



**21<sup>st</sup> Century Community Learning Centers  
After-School Enrichment Program**



# Parent, Student & Staff Handbook

Welcome to Project Excel! Project Excel aims to meet the needs of students of students and the community. It addresses the difficulty that many families have with providing a safe and fun environment after school. The program is a collaboration of multiple community organization, teachers, school departments and other partners who help provide quality programming. Project Excel focuses on youth development servicing student's grades K-12 free of charge under the 21<sup>st</sup> Century Learning Community Centers grant. The program operates during non-traditional school hours (Monday-Thursday).

## **Project Excel may include the following:**

- Homework Assistance
- Arts
- Technology
- Entrepreneurial Development
- Character Education
- Life Skills
- Career Planning
- Wellness & Nutrition
- Drug & Violence Prevention
- Sports & Recreation

## **Participants will be provided with:**

- Nutritious meal
- Tutorial/ Homework Assistance
- Creative enrichment activities

## **VISION**

Parents, teachers, and community members are involved with students to prepare them for adulthood by giving them the necessary skills and education needed to be successful.

## **MISSION**

To provide fun and innovative programs and activities that will keep school open during non-traditional hours and act as a safe haven for enhanced learning for students and their families.

## **GOAL**

To provide out students with the necessary academic and life skills needed to complete in the global economy.



**The Pontiac School District and Project Excel do not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, or disability in its programs and activities. It is the policy of the School District of the City of Pontiac that no person shall be discriminated against when applying on the basis of race, religion, creed, color, national origin or ancestry, handicap, sex, or belief. No person shall be excluded from participation and be denied of benefits, or be subjected to discrimination under any Project Excel program or activity on the basis of race, religion, color, national origin, sex, age, or disability. Further, the School District of the City of Pontiac's Board of Education strictly adhere to provisions of Title VI of the Civil Rights Act of 1964, Michigan Department of Education policies and regulations prohibition discrimination.**

**The following office has been designated to handle inquiries regarding the non-discrimination policies:  
Associate Superintendent of Human Resources**

**47200 Woodward Avenue, Pontiac, MI 48342  
248.451.6800**



**PROGRAM SCHEDULE**

**The program will be closed:**

- No School Days
- School Breaks
- Recognized Holidays
- Inclement Weather/Snow Days

Monday-Thursday

**ALCOTT ELEMENTARY**

3:15 pm-3:45pm Dinner  
3:45 pm-4:45pm Homework Help  
4:45 pm-5:45pm Enrichment  
5:45 pm Students Board Buses

**OWEN ELEMENTARY**

4:15pm-4:45pm Dinner  
4:45pm-5:45pm Homework Help  
5:45pm-6:45pm Enrichment  
6:45pm Students Board Buses

**ROGERS ELEMENTARY**

3:15 pm-3:45pm Dinner  
3:45 pm-4:45pm Homework Help  
4:45 pm-5:45pm Enrichment  
5:45 pm Students Board Buses

**Half Day Program Start and Dismissal Time**

**Alcott** 12:35 pm-3:05pm  
**Owen** 1:35 pm-4:05pm  
**Rogers** 12:35 pm-3:05pm



## **SITE AND ROOM LOCATIONS**

### **Alcott Elementary**

460W. Kennett  
Pontiac, MI 48340  
248.451.7910

**Site Coordinator:**  
Sharisse Johnson

Rooms: Office, Gym, Cafeteria, Library, Computer Lab & Room 304

### **Owen Elementary**

1700 Baldwin Rd.  
Pontiac, MI 48340  
248.451.7870

**Site Coordinator:**  
Kimberly Eaton

Rooms: Office, Gym, Cafeteria, Library & Playground, B-2 & B-3

### **Rogers Elementary**

2600 Dexter Rd  
Auburn Hills, MI 48326  
248.451.7850

**Site Coordinator:**  
Phi Pham

Rooms: Office, Gym, Cafeteria, Library & Playground



## **PROGRAM OFFERINGS AND DESCRIPTIONS**

Project Excel may focus on the following highlighted curriculum areas:

### **Art Disciplines:**

- Theater
- Music
- Dance
- Visual Arts

### **Entrepreneurial Development/Self Improvement:**

- Technology Education (Computer Centers)
- Entrepreneurial Development
- Leadership Development
- Life Skills
- Career Planning
- Wellness and Nutrition Education
- Drug & Violence Prevention/ Counseling

### **Homework Assistance**

To help student meet state and local standards in math, literacy, and science, certified staff members will assist students by working closely with their day teacher, and parent/guardian to structure a plan to assist students with their learning needs.

