

Krambrooke Children's Center

Providing care for children since 1988



Parent Handbook 2023-2024 School Year

At Krambrooke Children's Center we believe that a child can reach his or her full academic potential and truly gain a love of learning when they first achieve a love and understanding of themselves, other people, and the world around them. We strive to provide an environment that meets the needs of all children and promotes self-discovery and understanding along with educational needs to encourage learning through all their interactions and play.

Our warm, friendly, and experienced staff is here with one goal in mind: To provide care and education to the children in our care. At Krambrooke we help children commit to building and maintaining lasting relationships with family, friends, and others around them. As teachers and friends to these children, we want to help instill a belief that mutual respect is the fundamental element of all relationships. We wish to create a desire for the children to enrich their own lives by enriching the lives of others. We fully support all families and understand the importance of all adults in the learning process. This includes parents, grandparents, foster parents, extended family, friends, and teachers. We encourage involvement at all levels to ensure quality care by supporting each other. With these beliefs in mind, we model the same behavior with our students when building mentorship's. Krambrooke makes a commitment to show children care, honor, and integrity.

Krambrooke prides itself on honoring the individuality of each child. Our commitment is to treat each child as unique individuals with his or her own needs, wants, and desires. Our students are encouraged to seek awareness, approval, and commitment to themselves in order to help them attain fulfillment and confidence. Children are taught to take responsibility for their own actions, well-being, and ultimate attainment of their goals and dreams. Through this process of self-discovery our students are reminded that as they grow they enrich our lives as much as we enrich theirs.

Krambrooke Children's Center began much in the same way our children do: Small and unsure of the future. Since 1987 we have grown in size as well as in experience. What was once a home-center of only twelve children, is now a center that can accommodate up to 156 children. We care for children from six weeks to twelve years old through various programs. We offer childcare, preschool programs, Pre-Kindergarten, tutoring, latch key for several Romeo Community Schools, and a summer camp program. Thank you for your interest in Krambrooke Children's Center.

We hope that you find this Parent Handbook informative as well as inspirational. Each section will give you valuable information about our childcare system and beliefs. Please let us know if you have any questions and/or concerns so that we may address them in a one-on-one session with you.

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Programs

At Krambrooke Children's Center, our goal is to provide a wide variety of services to suit the needs of our community. We understand that each family and situation is unique. Therefore, we strive to offer programs to suit everyone's needs. Flexible scheduling is offered for most of our programs that allow you to schedule daycare and pre-school for your child to meet your needs.

Flexible Schedule Enrollment: We offer flexible scheduling for parents whose schedules fluctuate. Our only requirement is that we receive your schedule by **Tuesday, 6:00 p.m.**, the week prior to the week being scheduled. This allows Krambrooke to staff accordingly.

Infant Care: 6 weeks to 14-16* months

Loving care for your baby, provided by experienced, consistent caregivers.

Toddler/Nursery School Programs: 14-16* months to 2 ½ years old

A nurturing environment with developmentally appropriate learning experiences to foster your child's growth. The nursery school program utilizes the Core Knowledge Sequence of Education. Nursery School is held from 8:45 to 12:15 p.m. Monday through Friday. Before and after child care is available. This program is available during the summer months as well as during the school year. If your child is enrolled in day care, they will automatically participate in this program.

**Depending on the developmental readiness of the child.*

Preschool Programs: 2 ½ through 3 years old

Sessions are held 8:45 to 12:15 p.m. Monday through Friday. Our preschool program utilizes the Core Knowledge Sequence of Education. Daily activities include science, math, pre-reading and writing, social studies, social development, physical education, art, music, and drama. Before and after child care is available. This program is available during the summer months as well as during the school year. If your child is enrolled in day care, they will automatically participate in this program.

Pre-Kindergarten: 4 and 5 year olds (Must be bathroom independent)

Sessions are held 8:45 to 12:15 p.m. Monday through Friday. Our pre-kindergarten class utilizes the Core Knowledge Sequence of Education, with subjects in reading, writing, math, science, social studies, social development, physical education, art, music, drama, and foreign language. Before and after child care is available. This program is available during the summer months as well as during the school year. If your child is enrolled in day care, they will automatically participate in this program.

