



# Freeland Before School Program Student Handbook



## **WELCOME**

We are pleased to have your student(s) participating in the Freeland Before School Program. We look forward to creating a lasting relationship with you and your child. The program is licensed and complies with all rules and regulations established by the Office of Children and Adult Licensing division of the Michigan Department of Human Services.

Working with you and your child to provide the best possible experience is our goal and responsibility. In keeping with this charge, we are providing this handbook to better acquaint you with the policies and procedures related to the program.

The rules and guidelines included are necessary to make our program a place in which your child can grow socially and emotionally. Please be sure to read this handbook carefully and keep it handy for future reference.

If you have any questions or concerns regarding the Freeland Before School Program, please check with Tim Parson, Program Director.

## **PROHIBITION OF DISCRIMINATORY PRACTICES**

The Freeland Community School District's Board of Education is committed to a policy of nondiscrimination in the Freeland Community School District. Such policy is consistent with state and federal statutes that apply to schools. **THE SCHOOL DISTRICT HEREBY NOTIFIES ALL CITIZENS AND STUDENTS THAT IT DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, HEIGHT, and WEIGHT, OR ANY HANDICAPPING DISABILITY.**

## **FEDERAL REGULATION**

No qualified handicapped person shall, on the basis of a handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

## **PROGRAM GOALS**

Activities in the Freeland Before School Program are designed to be flexible enough to meet each youth's individual developmental needs. The environment is child centered with individual, small and whole group activities. Activities will be selected based on interest and needs of the children stressing fun, safety and the importance of peer interaction. Students may work in a variety of hands-on, self-directed activities including: arts and crafts, games, nature projects, large and small motor activities, life skills, computer projects, individual projects and recreation.

Our program strives to meet the following goals:

- To assist children in reaching their full potential through activities that develop confidence, build self-esteem, social skills and relationships, character development, physical skills and teamwork.
- To provide fun and enrichment activities in a positive environment.
- To improve student and community attitude regarding school through establishment of constructive relationships.
- To improve literacy through access to the libraries, computers and Internet.
- To provide a daily routine that allows students to make choices and to interact with others.

## **PROGRAM OVERVIEW AND PHILOSOPHY**

The Freeland Community School District's Board of Education approved support of the Before School Program. The school board, administrators and staff believe that Freeland students should have a safe and structured place to participate in enrichment, recreational and youth development programs. They feel that parents should be able to choose a program that best fits the needs of their family and their children. The Before School Program offers an early morning choice that is structured, educational, fun and affordable.

Children attending the Freeland Community School District's Before School Program can expect the following routines each day as planned by the program director and staff:

- Breakfast (\$1.25 per day)
- Organized activities (games, physical activities, arts/crafts)
- Literacy period (computer access, reading time)

State of Michigan licensed programs provide a variety of daily programming that offer opportunities for the developmental growth of each child in the following areas:

- Physical development, including large and small muscle.
- Social development, including communication skills.
- Emotional development, including positive self-concept.
- Intellectual development.

## **FEE SCHEDULE AND PAYMENTS**

Parents will be charged for service based on the monthly pre-registration. Parents will be charged if a student does not attend during the time they are signed up for. This includes holiday vacations and/or time missed due to illness or suspension. A parent/guardian or approved person must sign in students when they arrive.

Fees are assessed on a monthly basis, beginning on the first day of the month and ending on the last day of the month.

Fee Schedule (based on weekly attendance, Monday – Friday)

- 1 day/week = \$ 100.00 / month
- 2 days /week = \$ 100.00 / month
- 3 days/week = \$ 100.00 / month
- 4 days/week = \$ 140.00 / month
- 5 days /week = \$ 140.00 / month

June month is paid by your \$50 registration deposit

**Payments will be made by automatic withdrawal out of a savings/checking account or credit card** on the first day of every month, or the nearest business day if said date falls on a weekend. Upon request, parents will be provided with an end of the year report for tax-deductible childcare credits.

<b>DAYS AND HOURS OF OPERATION</b>
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**Morning Program hours are from 6:30-8:50 am** Monday through Friday for all days that school is in session.