Project Excel is not a “homework only” program. Although staff will make diligent efforts to help students with their homework, it is not a guarantee that it will be completed for the next school day.

### **Counseling, Community, and Family Involvement**

Project Excel offers parent workshops and family fun nights to empower students and their families. Project Excel also utilizes help from local vendors and partners from the community that offer trainings and workshops to staff, families, and students.

### **Technology**

Students will acquire proficiency and practice in keyboarding, interactive computer assisted instructional programs, telecommunications applications, and web based learning opportunities.

### **Music, Theater, Dance, and Visual Arts**

Students will participate in activities such as role playing, script writing, choreography, composing, lyric creations, photography, poetry, painting, arts and crafts, and the culinary arts. Students may also take field trips to local cultural institutions that support the arts.

### **Leadership Development**

Training and teaching activities will include conflict resolution training and governance. Activities will focus on entrepreneurial education, youth empowerment, self-esteem, mentoring, and etiquette techniques.



### **Character Education**

Through partnerships with community organizations students will participate in activities with emphasis on ten (10) Character traits: Acceptance, compassion, cooperation, friendships, generosity, honesty, perseverance, respect, responsibility, and self-discipline.

### **Life Skills**

Students will acquire necessary skills for everyday living: dress and grooming, cooking, nutrition, college preparation, resume building, cover letters, interviewing preparation, banking and finance.

### **Career Planning**

Students will be empowered by developing entrepreneurial skills and exploring various career opportunities with local businesses. Various community members will come and speak about their occupations and skills students need to acquire to be successful.

### **Counseling, Drug, and Violence Prevention**

A variety of counseling services and community partners will come and do on-site workshops and preventions on different vices. Leaders will speak on how these concerns will affect our community and offer preventative measures to ensure the health and safety of our students.

### **Wellness and Nutrition Education**

Students will participate in enrichment activities that promote positive emotional and physical well being.

### **STEM**

Students will focus on Science, Technology, Engineering, and Mathematic activities, with the possibility of partnerships with local business' and colleges in those fields.

### **Parent Empowerment Workshops & Family Fun Nights**

Workshops will be designed to empower parents and addressing: family issues, education, financial, personal improvement, etc. Parents will also participate in various Family Fun Night activities to encourage community, togetherness, and celebration of family.

### **Summer School**

Through its partners, Project Excel may offer a six week summer program

### **Virtual Enrichment Programming**

In the event school buildings are unable to open and operate, programming will be continued virtually using a school district approved program/website.

## **STUDENT ENROLLMENT & REGISTRATION**

### **ENROLLMENT & ACCEPTANCE**

All youth attending School District of the City of Pontiac schools are invited to register for Project Excel. The parents or guardian of students that want to join the program from Alcott Elementary, Owen Elementary, and Will Rogers Elementary are welcome to join the program. Project Excel will provide transportation home for the student.

Each site has a maximum enrollment number of fifty (50) based on Department of Health and Human Services Office of Children and Adult Licensing building capacity. Once the site has met its target enrollment students may continue to register, however they will be placed on a waiting list and be actively enrolled when an opening is available.



## **REGISTRATION**

All Project Excel participants are required to complete proper registration forms prior to attending the program. Students are accepted into the program on a first-come, first serve basis based on the following:

1. Returning students from the previous year in good standing;
2. Siblings of students from the previous year in good standing
3. Recruitment from District-Wide Open House;
4. Teacher and/or administration recommendation; and
5. Written or verbal notification of acceptance of the program\*

Incomplete registration forms will not be considered for placement.

**\*Students accepted into the program will receive an acceptance letter prior to attending. A copy of this letter will be kept in the students file at each site.**

## **PROGRAM POLICIES & PROCEDURES**

### **STAFF TO STUDENT RATIO**

#### **R 400.5303a Ratio of caregivers to school-age children.**

##### **Rule 303a.**

(1) The ratio of caregivers to school-age children present at all times shall be based upon all of the following provisions:

- (a) For children school-age up to 12 years of age, there shall be 1 caregiver to 18 children or a fraction thereof, including children who are related to the staff and the licensee.
- (b) For children from 13 to 17 years of age, there shall be 1 caregiver for 25 children or a fraction thereof, including children who are related to the staff and the licensee.

