



Michigan AfterSchool Association Parent Handbook

June 2022

TABLE OF CONTENTS

1. GENERAL INFORMATION

- a) Introduction
- b) Philosophy
- c) Enrollment Procedures and Parent Requirements
 - Parent Orientation
 - Articles Supplied by Parent
 - Parent Responsibilities
- d) Hours of Operation
 - Important Dates
- e) Licensed Spaces
- f) Child-Staff Ratio
- g) Staff and Programming

2. POLICIES AND PROCEDURES

- a) Enrollment Options
- b) Fee Schedule
- c) N.S.F Checks
- d) Late Payments
- e) Subsidies
- f) Menu
- g) Licensing
- h) Fire Drills
- i) Child Management
- j) Medication
- k) Sick Policy
- l) Child Abuse Protocol and “Duty to Report”

GENERAL INFORMATION

INTRODUCTION

Welcome to the Michigan AfterSchool Association Expanded Learning Center

This handbook is to provide you with an overview of our Child Care Center's programs and policies.

The center is a non-profit organization governed by a board of directors who are elected by the membership of the co-operative association. The board is elected each year at the annual general meeting upon the term limit of board duties.

We are a 27 space Licensed Child Care Facility. We abide by the MI Department of Licensing and Regulatory Affairs and The Child Care licensing bureau. We receive support from a Child Care Consultant who is provided by the Licensing bureau.

Our goal at MAA Expanded learning center is to provide quality care and early childhood education for the children in attendance.

We welcome all parents' input, suggestions, and ideas to enhance our program.

We encourage all parents to get to know each of the educators who are working with your children. By working together, we will achieve the goal of providing a quality childhood experience for the children.

Feel free to contact me anytime.

Sincerely,

Jennifer Bonner

Director

269-743-7616

maalearningcenter@gmail.com

Michigan AfterSchool Association

Michigan AfterSchool Association strives to be warm and welcoming to all that are a part of our center.

Our goal is to provide a healthy, safe, and inclusive environment where children can enhance their holistic learning and well-being.

Our program will offer developmentally appropriate, play based experiences that will increase independence to expand children's abilities.

We believe children are competent learners.

The purpose of our program is to acknowledge the dignity, uniqueness, and worth of each child with respect to their family, culture, and society. Our families are encouraged to share their culture so that we can celebrate each child's uniqueness.

Mission

To build a field of professionals that develops, supports, and promotes quality out-of-school time (OST) and expanded learning programs for children and young.

Vision

All youth have access to high quality out-of-school time (OST) opportunities in Michigan.

Board of Directors

<https://miafterschoolassociation.org/about-maa/meet-the-board-members/>

ENROLLMENT PROCEDURES

The following forms are available at the daycare center and must be completed in full prior to the child commencing attendance at the center:

- Parent Contract and Registration Form
- Health Form
- Subsidy Application, if applicable

❖ It is important that these forms be kept up to date. Please notify the center director of any changes.

PARENT ORIENTATION

When a space becomes available, parents will be asked to visit the center with their children to familiarize them with the daycare setting to which they will be attending.

ARTICLES SUPPLIED BY PARENT

Please provide the following items:

- A complete change of clothing to be kept at the daycare in case of need
- SHOES (preferably running shoes). Children must wear shoes at all times in the center, as required to comply with Fire Regulations.
- Special skin lotions, if required
- Outdoor winter wear (jacket, snow pants, mittens/gloves)
- Bathing suit and towel during summer

Please ensure that the clothing fits the season. Children must have boots, snowpants, hat and mittens/gloves during the winter, as we love to play in the snow.

***PLEASE REMEMBER TO LABEL EACH ITEM OF CLOTHING, INCLUDING FOOTWEAR AND OUTDOOR GEAR, WITH YOUR CHILD'S NAME.**

THANK YOU.

PARENT RESPONSIBILITIES

Arrivals and Departures: All children must be accompanied into the center upon arrival by their parent/guardian and be presented to a staff member. The parent/guardian must come into the center to pick up the child and must inform a staff member that they are leaving. (Please note that they will need to check in and out on the computer.)

Children need to arrive at the Center before lunch/nap time to respect the other children. It is very disruptive for children to arrive during lunch or while children are sleeping.

Children must arrive before 9:30am each day. If a later drop off is required, please call the Director for approval.

Attendance Records: To follow Child Care Regulations we must keep attendance records of every child's hour at the center. Your signature is required monthly.