Latch Key Programs:

Only available when schools are 100% in person. Before and after school care for children who attend the following Romeo Public Schools: Washington Elementary, Indian Hills Elementary, and Hevel Elementary. Full-day care during school breaks, snow days, and days off is also available for all school-age children regardless of where they attend school.

Summer Camp Program: School-age

Our summer camp program is designed specifically to suit the needs of our elementary-age children during their summer vacation. Programs allow students to choose from various activities to participate in throughout the day. In addition, many field trips are offered throughout the summer.

Core Knowledge Preschool

Krambrooke Children’s Center utilizes the Core Knowledge Sequences of Education. This basis of information offers a high content area curriculum that allows children to experience their education rather than memorize it. It allows students to become actively involved in their learning. The school program is specifically designed to meet the needs of young children embarking on their education journey. Establishing a learning environment that holds promise for every child is accomplished by designing a curriculum of excellence that is:

- ◇ **Meaningful:** The curriculum reflects the interests of young children and emphasizes active involvement and construction of meaning.
- ◇ **Developmentally Appropriate:** The curriculum respects the diversity of children; the various developmental stages and knowledge of each child; their interests, abilities, needs, and background.
- ◇ **Environmentally Focused:** The curriculum provides the framework for what actually happens in a planned classroom environment, so that children use the environment productively and to see themselves as successful and capable learners.
- ◇ **Global:** The curriculum develops an awareness of our global home and interdependence, respect of others, and fosters pride in their own heritage.
- ◇ **Technological:** The curriculum uses technology as one delivery system, expresses the influence of technology on the lives of students, and gives students introductory skills to accomplish their own goals and purposes.
- ◇ **Holistic:** The curriculum gives appropriate emphasis to all the significant aspects of growth, all types of learning styles, and helps children to see the connections between the separate disciplines.
- ◇ **Goal-Oriented:** The curriculum focuses on significant goals so that the children develop necessary skills and acquire knowledge on which future learning is built.

In addition, we use the Teaching Strategies Gold assessment twice per year in all classrooms to assess children’s progress. Parent Teacher Conferences to discuss the TS Gold assessment are offered each Spring and Winter in each classroom. Teachers include these assessment objectives in their lesson planning as well to meet each individual child’s needs.

Core Knowledge Preschool at a Glance

Movement and Coordination

- ◇ Physical Attention and Relaxation
- ◇ Gross Motor Skills
- ◇ Eye-Hand and Eye-Foot Coordination
- ◇ Group Games
- ◇ Creative Movement and Expression

Autonomy and Social Skills

- ◇ Sense of Self and Personal Responsibility
- ◇ Working in a Group Setting

Work Habits

- ◇ Memory Skills
- ◇ Following Directions
- ◇ Task Persistence and Completion

Language

- ◇ Oral Language
- ◇ Nursery Rhymes, Poems, Finger plays, and songs
- ◇ Children’s Literature: Read Aloud and Storytelling
- ◇ Emerging Literacy Skills

Mathematics

- ◇ Patterns and Classification
- ◇ Geometry
- ◇ Measurement
- ◇ Numbers and Number Science
- ◇ Addition and Subtraction with Concrete Objects

Orientation in Time

- ◇ Vocabulary
- ◇ Measures of Time
- ◇ Passage of Time (Past, Present, Future)

Orientation in Space

- ◇ Vocabulary
- ◇ Actual and Represented Space
- ◇ Simple Maps
- ◇ Basic Geographical Concepts

Visual Arts

- ◇ Attention to Detail
- ◇ Creating Art (Printing, Painting, Drawing, Collage, Sculpture)

Music

- ◇ Attention to Differences in Sound
- ◇ Imitate and Produce Sounds
- ◇ Listen and Sing
- ◇ Listen and Move

Science

- ◇ Human Characteristics, Needs, and Development
- ◇ Animal Characteristics, Needs, and Development
- ◇ Plant Characteristics, Needs, and Growth
- ◇ Physical Elements (Water, Air, Light)
- ◇ Tools

For additional information on Core-Knowledge, please refer to their website www.coreknowledge.org.

