Shamrock Center Family Handbook



Home of the Little Red Hawks

Giving every child a great start in order to be successful in school and life

Welcome to the Shamrock Center!

The programs at Shamrock are developed to provide students with rich learning. experiences and reliable care in a safe environment. The Center is committed to giving every child a great start in order to be successful in school and life!

This handbook was developed to help families and staff understand the program's philosophy, policies, and procedures. The program is designed to be a partnership between families and staff. Our staff takes seriously the responsibility to support parents and nurture children.

The Shamrock Center is financially self-supporting. Parent fees, grants and scholarships provide the monies needed for daily operational expenses.

The Shamrock Center staff will provide developmentally appropriate activities for children ages 3 years through end of 5th grade school year, and we will be using the Experience Early Learning Curriculum.

I'm glad that you have chosen to join the Shamrock Center. Marshall Public Schools has a strong reputation as a progressive, caring and family-oriented system that puts children first. The Shamrock Center carries on this tradition and adds a new dimension by providing rich early childhood education programs and quality childcare when school is not in session.

Our doors are open to you at any time. Feel free to drop by for an unannounced visit or call our office for an appointment (269) 781-1298 ext. 2500. I look forward to working with you and your family.

Sincerely,

Rene Gordon
Shamrock Center
Program Administrator

Table of Contents

What We Believe	5
Our Mission	5
Our Philosophy	5
Goals for Children	5
Center Goals	6
Program Overview	6
Little Shamrocks	6
School Age Program - Before and After School	6,7
Non-Discrimination Policy and Cultural Competency Plan	7
Curriculum	8
Assessment	8,9
Admission Policies	9
Registration and Enrollment	9
Schedule of Operation and Withdrawal	9
Days/Hours of Operation	9,10
Withdrawal	10
Tuition, Fees, and Billing Policies	10,11
Vacations, Illness, Absences and Holidays	11
Billing and Payments	11
Late Payments/Late Pick Up/Early Arrival	11
Attendance During Non-School Days/Additional Fees	11,12
Emergency Closure Billing	12
Discounts	12
Tuition Assistance	12
Guidance Policy	12,13
Meals and Snacks	13,14
Food Allergies	14
Handling Food	14
Parent Provide Lunches	14
Lunches on Non-School Days	14
General Policies and Procedures	14,15
Confidentiality	14
Child Abuse and Neglect Statement	15
Licensing Notebook Availability	15

Pesticide Prior Notification	15,16
Rest Time Policy	16
Attendance Policy	16
Program Evaluation	16,17
Photos	17
Media	17
Outdoor Play	17
Clothing	17,18
Toys From Home	18
Field Trips	18
Request for Written Log	18
Screening	19
Referral Plan	19
Special Needs Plan	19
Drop Off and Pick Up Procedures	19,20
Emergency Policies	20
Weather Related Closure and Preschool Programs	20
Emergency Drills	20
Health Policies and Procedures	20-24
Health Policy	20
Illness	21
Sick Children	21,22
Viral Infections	22
Hygiene/Handwashing	22
First Aid/Accident/Serious Injury	22
Blood/Bodily Fluids	23
Cleaning and Sanitizing	23
Controlling Infection	23
Coughing and Sneezing	23
Administration of Medication	23,24
Family Involvement and Communication	24,25
Parent/Teacher Conferences	25
Volunteers	25
Tuition and Fee Schedule	26

Our Mission

All children will be safe, healthy, prepared, and eager to succeed in school and life.

Our Philosophy

Our program is committed to giving every child a great start in order to be successful in school and in life.

We believe that:

- Education happens beyond the school day and classroom.
- A learning environment should be an inviting space with multi-faceted materials that reflect the children's interests and experiences and fosters independence.
- Relationships are built on mutual respect and trust.
- Social relationships are encouraged through learning conflict resolution and working cooperatively in small and large groups.
- The Experience Preschool curriculum promotes active learning and responsive teaching for various learning styles.
- Assessment tools should use observation and documentation to record children's current strengths while planning for children's growth.
- Family involvements include various forms of open, respectful, two-way communication, volunteer opportunities in and out of the program setting, events or activities while supporting family growth and understanding of identified concepts that are relevant to them and opportunities to have their voices and opinions heard, such through advisory committees and program evaluations.
- Education should reflect the children's interests and home culture, and family home life and cultures should be reflected and celebrated through materials and interactions.
- Children learn through play.
- Children deserve care beyond school in a supportive and enriching environment.
- All areas of children's development are interconnected, developing at his or her own pace, and possessing individual strengths, interests, needs and learning styles.

Goals for Children

- Learning through active involvement with people, materials, events, and ideas.
- To become independent, responsible, and confident - ready for school and ready for life.
- To learn to plan many of their own activities, carry them out, and talk to others about what they have done and what they have learned.
- To gain knowledge and skills in important academic, social, and physical areas.

Center Goals

- To provide safe, dependable, quality care for children.
- To provide a variety of activities designed to enhance physical, intellectual, emotional and social development.
- To recognize and encourage the development of individual interests.
- To provide a relaxed environment where children feel welcome.
- To provide childcare at a reasonable cost and a convenient location.

Program Overview

Several different programs are currently available to families enrolling at the Shamrock Center depending upon the age of the child and the family's choice.

Little Shamrocks

Little Shamrocks is a structured and play-based preschool program for three- to four-year-old children that strives to develop the whole child using the Experience Preschool Curriculum. Students develop emotional, social, mental, and physical growth through play and planned activities with the guidance of a qualified preschool teacher and classroom aide. The adult-child ratio in the classroom is 1 teacher for every 10 children for 3-year-old, and 1 teacher for every 12 children for 4-year-old, with a classroom cap set at 16 children.