Picking up Children by an Alternate: Parents must give the center written notice when an alternate person will be picking up their children unless that person's name is on the child's Parent Contract and Registration form.

Transportation To and From School: Unfortunately, Michigan AfterSchool Association does not provide transportation. It is the responsibility of the parent to set up or provide transportation to and from the Center.

Hygiene: Parents are responsible for the personal hygiene of their children (i.e. bathed, clean fingernails, hair, etc.)

Notices: Notices for parent information purposes are posted on the bulletin board in the front entrance as they arrive.

Lost and Found: There is a lost and found box located behind the desk. If your child is missing something, check the box and ask staff for assistance, if needed.

Toys: Toys are best left at home. If they do come to the center, they are subject to the same rules as the center's toys – We Share, we take turns. The staff will not be responsible if the toy becomes broken or lost. No toy weapons are allowed in the center.

Custody and Visitation: Please inform the center of any Custody and Visitation Court Orders and changes to the Orders. A copy of the Order is to be placed in the child's personal file.

Fundraising: As a non-profit organization, often our budget is limited. Fundraising helps fund new equipment, enhancement to our environment, and consumable materials needed for your child's program. From time to time, we do ask for parent's participation in fundraising events. (We try to host a fundraiser for the children to be involved in the fall before Thanksgiving.)

TERMINATION

As per the Parent Contract, one month's written notice is required when you are no longer in need of our service. In the event our educators cannot meet the needs of your child, the Director will provide you with one month's written notice.

COMMUNICATION AND CONCERNS

Communication is key for us to provide the ultimate care for your child. The center uses the app Bright wheel that informs you of things that are going on within your child's program. Announcements can be made to every parent, and you can personally message your child's educator. We will meet with parents quarterly to discuss outcomes and your child's progress.

If there is ever any concern, please never hesitate to contact the center director.

HOURS OF OPERATION

The center is open from 7:00am to 6:00pm, Monday to Friday except Federal Holidays

Should a Holiday occur on a Saturday or a Sunday, the following Monday will be taken as the holiday. The Center will be closed two weeks out of the year for cleaning.

IMPORTANT DATES - Center will be closed on the following dates

May 30 - Memorial Day

July 1-4 - Independence Holiday

August 31-September 5 - Closed for cleaning

November 22 - 27 - Thanksgiving Holiday

December 22 - January 1 - Christmas, New Year's, Cleaning

CLOSING TIME

The daycare center closes at 6:00pm each day. Parents who leave their children in the center past 6:00pm will be charged a penalty of \$15.00 per child on the first fifteen minutes and five dollars for each additional five minutes per child and on the second occurrence there will be a warning letter.

NUMBER OF LICENSED SPACES

The Michigan AfterSchool Association is licensed for 27 children ranging in ages from 3-12 years of age,

CHILD-STAFF RATIO

Daycare licensing states

1:10 preschoolers and 1:15 for school-age children. Our program is meeting and exceeding licensing requirements by purposefully remaining lower than what is required by licensing. i.e. 2:17 preschoolers.

STAFF AND PROGRAMMING

Our staff have specialized training in the Orientation to Day Care program, the Early Childhood Education Certificate or Diploma, or other related fields. Every staff member is also trained in First Aid/CPR.

In-service training sessions are also provided for staff throughout the year. These workshops assist with staff learning and development on specific educational topics related to early childhood education.

Michigan AfterSchool Association Expanded Learning Center programming is designed to give children a variety of age-appropriate activities to encourage children's natural curiosity and broaden their emotional, physical, social, creative, and intellectual development. Each day the different groups of children experience the following activities:

Large Group: These activities encourage children to work together and take turns. Large group activities take place at Circle Time, during which children play cooperative games, share in storytelling and sharing of information.

Small Group: Less structured activities are the basis for small group work. The children can choose to do things of their own interest as well as explore their interests with one or two others. Examples of small group activities include Lego, giant floor puzzles, play dough or water/sand play.

Individual Play: Throughout the day, children are allowed time to engage in individual activities specific to their personal interests.

Throughout the year, our programming incorporates special times and events such as Halloween, Christmas, Valentine's Day, Mother's Day, Father's Day, Easter, etc. Suggestions for other events to celebrate or new and fresh ways to learn and play are always welcome.

