

Berkley Schools Kids' Zone & Summer Days Camp Family Handbook



Welcome!

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

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

OFFICE OPERATIONS

Kathleen Fotiu
Supervisor of Early Childhood
Education
Building Blocks
248-837-8900
kathleen.fotiu@berkleyschools.org

Michelle Konik
Secretary –Childcare, Latchkey
Building Blocks
248-837-8904
michelle.konik@berkleyschools.org

Angela Dagle
Berkley Board Office
Accounts Receivable
248-837-8439
angela.dagle@berkleyschools.org

If you are unable to speak to child care staff, please leave a voice mail message.

Berkley Building Blocks

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

Berkley Schools Accounts Receivable

Berkley School District Administrative Offices
14501 Talbot, Oak Park, MI 48237

Tuition payment – phone: 248-837-8439

EMERGENCY SCHOOL CLOSING / SNOW DAYS

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

In the event that the Berkley School District closes for inclement weather, a communication from the District will go out to all participating parents. News networks will also highlight closings. Fees will not be adjusted due to closure caused by inclement weather or other emergencies. Families will receive a refund for days closed if the district is closed more than six days due to weather. Scheduled days cannot be switched or exchanged because of building closures. Please check the Berkley School District website for unexpected school closing information: www.berkleyschools.org

STAFF AND VOLUNTEER SCREENING

The programs are licensed by the State of Michigan Department of Human Services. The following information is provided to inform you of some of our practices.

- The Berkley School District requires a criminal history check on all employees
- The Berkley School District requires a fingerprint clearance on all employees
- All program employees have a child abuse and neglect clearance performed by the Michigan Department of Human Services
- All staff are familiar with the Child Protection Law as it relates to child abuse and neglect

- A volunteer shall not have unsupervised contact with children
- Volunteers are required to have a criminal history check, child abuse and neglect clearance performed in compliance with Michigan Department of Human Services and Berkley School District policies

STAFF TRAINING

Teachers and Assistants receive a minimum of 16 hours professional development each year so that they are equipped with the skills and competencies to provide the highest quality education for your child.

COMMUNICATION/SCREENING

All programs will post important dates, notices and deadlines on the Parent Board in each program. In order to best communicate with you for school news, school closure or other emergency situations, the Berkley School District will send a communication to all participating families. You will need to fill out the district form and turn into your school office to participate, make sure to update information as it changes.

ABSENCES

Please call your Kids' Zone or Summer Days Camp program when your child will be absent for the day. There will be a \$25 charge if the staff implements a search for a child who appeared in school, but did not attend Kids' Zone because of any unreported absence to the Kids' Zone program. Three unreported absences may result in dismissal from Kids' Zone. Each Kids' Zone program has its own phone/voicemail to accept your messages (no text messages please). A list of phone numbers is provided in this guide for your convenience.

Kids' Zone Phone Numbers

Angell - 248-840-0678	Burton - 248-897-2352
Norup - 248-840-5848	Pattengill - 248-840-9382
Rogers - 248-840-9674	

DAILY ROUTINE

Our programs are carefully planned to meet the needs of the children. Monthly lesson plans are posted in the Kids' Zone program for parents.

- **Arrival** - Teachers meet the children and help them store their belongings.
- **Snack Time** - Children have a simple nutritious snack brought from home.
- **Greeting Time** - Children talk in a group, exchanging information about experiences and activities. Teachers use this time to introduce new materials, discuss upcoming events or to help children devise methods to deal with problems which have developed
- **Outdoor Time** - All children should be dressed in clothing that may be worn for activities such as art and active play. We believe outdoor play is an important part of your child's health and social growth. This outdoor time is scheduled daily. In case of inclement weather, children will remain indoors and will be provided with alternative gross motor opportunities. Please dress children for the weather and the season. Flip flops and open toed sandals are discouraged because they are very unsafe to climb and run in. In addition, wood chips may get into shoes and hurt children's feet. You may also consider sending in a sun hat clearly labeled with your child's name. We will remain inside if the air quality is in the purple very unhealthy zone and will limit outdoor activities if the air quality is in the red unhealthy zone. If an outdoor field trip is planned on one of these days, please note the location may be changed, event canceled or a replacement trip may be scheduled.
- **Work Time** - Children can choose from a variety of activities, indoors and out. Non-competitive sports, collage, sand play, and table top games are among the options. Some children prefer to read, chat with friends, or complete their homework.
- **Clean-Up Time** - Students accept responsibility for restoring the room to order. Shelves and other storage areas are labeled to make this task easier.
- **Departure** - Parents begin to arrive to pick up children. Those who remain are engaged in activities, like circle games, art, music, etc.