**Snow days:** Freeland Before School Program will be closed if school is closed due to inclement weather.

<b>ADMISSION POLICY</b>
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All students enrolled in grades K – 6 at the Freeland Community School District are eligible to enroll in the Before School Program. Registrations are prioritized on a first come, first served basis until the program reaches capacity. Each student enrolling in the program must have the following completed and on file before they can attend:

- Signed Written Information Packet Documentation Sheet (back page of this booklet)
- Program Registration Form
- Automatic Withdrawal Form (either savings/checking account or credit card)
- Freeland Community School Child Emergency Information Card
- \$50.00 deposit paid

Other required information is on file in each child's CA-60 school file:

- Medical Statement and/or health appraisal
- Immunization Record

**Pre-registration is necessary.** Students who are enrolling in the program must complete and return the required paperwork **BEFORE** they attend the program.

## **WITHDRAW POLICY**

Parents may withdraw their students from the Before School Program at any time. A parent/guardian must notify The Freeland Before School Program ten (10) days prior to the first of the month. No refunds will be given if notice is received on or after the first of the month.

If a child is withdrawn early from the program, the \$50.00 deposit is non-refundable.

## **HEALTH REGULATIONS**

Each child must have a signed health statement and/or health appraisal and an up-to-date record of immunizations on file in the elementary office. This information will be verified by elementary office staff after your child enrolls in the Before School Program.

We cannot provide care for your child if he/she is ill. If your child should become ill while in our care, a parent/guardian will be notified. A child should not be sent to the program if he/she has symptoms of illness. To protect themselves and others, children should be kept at home if they have any of the following symptoms:

- Sore throat
- Temperature above 99°
- Earache/discharge
- Head lice and/or nits from head lice
- Nausea or vomiting
- Skin rash
- Swollen glands
- Overly tired
- Diarrhea
- Inflamed eye/discharge
- Sores on skins such as impetigo, scabies or ringworm
- Cry or complaining for a long period of time
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The same rules listed also apply to our staff.

## **MEDICATION POLICY**

The Before School Program staff cannot administer medication of any type to your child, whether prescribed or over the counter. If your child requires medication you must contact the elementary office to complete a "distribution of medication" form.

## **EMERGENCY PROCEDURE**

In the event of any major injuries or incidents, parents/guardians will be contacted immediately via phone call. If staff is unable to reach the parent/guardian, they will contact those listed on the child information card or those listed on the school emergency card. If no one can be reached, they will seek emergency medical care if needed or as specified by the parent on the child information form. The parent/guardian will be responsible for any incurred medical expenses.

Major injuries or incidents may include but are not limited to, head injuries, broken bones, child lost or left unsupervised, alleged sexual conduct between a child and a staff member or volunteer, physical discipline of a child by a staff member or volunteer, or anything that requires outside medical attention. In the event of a major injury or incident, a written report will also be filled out and available for a parent/guardian to pick up.

A parent/guardian will also receive a phone call if any of the symptoms under the “Health Regulations” portion of the handbook are observed during the child’s time at the Freeland Before School Program.

For any minor injuries or incidents that may occur during the child’s time at the program, an e-mail will be sent to the parent/guardian’s e-mail address provided on the registration form with the details of the injury or incident. If no e-mail address is provided, then a written report will be filled out for a parent/guardian to pick up. A minor injury or incident will be classified as an injury or incident that our staff can properly treat and the child will be able to complete their time at the program for that day. Some of these minor injuries or incidents may include, but are not limited to, a skinned or scratched appendage that needs a bandage or a bump or bruise that needs ice.

For your child’s sake, please keep the program staff updated on any change in emergency contact numbers and/or physical illness or conditions.

### **CHECK-IN PROCEDURES**

All Parents or Guardians must sign in on the dated form immediately upon arriving at the Before School Program each day. Each sign-in also requires that each Parent or Guardian record the current time as well.

### **BREAKFAST**

A breakfast will be provided for the students at a cost of \$1.25 per day. The students must have paid at the time of the weekly payment. Breakfast offerings could be either hot or cold, and will include a beverage.

### **PARKING AND PARENT DROP-OFF**

Parents/adults dropping-off children at the elementary school must use the doors at the east end of the front of the building. Parents shall use the drop-off loop in front of the building. Please be aware that this is a one-way entrance. Parents may park in the designated parking spaces in front of the elementary building. Parents must then enter the building from the front door and sign their child in before departing.