Children must attain the age of three by the date of entry into the three's program or turn three by September 1st of the current school year.

Children must attain the age of four by the date of entry into the four's program or will turn four by September 1st of the current school year.

Children that have not attained the age of three or four by the date of entry into the selected program must have a signed waiver on file acknowledging the parent is aware that the child will be enrolled in a three-year-old program or four-year-old program.

It is required that children are fully toilet trained as we are not equipped for diapering or toilet training.

School Age Program - Before and After School

All students attending kindergarten until end of 5th grade school year are eligible for enrollment in the Before and After School Program. Priority for enrollment will be given to students who register for both before and after school.

The School Age Program offers children the opportunity to learn and play with other children either before or after their school day or both before and after school. Snacks are provided.

Transportation to and from Hughes, Walters, and Marshall Academy is included in this program. A full or half day program will be provided at an additional cost on days when the school system is not in session or releases early. (A minimum number of children will be required for the program to operate on non-school days. Parents will sign-up for these special sessions in

advance for full-day sessions, half-day sessions, and school vacations.) If you sign up, you will be charged whether your child attends or not.

Outdoor play and quiet times will be included in the daily schedule when the center is open for full days. School-age teaching staff will schedule daily activities, including age-appropriate sports, arts/creative expression, dramatic play, discovery, and exploration. Children will have the opportunity to plan projects and explore topics of interest. The adult-child ratio in the school-age program is 1 adult for every 18 children.

Non-Discrimination Policy and Cultural Competency Plan

The Shamrock Center does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as restricted by State of Michigan licensing and/or as a factor necessary to the normal operation of the program), religion, military status, ancestry or any other statutorily protected category (collectively, “Protected Classes”) in its education program or activities.

The Center shall not discriminate in its policies and practices and does not tolerate harassment of any kind.

Equal treatment and service shall be available to each child, without regard to the Protected Classes, race, color, national origin, sex, disability, age (except as restricted by State of Michigan licensing and/or as a factor necessary to the normal operation of the program), place of residence, or social or economic background to learn through the curriculum offered in this District.

Education programs shall be designed to meet the varying needs of all students.

The Shamrock Center welcomes, recognizes, and respects all children’s home cultures. This includes but is not limited to religion, language, race, celebrations, socio-economic status, education level of family members, child-rearing practices, and family structure in each home. We strive to reflect this through the policies and procedures of the Center.

We have a written plan describing how the linguistic and cultural needs of our students and their families are met. The Cultural Competency Plan describes how our staff effectively provides services to persons of all cultures, races, ethnic backgrounds, and religions in a manner that recognizes, values, affirms and respects the worth of the individuals and protects and preserves the dignity of each individual.

We encourage families to share information, skills, materials, and knowledge from their home culture throughout the year.

Curriculum

The Shamrock Center uses the Experience Early Learning Preschool Curriculum- a proven research-based curriculum that supports your child's rapidly growing curiosity. Children will build friendships skills, learn to express feelings. Children will have access to specialized books, science tools, materials, games, and math manipulatives to encourage problem-solving and creative thinking. Children will engage in daily routines and activities that support brain development while also building the self-regulation and attention span needed for long-term school success.

Experience Early Learning Preschool Curriculum is designed to support you and the teacher to embrace your child's natural sense of wonder and help them reach their unique potential as they discover our diverse and beautiful world.

Your child's teacher will use books, puppets, music, blocks, puzzles, and manipulatives to inspire a love of learning. While your child plays, they will naturally build 35 foundational skills. These skills are interwoven within 7 developmental domains:

- Social-emotional
- Physical
- Language and Literacy
- Math
- Science
- Social Studies
- Creative Development

More Information can be found at www.experiencecurriculum.com

Assessments

Experience Curriculum offers the tools to assess and document as children naturally play and participate in the daily activities. Experience Curriculum helps track the growth of each child 's growth across all 35 skills to help with each child's individual progress.

1. Offers a teacher's guide, which has a star system that helps as a reminder for the teacher to observe the skills listed and to document where the child is performing based on the developmental continuum. As the teachers follow this guide, they will have 3 checkpoints to help them with their assessment requirements. One will be after the first 3 months, then the middle will be three months later, then the last one will be at the end of the school year.
2. The teacher will observe the child by using the assessment support sheet to determine the benchmark the child is currently performing at. This helps the teacher set up activities based on the child's needs, and it explains what it would look like at various benchmarks. This will help the teacher determine where each child is based on the developmental continuum.
3. The teacher will record the assessments. Each child's growth over time will be recorded using the 35 skills as well as information about some core concepts. These forms will be used to communicate with the families and help record the child's progress throughout the school year.

Each month each child will complete a variety of activities that serve as evidence of their learning. The teacher will create a portfolio book that will include starred activities that will be

used for assessments, shared with families at conferences and a keepsake for the progress the child has made throughout the year! More information can be found at www.experienceearlylearning.com

A sample of our Daily Schedule can be found in each classroom or upon request.

Admission Policies

All programs are under the operation of the Marshall Public School District.

Registration and Enrollment

Pre-registration is required for all programs. The Center is not licensed to provide Drop-in care.