### **AVAILABILITY OF LICENSING BOOK**

The licensing notebook will be available to view during programming hours for each site. Included in the Licensing Book are:

- Program Information
- Child Care licensing Information
- Building Information
- Student Information
- Staff/Volunteer Information

### **STUDENT DISCIPLINE**

Failure to abide by Project EXCEL policies and procedures may result in a formal warning. The student discipline policy is as follows:

Step 1: The Site Coordinator will address the behavior and/or discipline issue to the student and develop a plan of action that will enable the student to correct the behavior. This will be considered a verbal warning. The plan will be documented and will be documented in the student's file.





Step 2: The Site Coordinator will address the continuing behavior and/or discipline issue to the student and develop an agreed written plan of action that will enable the student to correct the behavior. This will be considered a written warning and may result in program suspension. The plan will be sent home for parent written notification and will be documented in the student's file.

Step 3: The Site Coordinator will discuss the continuing behavior and/or discipline issue to the parent(s) and/or guardian(s), and if need be with the Program Director. The Site Coordinator will make the final decision and recommendation to either terminate the student or to secure another plan of action.

### **STUDENT REMOVAL FROM PROGRAM**

Parents will be informed by writing and telephone concerning the program's decision on removing students from our program. Removal from the program usually involves: disciplinary and behavior issues, excessive absences, or other reasons that negatively affect other students and the operation of the program.

### **STUDENT ABSENCES**

After three (3) unexcused absences, the Site Coordinator will communicate with the parent/guardian to determine if the student should continue in the program.

### **STUDENT PICK-UP/TRANSPORTATION**

Project Excel provides free transportation home for students enrolled in our after-school program. Bussing services are routinely used Monday through Thursday as take-home transportation. Bussing are also used for scheduled field trips during program hours. A parent or guardian must meet the student at the bus stop.

### **PARENT/GUARDIAN TRANSPORTATION AND TRANSPORTATION RESPONSIBILITY**

Students are to be picked up no later than five (5) minutes after the completion of the program by an authorized adult or at the scheduled bus stop at the designated time.

Continuous late pick-ups from the program (3x or more) may result in suspension from the program or a phone call to the authorities. Proper protocol in case of this includes a student returned by the bus service First Student.

The recommended course of action is:

- First offense-remind parent/guardian of policy and consequences
- Second offense-parent/guardian must schedule meeting with Project Excel Site Coordinator
- Third offense-suspension from the program.

The Site Coordinator will confer with the Program Director to any consequential action.

### **TELEPHONE AND ADDRESS CHANGE**

In order to better serve you, we ask that you contact Project Excel with any address and telephone changes you may have in order to keep you up-to-date about your child's progress, program activities, and other opportunities the program offers. Please notify your child's Site Coordinator of the following:

- Change of name, address, email or phone number



- The addition or deletion of spouse or family member on student's application
- The addition or deletion of an adult, guardian, or family member from the list of Emergency Contact Persons

## **FOOD SERVICE**

**Project Excel will provide meals to students on a daily basis. A monthly calendar of meals will be posted at each site and available to all students and parents upon request.**

### **R 400.5110 Food services and nutrition**

#### **Rule 110.**

(1) Snacks and meals shall be provided by the center, except when 1 of the following circumstances occurs:

- (a) A majority of the children are in attendance less than 4 hours.
- (b) Food is provided by a parent.

(2) Food provided by the center shall be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the child and adult care food program as administered by the Michigan Department of Education based on 7 C.F.R. Part 226, 1-1-05 edition, of the U. S. Department of Agriculture, Food and Nutrition Services, Child and Adult Care Food Program and is hereby adopted by reference. A copy can be obtained at no charge on the internet at:

**[www.fns.usda.gov/cnd/Care/CACFP/cacfphome.htm](http://www.fns.usda.gov/cnd/Care/CACFP/cacfphome.htm),**

**or**

**Department of Human Services, P.O. Box 30650, Lansing, Michigan, 48909.**

(3) A child shall be served meals and snacks in accordance with the following schedule:

- (a) Four hours to 6 hours of operation: a minimum of 1 meal and 1 snack.
- (b) Seven hours to 10 hours of operation: a minimum of 1 meal and 2 snacks, or 2 meals and 1 snack.
- (c) Eleven hours or more of operation: a minimum of 2 meals and 2 snacks.

