open when school is dismissed early in the day.

It is important that parents make plans for an alternate childcare situation. Parents should discuss with their child an early dismissal procedure to follow, such as picking up younger siblings and where to go in the neighborhood if parents are not home. This plan should be clearly understood by all children.

### **EXCLUSION DUE TO ILLNESS:**

A child exhibiting or experiencing any of the following symptoms may not attend child C.A.R.E. These symptoms include vomiting, diarrhea, undiagnosed rash, green or yellow discharge from nose, an inflamed throat, redness or discharge from the eyes, or an elevated temperature. A child may also be excluded if he/she exhibits any other conditions that may be considered contagious to others. A child must be excluded until he/she is fever free for 24 hours without the use of medication, or unless the doctor provides a written note. Please keep the child C.A.R.E.

staff informed of any medical concerns your child might have while in our C.A.R.E Program. If a child is not well enough to attend school, he/she is not well enough to attend C.A.R.E.

Parents will be notified if another student, staff, or volunteer has contracted a communicable disease. Families will be notified by a notice posted in the center or by email.

#### **COVID PREPAREDNESS AND RESPONSE PLAN:**

Drop-Off & Pick-Up: Parents will bring child to the door without entering building.

Use of PPE & Safety Protocols:

➤ Staff and students will be required to wear masks throughout the day, except when eating, unless state mandates allow for less mask usage. Upon center entry staff and students will sanitize hands. All staff and students will answer the Covid-19 protocol questions and have temperature taken upon entry:

##### **Protocol Questions:**

1. Do you have any of these symptoms that are not caused by another condition? Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea.
2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms?
3. Have you had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

➤ Should a child become ill during the day, the child will be isolated in a designated isolation area. Parents will be called to pick up the child and sibling(s) if applicable immediately.

➤ Should a staff member become ill during the day they will be sent home immediately

➤ Should a student or staff member test positive for Covid-19, the center will contact the District and the Department of Health for further instructions

➤ Staff or students testing positive for Covid-19 must provide a doctor's clearance and negative test results before returning to CARE

➤ Any other illness will follow the illness protocol – a student/staff member must be fever free for 24 hours (without using fever reducing medication) before returning to CARE.

#### **SERIOUS INCIDENT, ILLNESS, INJURY, ACCIDENT:**

If a child experiences a serious incident, illness, injury, or accident while in C.A.R.E. (but not life threatening), the parent will be notified first by phone, email, or text. Upon contact with the parent, the parent will decide if they will come and transport the student to a hospital or home, or if the child will be transported immediately to a hospital where the parent will meet the ambulance. If the incident, illness, injury, or accident is life-threatening, 911 will be called first, and the child will be transported to the nearest hospital. Continuous attempts will be made to contact the parent or guardian. If the parent or guardian is not reached, an emergency contact person will be contacted. If a child is transported to the hospital, a staff member will go with the child to the hospital and remain with the child until the parent/guardian arrives. If the parent decides to transport the child, and while waiting for the parent to arrive, the child will be isolated from other children if there is concern for a contagious illness. The child will be comforted and monitored by staff until the parent, or an authorized release person arrives.

**MEDICATION:**

It is the Troy School District policy that all medications (prescription and over the counter) dispensed at C.A.R.E. require an authorization from the physician. Parents need to ask their physician to complete an Authorization for Medication Form to enable staff to dispense medication to your child. All medications must be in the original packaging with the pharmacy or packaging label intact. Medications must be presented to the childcare supervisor. Medications may not be in the possession of children. Please keep the C.A.R.E. staff informed of any medical concerns your child might have while in our care.

**CONCUSSION AWARENESS:**

All C.A.R.E. staff have received training for the signs and symptoms of a concussion. Staff will notify the parent/guardian when concerned about the possibility of a concussion or a child's safety. Parents must sign Concussion Awareness form indicating that they, too, are familiar with concussion signs and symptoms.

**FOOD POLICY/LUNCHESES & SNACKS:**

Please be sure to send a nutritious snack each day for your child. (On half days, families must provide lunch unless other arrangements have been planned by the center.) Please limit sugary items. Please inform the center staff (in writing) if your child has any food allergies. When parents provide food for lunch or snacks for consumption during the C.A.R.E. portion of the day, parents must label the snack or lunch container/bag with the child's first and last name and the date.

Snack Suggestions:

Cut up veggies, granola bars, fresh fruit, applesauce cups, cheese & crackers, peanut butter and crackers, yogurt, string cheese, trail mix, humus, and chips.

**DAILY SCHEDULE:**

Our activities may vary from day to day. We try to provide a wide variety of developmentally appropriate activities to strengthen the cognitive, social-emotional, and physical domains of development.