The following must be completed and returned to the center before a child attend any of the Shamrock Center programs:

- Registration form with Registration Fee
- Tuition Deposit (first TWO weeks fees if not using ELV)
- Child Information Record
- Parent Payment Agreement
- Written Information Packet Documentation
- Publicity Release
- Health Form and Immunization Record (Children under 5)/Health Statement
- Early Learning Ventures Program (ELV)

A **non-refundable** fee of $25.00 per child, $40 per family, covers the administrative cost associated with processing your child's enrollment information. This fee, along with one week's tuition deposit, reserves your child's space in the program and your child's first day of attendance.

Payment of the registration fee and deposit along with the completion of the registration forms are required at the time of registration. All other forms are required prior to the start of services.

The Registration fee is a yearly fee that will be charged at the beginning of each school year.

Schedule of Operation and Withdrawal

Days/Hours of Operation

The Shamrock Center hours are 6:30 am to 5:30 pm Monday through Friday. (Hours are subject to change if center feels necessary)

- Little Shamrocks Preschool Only — 9:00 am to 12:00 pm (picked up on ½ days at 11:30)
- Little Shamrocks Preschool + (wrap around) — 6:30 am to 5:30 pm
- Before School Care begins **8/25/2026** — 6:30 am to 8:35 am
- After School Care ends **6/11/2027** — 3:35 pm to 5:30 pm
- Early Release (scheduled) — Center will be Open

- Early Release (weather related) — Center will be Closed
- Snow Day* — Center will Open at 8:00am

***Unless otherwise notified**

The Shamrock Center will be CLOSED during the following days:

August 24, 2026	December 28-31 2026
September 7, 2026	January 1, 2027
November 26, 2026	February 16, 2027
November 27, 2026	March 26, 2027
December 24, 2025	May 25, 2027
December 25, 2025	June 29-July 3, 2026

Withdrawal

A parent may withdraw a child from the program at any time. To withdraw a child, parents must notify the Program Administrator at least ***two weeks prior*** to the last scheduled date of attendance. All fees for the final two weeks are due at the time of the written notice. In the event of prepayment, reimbursement for payments after the two-week notice will be available.

The Shamrock Center reserves the right in rare and extreme situations and after exhausting all strategies and supports, to withdraw services for any of, but not limited to the following reasons:

- Non-payment of fees and accounts is found to be over two weeks delinquent.
- Excessive absences (See attendance policy)
- A parent's display of inappropriate behavior toward staff or children.
- The program is found to be unsuitable to meet the needs of a particular child, and the child's needs may be better met in another setting. There may be situations, however, where we may not be able to meet these needs. The parent(s) will be kept informed of all efforts and areas of concern through formal and informal discussions with teachers and or the Director.
- Behavior that may result in administrative withdrawal includes conduct that is injurious to the physical, emotional, or intellectual well-being of others in the center.

Tuition, Fees, and Billing Policies

Children are enrolled in a reserved space in a given program. Fees are charged on the basis of enrollment, not attendance. When agreement is reached as to the specific times children will attend and what weekly fees will be paid, the Center organizes and staff according to that agreement. It is the Center's responsibility to be ready and able to care for children at the agreed upon times. Sudden changes (such as illness, snow days, public school closings, public school virtual days, etc.) do not relieve the Center's responsibility to its Staff for a stable work environment or for salaries. Conversely, such changes do not relieve parents of responsibility for payment for the times and agreed amounts, including sick days and holidays. ***A parent choosing to keep their child(ren) home does not warrant a refund of tuition paid.*** To remain a viable childcare facility for this community requires everyone to understand this.

Full day preschool with childcare fees includes school lunch (on days when school is in session) and healthy snacks. After school fees include a daily snack. (On full days when school is not in session, children will be asked to bring a sack lunch, and healthy snacks will be provided.)

For tuition rates, please see Fee Schedule listed on page 31.

Vacations, Illness, Absences and Holidays

Tuition is not adjusted or refunded for absences such as illness, vacations, holidays, or school closure. Each family is allowed a one-week vacation during the school year (September - June). To use your week credit, a written request (or email) to the Director should be made two weeks in advance of the vacation date. No charge for the week between Christmas and New Year Shamrock will be closed

Billing and Payments

Tuition billing will be done on a weekly basis, and statements will be sent by Thursday for the following week. (Per ELV)

All fees are to be paid in advance of service. Payments are due each Monday at 5:30 pm. When a holiday falls on Monday and the Shamrock Center is closed, the payment schedule is adjusted to Tuesday. Payments are to be put in the locked cash box located on the wall in the hallway (between the two Preschool classrooms).

It is preferred that families pay by check, money order, or through ELV (an online portal to access account information and easily pay tuition). Checks should be made payable to *Marshall Public Schools* with a memo line reading *Shamrock Center*.

Cash payments must be exact amounts, enclosed in an envelope marked with the child's first and last name and receipt number. The staff do not have access to a cash box to make change. It is the parents' responsibility to make sure they receive a receipt at the time their cash payment is dropped off.

Statements will be given every year for tax purposes.

Late Payments/Late Pick Up/Early Arrival

There will not be any Early Arrival doors will open at 6:30 am

A late fee of $10.00 per week will be charged every week that fees are overdue
Late pick up fees are:

1-10 minutes $10.00
11-20 minutes $30.00
21-30 minutes $50.00

Attendance During Non-School Days/Additional Fees

The center will be open when school is closed for half or whole days. This includes parent conferences, staff development, winter break, etc. A special sign-up form will be available for parents a minimum of two weeks before these days occur. Care is not guaranteed without signing up before the deadline. All children must be enrolled in the Shamrock Center to attend on days when schools are closed. Additional fees will be charged for children who attend the Center on in-service or half days, etc.