ADMISSION

Any school aged child that has completed all of the required forms, is 5 years of age by the first day, and will be entering TK through 5th grade is eligible for admission into Kids' Zone latchkey. If a child is not 5 years old, they will not be able to attend until their 5th birthday, families are required to pay for their spot until this time to

keep their space in the program. Applications will be considered in the following order for placement: 5-days/week; 4-days/week; 3-days/week; 2-days/week; 1-day/week. The Kids' Zone application window will begin following Kindergarten registration. The enrollment window for returning families will open March 1. Families will receive notice of acceptance into the Kids' Zone program mid June. Parents will be notified when Summer Days Camp enrollment opens. Children entering 1st through 6th grade are eligible for admission into Summer Days Camp. If availability allows after the initial enrollment period we require two full working days to process application and payment before your child may begin. Enrollment is limited to the number of students for which the site is licensed. Application forms for Kids' Zone latchkey and Summer Days Camp are available at Building Blocks or online from the Berkley Schools website: www.berkleyschools.org/kidszone, check the website for dates the forms will be available. If a site does not have a minimum of 18 children registered the program will not run.

SCHEDULES / EXTRA SERVICE /CHANGES/CANCELLATION

Kids' Zone care is available before school 7:00am-8:00am at Angell, Burton, Pattengill and Rogers Elementary Schools, and 7:00am-8:15am at Norup International. After school 3:15pm-5:30pm at Angell, Burton, Pattengill and Rogers Elementary Schools, and 3:20pm-5:30pm at Norup International. Please refer to the current calendar for available days. Summer Days Camp is available 7:30am-5:30pm Monday through Friday. Please refer to the Berkley Building Blocks annual Kids' Zone Calendar for specific dates.

- **Schedules** - School schedules are the same days each week. We cannot accommodate a varied weekly schedule. A regular scheduled day cannot be switched or exchanged for an extra service day.
- **Extra Service** - Half days, and breaks may be available for an extra service fee. A procare message will be sent out before half days with information for how to register, once a site has enough children to run, the extra service fee will be added to your procare account, and must be paid in full previous to the half day to attend. Once payment has been received for an extra service day, NO refunds, day changes or credits to the account will be given for service not used.
- **Half Day/Breaks** – The following is information about our half day and Breaks for Kids' Zone programs: Programs will operate as usual in the morning on half days. At Angell, Burton, Pattengill and Rogers the half day Kids' Zone will operate from 11:20am-5:30pm. Norup International half day Kids' Zone will operate from 11:30am-5:30pm. Families must schedule and pay for the half day or Break at least one week in advance to attend; information about signing up will be communicated via Procure. In order for a program to operate, there must be a minimum of 18 students enrolled.
- **Changes** – Schedule changes are subject to availability and waiting list at the time of request. There is a \$50 fee per student each time a schedule change is made to the schedule received at registration, including changes needed before the first day of attendance. A one week written notice is required to change the schedule for Kids' Zone Summer Days Camp.

PROGRAM WITHDRAWAL

A two week written notice given to the Building Blocks office is required to withdraw from all programs. Please email michelle.konik@berkleyschools.org or call (248-837-8904) to withdraw from the program . If notice is not given, you will be billed the daily rate from the date that the Building Blocks office was notified. If the program determines that it is unable to provide services to meet the needs of your child without jeopardizing the quality of care provided to other children, you may be asked to withdraw from the program.