A typical day will include many of the following:

Arrival - AM 7:00 - 8:40 or 7:00 - 9:10

✓ Open play (board games, crafts, cooking, reading, puzzles, block play, coloring, playdough or other sensory experience, manipulatives, homework, etc.)

✓ Gym or outdoor play time

✓ 8:40/9:10 dismissal to class

Arrival - PM 3:37 or 4:07 - 6:00

✓ Snack

✓ Homework time

✓ Outdoor play or gym time

✓ Open play (board games, crafts, cooking, reading, puzzles, block play, coloring, playdough or other sensory experience, manipulatives, academic support, etc.)

✓ NO Later than 6:00 Pick-up



## **PHOTOGRAPHS:**

There may be occasions when we will take photographs in our programs. These photos may be used in Troy School District publications, general news articles or on our web page. Whenever possible we will notify the parents of our intent to publish their child's photograph.

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## **EXPECTED BEHAVIOR, DISCIPLINE PROCESS, PROGRAM DISMISSAL POLICY:**

### **NON-CHILD-BEHAVIORAL RELATED PROGRAM DISMISSAL POLICY:**

- ✓ Incomplete Forms
- ✓ Dropping a child off before 7:00 a.m.
- ✓ Late pick-up (after 6:00 p.m.) more than three times
- ✓ Physical or verbal abuse of child or staff member by parent
- ✓ Failure to sign a child in or out of the program more than three times
- ✓ Failure to call in an absence to the child's C.A.R.E. Center more than three times (See Finder's Fee)
- ✓ Accounts more than five working days past due may be dropped from the program

### **CHILD-BEHAVIOR RELATED PROGRAM DISMISSAL POLICY:**

The C.A.R.E. Program is a before and after school program offered at each of the Troy School District's twelve elementary schools. C.A.R.E. is designed to provide a safe, nurturing, engaging and fun environment for students. The C.A.R.E. environment differs from the school day environment in the following ways: Students in grades K through 5 are combined, centers can accommodate up to 90 children, there is an 18 to 1 child to childcare worker ratio, and C.A.R.E. is less structured than the classroom setting. While most children thrive in the C.A.R.E. Program, there are some children that find the environment overstimulating and distressing and thus may not be able to adhere to the C.A.R.E. Program's Expected Behaviors. To ensure a safe environment, children are expected to abide by the Expected Behaviors below.

#### **Expected Behaviors:**

- ✓ Respect the rights and property of others
- ✓ Act in a courteous and cooperative manner
- ✓ Use acceptable and appropriate language
- ✓ Be responsible for your actions
- ✓ Follow C.A.R.E. giver rules

Our goal is for the C.A.R.E. Staff to use positive methods of discipline to encourage self-control, self-direction, and cooperation. Staff talks with students and uses redirection and logical consequences to correct inappropriate behaviors. If inappropriate behaviors cannot be corrected, it may be necessary for the Discipline Process to be implemented. See pages 9-12 to understand the process.

#### **Discipline Process Definition of Terms:**

**C.A.R.E. Team:** may include the C.A.R.E. Center Supervisor(s), Community Education and Enrichment Supervisor, Community Education and Enrichment Coordinator, C.A.R.E. Health Care Aide, Director of Athletics

**Necessary School Support Staff:** may include, but is not limited to, the school Principal, representative(s) from Special Education and any other person who may assist the C.A.R.E. Team with making decisions related to a student.

**Parent:** mother, father, or legal guardian of a student

**LEVEL I INAPPROPRIATE BEHAVIOR(S) DEFINITION:**

Speaking disrespectfully to C.A.R.E. staff, refusing to follow directions, using inappropriate language.

First Incident: Parent is notified by supervisor verbally, given incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent.

Second Incident: Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent. The Supervisor will also cc the Community Education and Enrichment Supervisor.

Third Incident: Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. The parent(s) will be required to meet with the C.A.R.E. Team along with any other Necessary School Support Staff to develop an Incident Behavior Plan to eliminate inappropriate behavior.

Fourth Incident: If behavior occurs again after the 3rd Incident Behavior Plan was implemented, parent is notified by supervisor verbally, given the incident report to be signed and returned to C.A.R.E., a follow-up email with incident report will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

Fifth Incident: Before returning to C.A.R.E. after a two-day suspension, parents will meet with the C.A.R.E. Team and any other Necessary School Support Staff to discuss if any changes are to be made to the Incident Behavior Plan that was implemented before the suspension. At that meeting the parents will sign a document (Attachment A) stating that upon returning to C.A.R.E., another Level I behavior occurrence will result in the child being dismissed from the C.A.R.E. Program for the remainder of the school year and summer following.