Emergency Closure Billing

Billing will not be adjusted in the event of the center closing due to extreme weather conditions, or other emergency closing, unless these days are in excess of **5 consecutive days**.

Discounts

A five percent (5%) discount for each sibling enrolled after first child.
Example: Child one is $50.00 child two is $47.50, child three is $47.50.

Tuition Assistance

The Michigan Department of Licensing and Regulatory Affairs (LARA) offers financial aid for families through the Child Development and Care Program (CDC). Parents interested in the CDC program or wish to apply may go to www.michigan.gov/mdhhs click on the Assistance Programs, then Child Care Assistance.

Parents are responsible for paying for all services upfront. Your childcare account will be credited when CDC payments are received. It is the sole responsibility of the parent to keep all paperwork with CDC up to date. Should a lapse in reimbursement occur, the parents will be responsible for the payment.

The Program Director can assist with the CDC application and advise you of other available scholarship assistance programs that may be available.

Guidance Policy

Behavior management is the joint responsibility of students, parents, and center staff. Staff encourage self-control and appropriate social behavior in children. Positive methods of developing the behaviors are used in the center. When children are given meaningful choices, know the rules, have helpful and caring supervision in an enriching environment, the need for discipline becomes less.

Staff help students work through Conflict Resolution steps and children are encouraged to use a problem-solving approach.

Staff will observe. If adults interfere in problem-solving too often or too soon, children will come to rely on adults to solve problems.

Staff will approach and be available to model problem solving and negotiation skills. Staff will

suggest alternatives that the children can try. Staff and children together will resolve the problem.

If children are unable to resolve a problem without adult assistance, staff may choose to implement a “break,” where a child or group of children may need to separate from the group or the activity for a few short moments. Children in a “break” will be given a choice of sitting quietly or participating in an activity such as reading while calming down and thinking through alternative behaviors. The adult and child will talk about the decision to rejoin the group when the child is ready.

Positive guidance techniques will be used to:

- Help children become aware of their behavior and the consequences.
- Develop rules to protect the safety of children, protect property or help children learn to respect the rights and feelings of others.
- Develop consequences that are natural or logical.
- Make accommodations to the learning environment or daily routine that will help each child to be successful within the program.

If a child develops a pattern of inappropriate behavior, the staff member, parent, and child will meet together to develop an individualized action plan for the child. It is our goal to work with families to help each child develop self-control and to keep all children safe.

In every case, discipline is viewed as a positive, solution-oriented process in which children learn appropriate behavior without damage to their physical or psychological well-being.

The Shamrock Center does not permit, or will not tolerate under any circumstances, the use of abusive or degrading disciplinary methods including the following: spanking/hitting, shaking, biting, pinching or other forms of corporal punishment; exclusion from outside time, gross motor experiences or daily learning experiences; restricting a child’s movement by binding or tying; inflicting mental or emotional punishment (humiliating, shaming, threatening); confining a child in an enclosed area such as a closet, locked room, box, or similar cubicle. Violation of this policy by any staff member will be ground for immediate termination of employment.

Conflict Resolution will be handled in the following manner:

- Approach social conflicts calmly, stopping all hurtful actions.
- Acknowledge the feeling of children involved in the conflict.
- Gather information for children on the problem.
- Restate the problem so that all parties understand.
- Ask children for ideas and solutions, encouraging them to choose one together.
- Give follow-up support as children act on their decisions.

Meals and Snacks

The program recognizes the value of nutritious, well-balanced meals and snacks for young children. We encourage children to explore and discover new foods and new tastes. Snack and mealtimes are as follows. Breakfast (9:00am), lunch (12:00pm) and afternoon snack (2:30pm)

and returning elementary students afternoon snack (4:00pm). Menus are provided in advance and will be posted in each room for parents to view. All substitutions will be noted on the menu on the day that the change occurs. Meals and snacks are provided for all children. There will be conversations between adults and children during this time, and it is an ideal time to model table manners.

Snacks and meals are included in fees, except on non-school days and during the summer. Snacks are not intended to take the place of a child's breakfast or lunch. Please be sure your child eats a good meal before coming to school.

Food Allergies

If your child has an allergy or special dietary need, please inform the Program Director during the registration process. Children with food allergies will be provided with substitute snack/meal food upon receipt of written notification from a licensed physician.

Handling Food

We monitor and comply with local environmental health department guidelines and regulations. We receive our prepared food from a state-licensed kitchen.

Meals will be served in accordance with the minimum meal requirements of the Child and Adult Care Food Program. In accordance with Federal law and U.S. Department of Agriculture policy, Shamrock Center and Marshall Public Schools are prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to the address below or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

USDA, Director, Office of Civil
Rights Room 326-W Whitten
Building
1400 Independence Avenue, S.W.
Washington D.C. 20250-9410

Parents Provided Lunches

Parents that choose to provide lunches and snacks ***must label lunches with the child's first and last name as well as a date***. This may be done with a slip of paper inside the lunch bag.

Lunches on Non-School Days

Parents must provide their child with a healthy sack lunch and snack including a beverage since the school's food services are closed. A child will not be deprived of a meal if the parent fails to provide it.

General Policies and Procedures

Confidentiality

Staff members will not discuss other families', the children, or their behavior, with other staff members, except as directly related to the care of each child while in the program. Each family is respected.