(4) The center shall assure that a child is not deprived of a snack or meal if the child is in attendance at the time when the snack or meal is served.

(5) Menus shall be planned in advance, shall be dated, and shall be posted in a place visible to parents. Food substitutions shall be noted on the menus.

(6) The center shall assure that a child with special dietary needs is provided with snacks and meals in accordance with the child's needs and with the instructions of the child's parent or a licensed physician.

(7) Adequate staff shall be provided so that food service activities do not detract from direct care and supervision of children.

## **MEDICATION**

Project Excel does not provide or administer medication  
R 400.8152 medication; administrative procedures

Rev.10/2021



**Rule 152.**

(8) Topical nonprescription medication, including, but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.

**HAND WASHING**

All sites must post and follow hand washing procedures. Employees and students will wash their hands after using the restroom and prior to preparing, handling or eating food. Food service gloves must be worn by anyone preparing or dispensing food.

The following procedures will be used for hand washing:

- Have a single service towel available
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue to rub for at least 30 seconds.
- Rub areas between finger, around nail beds, under fingernails, and jewelry, and back of hand.
- Rise hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel.

**HANDLING BODILY FLUIDS**

All sites must post and follow handling bodily fluids procedures. Employees will have completed a blood borne pathogen training within six months of initial hire. The center and staff will use precaution when handling bodily fluids as instructed in the blood borne pathogen training.

The following steps will be used for handling bodily fluids:

- Staff will put on gloves.
- Clean up bodily fluid/diaper.
- Wash areas with soap and water, rinse, and sanitize areas.
- Wash hands of child.
- Take off gloves and wash hands.

**CLEANING AND SANITIZING**

The following steps will be used for cleaning and sanitizing:

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

**EXCLUSION FOR CHILD/STAFF/VOLUNTEER ILLNESSES**



Project Excel practices encourages proper procedures for controlling infections. We ask that any child, staff or volunteer who have any type of communicable disease/condition be removed from the Project Excel site and may return only with a doctor's note. Parent(s)/guardian(s) will be notified via phone and/or letter if a child, staff member or volunteer have contracted a communicable disease.

Children who become ill will be removed from the other children until they are picked up. Please see below for conditions under which a child/staff/volunteer should remain home from Project Excel.

**COUGH:** A mild hacking cough often starts after the first few days of a common cold. A child/staff/volunteer with mild symptoms, no fever and otherwise feeling well may attend the Project Excel Program.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** A child/staff/volunteer with deep or uncontrollable coughing belongs at home even without a fever. A child/staff/volunteer with cough and fever must stay home from Project Excel for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.

**DIARRHEA/VOMITING:** A child/staff/volunteer who has loose or watery stool that occurs involuntarily and/or an upset stomach causing nausea and forcing the contents of the stomach up through the esophagus and out of the month (throwing up)

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** child/staff/volunteer who have vomited or had diarrhea should be kept at home and should return to Project Excel only after being symptom-free for 24 hours.

**EARACHE:** Consult a medical provider for earaches. Ear infections may require medical treatment.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** A child/staff/volunteer should stay at home until pain free.

**FEVER:** Fevers are a common symptom of viral and bacterial infection. child/staff/volunteer are likely to be contagious to others when they have a fever. If there is no thermometer, feel their skin with your hand. If it is much warmer than usual, they probably have a fever. Please do not give your child fever reducing medicine and then send them to Project Excel. The medicine will wear off, the fever will probably return and you will be called to pick them up.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** Any child/staff/volunteer with a fever of 100°F or higher should not attend Project Excel and should not return until they have been fever free for 24 hours. A child/staff/volunteer with flu-like illness (fever and a cough) must stay home from Project Excel for at least 24 hours after they no longer have a fever or signs of a fever, without the use of fever-reducing medicine.

**FREQUENT SYMPTOMS:** Sometimes children pretend or exaggerate illness in order to stay home. However, frequent complaints of tummy aches, headaches and other symptoms may be a physical sign that a child is feeling emotionally stressed, a common experience even in children. Consult a medical provider to evaluate symptoms. Stress-based complaints cause some children to unnecessarily miss a great deal of Project Excel. It is important to check often with your children about how things are going. Share concerns with Project Excel staff so they can provide support for you and your child to help make attending Project Excel a positive experience.