**Readmittance Consideration**

Parent will meet with Community Education and Enrichment Supervisor, C.A.R.E. Team, along with any other Necessary School Support Staff, which may include the school Principal, representative(s) from Special Education and any other person who may assist in making the decision to readmit student to the C.A.R.E. Program. At this meeting it will be determined if C.A.R.E. provides the right environment to support the child and if the child has showed significant improvement in Level I behaviors during the dismissal time period.

If the Readmittance Team determines it is in the child's best interest and the child has the capacity to function in the C.A.R.E. Program, the parents will sign a document (Attachment B) stating that they understand that their child's readmittance and retention in C.A.R.E. will be based on the child's ability to function properly in C.A.R.E. The child will be readmitted conditionally.

**First Incident After Readmittance:** If the same or similar Level I behavior occurs once the child is readmitted to C.A.R.E., Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

**Return After 2 Day Suspension of Readmitted Student:** Before returning to the C.A.R.E. Program following a two-day suspension, Parent(s) will meet with the C.A.R.E. Team and any other Necessary School Support Staff to discuss if C.A.R.E. provides the right environment to support the student's continuation in the program. If the Team determines that the student can return to C.A.R.E. the student will be admitted conditionally with the parent's signed agreement (Attachment A) stating that if another Level I issue occurs after suspension the student will be dismissed from the program for the remainder of the school year and summer following. Student will be considered for readmittance at the beginning of the new school year following dismissal if the Parents can show that the child has made significant improvement managing their Level I behavior(s),

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**LEVEL II INAPPROPRIATE BEHAVIORS DEFINITION:**

Physical harm to another child, staff member, self-harm, destruction of property, leaving the C.A.R.E. Program without permission, or any verbal or physical behavior that can be considered bullying. (Should the behavior be considered severe, it may be necessary to move directly to the Third Incident protocol).

**First Incident:** Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent.

**Second Incident:** Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. The parent will be required to meet with the C.A.R.E. Team along with any other Necessary School Support Staff to develop an Incident Behavior Plan to correct the inappropriate behavior.

**Third Incident:** Parent is notified by supervisor verbally, given the incident report to be signed and returned to the C.A.R.E. Supervisor, a follow-up email with incident description will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

**Fourth Incident:** Before returning to C.A.R.E. after a two-day suspension Parents will meet with the C.A.R.E. Team and any other Necessary School Support Staff to discuss if any changes are to be made to the Incident Behavior Plan that was implemented before the suspension. At that meeting the parents will sign a document (Attachment A) stating that upon returning to C.A.R.E. if there is another Level II behavior occurrence, the child will be dismissed from the C.A.R.E. Program for the remainder of the school year and summer following.

**Readmittance Consideration**

Parent will meet with Community Education and Enrichment Supervisor, C.A.R.E. Team, along with any other Necessary School Support Staff, which may include the school Principal, representative(s) from Special Education and any other person who may assist in making the decision to readmit student to Program. At this meeting it will be determined if C.A.R.E. provides the right environment to support the child and if the child has showed significant improvement in Level II behaviors during the dismissal time period.

If the Readmittance Team determines it is for the child's best interest and the child can function properly the C.A.R.E. Program, the parents will sign a document (Attachment B) stating that they understand that their child's readmittance and retention in C.A.R.E. will be based on the child's ability to function properly in the C.A.R.E. Program. The child will be readmitted conditionally.

**First Incident After Readmittance:** If the same or similar Level II behavior occurs once the child is readmitted to C.A.R.E., Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident will be sent as an attachment to parent. Supervisor will also cc

Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

**Return After 2 Day Suspension of Readmitted Student:** Before returning to the C.A.R.E. Program following a two-day suspension, Parent(s) will be meet with the C.A.R.E. Team and any other Necessary School Support Staff that the C.A.R.E. Team deems necessary to discuss if C.A.R.E. provides the right environment to support the student's continuation in the program. If the Team determines that the student can return to C.A.R.E. the student will be admitted conditionally with the parent's signed agreement (Attachment A) stating that if another Level II issue occurs after suspension the student will be dismissed from the program for the remainder of the school year and summer following. Student will be considered for a second readmittance at the beginning of the new school year following dismissal, if the Parents can show that the child has made significant improvement managing their Level II behavior(s), the child will be conditionally readmitted to the C.A.R.E. Program at the beginning of the new school year following dismissal.

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#### **LICENSING NOTEBOOK NOTIFCATION POLICY:**

As required by the Michigan Department of Human Services Rule R.400.5114 (1), dated May 28, 2010, each center must comply with the following rules:

- ✓ The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans for the past five years.
- ✓ The notebook will be available to parents for review during regular business hours. Monday through Friday from 7:00 a.m. to 6:00 p.m.
- ✓ Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Parents/guardians may review the Licensing Notebook and licensing inspection reports for their student's childcare center as indicated above.