Student health/medical records and identifying information are kept confidential. Please be sure that the information you share with the teacher will be kept with the strictest confidence. Occasionally information such as allergies, IEP goals, behavior plans, demographics, etc. may need to be shared with individuals working with the child (substitute teacher, principal/director, and support services staff such as special education personnel).

Family Education Rights and Privacy Act (FERPA) give parents and guardians the following rights:

- The right to inspect student records maintained by a school district.
- The right to prevent disclosure of education records to a third party without their consent except in certain limited situations.
- The right to request a correction of any part of the student record which you believe to be inaccurate, misleading or violates your rights.
- The right to protest the Family Educational Rights and Privacy Office Department of Education, 400 Maryland Avenue, SW, Washington D.C 20202 concerning the program's failure to comply with FERPA.

Child Abuse and Neglect Statement

The Shamrock Center staff members are obligated to report to Child Protective Services any concerns of neglect or abuse as observed during a child's participation in this program. Michigan State Law mandates a Marshall Public Schools employee to report all suspected cases of non-accidental physical and mental injury, sexual abuse, sexual exploitation, or maltreatment and child neglect to the Child Protective Services of MDHHS (Michigan Department of Health and Human Services). The law mandates that all personnel engaged in the intake process, care, or treatment of children carry out reporting. This includes all staff. Reporting in good faith frees the staff member from liability if the purport proves to be unfounded. On the other hand, willful failure to report opens the staff member to criminal or civil liability.

Licensing Notebook Availability

The program is licensed under the Michigan Department of Licensing and Regulatory Affairs (LARA) and follows all licensing guidelines and rules. A copy of these rules and guidelines is located in the center office as well as online at www.michigan.gov/lara.

The center also maintains a licensing notebook. The licensing notebook contains all the licensing inspections and special investigation reports and related corrective action plans since May 28, 2010. The notebook is available to parents during regular business hours and is located in the office. The Licensing inspection and special investigation reports from at least the past 2 years are also available on the childcare licensing website www.michigan.gov/lara.

Pesticide Prior Notification

As required by section 8316 of 1994 PA 451, MCL 324.8316, the center will provide an annual notice to parents or guardians informing them that they will receive advance notice of possible pesticide applications. The center will post a Pesticide Prior Notification letter on the parent information board in September for the current school year. This letter will include the dates of possible pesticide applications. Parents and Guardians will also receive a monthly email notification to serve as a reminder of the dates of possible pesticide applications. These dates will also be posted monthly in the hallway of the center.

If an application occurs, an advance notice containing information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture will also be included in an email and posting in the hallway.

Rest Time Policy

Programs that operate 5 or more hours must have a quiet/rest time. The rest time will be at least 45 minutes and no longer than one hour, while accommodating for the individual needs of children. Quiet activities will be provided for children after 20 minutes of resting for those who do not sleep. Children may bring their own blanket and stuffed animals to assist them in resting. Children will assist with setting up and cleaning us as their abilities allow. Soft music will be played, the lights will be turned off and staff will provide a comforting, supervising presence while children rest. Each child will be provided with one mat to rest on, or parents may choose to provide their own from home. Mats will be sanitized in accordance with licensing rules.

Attendance Policy

Please notify us if your child will not be in attendance.

Consistent attendance is one of the most important things you can do to help your child. Research shows that regular attendance may be one of the biggest influencing factors in school success. Family attitudes toward school are very powerful. These early experiences will lay the groundwork for future habits. Our staff is committed to having all children in school daily. Teachers will try many strategies to encourage attendance and to follow up with families where attendance becomes infrequent. After multiple strategies over an extended period of time with no result, the family will be notified of the child's withdrawal of the program if the slot is needed for families on the waiting list.

Program Evaluation

Each classroom will be rated using the Program Quality Assessment tool in order to provide feedback on areas of strengths and areas for improvement. Results will be used to plan staff

training, revise management practices, and seek additional resources.

Each classroom's instructional staff will be observed and given feedback at least twice per year by an evaluator that is familiar with the curriculum. This feedback will be used to discuss strengths and improve the quality of the program.

The center also uses self-assessment and receives a score from the Great Start to Quality program. A star rating is awarded to the center and is available for viewing on the Great Start to Quality website, www.greatstarttoquality.org.

Photos

Photographs will occasionally be taken of children to display in the rooms. From time to time these pictures are used for publication in local newspapers, classroom newsletter, posted in classes, shared on electronic applications with the classroom families, etc. If for any reason you do not wish to have your child photographed, please sign the appropriate form, and inform the Director.

Media

We do not make a practice of watching television and/or videos; however, on occasion, we do use videos to enhance learning. All media used is developmentally appropriate, media used is to support learning and expand children's access to content. All media shall be suitable for the age of the child in terms of content and length of use. We also follow the State of Michigan licensing rules, with regard to the frequency of screen time, during a week period for children in a center setting.

Outdoor Play

Outdoor play and fresh air are important for the healthy development of children. With the exception of extreme temperatures, all children will play outside daily. If the child is well enough to be in school, he/she is well enough to take part in all normal activities, including outdoor play. There are no staff members scheduled to care for children who cannot go outside due to illness or lack of appropriate clothing.

In hot weather, teachers will adjust the time outdoors, adjust the activity level and will provide water for play and drinking. In cold weather, teachers will make sure children are appropriately clothed for wet and cold and will adjust the time accordingly. When the outside temperature is above 85° or below 27°, teachers will refer to the Child Care Weather Watch as a guide and use their judgment whether children can play safely outdoors or should remain indoors.