Enrollment Requirements

Registration Fee

Infants 6 weeks to 9 months: A non-refundable registration fee of \$125 is to be paid upon enrollment. In addition to the registration fee, a holding fee of the first week and the last week's tuition is to be paid. Once the registration fee and holding fee have been received, an infant's place will be held for up to eight weeks from the date of birth or the start date given.

Children 9 months and older: A non refundable registration fee of \$125 is to be paid upon enrollment. Once the registration fee has been paid, the child's place will be held for up to three weeks from the date of registration. In order to hold a child's place for longer than three weeks, a holding fee for the first and last week's tuition is to be paid along with the registration fee and is good up to the agreed upon start date.

The registration fee is to be paid for each child that is enrolled at Krambrooke Children's Center and is to be renewed every year on your enrollment anniversary date.

Forms and Requirements

Regular health exams and tests can help find problems before they start. They also can help find problems early, when your chances for treatment and cure are better. By getting the right health services, screenings, and treatments, you are taking steps that help your chances for living a longer, healthier life for both you and your family. Upon enrollment, the following forms are to be filled out and turned into the office no later than the first day the child attends. Visit the Macomb County Health Department website to connect with more information about health and wellness for your family: <http://health.macombgov.org/Health-Home>

Child Information Card: It is the parent's responsibility to make sure that all information on the card is current and correct. Upon submission of the information card, parents agree that their child cannot be released to anyone who is not listed on the card. You will be asked to review this form yearly.

Health Appraisal Form: The health form must be provided prior to the first day of attendance. In addition, a certificate of immunization showing a minimum of one dose of each immunizing agent specified by the Department of Community Health shall be on file, or a waiver stating child will not be immunized due to religious, medical, or other reasons. After the first four months of attendance, an updated certificate showing completion of all additional immunization requirements as specified by the Department of Community Health shall be on file unless there is a signed statement by a licensed physician or his/her designee stating immunizations are in progress, or a waiver is on file. More information can be found here: <https://www.mcir.org/school-childcare/education-and-training/>

Infants and young toddlers (< 2.5 years):

- ◇ Prior to child's first day in attendance, record of a physical examination that has been performed within the past three months must be provided
- ◇ Health Appraisal Forms are to be updated yearly and submitted to Krambrooke. It is recommended that every time you take your child in for a physical, have your child's physician fill out a new form.

Older toddlers (> 2.5 years) and pre-school age:

- ◇ Prior to child's first day in attendance, record of a physical examination that has been performed within the past twelve months must be provided.
- ◇ Health Appraisal Forms are to be updated every two years and submitted to Krambrooke. It is recommended that every time you take your child in for a physical, have your child's physician fill out a new form.

Emergency Medical Care Form: Covers emergency services that may be needed for your child.

Transportation Agreement: Allows child to be transported in Krambrooke Bus when signed up for a field trip.

Food Statement: Addresses snacks and lunchtime.

Child Care Contract: Parent's agreement to tuition payments and all Krambrooke policies.

Special Health Care/Allergy Needs: If your child has a special health care need, any food allergy, or severe allergies, special care forms will need to be filled out.

Fee Schedules and Policies

Tuition is to be paid weekly or monthly on the first day of the week that your child attends. For example, if your child attends the center on Tuesdays and Thursdays, you will pay your tuition every Tuesday (weekly). Tuition may be paid with cash, check, Visa or MasterCard Debit/Credit Card. Payments can be made online at www.myprocare.com and creating an account using the same email we have on file at the center. Checks are to be made payable to Krambrooke Children's Center. If you use on-line banking, you can also set Krambrooke up to receive payment directly from your bank.

Credit Card, Debit Card and ACH Charges:

- Credit/Debit Cards - 3% convenience fee added to the transaction amount.
- ACH - \$1.00 per transaction
- Cash/Check - no charge
- Cash (Must wait for a written or printed receipt)
- Returned Items - \$35 per transaction

Full Day: Applies to attendance over four hours a day. Note: Pre-school is included in tuition if child is in attendance during pre-school hours.