**HEADACHES:** A child/staff/volunteer whose only complaint is a mild headache usually does not need to stay home from Project Excel. Complaints of frequent or more severe headaches should be evaluated by a medical provider, including



vision exam if needed.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** A child/staff/volunteer with a significant headache belongs at home until feeling better.

**HEAD LICE:** are tiny insects that live only on human scalps and hair. They do not cause illness or carry disease. An itchy scalp is the most common symptom. Adult lice are reddish brown, about the size of a sesame seed and can be hard to see. Lice lay nits (eggs) on strands of hair close to the scalp. Nits are easier to see than lice, look like tiny tan or white dots and are firmly attached to hair. Nits can usually be seen near the scalp behind ears, at the nape of the neck and under bangs. The most important step for getting rid of head lice is daily careful nit removal for at least 14 days using a special lice comb and by “nit picking”. In addition, over the counter and prescription treatments are available. Stop by the Project Excel office for a packet of information on head lice prevention, identification and treatment or go to: [www.snohd.org/snolicearentnice/index.htm](http://www.snohd.org/snolicearentnice/index.htm) - [www.headlice.org/](http://www.headlice.org/) - or [www.cdc.gov/ncidod/dpd/parasites/lice](http://www.cdc.gov/ncidod/dpd/parasites/lice)

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** A child/staff/volunteer should stay home for a maximum of two Project Excel days to provide head lice treatment. Magnified female and male head lice Magnified nit on hair shaft Size of nits and lice compared to a penny

**IMPETIGO:** is a contagious bacterial skin infection that usually begins with small fluid filled blisters that cause a honey-colored crust on skin after bursting. It is important to have these symptoms evaluated by a medical provider because untreated infection can lead to serious complications. 24 hours after starting prescribed antibiotics, impetigo is no longer contagious.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** children/staff/volunteer may attend Project Excel if drainage can be effectively kept covered and is not extensive.

**PINK EYE (Conjunctivitis)** is a common infectious disease of one or both eyes caused by several types of bacteria and viruses. The eye typically appears very red and feels irritated. There may be drainage of mucous and pus or clear liquid. Prescription medication may be needed to treat bacterial infection. Virus-caused pink eye will not need antibiotic treatment.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** Children/staff/volunteer with the above symptoms should be kept at home until evaluated by a medical provider and return to Project Excel with or without treatment depending on the diagnosis.

**RASHES:** A rash may be one of the first signs of a contagious childhood illness such as chickenpox. Rashes may cover the entire body or be in only one area and are most contagious in the early stages.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** Do not attend with a rash to Project Excel until a medical provider has said it is safe to do so – especially with additional symptoms like itching, fever or appearing ill.

**SORE THROAT:** A child/staff/volunteer with a mild sore throat, no fever and otherwise feeling well may be fine to attend Project Excel.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** children/staff/volunteer should stay at home and contact a medical provider for a severe sore throat and if white spots are seen in the back of the throat, with or without a fever.

**STREP THROAT:** A significantly sore throat could be strep throat, a contagious illness. Other symptoms may include fever, white spots in the back of the throat, headache and upset stomach. Untreated strep throat can lead to serious



complications.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** Children/staff/volunteer should stay home from Project Excel with the above symptoms and contact a medical provider. Children/staff/volunteer diagnosed with strep throat can return to Project Excel 24 hours after antibiotic treatment has been started.

**STOMACH PAIN:** It is a symptom of the abdomen that hurts or aches causing one severe discomfort.

**WHEN TO KEEP A CHILD/STAFF/VOLUNTEER HOME FROM PROJECT EXCEL:** Consult a medical provider and do not attend Project Excel with a stomachache that is persistent or severe enough to limit activity. If vomiting or diarrhea occurs, keep the child/staff/volunteer home until symptom free for 24 hours.

**TOOTHACHE:** For tooth pain, contact a dentist to have a child/staff/volunteer evaluated as soon as possible.

#### **NOTIFYING PARENTS OF ACCIDENTS, INJURIES, INCIDENTS OR ILLNESS:**

Site Coordinators and/or Project Excel Staff will contact parent(s)/guardian(s) via phone should an accident, injury, incident or illness occurs during Project Excel programming.