Outdoor Play: Please provide your child(ren) the appropriate clothing for the season's outdoor play. We try to be outside as much as possible as our time can be limited due to Michigan's extreme changes in the seasons. Our educators will follow the following guidelines for the children's safety:

- * Sun block will be applied prior to going out in the summer
- * Water will be provided
- * Some extreme conditions will keep us inside such as:

Severe weather warnings from environment Michigan like wind chills, heat warnings, and air quality

MAA- Parent/ Guardian Component

Family-school-community partnerships are a shared responsibility and reciprocal process whereby schools and other community agencies and organizations engage families in meaningful and culturally appropriate ways, and families take initiative to actively support their children's development and learning. Schools and community organizations also make efforts to listen to parents, support them, and ensure that they have the tools to be active partners in their children's school experience.

The purpose of our program is to acknowledge the dignity, uniqueness, and worth of each child with respect to their family, culture, and society. Our families are encouraged to share their culture so that we can celebrate each child's uniqueness.

Our program is dedicated to recognizing and celebrating the individual needs of children and their families. Relating to a child with special needs, we will have an in depth one on one conversation with the parent/guardian to best serve you and your child. Here at MAA we work with you to help point you toward local resources that can offer further help. We believe that early intervention can help create lasting positive outcomes for everyone involved.

Partnerships are essential for helping students achieve at their maximum potential and, while parent and community involvement has always been a cornerstone of public schools, greater recognition, and support of the importance of these collaborative efforts is needed. We at MAA will work to help develop trainings to work with you and your students by offering parents a chance to participate in activities that support their child. We will offer free trainings to support you as well as give you certificates of completion upon some of our one-hour trainings that we will be offering over the course of the year.

POLICIES AND PROCEDURE

ENROLLMENT

Registration fee \$150 per family annually, nonrefundable (75.00 is for MAA Membership)

Upon acceptance, each family will be required to pay two weeks tuition in advance.

All full days include breakfast, lunch, and snacks.

Full time Rates:

245.00 per week, 7:00am-6:00pm

Part time Rates:

Half Day, \$175.00, per week, 7:00-1:00Pm

(Includes breakfast/snack)

Half Day, \$175.00per week, 12:00-6:00m

(Includes lunch /Snack)

Daily Drop in Rates

\$85.00 per day, 7:00-6:00 pm (only when available-You must have a registration form and application completed as well as a deposit for two days of drop in and a paid registration form.

Summer Sessions

MAA will be offering 2 Summer Sessions (Space is limited and priority will be given to current students.)

- Session 1 - June 13 through July 15, 8am-5pm, fee is \$795
- Session 2 - July 18 through August 19, 8am-5pm, fee is \$795
 - If child is enrolled for Session 1 and 2, the discounted price will be \$1495

Late pickup fee - \$15 for first 15 minutes late, \$5 for each additional 5 minutes,

Family Discount:

First child is full price, and each additional child receives a \$25 discount.

Payments can be made weekly (Every Monday)

Full-Time Space: Any child attending the center for 80 hours or more per month

Part-Time Space: Any child attending the center for 36 – 79 hours per month

N.S.F. CHECKS

A \$15.00 charge will be levied on the first N.S.F. check. The second check returned as N.S.F. will result in all future fees having to be paid in cash or certified check.

E) SUBSIDIES

State childcare subsidies are available to parents, based on income. Subsidy applications can be given to the Center for us to send out for reimbursement in a timely matter **IMPORTANT: If the subsidy form is not sent to the center within the required time, the parent then becomes responsible for payment of the full fee to the daycare center. If you receive a subsidy, your child must attend the daycare for a minimum of 36 hours per month or the state will not pay the subsidy for that month. Payment of the full fee then becomes the responsibility of the parent.**

MENU

MAA Expanded Learning Center provides nutritious meals incorporating a variety of fruits, vegetables, salads, and whole grain breads. We offer breakfast, snack, and a lunch at regularly scheduled times, and the purpose of our nutrition plan is to meet the USDA Food Guide recommendations.

Special preparation will be made to reduce choking hazards for the children (ie. grated carrots, apples are peeled, fruit pits removed, chopped grapes, etc.).

Dining tables are sanitized before and after each meal and snack. The staff will sit with the children at all times while they are eating to ensure safety as well as to promote a family-oriented dining experience encouraging conversation and table manners.

In the case of special diets, parent may be required to bring specialty foods that we cannot supply.

Allergies: Please ensure the director and staff are notified of any allergies and intolerances your child may have. These will be posted throughout the center.

FIRE DRILLS

Fire drills are held monthly to familiarize the children with emergency procedures. The children must leave the building. THEREFORE, IT IS IMPERATIVE THAT YOUR CHILD HAS SHOES AT THE CENTER AT ALL TIMES.