<b>C.A.R.E. CONTACT INFORMATION - <a href="mailto:tsd-care@troy.k12.mi.us">tsd-care@troy.k12.mi.us</a></b>			
<b>C.A.R.E. CENTER</b>	<b>PHONE</b>	<b>SUPERVISOR</b>	<b>SUPERVISOR EMAIL</b>
<b>BARNARD</b>	(248) 823-4326	Sui Chu	schu@troy.k12.mi.us
<b>BEMIS</b>	(248) 823-4126	Haritha Dutt Gullanki	hgullanki@troy.k12.mi.us
<b>COSTELLO</b>	(248) 823-3709	Mervat Mishreky	mmishreky@troy.k12.mi.us
<b>HAMILTON</b>	(248) 823-4426	Diane Sroka Jill Bowker (Asst.Supervisor)	dsroka@troy.k12.mi.us jbowker@troy.k12.mi.us
<b>HILL</b>	(248) 823-3534	Pam Jasionowicz	pjasionwicz@troy.k12.mi.us
<b>LEONARD</b>	(248) 323-3326	Gina Kitchen	gkitchen@troy.k12.mi.us
<b>MARTELL</b>	(248) 823-3826	Meghann Wilkins	mwilkins@troy.k12.mi.us
<b>MORSE</b>	(248) 823-3238	Rachel Krukowski	rkrukowski@troy.k12.mi.us
<b>SCHROEDER</b>	(248) 823-3626	Jenna Scott	jascott@troy.k12.mi.us
<b>TROY UNION</b>	(248) 823-3126	Liliana Topan	ltopan@troy.k12.mi.us
<b>WASS</b>	(248) 823-3926	Lucky Muppala	lmuppala@troy.k12.mi.us
<b>WATTLES</b>	(248) 823-3426	Wendy Shayoka	wshayoka@troy.k12.mi.us
<b>OTHER CONTACTS</b>			
<b>Dawn Wyatt</b>	(248) 823-5180	Community Education and Enrichment Supervisor	dwyatt@troy.k12.mi.us
<b>Linda Smith</b>	(248) 823-5155	Community Education and Enrichment Coordinator	lsmith@troy.k12.mi.us
<b>Maria Alcantara</b>	(248) 823-5178	Secretary	malcantara@troy.k12.mi.us
<b>Kathy Hoppe</b>	(248) 823-5159	Secretary	khoppe@troy.k12.mi.us

## **ADDITIONAL INFORMATION:**

The Troy School District child C.A.R.E. programs are licensed by the Michigan Department of Licensing & Regulatory Affairs (LARA). The following information is provided to inform you of our practices.

### **Staff and Volunteer Screening**

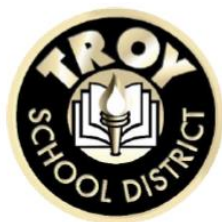
- The Troy School District requires a criminal history check on all child C.A.R.E. staff.
- The Troy School District requires a fingerprint clearance on all staff.
- All child C.A.R.E. staff have a child abuse and neglect clearance performed by the Michigan Department of Licensing & Regulatory Affairs (LARA) at least every two years.
- All staff is familiar with the Child Protection Law as it relates to child abuse and neglect and all staff are mandated reporters.
- A volunteer shall not have unsupervised contact with children.
- Volunteers may be required to have a criminal history check, or a child abuse and neglect clearance performed in compliance with school district or child C.A.R.E. policies.

### **Playgrounds**

The Troy School District playground equipment has been certified to meet all safety standards required by the Michigan Department of Education. The Michigan Department of Licensing & Regulatory Affairs (LARA), Child and Adult Daycare Licensing, require licensed centers to inform parents that the center plans to use a public school's outdoor play area. In some cases, the equipment may not comply with all childcare licensing rules.

### **Pest Control Management**

The Troy School District Integrated Pest Management (IPM) plan is in complete compliance with current laws and rules, including Regulation 637 of the Pesticide Control Act. Troy School District contracts with Elite Pest Management who is IPM State Certified for pest control services. Elite Pest Management is also "GREEN SHIELD CERTIFIED" for IPM Services to Schools and Healthcare Facilities. For most pest control problems, non-chemical methods are used, such as pest exclusion and access denial. If pest control applications are necessary, technicians will use products that contain organic ingredients and natural insecticides. Pest control measures will not be used when students are in attendance. Parents will be notified each September of pest control measures. Families that have requested to be notified by completing the Notification for Specific Pesticide Application annually will be contacted in a letter, email, or phone call by the District and/or Elite Pest Management if the pest problem requires an emergency application. When a pest application will take place, notice will be provided to families by either: verbally in person by staff, POSTED near the sign-in/out attendance sheet, or by email. Notice will be provided in advance whenever possible. **Revised 5/18**



**For more information visit our website: [www.troyceonline.com](http://www.troyceonline.com)**