TUITION PAYMENTS

- **Payment** – Kids' Zone payments are due by the 1st of each month. If payment is not received by the 5th of each month a \$40 per child late fee will be assessed. Monthly payments are the same amount each month and will be determined by the student's schedule. Kids' Zone students have 9 monthly payments from September -May. Summer Days Camp payments are due the week before care begins, if payment is not received by the Thursday before the scheduled week, students are not able to attend. All tuition payments are to be made through the Procure app or web platform, www.procureconnect.com. Setting up auto pay with Procure is the ideal method of payment. We accept payments with Visa, Master Card, Discover Card via Procure. Cash or check can be received at the drop box at Berkley Building Blocks door #1 on the West side of the building. 14700 W Lincoln, Oak Park. Checks or money orders made payable to Berkley School District. Mailing address: Berkley Board Office 14501 Talbot, Oak Park, MI 48237. Call for questions: Accounts Receivable (248)837-8439.
- **Exclusion Due to Non-Payment** - If Kids' Zone payment is not received by the 15th of the month, or if

Summer Days Camp payment has not been received by Thursday at 5:00pm the week prior to care, service will be curtailed. After you have been on the exclusion list twice the third time you miss your payment you automatically have to re-enroll if space allows or leave the program. Re-entry will be dependent upon available space and will not be permitted until the delinquent account is paid in full. This will include a \$50 schedule change fee to re-enroll.

- **Check Return** - There will be a \$35 fee charged for returned checks. If you have a non-sufficient funds fee assessed, you will no longer be able to pay with a check.
- **Late Pick-Up Fee** - There will be late pick-up fees of \$5 per minute charged according to your schedule. The fee will increase to \$10 per minute after the first 30 minutes. Lateness of 3 or more times may result in dismissal from the program. Please call the Kids' Zone or Summer Days Camp program if you will be late to pick up your child.

FEES DUE AT ENROLLMENT

When you receive notice of acceptance into the program Kids' Zone enrollees are required to pay a \$80 individual or \$125 family non-refundable registration fee. Parents who register prior to the start of the school year will pay their first month's tuition when enrolled. If availability allows those who register after the start of the school year will pay the first month's tuition at enrollment. If enrolling after the 1st of the month, the daily rate will be charged for the days of service needed for the first month according to your schedule. Summer Days Camp enrollees are required to pay the first week's tuition plus a \$80 individual or \$125 family non-refundable registration fee per program calendar year.

DHS POLICY

- Berkley Building Blocks and Kids' Zone accept CDC scholarships through the State of Michigan's Department of Health and Services (DHS).
- **Eligibility:** Berkley Building Blocks/ Kids' Zone cannot determine your eligibility or complete applications for assistance. A parent/guardian must submit a completed application when seeking a scholarship for childcare.
- **Families can apply:**
 - **Online:** [MI Bridges](#) This option allows parents to check the status of the application, submit required documents electronically and make changes
 - **Paper Application:** [MDDHS Applications Assistance](#) Submitted to their local Michigan Department of Health and Human Services (MDHHS) office
- **Authorization:** Once the CDC Scholarship has been approved the parent must submit a MDHHS 4025 Provider Verification (MDHHS-4025) to MDHHS authorizing care to an eligible provider.
 - Once this is submitted the parents and providers will be mailed an authorization notice (DHS-198) indicating that billing can begin. The provider will not be authorized for payments before the care began or back more than 60 days from when the MDHHS-4025 is received by MDHHS, the date the provider becomes eligible to receive payment, or the date the parent certifies that care began (or will begin) with the provider.
- **Family Responsibility:** Per State of Michigan guidelines, parents are responsible for any childcare charges not covered by DHS and for the cost of any care before being authorized. Families are responsible for all tuition costs until Berkley Building Blocks receives authorization from the State of Michigan.
 - All families will be charged one month of tuition and registration fees at the time of registration, regardless of authorization and expected family contribution. The payment will be held to cover any monthly costs not paid by DHS. Parents will receive a monthly notice of their balance and charges not covered by DHS. If DHS billing lapses, families are responsible for the tuition payments until DHS notifies us otherwise.
 - If there is a balance at termination of services, a refund will be issued. If all held funds are used, the family is responsible for any additional costs not paid by the Department. Exclusion policies will apply if there is a balance on your account.
- **DHS Policy for Camp:** If your student currently receives a CDC scholarship for Berkley Building Blocks or Kids' Zone and would like to attend a camp (Mid-Winter Break, Spring Break or Summer), it is the parent or guardian's responsibility to notify your case worker of any change in location and hours for the camp. If we do not receive authorization from DHS for the camp dates, families will be responsible for

the full payment.