CHILD MANAGEMENT

Children have a need and a right to have consistent behavioral expectations established. They need to know what the expectations are, why those expectations have been set and the consequences for not complying with them. Good child management is consistent, and it stresses appropriate behavior. A well-balanced childcare program promotes and rewards desirable behavior.

The following outlines the child management principles and procedures at Michigan AfterSchool association Expanded Learning Center

Child Care Cooperative:

- A belief that children need and want limits and that to be gentle and consistent is to love children
- Helping the child to meet his/her own needs in an acceptable manner will help achieve the goal of self-discipline, inner control, and the development of moral character.
- The safety of the children is paramount. We will help protect you from yourself and from others when needed.
- Staff focus on keeping limits few and clearly communicating realistic expectations, taking into consideration "leeway for learners."
- Discipline is tailored to be meaningful to the child in his/her own terms according to their developmental stage and abilities.
- The focus is to address the behavior – separate from the child – ensuring that children are respected and not subjected to sarcasm, name-calling, belittlement, shaming, etc.
- Physical punishment as a form of discipline is not acceptable, as it is viewed as disrespectful of the person and non-productive in the long term.

Methods Used:

- Use of positive reinforcement – providing verbal approval for desirable behaviors, stating limits positively
- Persuasion - using humor or verbal expression of confidence in the child's ability to solve their own problem
- Conflict avoidance - ensure that expectations are communicated clearly
 - Re-phrasing the limit firmly and expressively (i.e.. "Maybe they didn't hear me, I better say it again.")
 - Giving the child the benefit of the doubt
 - Interceding in potential conflict between children
- Distraction – with activity, physical presence, or contact
- Defined play procedures – Define rules and procedures of activity in advance (i.e., time limits for taking turns with a toy)
- Limited duration of transition times – Activity planning and time management to prevent waiting and unstructured activity during transitions i.e., meal & snack times, nap time, going outside, etc.
- Choice – providing choices for alternative activities or behaviors
- Validate feelings – Acknowledge all feelings as legitimate verbally demonstrating empathy, clarifying the child's feelings and verbally reflecting back to the child understanding of their feelings

2) Responses to Inappropriate Behavior (Social, Aggressive, Destructive):

- Planned To Ignore – Ignoring negative behaviors when recognized as attention-getting tactic
- Clear communication – Clear expression of disapproval is briefly communicated either verbally or non-verbally

• Reminders – Reminding the child of a limit as briefly as possible using the following format in successive stages, becoming more empathic as needed and giving children the opportunity to respond appropriately before proceeding to the next step:

- Clearly state that what is seen, heard, etc. is unacceptable
- Re-state the problem and feelings about it
- Re-state the problem, feelings and add expectations (i.e., what needs to be done, changed, etc.)
- Provide physical assistance, if necessary, toward affecting the desired change
- (Communicate expectations in terms of “need” rather than “want”)
- Loss of privilege as a logical consequence (i.e., not permitted to go outside when not complying with safety rules)
- Physical restraint to prevent injury (child held until calm)
- “Conference” time out for 2 or more children to resolve conflicts independently
- Removal to a different play area to play alone with child-selected toys when the child’s frustration tolerance is low (i.e., You’re telling me by how you act that you’re not happy playing with the group. Maybe you’ll be happier playing alone until you feel better.”)
- Separation to cool off and reflect on the situation without toys, activity, etc.
- Adult and Child Discussion – following a break, have a discussion to: Help the child identify what he/she needs
- Review the events and the consequences (“What happened? Did you get what you needed?”)
- Help provide acceptable alternatives (“How could you get what you need?”)
- Help the child assume responsibility for his own behavior by emphasizing how his/her
- choices resulted in the consequences (“What you do affects what you get.”)
- Communicate understanding of the child’s struggle to achieve self-control and offer our support and confidence in his/her ability to succeed. (Children could always try again)

MEDICATION

NO medication can be administered to a child unless the parent/guardian fills out and SIGNS the required Medication Form provided. ALL medications, exact amounts to be administered and times to administer must be listed on the form. All medication must be in the original packaging. Non-prescription medication, (i.e.: Tylenol, Benadryl), may be given to your child with verbal consent. A Medication form will be filled out and signed as soon as possible after.