Program hours start at 6:30 and end at 8:50 am.

### **PROGRAM BEHAVIOR AND DISCIPLINE POLICY**

Students are fully expected to comply with the same school rules that are in place during the school day. All school rules apply as outlined in the Freeland Community School District Parent

& Student Handbook. In order to maintain a positive and caring environment the Before School Program follows the behavior expectations of the Child Care Bill of Rights:

- *We have the right to be safe:* **this means do not hit, do not push; do not hurt anyone, and stay with a staff person at all times.**
- *We have the right to be treated with kindness and respect:* **this means to be kind to all, be fair to all, do not hurt others' feelings, do not call names**
- *We have the right to hear and be heard:* **this means do not interrupt, do not disturb others.**
- *We have the right to have personal property respected:* **this means be careful with all things; do not take or mistreat things that belong to others.**
- *We have the right to attend a clean and orderly program:* **this means show respect for school property; clean shoes before entering the building; do not litter; help pick up**
- *We have the right to know that everyone is respected:* **this means be considerate; cooperate with adults and children; do not talk back**

Our program staff will use positive methods of discipline, which will encourage self-control, self-direction, increased self-esteem and cooperation. In case of unacceptable behavior, the following guidelines will be followed:

1. Warning – your child will be reminded about the rule that has been broken.
2. Second Warning - your child will be asked to speak with Mr. Parson, the Freeland Elementary Principal, and Program Director.
3. If no further occurrences, the child may resume involvement in regular activities.
4. If problem continues, parent will be contacted and asked to pick child up ASAP
5. If additional rules are broken, the child will be referred to Program Director and a Parent Conference will be required for child to continue in program. The Program Director may suspend the student from the Before School Program for 1 – 5 days.
6. If situation continues the principal may be notified and the following consequences may occur: parent meeting, in-school suspension, loss of privileges at school.
7. If the child continues to be unable to comply with the program's expectations, the principal and/or Program Director will inform the parent that the child is being dismissed and suggest other possible options.

## **LOST ITEMS**

The Freeland Before School Program is not responsible for lost and/or stolen items. Valuable items should not be brought to school or the program at any time.

Lost items will be placed in the Elementary School lost and found box. Parents are encouraged to check the lost and found box frequently to retrieve lost items.

Each student will be given a locker near the Spanish room, where they will store their things until school begins. They may **NOT** go to their regular locker or classroom until the bell rings at the beginning of the school day.

## **STAFF AND VOLUNTEER SCREENING POLICY**

As a licensed childcare program, we are required to provide you with the following information. Please review the following childcare staff screening procedures.

- Signed screening statement regarding child abuse and neglect
- Signed screening statement regarding conviction of a crime other than a traffic violation
- State of Michigan Department of Human Services registry clearance
- State of Michigan criminal background check

Staff and volunteers will not have contact with children in the center if:

- They have been convicted of child abuse or neglect
- They have been convicted of a felony involving harm or threatened harm
- They are otherwise prohibited from entering school property
- They are otherwise prohibited by a court order (custodial, PPO, etc.)

All volunteers must complete the following:

- Signed screening statement regarding child abuse and neglect
- State of Michigan Department of Human Services registry clearance

## **DRESS AND PERSONAL BELONGINGS**

In general, the rules of the season and good taste should prevail with regard to student dress. For safety reasons, appropriate footwear must be worn at all times.

## **VIOLENCE IN SCHOOL**

Every school community member has a right to be in a school environment that is safe, conducive to learning and in which he or she feels respected and protected. Violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person. Injury is based on how it is received, regardless of the intent.

No one is entitled to be violent in any form. NO form of violence will be tolerated in school, at school activities, or by anyone at this school. Join us in establishing a climate where violence is NOT OK, and it will not be tolerated.

## **WEAPONS IN SCHOOL**

“Weapons” are defined as any device that is designed to inflict bodily harm. The Gun Free Schools Act of 1994 empowers schools to expel any student who brings a weapon to school. Parents are strongly encouraged to review weapons concerns with their children and are ultimately responsible for any weapons brought to school or threatened to be brought to school.