- **Camp Balances:** Per State of Michigan guidelines, families are responsible for any childcare charges not covered by DHS. If there is a balance after receiving the CDC scholarship, families are responsible for that balance and exclusion policies for Berkley Building Blocks or Kids' Zone will apply if the payment is not received.
- If you have further questions about CDC scholarships for childcare at Berkley Building Blocks, please contact Angela Dagle at angela.dagle@berkleyschools.org or (248) 837-8439

ILLNESS AND VACATION

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

SPECIAL PROGRAM / FIELD TRIP FEE

Field trips could involve bus transportation or walking to a local location. There may be fees charged to help cover the cost of special performances, speakers or field trips. Parents/families will receive advanced notice for these activities and a signed field trip permission slip will be necessary to participate. Summer Days Camp field trips are included in the weekly fees. A Summer Days Camp t-shirt is provided at registration and must be worn on all Summer Days Camp field trip days. Additional t-shirts may be purchased for a fee.

FORMS INCLUDED IN APPLICATION

All required forms must be fully completed before a child may attend. All completed application forms are to be returned to Building Blocks. Please remember to update your forms periodically, especially phone contact numbers and any health related concerns.

Completed forms required for admission are:

- **Enrollment Form** - This form will supply us with pertinent parent/guardian information, child's information and schedule. Some of this will also be on the Emergency Card, please keep these updated if you have changes with work or home information.
- **Child Information Record (AKA Emergency Card)** – As part of your Application Packet you will find a Child Information Record. The State of Michigan Office of Child and Adult Licensing requires that each child have an information record on file and that these information records are updated yearly. If your personal information or work information should change throughout the year, please be sure to update your child's information record so that we may have the most accurate contact information. For the health and safety of your child it is imperative that the information records are accurately completed and submitted before your child begins school with us. You will be asked to provide telephone numbers where you can be reached immediately. Please notify us as soon as any of these numbers change. You will also be asked to provide us with the name and telephone numbers of at least three other individuals that you authorize to pick up your child from the site. Please let these individuals know that we cannot release your child to them without valid government issued identification. Please note that the name that you list should 100% match their identification.
- **Policy & Procedures Statement** - This signed form indicates you have read the Parent Handbook and agree to abide by all policies and procedures of the Berkley School District Kids' Zone and Summer Days Camp programs. You give your permission for school personnel to discuss with other professionals, information relevant to the program planning. The form includes monthly or summer weekly tuition payment procedures.
- **Licensing Parent Notification** – All licensed programs must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) until the license is closed. The center does not keep a licensing notebook, but the internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.
- **Health Statement** – Required for students stating that your child is in good health and is able to participate in the program with no restrictions. If there are restrictions a Doctor's note is required.
- **Behavior Information Form** – This form will help the staff know your child. You can also provide strategies for working with your child and a copy of your most current IEP if you think the information will be helpful to the staff.
- **Medication Forms** - These forms are required whenever your child will need medication while in our care. The Prescription Medication form is to be filled out by the physician and parent for all prescription

medication that the student may take, or the Nonprescription Medication form filled out by the parent. It is important the forms be filled out completely so the staff can administer any medication. For over the counter medication, the Nonprescription Medication Consent Form is available.

- **Sunscreen** - Sunscreen is required during the spring/summer instruction. Each program has a Sunscreen Form that needs to be filled out authorizing Kids' Zone and Summer Days Camp to apply sunscreen.
- **Immunization Record** - Kids' Zone and Summers Days Camp are now required to keep a current immunization record on file. This is not a health appraisal, just an immunization record. Student privacy laws do not allow us to grant licensing access to the full school database. This means we must keep **individual immunization records** in each child's Kids Zone file—similar to how we currently maintain emergency cards.