#### **COVID-19:**

Children/staff/volunteer should stay home if experiencing any of the following symptoms: fever, cough, shortness of breath, sore throat, congestion or runny nose, muscle or body aches, or new loss of taste or smell. Children/staff/volunteer should stay home if exposed to someone who has tested positive for Coronavirus 19. Project Excel will follow the guidelines outlined in the 2020 Oakland County COVID-19 Public Health Toolkit for K-1 schools and require a 14 day quarantine time period.

#### **STAFF AND VOLUNTEER REQUIREMENTS**

All Project Excel sites are licensed by the Department of Health and Human Services as Child Care Centers. It is the School District of the City of Pontiac and Project Excel policy to follow the standards as required by law. In addition, staff and volunteers for our program will have completed a criminal background check and/or screening through Michigan's ICHAT database prior to employment or any long-term assignment.

#### **STAFF**

Before staff begins working directly with children at any of the program sites the following must be provided to the Project Excel office:

- Completed a criminal background check and/or screening through Michigan's ICHAT database
- Documentation from the Department of Health and Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect before having unsupervised contact with a child in care.
- Signed copy of the Abuse Neglect Statement and Plan for Mandated Reporting - R 400.8125(11)(12)
- Blood-borne Pathogens completion certificate
- Negative TB Test Clearance
- A report, signed by a licensed physician, declaring, to the best of the physician's knowledge, the physical capability of the staff member
- CPR & First Aid Certifications



## STAFF DEVELOPMENT PLAN

1. All program directors, site supervisors, and caregivers shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities, including, but not limited:
  - Child development and learning
  - Health, safety and nutrition
  - Family and community collaborations
  - Program management
  - Teaching and learning
  - Observation, documentation, and assessment
  - Interactions and guidance
  - Professionalism
  - Child care center administrative rules.
2. Each caregiver, site supervisor, and program director shall complete blood-borne pathogen training before unsupervised contact with children.
3. Each staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in R400.8161(1).
4. All program directors, lead caregivers, and at least one caregiver on duty in the center at all times in programs serving preschool children and younger shall have current first aid (every three years) and infant, child, and adult CPR training (every year). All program directors, site supervisors, and at least one caregiver on duty in the center at all times in programs serving only school-age children shall have current first aid (every three years) and child and adult CPR training (every year).
5. Infant and Toddler teachers will complete infant safe sleep training and shaken baby training.
6. All staff hired after January 2, 2014, will be provided an orientation of the center's policies and practices, and the child care administrative rules before unsupervised contact with children.

## VOLUNTEERS

Volunteers will be supervised at all times by Project Excel Staff and never left alone with children (including restrooms, outdoors, classrooms, computer labs, libraries and cafeterias). In addition to completing a criminal background check and/or screening through Michigan's ICHAT database, volunteers must review and sign an abuse/neglect statement.

### **R 400.5104a Volunteers. Rule 104a.**

- (1) A volunteer shall not have unsupervised contact with children in care if he or she has been convicted of either of the following:
  - (a) Child abuse or child neglect.
  - (b) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the child care center.



- (2) A volunteer shall provide the child care center with documentation from the Department of Health and Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect before having unsupervised contact with a child in care.
- (3) Each child care center shall establish and maintain a written policy regarding supervision of volunteers, including volunteers who are parents of a child in care.

**R 400.5104b Health of staff and volunteers; report.  
Rule104b.**

- (1) The center shall have on file a report, signed by a licensed physician, for each staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks. This report shall declare, to the best of the physician’s knowledge, the physical capability of the staff member or volunteers to perform the duties required. The report shall be signed not more than 6 months before, or 30 days after, the start of employment.
- (2) The center shall have on file evidence that each staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 1 (one) year before employment.

**ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK**

I have received the Parent Handbook and have read and understand the material covered, as I will be held accountable for the information therein. I understand that if I have any questions regarding this handbook, I may ask the Site Coordinator or Program Director in the Project Excel Office. I will comply with the policies, procedures and other guidelines set forth in the handbook.

**PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

Child Care Organizations Act, 1973 Public Act 116  
Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least 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).

**I have read the above statement issued by Project Excel.**

\_\_\_\_\_  
Child(ren) Name(s)

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date