

# Early Childhood Center



Fruitport Community Schools

## Early Childhood Center

Childcare for children ages 6 weeks to 5 years old

Located at:

Northwest End of Fruitport Middle School  
3113 Pontaluna Road, Fruitport, MI 49415  
231-865-4102



FRUITPORT COMMUNITY SCHOOLS' CHILDCARE PROGRAMS ARE COMMITTED TO PROVIDING QUALITY CHILDCARE TO THE CHILDREN IN THEIR CARE. WE ARE COMMITTED TO SUPPORTING, NURTURING AND BEFRIENDING THEM WHILE THEY ARE IN OUR CARE, TO OFFER ENCOURAGEMENT ALWAYS AND RE-DIRECTION IF NEEDED.



Dear Parents and Guardians,

Welcome to Fruitport Community Schools Childcare Programs. We look forward to getting to know you and your child(ren).

Please read over our policies and schedules in this booklet. If you have any questions feel free to contact us at any time. You and your child are our number one concern. We value any insight about your child you may wish to share with us. We are here to offer your child a safe and friendly atmosphere to grow and be nurtured in while you are away.

Our programs offer well-planned environments that support children's health and safety while fostering learning through play. We welcome any concerns or comments you may have regarding our programs.

We hope this will be a great experience for all of us.

Sincerely,

A handwritten signature in blue ink that reads "Pam Bergey". The signature is written in a cursive, flowing style.

Pam Bergey, Program Director  
And the ECC Staff

**The Early Childhood Programs at Fruitport Community Schools offer families of young children many opportunities for care, growth, and learning. Our programs ensure a safe and secure environment that promote each child's individual development.**

## **ENROLLMENT ELIGIBILITY**

Under the guidelines of the State of Michigan, Fruitport Community Schools Childcare Programs have the capacity to care for children ages 6 weeks to 12 years. Enrollment is open to in and out of district families. Fruitport Community Schools will not discriminate against children on the basis of race, color, national origin, sex, disability, creed or ancestry, age or religion. All students are welcome in the childcare programs, regardless of ability. All childcare programs are designed to be self-funded. Therefore, in some rare circumstances, parents could be required to pay higher tuition costs should additional childcare staff be required to meet the needs of their child.

## **ADMISSION**

Before your child's registration is complete, the following forms must be completed and returned to the Early Childhood Office:

- Service Contract (back page of Handbook)
- Child Information Record
- Copy of Immunization Record
- Health Appraisal (due within 30 days of first day of attendance)
- Snow day usage sheet
- First week's schedule
- Permission for photos

Some additional things we will need from you:

- Payments made on time
- Keep staff informed if your child will be absent
- Keep staff informed if your child plans to go home early/come in late
- Keep staff informed of any changes that your child is experiencing (separation, death, illness, etc.) so we can be understanding and supportive
- Be on time when you pick up your child. We close at 6 pm.

## **REGISTRATION FEE**

There is a one time non-refundable registration fee of \$25.00 for one child, \$35.00 for a family.

## **HOURS**

The Early Childhood Center will be open Monday – Friday, from 6:30 am until 6:00 pm, including most snow days. We are closed New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, the day before and the day after, Christmas eve, Christmas day & New Years' eve. If the holiday falls on the weekend, either the day before or after we will be closed. If we are closed other days, parents will be given notice in writing prior. We normally close the week of Christmas and 4<sup>th</sup> of July for cleaning.

## **BRIGHTWHEEL**

Brightwheel is an application that the Fruitport ECC program uses for communication and billing. Families are expected to utilize this app, as soon as they are accepted into the program. You will receive weekly invoices, you will be able to check your child in and out, and you will be able to communicate with the staff via Brightwheel. If you have any issues with Brightwheel please contact the ECC staff or you may contact Brightwheel support.

## **FOOD**

School lunch is available to all children at no cost for the 2023/2024 school year (subject to change). Any one wishing to utilize the school lunch option will need to fill out a free and reduced application, even if you don't qualify. You will receive a menu & calendar monthly. Please mark on the calendar the days you want your child to receive school lunch and return this to your child's classroom. If we do not receive your lunch choice sheet in a timely manner, your child will not receive school lunch.

You may, of course, choose to send a sack lunch with your child (please be sure to write their first and last name & the date on their lunch box). Lunches should be a cold lunch in an insulated lunch bag with an ice pack, or a hot meal if it is already heated and in a thermos (still must be in a labeled lunch box). We will heat the food for children in infant 1. If a child in the classroom has a food allergy, you may be required to adjust your child's meal choices.

Morning and afternoon snacks will be provided to the students in the ECC Program. Fruitport Community Schools follows the USDA nutritional guidelines for serving food.

Children needing breakfast before the scheduled AM snack time must provide their own food. Please check with your child's teacher(s) to see when snack time is.

Formula and baby food must be provided by the parent. All food brought from home must be labeled with your child first and last name, and dated. All bottles must come prepared to be served. Food brought and kept in a lunch box must have the child's first and last name on the lunch box, along with the date. You do not need to date every item inside the lunch box.