ITEMS FROM HOME / BIRTHDAYS

Please do not send toys or personal items from home. We will not be responsible for lost or broken items. Birthdays and holidays are special times in which our programs enjoy acknowledging. If your family does not observe specific celebrations, please inform the teacher and arrangements may be made to accommodate family observances. Parents are welcome to provide a small treat for your child's birthday, however, due to the number of allergies, it is encouraged the treat be non-edible, please supply enough treats for the entire Kids' Zone site. If you wish to provide the program with something special for your child's birthday or a holiday, here are a few suggestions:

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

NUTRITIOUS LUNCH / SNACKS

Nutrition is extremely important to your child's healthy physical and mental development. A proper balance of healthy snacks and healthy lunches will make your child(ren) feel great, provide healthy productive energy, as well as improve their concentration, development, and individual dispositions. You will need to provide an afternoon snack for your student. For half days and Summer Days Camp students a bag lunch, water bottle and snack is required each day.

PLAYGROUNDS

The Michigan Department of Human Services, Child and Adult Daycare Licensing, requires centers to inform parents that the center plans to use a public school's outdoor play area. The outdoor equipment at the Berkley School District Elementary Schools are not required to comply with State of Michigan licensing rule R400.5117(7)(8)(9).

SUNSCREEN

Sunscreen is required during the spring/summer instruction. Each program has a Sunscreen Permission Form that needs to be filled out authorizing staff to apply sunscreen. You can also find the form on the Kids' Zone website at www.berkleyschools.org/kidszone.

DISCIPLINE POLICY

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

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

The staff will work in partnership with the parent/guardian to redirect and coordinate a plan to help the child change inappropriate behavior. Staff will use re-direction, logical consequences and talking with the child to help correct inappropriate behavior. All of these methods help to encourage self-control, self-direction and

cooperation. District resources may be called to observe and make recommendations. Should disruptive behavior occur, the following steps will be followed:

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

A child may be suspended from the program due to:

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

PROGRAM DISMISSAL

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

- Incomplete registration forms
- Physical or verbal abuse/harm to another child or staff member, according to developmental expectations
- A child who does not adjust to behavioral recommendations as stated in the discipline procedures
- Exclusion for non-payment of any program
- Students expelled from school
- Weapons, criminal acts - defined as criminal or misdemeanors under the laws of any governmental unit are prohibited in school buildings, on school property, or at school sponsored events

MANDATED REPORTING

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

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

DROP OFF AND PICK UP

Parents (or a designated adult, minimum of 18 years old) must accompany each child into the program room(s) each day, to sign the child in for the day. Procare is used by all Kids' Zone sites to sign students in and out, each family member is given a code that they will use to sign our their children. For the safety of your child when signing out for the day, please be diligent in letting your childcare provider know that your child is leaving for the day.

RELEASE OF CHILD

The staff will not, under any circumstances, release a child to an individual who is not on the Child Information Record designated by the parent, phone calls, faxes or text messages by parents to add or remove a person on the information record are not acceptable. You must add or remove persons to release your child to in person with the Kids' Zone staff. Persons picking up a child must provide picture identification. Please be sure

to keep information record updated with current phone numbers, including area codes.

KEY FOB

For security purposes all district schools allow parent entry into buildings with key fobs (fobs are not used at Angell as students enter and exit through an exterior door). Upon registration each family will receive 2 key fobs. Extra key fobs may be purchased for a fee. If you have lost or misplaced your key fob you may also purchase a replacement for a fee. Key fobs must be turned in each summer, they will be returned to families in September when school year programming resumes. Upon leaving the program all key fobs are to be turned into the Building Blocks office by your last day. If the key fob is used by unauthorized people, your child will be dismissed from the program. If key fobs are not returned within seven days of leaving the Kids' Zone program, a \$25 fee will be added to your account.