Clothing

Children are active learners. Comfortable, and easy to launder clothing that does not restrict play is the best. Since the weather changes frequently in Michigan, and active learners can be messy, we recommend that each child keeps a complete set of extra clothing in a Ziploc baggie with their name on it in their locker or backpack at the center. ***Please do not send children in their best clothes. Play clothing that is comfortable is the best.

Children will play outside daily, weather permitting. Please be sure our child has appropriate clothing daily for outdoor play including boots, mittens, head covering and snow repellent outerwear.

Please clearly label all clothing and personal items with your child's first and last name.

Toys From Home

The center will supply toys and equipment appropriate for your child's age. Special toys can be very comforting for children when they're away from home. These toys are special and are not always shared, so we suggest that they be put into the child's locker upon arrival. We will get them throughout the day as they are needed. Teachers will not be responsible for these toys, therefore if your child is willing to leave these toys in the care for the ride home that is best. Nap items such as stuffed animals or dolls, can be kept in the locker also. Please make sure your child's first and last name is clearly labeled on any items left at the center.

Field Trips

Field trips may be scheduled throughout the year. Parents will be informed in advance of scheduled trips and are required to sign a permission form for trips.

If a fee is involved with the field trip, parents will be notified in advance.

Children may walk to local sites of interest for field trips. If transportation is required, bus transportation will be arranged through Marshall Schools Transportation Department.

From time to time, teachers may choose to take advantage of sunny weather to enjoy an unplanned walking excursion around the school building or block. In the event this does happen, a notice sign will be posted in the classroom window to notify parents where to find their children should they arrive at the center before the children return.

Notice of Request for Written Log

Parents with children with special needs may request a written daily record that includes food intake (time, type of food and amount eaten), sleeping patterns (when and how long a child slept), elimination pattern (including bowel movements, consistency and frequency), developmental milestones, changes in the child's usual behavior. Please contact the Program Administrator if you feel your child is qualified and would benefit from a written daily record.

Screening

Each child will be screened within two weeks of beginning the program using the Ages and Stages Questionnaire to determine if each child is developing as expected for their age. Families will be asked to provide information about their child's abilities and any areas of concern they may have. All results of these screenings will be shared and discussed with individual families. Throughout the year, if further screenings are determined to be necessary, the family will be contacted for permission.

Referral Plan

Referrals for children that may have special needs will always be discussed with the family first. Whether the program staff or the family is bringing the concern, the process of referral will be explained. Concerns will be documented, and an observation will be requested. Staff will develop a plan and try various strategies. Birth to 6 staff may do additional screenings and evaluations, have meetings with families, report results and make plans for future action.

Special Needs Plan

The Shamrock Center is committed to the concept of inclusion. Staff will make accommodations to include all children in the learning environment and daily routine. Families and staff work together to meet the individual needs of each child. Communication is two-way and ongoing while respecting confidentiality. Staff will receive annual training on various strategies and information on working with families and children with special needs.

Drop Off and Pick Up Procedures

For safety reasons when dropping off and picking up your child, a parent/guardian must accompany the child into and out of the center. Each child must be signed in and out of the center daily by a responsible adult who is listed on the child's information record.

Children will only be released to people on the child information record, unless the center is notified in WRITING of a change. The staff may request photo identification of anyone picking up a child. Siblings must be at least 15 and have a photo ID to be authorized to pick up a child. No children are permitted to walk home. Children who enter or leave the program via the school bus will be signed in or out by a staff member.

Late pick up (at the end of the child's scheduled session): After 5 minutes without notification of a late pick up, the staff will contact parents. After all attempts to reach parents have been exhausted and staff have waited at least 15 minutes, staff will begin calling people designated as emergency contacts on the child's enrollment forms. If contact with parents and emergency contacts have been exhausted and no pickup can be arranged within a reasonable amount of time, staff are required to contact local Public Safety Officers.

A parent with sole custody must supply legal documentation of custody arrangements before requesting the exclusion of the non-custodial parent.

Emergency Policies

We will close if a state of emergency exists or if conditions prevent us from providing childcare in a safe and orderly environment. We will follow emergency procedures and contact families using phone numbers from their Child Information Records. We have procedures posted to reunite families with their children in the event that we must evacuate or close due to an incident, emergency or severe weather. Parents will be notified by the center's Program Administrator and/or the classroom teacher by email of the evacuation and the location and time when they can pick up their child. If the center must be evacuated, all children will be transported by Marshall Public Schools Bus.

Weather Related Closure and Preschool Programs

The Little Shamrocks Preschool programs follow the Marshall Public School schedule and will close when Marshall K-12 is not in session due to weather or emergency. Any change in the school schedule or school closing due to weather will be announced on local television and radio stations. If there is a delay of any kind, preschool will be cancelled. If school is sent home early, preschool classes will end early as well.

Emergency Drills

The Shamrock Center staff and children practice emergency procedures for safe evacuation and/or sheltering children in place. Emergency procedures for the Shamrock Center are posted in every classroom. Other necessary drills will take place during the year.

Fire drills will be performed quarterly and everyone, including parents or visitors in the building, must evacuate using the posted emergency routes.

Tornado drills will be performed at least twice per year and are held in March - November.

Health Policies and Procedures

Health Policy

Before a child attends, the parent must provide a current up to date record of the child's immunizations. A Health Appraisal Form, signed by the child's physician, must be on record within 30 days of enrollment. This form must include any restrictions, allergies, on-going medication, or special medical care needs. Health information must be updated annually.