SICK POLICY

When your child(ren) become ill while in the center, you will be asked to pick up ASAP due the following reasons:

- Fever of 100.4 or higher
- Diarrhea three times over a short time period
- Vomiting and/or lethargic
- Body rash with fever and/or drainage
- Eye or other obvious infection with redness, crusting, or drainage
- Live lice found on head

For the wellbeing of all the children attending Maa Expanded Learning Center, we ask to keep your child(ren) home for the following time periods:

- 24 hours fever free without the use of medication
- Free from vomiting for 2 solid meals
- Free from diarrhea for 24 hours
- Rash has been evaluated by a doctor and deemed not contagious
- 24 hours of medication prescribed by a doctor for infections
- Treatment of head lice and no live lice

The preschool/childcare facility must obtain for every child who enrolls in preschool/childcare programs a signed and dated statement of the child's current health status and immunization records. This report is to be filled out by a licensed physician or other healthcare professional who has seen the child in the last twelve months. We encourage parents to update us quarterly on their child's immunization status.

A courtesy call may be placed if the director and educators feel your child may not be him/herself.

INJURY REPORTING

If your child happens to have a minor injury at our Center, a report will be filled out by an educator detailing the injury, how and where it happened, first aid administered and by whom, and how corrective action can be put in place. You will be required to sign this report indicating you have read it. Please feel free to ask more questions about the injury. If the injury requires medical treatment or a child is involved in an unusual or unexpected occurrence we must notify you immediately, notify our Early Learning Child Care Consultant, and fill out the required form provided by the staff/supervisor detailing the event.

CHILD ABUSE PROTOCOL AND “DUTY TO REPORT”

MAA Expanded learning Center defines child abuse under the law, describes the responsibilities of service providers and describes the process by which service providers must respond. This document confirms that all citizens have a “Duty to Report” all suspicions of child abuse. According to Child licensing all forms of abuse are open to intervention, including:

- Physical Abuse
- Sexual Abuse and Exploitation
- Physical Neglect
- Emotional Maltreatment
- Exposure to Domestic Violence or Severe Domestic Disharmony
- Failure to Provide Essential Medical Treatment

The Child and Family Services Act states that every person who has reasonable suspicion to believe that a child may need protection shall report the information to a Child Protection Worker with the Childcare Licensing, Family Services or to a Police Officer. The suspected abuse, observations of suspected abuse and/or disclosure of abuse is to be reported immediately. Further report must be made if there is additional reasonable suspicion that the child is or may be at risk of abuse. (Note: The “Mandated Reporting” is a personal duty and cannot be delegated to another individual). It is the responsibility of the authorities to notify the parent/caregiver that a report has been made.

Licensed Child Care Facilities: The role of licensed childcare center staff, including board members, directors, supervisors, early childhood educators, child care workers, assistants, alternates, cooks and volunteers, is to:

- Understand definitions of child abuse as outlined in the Child Abuse Protocol (2014) and “Duty to responsibilities”

- Report suspected cases of child abuse.
- Notify the center director that a report has been made to the appropriate authorities.
- Ensure that all childcare center staff are aware of policies and procedures regarding reporting suspected cases of child abuse and neglect.
- Co-operate with other professionals involved in the investigation of child abuse – this includes providing police and child protection workers access to the child who may be abused or neglected (NOTE: This does not require the knowledge or consent of the parents); and
- Provide social and emotional support to the child.

Child Endangerment

As part of our commitment to our Duty to Report, it will be reported when a situation that is dangerous, unhealthy, or inappropriate for a child is observed. This can include situations like the suspicion of a parent or caregiver that is under the influence of drugs or alcohol.



MAA Code of Ethics

Expanded Learning Center

- Early childhood educators promote the health and wellbeing of all children
- Early childhood educators use developmentally appropriate practices when working with all children
- Early childhood educators demonstrate caring for all children in all aspects of their practice
- Early childhood educators work in partnership with colleagues and other service providers in the community to support the wellbeing of families
- Early childhood educators work in partnership with parents, supporting them in meeting their responsibilities
- Early childhood educators work in ways that enhance human dignity
- Early childhood educators pursue, on an ongoing basis, the knowledge, skill, and self-awareness needed to be professionally competent.
- Early childhood educators demonstrate integrity in all their professional Relationships.

Parent Handbook Acknowledgement

I, _____

(The parent/legal guardian) of

(Name of child)

Have read and understood all contents of the parent handbook. I understand that by signing this form, I acknowledge and will abide by all guidelines and regulations of MAA Expanded Learning Center.

Signature of parent/legal guardian

Date