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

- All teachers and staff members employed by Berkley School District are trained and prepared to handle emergency situations. Each Kids' Zone site has specific emergency procedures that are in their site specific manual, that can be referenced in the event of an emergency. In the event of a true fire, tornado, disaster, etc., the staff will be notified immediately and the proper procedures will take place. When the conditions warrant, children will be moved to a designated safety area within the building or outside on school grounds.
- Fire, tornado, and lockdown drills are practiced throughout the year so that children and staff will know what to do in the event of a true emergency. During a fire/emergency drill, parents may not sign children in or out of the programs. They must wait until the drill is complete and the children and teachers have reentered the building. In the event that parents are present, they can wait with their child's class in the designated safe areas inside and outside of the building until the drill is complete.
- In the event that the building must go in a lockdown, parents will be notified via email or phone as soon as possible. During an actual lockdown, as well as during a practice drill, all exterior doors and windows to the building will be locked. Children will be moved to a safe place within the inside of the building until the situation is resolved. In this case, and for the protection of everyone, no one is allowed to come in or go out of the school until cleared by emergency personnel.
- In the event of an evacuation, the Supervisor will inform the teachers that the school must be evacuated. Parents will be notified as soon as possible via email or phone. If it becomes necessary to remove the children from school property, children will be taken to the emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick up your child.

DETERMINING THE GENERAL HEALTH OF A CHILD

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

- Ask child (if possible) how he/she is feeling - or what is bothering them
- Feel the child's skin and check whole body for abnormalities (i.e. rashes, bumps, bruises, body temperature, watery eyes, etc...)
- Take child's temperature with a thermometer
- Consult with Supervisor or designated person regarding child's condition
- Call child's parent to check on a possible change of routine, diet, medication, etc...
- Annual Developmental screener on all children and refer children agencies if needed with parent approval If the school becomes aware that a child, staff member, or volunteer has contracted a communicable disease, the school will notify the parents in the following ways:
 - Health fact sheet with the name of the communicable disease
 - The symptoms of the disease

HEALTH CARE POLICY

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

- Children and staff wash their hands after using the restroom, before eating or preparing food, after outdoor play and as needed to prevent the spread of germs and disease.
 - Wet hands
 - Use soap
 - Wash hands

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

HEALTH AND MEDICAL

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

- **Illnesses may be spread by way of:**
 - Human waste, such as urine and feces
 - Body fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood
 - Direct skin-to-skin contact
 - Touching a contaminated object
 - The air, in droplets that result from sneezes and coughs

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

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

SICK POLICY/HEALTH EXCLUSION

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

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

A child, staff or volunteer may also be excluded if he/she exhibits any other conditions which may be considered contagious to others and will need a doctor's note to return. A child, staff or volunteer must be excluded until he/she is fever free for 24 hours without the use of medication, unless the Doctor provides a written note. If your child has an undiagnosed rash we need a doctor's note to return to Kids' Zone.

If a child becomes ill or shows the above symptoms the parent/guardian will be called, the sick child will need to be picked up within the hour. After notifying the parent/guardian and a sick child has not been picked up in a

timely manner, other persons listed on the emergency card will be notified. We appreciate a phone call and information about your child's illness, should your child not feel well enough to attend the program. We ask that you contact us with the Doctor's prognosis. We ask that you follow these rules in order to help keep everyone healthy.

MEDICATION ADMINISTRATION AND STORAGE

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

- All medication that is brought into Kids' Zone must be in its original container with the child's name on the container
- All medication is stored in a designated place, out of reach of children or in a locked cabinet
- Staff are not permitted to prescribe, or make available, any medication, including but not limited to Aspirin, Tylenol, Motrin, antacids and/or similar items
- The program shall maintain records of the times and amounts of any medication applied or administered. A witness will initial the time and date of the administration of the medication

MINOR ACCIDENTS, INCIDENTS AND INJURIES

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

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

MAJOR ACCIDENTS AND ILLNESS

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

All staff are certified in First-Aid and CPR.

ORGANIZATIONAL CHART

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