Illness

We make every effort to keep abreast of new information relating to infectious and communicable diseases and local health issues through the Calhoun County Health Department. The center will take the necessary precautions to contain and prevent the spread of contagious illness or diseases. However, the center cannot guarantee that contagious illness or diseases will be completely contained or will not spread to other children. Parents must recognize that, while in care, it is possible that a child may be exposed to contagious illness or disease.

Sick Children

The Shamrock Center is only prepared to care for children who are well. It is the parent's responsibility to determine their child's state of health *while still at home.* Staff have the right to refuse to admit children to the classroom for health reasons (see parameters below). When a child becomes ill while at the Shamrock Center, and is unable to remain with the group, the child will be placed in a separate area and will be cared for until the parents arrive. Notifications will be made in order of preference as listed on the child information card.

Symptoms that require children, staff, and volunteers to be excluded from the center include the following:

- Fever of 100.3° or higher within 24 hours
- Sore throat with fever
- Rash with fever
- Vomiting within 24 hours
- Earache and extreme discomfort
- Diarrhea within 24 hours
- Severe coughing
- Hand, foot, and mouth disease
- Influenza
- Measles
- Mumps
- Pertussis (Whooping Cough)
- Rubella
- Tuberculosis
- Head lice
- Chicken Pox: until after sores have dried up
- Strep throat, Scabies, Scarlet Fever, Meningitis, Eye Discharge and Conjunctivitis (Pink Eye) and/or other Communicable Diseases (Most require medicinal treatment of 24 hours prior to returning.)

It is our wish to minimize the transfer of illness amongst the children. **A child/staff member must be free of fever *without* the use of fever reducers for at least 24 hours before returning to school/work.**

Viral Infections

Ask your physician and use your best judgment. Consider the following: Is our child feeling up to attending? Will his/her being there present any danger of spreading infection to others? Will being there cause his/her illness to get worse?

Hygiene/Handwashing

We observe good practice in matters of hygiene at all times. We refer to Direction for Washing Hands as to proper hand washing procedures. We expect all children and staff to wash their hands regularly; at arrival time, before handling food, after using the toilet, blowing nose, coughing, sneezing, handling animals/plants/insects, and after playing outdoors. Procedures for handwashing shall be posted in food preparation areas and bathrooms according to Child Care Center Licensing Rule R400.5902c.

First Aid/Accident/Serious Injury

The Shamrock Center staff will provide first aid for injuries. Our staff is certified in First Aid, CPR and Bloodborne Pathogens. First Aid Boxes are clearly posted, identifiable and accessible to all staff. First Aid Boxes are replenished regularly, and we only use supplies in sealed packages. We always wear disposable gloves. Minor cuts and scrapes will be treated with band-aids, ice packs and staff monitoring. Family notifications will be made face to face or in written notification at the end of the day.

In the event of a serious injury that needs emergency medical attention the following procedure will be observed:

- Family notification will be made immediately to pick up the child
- The child will be isolated while waiting for parent pick-up. (Child's lead teacher will remain with the child until the parent arrives.)
- If while waiting the child's condition worsens, 911 will be notified and the child may be transported via ambulance to the local hospital. Immediate notification will be made by phone to the parents/emergency contacts.

These incidents require immediate notification to the parent/guardian and the Center Director as well as a verbal and written report (which must be made within 24 hours of the incident) to the State of Michigan Child Care Licensing as required in R400.8158.

Blood/Bodily Fluids

Michigan Law requires that a child that has bodily fluids on his or her clothing cannot be exposed to other children. Bodily fluids include vomiting, diarrhea and blood. We use gloves before making contact with bodily fluids during care and all cleaning procedures, additionally masks may be worn.

- Disposable gloves are discarded after use.
- Hands are washed with soap and water even though gloves are worn.
- Discarded items, including disposable gloves, paper towels, used bandages and dressings will be placed in a plastic container which is kept closed and discarded daily or bagged separately in a special bag and taken out to be discarded.

Cleaning and Sanitizing

At the end of each class and/or between class times, we will ensure that cleaning chores are completed by staff and custodial services. We ensure toys, equipment and other surfaces are sanitized on a rotating basis. Toys, equipment and surfaces that are contaminated with saliva, urine, vomit, feces or blood will be sanitized immediately.

Controlling Infection

The center will follow the guidelines in the Elementary School Student/Parent handbook and the guidelines recommended in the “ABC’s of Safety and Healthy Child Care” (1996) written by the department of Health and Child Care Services, U.S. Public Health Service and Center for Disease Control and Prevention. All staff will receive Bloodborne Pathogen Training before having unsupervised contact with children. Emergency rules and procedures, as well as CPR and First Aid, will be reviewed by staff annually.

Coughing and Sneezing

Children are taught the proper way to cough/sneeze to avoid the spread of germs. The following are two ways to cover a cough or sneeze.

- Cough into a tissue and throw it away
- Cough into upper sleeve at elbow

Administration of Medication

In most cases medication should be administered by a parent or guardian before the child comes to school, or the child should be well enough to attend without needing medication. In some rare cases, emergency treatment medications are needed (allergies, asthma, etc).

Medication (prescription or non-prescription) shall be given or applied only with prior written permission from a parent.

The Shamrock Center will only administer medicine (prescription or non-prescription) according to the directions on the container. All prescription medication must be in the original container with the prescription label intact and legible. The label must have the child's name, dispensing instructions, and a doctor's name before it can be administered by the staff. The prescription date must be current. The Shamrock Center will never administer the initial dose of a medication.

All prescriptions will be kept in a locked cabinet, and the caregiver shall only apply or provide prescription or non-prescription medication according to the directions on the original container.