Nursery School/Preschool/Pre-Kindergarten: Daily three and a half hour sessions: 8:45 a.m. to 12:15 p.m. Infants and toddlers (6 weeks to 30 months) have a minimum attendance requirement of 3 days a week. Children older than 30 months have a minimum of 2 days. If your child needs to be at Krambrooke longer, full day rates will apply.

Registration Fee: Non-refundable fee, renewable every year on enrollment anniversary date.

Late Payment Fees: All clients are subject to late payment fees. Payment is due on the first day of each week that your child is in attendance. If payment is one week past due, a late charge of \$15.00 per day will be added to your account. Families that fall more than two weeks behind in their tuition payments will be denied access to the building. That is, their children will not be allowed to return until account is paid to date. Past due accounts will be sent to a collection agency after 15 days of non-payment. Associated collection fees will be assessed to client's account.

Late Pickup Fees: Failure to pick up your child by 6:00 p.m. will result in a late fee of \$2.00 per minute starting at 6:05 p.m. Repeated late pickups will result in dismissal from Krambrooke.

Returned Check Fee: A \$35 service charge will be added to your account for any tuition checks that are returned.

Postage: If certified mailing is necessary, a charge of \$20 per mailing will be posted to your account.

Subsidized Payments: If your tuition payments are subsidized by Family Independence Agency (FIA), or any other agency, you are responsible for the remaining portion of all registration, tuition, and any additional charges. Please note that the rate that FIA pays will only cover a portion of your Krambrooke charges. In addition you will be responsible to pay 80% of your tuition each week until your subsidized payments begin. If your subsidized payments do not begin before your account reaches an outstanding balance of \$500, you will be required to pay that balance in full. Your child will be withdrawn from our programs until such payment is made.

*Fees, schedules and policies are subject to change. ***See current tuition rates flyer.****

Hours, Withdrawal, and Dismissal

Krambrooke requests that a two-week written notice is provided in the event that you decide to withdraw your child from Krambrooke Children's Center. Parents who fail to give written notice will still be billed for the two-week time period in which notice was to be given.

Krambrooke will request you to withdraw your child from the Center under the following circumstances:

- ◇ Failure to pay tuition on time.
- ◇ Failure to inform the Center of a prolonged absence.
- ◇ Failure to inform the Center of prolonged vacation.

- ◇ Failure to return from a vacation or absence as scheduled.
- ◇ Continuous absences without notification that your child will not be present.
- ◇ If child is unable to positively adjust to our programs or causes repeated disruptions to the program, harm to him/herself, or to others, and all possible solutions to the problem have been exhausted. (Reference section on Discipline on page 12).

If asked to withdraw your child, there will be no refunds on any registration, fees, or tuition paid.

Hours of Operations, Holidays, Center Closings

Krambrooke Children’s Center is open Monday through Friday from 6:00 a.m. to 6:00 p.m.

Krambrooke is closed on the following holidays for the 2023-2024 school year:

- ◇ Monday, September 4 (Labor Day)
- ◇ Thursday, November 23 (Thanksgiving Day)
- ◇ *Friday, November 24 (Day after Thanksgiving)
- ◇ Monday, December 25 (Christmas Holiday Observed)
- ◇ *Tuesday, December 26 (Day After Christmas Observed)
- ◇ Friday, January 1 (New Year’s Holiday Observed)
- ◇ *Friday, March 29 (Good Friday)
- ◇ Monday, April 1 (Day After Easter Observed)
- ◇ Monday, May 27 (Memorial Day)
- ◇ Thursday, July 4 (Independence Day Holiday)
- ◇ *Friday, July 5 (Day After Independence Day Holiday Observed)

There is a charge for these holidays if the holiday falls on your normally scheduled day. If a holiday falls on a Saturday or a Sunday and the center is closed on the Friday before or the Monday after, these would be classified as a charged holiday. Krambrooke reserves the right to close for additional holidays.

**Note:* There will be no charge for Friday, November 24th, Tuesday, December 26th, Friday March 29, and Friday July 5th.