Snacks and meals will be provided in accordance with the guidelines of the State of Michigan. Menus will be posted.

**\*\*PLEASE NOTE: SCHOOL LUNCH WILL NOT BE AVAILABLE ON DAYS THAT SCHOOL IS NOT IN SESSION, INCLUDING HALF DAYS, SNOW DAYS & SCHOOL BREAKS. WE ASK THAT YOU PROVIDE A SACK LUNCH & DRINK FOR YOUR CHILD ON THOSE DAYS. Families not supplying their children's lunches will be charged \$3.00 per lunch, providing we have food available.**

## **DROP OFF/PICK UP**

All children must be escorted into the building in the morning and checked in by a parent or guardian on the Brightwheel app. The Brightwheel app must be used to check in/out. You may use your own phone to scan the school QR code or use the provided Chromebook in the hallway. It is imperative that children's in and out times are accurate in order for us to monitor staff's timesheets. It is important to inform others picking up your child that they either need to have the Brightwheel app, or notify the staff so that the staff may check the child in. **Families not checking their children in and out, may be disenrolled from the program.**

## **DROP OFF/PICK UP CONTINUED**

A child will only be released to individuals authorized by parents/guardians in writing. Parents/guardians are asked to keep names on emergency cards updated. Picture ID will be required at the time of pick up. Families are responsible for providing the center with a copy of any court order prohibiting contact by non-custodial parents in order for the center to withhold a child from a parent.

## **INTEGRATED PEST MANAGEMENT ADVISORY**

As part of the Fruitport Community Schools' Integrated Pest Management Program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies however, pesticides may be applied without prior notice, but you will be provided notice following any such application.

If you need prior notification, please contact the Early Childhood office to obtain a notification form. You may also contact the office of Operations at 231-865-4018 if you have any questions regarding this program. Notification requests will be handled by the Department of Operations.

## **ILLNESS & EMERGENCIES**

If your child should become ill or injured while in care, you will be either contacted via Brightwheel alert or called. If your child needs urgent care the Aide will call 911, while the Lead Teacher tends to your child. We will try to isolate your child from the other children until you arrive (depending on the nature of the illness or injury). Your child **must** be picked up within one hour (or sooner if possible) of notification of illness. **It is very important to complete the listing of emergency numbers on the Child Information Card. Please update it when needed!**

## **COMMUNICABLE DISEASE**

To ensure the well being of others, parents are responsible for making sure their children are free from communicable diseases. Sick children may be defined as a child with any of the following:

- Temperature of 100.4 F or more
- Vomiting (once)
- Diarrhea (twice)
- Severe cold, sore throat, persistent cough
- Pink Eye
- Skin Eruptions or rashes
- Head Lice

Re-entry policy is in accordance with the Managing Communicable Diseases in School prepared by Michigan Department of Consumer & Industry Services and Michigan Department of Community Health. A sick child may not return to childcare until they have had no reoccurrences for 24 hours without the help of medication.

## **MEDICATION**

Medication will only be administered from original containers with the original prescription label on the container. A medical release form must be signed and dated for all medication, including over the counter medication. Administration of medication will be logged. You must hand the medication to the lead teacher or assistant. Children may not carry the medication in themselves. Over the counter medication, that is not age appropriate, must have a medication form signed by the doctor with the correct dosage.

## **ACCESS CARDS**

Each family will be given 2 access cards. It is recommended to have additional access cards for family members that regularly pick up your child. Additional cards cost \$10 each. The access cards will unlock the main entrance door, and will get you into the building from 6:30 am-6:00 pm. If you misplace your access card please let the office know immediately.

## **TOILET TRAINING**

For children to transition into the Preschool 1 room, they must be 3 on or before September 1 and potty trained. Our definition of potty trained is a child who is able to communicate his/her need to use the restroom and is able to follow through with proper hygiene procedures (wipe, wash) with little or no assistance.

## **COMFORTS**

Please provide the following items for your child if they are over 12 months old; crib sheet, small pillow and throw size blanket in a pillowcase, slippers or shoes for winter, extra set of clothes and diapers if needed.

## **ABSENCES**

It is very important that you message if your child will be absent or arriving later than scheduled. Also, if your child is absent due to illness please let the staff know. We are responsible to report communicable diseases to the Health Department. The best way for communication is through the Brightwheel app. We expect that you notify us if your child will arrive more than 15 minutes later than scheduled. Please let us know as soon as possible as it may make a difference in staffing.

## **PERSONAL BELONGINGS**

Fruitport Community Schools Childcare Programs will not be responsible for loss or damage to personal items brought from home.

## **SEVERE WEATHER**

In case of tornado watch or warning, proper precautions will be taken in accordance with Fruitport Community Schools Tornado Precautionary Procedures.

## **POWER FAILURE & INCLEMENT WEATHER**

If school is closed due to power failure we will **not have childcare**. Also, if there is a power failure during the day, we may dismiss children early. This will be noted on the television and radio stations. Also a Brightwheel alert will be sent. If the ECC needs to close during the day and the children need to be evacuated, we will follow the building's guidelines for evacuation. The children will then be guided to another site. You will be notified of where you may pick up your child.