You will be required to fill out a Medication Permission form for all medications dispensed by the center. The Center shall maintain a record as to the time and amount of medication applied/given along with the signature of the caregiver.

Sunscreen, insect repellent, chapstick and hand lotion only require written parental authorization annually.

Family Involvement and Communication

Children who are successful in school have strong and positive interconnections between family, school and community. Parent involvement in the learning process strengthens learning at home and is directly linked to positive child outcomes. We value parent involvement in a variety of ways including sharing notes/or anecdotes of children's learning, partnering with parents to establish child development goals, providing opportunities for parents to visit the classroom at any time and newsletters.

Communication is the key to successful parent involvement. The purpose of frequent and informal interactions is to strengthen the partnership between home and school. Parents are encouraged to touch base with staff upon arrival or pick up. Please also feel free to contact staff via phone or email. Both parents and caregivers are expected to handle themselves in a professional and respectful manner. In the event that the parent and the center have different philosophies in the caregiving of a child, all attempts will be made positively and openly to discuss these differences and agree upon a solution.

The Shamrock Center staff members encourage parents to discuss concerns with teachers. You are also encouraged to ask the staff any questions you have about your child's care at the center for general center issues. It is important for parents to address questions or concerns quickly. Most concerns can be addressed at the classroom level; however, if you and your child's teacher are not able to reach a satisfactory resolution, you may discuss your concern with the Program Administrator.

Parent/Teacher Conferences

Conferences are scheduled in both the Spring and Fall. You or a teacher may request a parent/teacher conference at any time. Open communication will help the staff to best meet your child's needs. Scheduled conferences allow for more confidentiality and detail than daily conversations permit.

Volunteers

Parents, grandparents or other caregivers are always welcome in the classroom, given that they have submitted the district's background check form in advance of the visit. Volunteers may wish to bring an activity for the children, read a story, share a talent or participate in activities already underway. Please coordinate any special activities in advance with the staff. If you wish to drop in and play with your child or observe in the room, you are welcome to do so.

On the day of your visit, please make arrangements with a sitter for your other children. You will be asked to participate in our activities. This takes no training and no preparation, just come and spend time listening to the children, playing with them, and helping them to discover the wonderful world around them. If you are unable to visit, please extend an invitation to another important person in your child's life.

Together we will work as a team to provide the best education possible for your child. If you are unable to work or play in the classroom, please indicate that you would like to be involved at home and accommodations can be made to honor that request.

To protect all children, the Shamrock Center follows Michigan Licensing Rules for Child Care Centers. Before staff and volunteers may have unsupervised contact with children in a childcare center, the staff or volunteers shall provide the center with documentation of an eligible background check through the Michigan Department of Licensing and Regulatory Affairs (LARA). An eligible background check document is a comprehensive background check and eligibility determination pursuant to section 5n of the act, MCL 722.115n.

A volunteer is deemed eligible based on the comprehensive background check, has not been convicted of a listed offense, and has been granted clearance by the Department of Human Services to work with and around children. The documentation of that screening shall be kept on file at the Center.

Volunteers must also sign a self-certification form regarding abuse, neglect, and criminal convictions annually, If the volunteer does not provide a comprehensive background check and the volunteer is a parent, the center will create a written plan of supervision for that parent. All visitors and volunteers, including parents, shall not have unsupervised contact with children.

Tuition and Fee Schedule

PRESCHOOL

(3 and 4 year old)

Program	Time	Weekly	Daily
Little Shamrocks Preschool AM	9:00 AM-12:00 PM	$100.00	N/A
Wrap Around Care AM	6:30 AM-9:00 AM	$50.00	N/A
Wrap Around Care PM	12:00 PM-3:30 PM	$50.00	N/A
Warp Around Care AM and PM		$90.00	N/A
Warp Around Care-Extended	3:30 PM-5:30 PM	$10.00	N/A
Little Shamrocks Preschool PM*	12:30 PM-3:30 PM	$100.00	N/A

BEFORE AND AFTER SCHOOL-SCHOOL YEAR

(Grades K-5)

Program	Time	Weekly	Daily
Before School	6:30 AM-8:30 AM	$55.00	N/A
After School	3:40 PM-5:30 PM	$55.00	N/A
Before and After School		$100.00	N/A

HALF DAY AND SCHOOL CANCELLATIONS

(Grades K-5)

Program	Time	Weekly	Daily
Early Release/Half Day of School	11:50 AM-5:30 PM	N/A	$30.00
School Cancellation (Snow Day)	8:00 AM-5:00 PM	N/A	$40.00

SCHOOL YEAR RELATED BREAKS*

(Grands K-5)

Program	Time	Weekly	Daily
No School Days	6:30 AM-5:30 PM	N/A	$40.00
Extended School Year Breaks			
December 21, 22, 23 (3 days)	6:30 AM-5:30 PM		$40.00
March 29,30,31 April 1, 2 (5 days)	6:30 AM-5:30 PM	160.00 or	$40.00

OTHER

Registration Fee (school year enrollment): $25.00/child or $40.00/family due with registration form

Sibling Discount: 5% discount for each sibling enrolled after first child

Late Pick up Fee: 1-10 minutes late $10.00
11-20 minutes late $30.00
21-30 minutes late $50.00

***Calendar:** The Shamrock Center follows Marshall Public Schools school calendar for school-related breaks.

Summer Camp program information (schedule and fees) is announced late April.

*Little Shamrock Preschool PM will only be provided if needed.

((Updated 7/2026)