Any student who brings a weapon to school shall be subject to board of education policy and state of Michigan laws, which allows districts to suspend and/or submit such students for expulsion. Though it is extremely rare for an elementary aged child to bring a weapon to school, such incidents shall be treated as very serious. While each incident will be reviewed on an individual basis, parents are forewarned that the consequences of bringing a weapon to school may be harsh.

Good people react in the interest of all people. If any parent, student or staff member is aware, becomes aware, or discovers that a student (or person) is bringing or has brought a weapon to school, it is his/her CIVIC DUTY to report this to the building principal, superintendent, or local law enforcement authorities immediately.

### **LOOK ALIKE & TOY WEAPONS**

Students are expressly forbidden from bringing to school any item, toy, or other similar “look alike” items such as, but not limited to items resembling: knives, guns, spears, cannons, or other weapons.

School staff will hold such items until a parent can come to school and retrieve the item. There will be no exceptions and the principal’s determination in interpreting the potential threat of such items shall be final.

### **HARASSMENT**

Freeland Community School Board of Education Policy states: It is a violation of law and school rules for any student or staff member to harass or intimidate any other student or staff member. If a student or staff member is the victim of any unwanted actions or comments or derogatory statements or actions concerning his/her gender, religion, race, ethnic group or disability, the student or staff member should report such behavior to the principal’s office. All reports will be handled in a confidential manner, and will be investigated immediately.

### **PROTECTIVE SERVICES**

State law mandates that any employee immediately report concerns of child neglect or abuse to the proper authorities. A caseworker, in most cases will contact the involved parties and make recommendations. The identity of the person making the initial referral is kept strictly confidential. All Freeland Employees will respond to this mandate for any suspected child neglect or abuse. Parents may report child abuse by calling the Department of Human Services or by calling 911.

Parents are hereby notified that school staff may not interfere in any manner in an investigation being performed by the Department of Human Services (DHS). This includes, but is not limited to, the following:

- School officials will not intervene with a DHS investigation
- School officials will not contact parent(s) when a DHS investigation is in process
- School officials will not provide feedback on the content or legitimacy of investigations
- School officials will not attempt to stop, delay, or circumvent a DHS investigation

The Michigan Child Welfare Law requires that “schools and other institutions must cooperate in child protection investigations, including allowing access to a child to be interviewed without the parent’s consent.”

Furthermore, this law also states that “a Department of Human Services investigator is entitled to interview a child in school, without school personnel being physically present for the

interview, if in the judgment of the investigator, a private interview is in the child's best interest."  
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### **PERSONAL ITEMS IN SCHOOL**

Students may not have or use cellular phones, or electronic communication devices while at school. Additionally, students should not bring items of value or items that may interfere with the learning environment to school. This includes hand-held games, music players, and trading cards. Items brought to school that disrupt the learning process may be confiscated at the discretion of staff and returned to the child's parent.

### **DRUG FREE SCHOOLS**

In accordance with federal law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on the school grounds, in school approved vehicles, or at any school related event. Drugs include any tobacco product, alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, chemicals which release toxic vapors, or substance that could be considered a 'look alike' controlled substance. Compliance with this policy is mandatory for all students.

Any student who violates the policy will be subject to disciplinary action, in accordance with due process. When required by state law, the district will also notify law enforcement officials via the school liaison officer. The use of illicit drugs and the unlawful possession of alcohol is illegal and harmful.

### **QUESTIONS AND WHO TO CONTACT**

If you have a question about the day-to-day activities and operation of the Freeland Before School Program please consult with one of your program staff members: Erica Crawford Program Coordinator, can be reached at: (989)-695-2000. Her email address is: bsp@freeland-sportszone.com.



### **DISCLAIMER NOTICE**

Items, rules, information and expectations not listed in this handbook may be governed by school board policy and/or administrative guidelines, which are approved by the board of education. Information in this handbook is consistent with school board policies and administrative guidelines. The Freeland Community Schools parent/student handbook and/or school board policy holds authority over this handbook in the unlikely event of any conflicts presented in this handbook.

Since the Freeland Before School Program is brand new, policies and procedures may change as the program begins operations. Parents and students will be notified via email of any changes.