## **DAILY CLASSROOM ACTIVITY SCHEDULES**

Classroom daily schedules will be posted in each classroom and will be handed out to new students. Additional copies will be available upon request.

## **DISCIPLINE**

Childcare gives children the opportunity to learn how to interact with others. If an individual child's disruptive or overly aggressive behavior detracts from the group experience and does not allow an appropriate atmosphere, the situation must be corrected.

We believe that many discipline problems can be avoided through positive reinforcement and good, open communication between home and the staff.

### **Discipline Procedures:**

1. Children will be removed from a situation in which harm to themselves or others is being done.
2. Speak to the child of acceptable behavior.
3. Behavior will be redirected, child will be assisted in a solution.
4. Child will be asked to sit and do a quiet activity, or removed from the group for a short period of time to reflect on their behavior.
5. Parents will be contacted to determine course of action.

### **If the child's behavior does not improve the following steps will take place:**

- a. Parent will be given notice in writing of behavior.
- b. Child will be suspended from the program for 2 days, there will be no credit or refund.
- c. Child will be disenrolled.

**We reserve the right to disenroll a child at any time if there is a risk of any harm to the child, other children or staff. We also reserve the right to disenroll a child or family if it is determined that the child/family does not fit into the environment provided.**

## **BILLING INFORMATION**

1. **Schedules due each week by noon on Wednesday for the following week's care. Payments are made on the Brightwheel app. due on Friday, for the following week.**
2. Rates are listed on the initial registration form and on the weekly schedules.
3. A \$15 late fee will be added weekly to delinquent invoices and late schedules. Chronic late payments will not be tolerated. We need schedules on time to schedule staff.
4. The center closes at 6:00 pm. If you pick your child up late you will be charged \$1.00 per minute for each minute after 6:00 pm. Also, the center does not open until 6:30 am, this same charge will apply to children arriving before this time. This is to be paid directly to the teacher.
5. Children may be dropped from the program if any of the above items become a problem.

## **SCHEDULES**

You have the flexibility of choosing your weekly hours, however you will be billed for the hours you have scheduled. If you go over in hours you will be responsible for any additional charges. **ECC families are allowed one-week vacation each year after you have been attending for 6 months. Any other time off would require the part time rate.**

**STAFF WILL BE SCHEDULED ACCORDING TO THE TIMES TURNED IN ON THE PAYMENT SCHEDULES.** Which means; staff may not be available at 6:30 am if there are no children scheduled at this time, also staff will plan on leaving when the last child is scheduled to leave. If you wish to



## **SCHEDULES CONTINUED**

change your child's schedule, please call the director. If you are going to be late, send a message on Brightwheel as soon as possible.

Schedules must be submitted on the schedule form. Schedule forms can be submitted via email to the office staff or put in payment boxes at the center.

## **VACATION-UNFORESEEN/UNPLANNED CIRCUMSTANCES**

Children are allowed to take one week's vacation after they have been attending the ECC for 6 months. You will then be allowed one week's vacation every year thereafter, beginning on your anniversary date (initial date of attendance). If additional vacation time falls opposite school breaks, families will be responsible to pay the 27 hours or less rate.

In addition to vacation, your child will be allowed an extra free week for unforeseen/unplanned circumstances. This will only be allowed if your child does not attend for the full week they were scheduled. Examples of unforeseen circumstances are illness, death of a family member, situations where the child cannot attend due to broken bones, illness, etc. Documentation from a doctor or obituary may be required. Your child must have attended for at least 6 months for you to be able to utilize this policy. This policy will be available once every 12 months, based on your child's enrollment date.

## **VOLUNTEERS/STAFF/PARENTS**

Any individual registered on the public sex offender registry is prohibited from having contact with any child in our care.

## **WITHDRAW**

A two weeks notice, or the equivalent payment of 2 weeks childcare, must be paid if you choose to withdraw your child from our childcare programs. This notice must be in writing. Parents are still responsible to pay the minimum for 2 weeks, even if they choose not to use the program.

## **FINANCIAL ASSISTANCE**

If you apply for assistance through the DHHS, you will be responsible for the total weekly charge until we receive reimbursement from DHHS. The amount you paid will be credited to your account. Families are responsible for the balance not covered by DHHS reimbursement. You are responsible to turn in weekly schedules. You are also responsible to fill out an attendance record and turn it into the office weekly. If you do not submit your attendance report on time, you will be responsible to pay in full the weekly charge, and you will be reimbursed when we receive payment from the State.

## **REFUND POLICY**

Fruitport Community Schools is required to have adequate staff on-site for these programs. There will be no refunds issued for cancellations or no shows. Also, you will not be able to switch days or hours for time not used.

**PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

Child Care Licensing Bureau

**CENTER MUST CHECK ONE**

The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

# Service Contract

I have read the Fruitport Community School Early Childhood Center handbook. I understand the policies and procedures stated in this handbook. I realize if I don't abide by these policies and procedures my child may be dropped from the program.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Child's Name \_\_\_\_\_

Parent's email address \_\_\_\_\_

**Please return this service contract with all of the required childcare packet materials.**