Part-Time Clients (less than five days a week): If a holiday falls on your normally scheduled day, you may switch days of attendance and not be charged for the holiday as long as your child is attending the same number of days as normally scheduled **and you inform Krambrooke two weeks in advance and there is availability.** If days are switched and the attendance for the week is for less days than you are normally scheduled for, you will be charged for the holiday. For clients whose attendance fluctuates from week to week, the average number of days over the past six months is used to determine whether you will be charged for the holiday or not. Exception is if vacation days are still available.

In the event of weather-related emergencies (e.g. snowstorms, tornados) or a power outage, **a charge will still be assessed as a normal scheduled day of care even if the center is closed.** Depending on when a decision to close the building is made, closures will be communicated via network television stations, through our Google email group, Facebook and/or Remind Texts*.

Preschool Only Program (8:45-12:15) follows the Romeo School’s calendar and thereby follows their snow day and building closures. If Romeo Schools are closed due to inclement weather, classes will not be held and there would be no charge for these days. However, Krambrooke may still be open for your day-care needs if required. Published tuition rates would apply.

Remind Texts:* We use the same **REMIND texting tool that the area schools are using to notify parents of school closings. To set this up, send a text to 81010, and put @krambr in the message field. You can unsubscribe anytime by replying “unsubscribe@krambr” to any text message you receive. If you prefer, you can set up email notices as well: Send an email to krambr@mail.remind.com. Again, you can unsubscribe by replying to a message by typing “unsubscribe” in the subject line.

Absences and Vacation Policy

Due to Krambrooke’s fixed expenses and staffing requirements mandated by law, tuition is to be paid whether a child is absent or present, with the exception of allotted vacation days.

Vacation Days: Vacation days are defined as days the child is absent and two weeks’ notice of the absence has been submitted in writing. A two-week notice must be submitted in order for the absence to count as an unpaid vacation day. The number of vacation days a child is entitled to will depend on the program he/she is enrolled in.

Allotted vacation days are reset each year on the anniversary of your child’s enrollment, whether they are used or not.

Vacation days are as follows:

5 day program = 5 no charge days

4 day program = 4 no charge days

3 day program = 3 no charge days

2 day program = 2 no charge days

In addition, you will receive an additional number of vacation days at ½ your weekly rate, provided a two-week notice has been submitted in writing.

If your child’s attendance fluctuates from week to week, the average number of attendance days per week over the past six months will be used to determine how many vacation days you receive.

Vacation days are reset based on your enrollment date. For instance, if you enroll in September your allotted vacation days will run from September through August of the following year.

Note: Vacation Days do not apply to those children who attend the Preschool Only Program which is the three-and-a-half preschool/nursery school sessions during the school year. During the school year, children who attend Krambrooke only for these programs will follow the Romeo Community School breaks and holidays. For children who continue to attend the pre-school program during the summer months, then the vacation day policy will apply.

Absences: You are required to contact Krambrooke if your child will not be in attendance. All absences, except for allotted vacation days, will be charged per your normal weekly tuition rate.

There are NO make-up days provided for missed days.

Typical Daily Routine

Approximate Time	Activity & Description
8:40-9:00	Arrival / Greeting Time: Children enter the classroom at their own pace. Parents/guardians are encouraged to stay until children are ready for them to leave. Teachers will greet each child as they arrive. Children along with adults will complete the <i>Arrival Routine</i> of putting their things away, signing in with their clipboard, answering the question of the day, and choosing a free choice or table choice activity.
9:00-9:20	Large Group: Circle Time / Music & Movement Good morning / greeting, together teacher and students will read and create the message of the day. Teachers and students will talk about the answers to the Question of the Day and will include developmentally appropriate math talk. <i>Music & Movement / Brain Breaks:</i> Students and teachers will participate in the enjoyment of music and movement together based on child interest. This could include playing instruments, dancing, GoNoodle, YouTube songs, etc. Circle time could include share time or morning announcements where children will have the chance to initiate what they would like to talk about time or use their input. Circle time could include a whole group game based on the child’s interests and that is developmentally appropriate and engaging.
9:20-9:30	Planning Time: Gathered in small group settings, children indicate their plans to adults in a place where intimate conversations can occur and where people and materials are visible. Adults use a range of strategies to support children’s planning (e.g., props, area signs, tape recorders, singing, planning individually, in pairs, in small groups, etc.).

9:30-10:30	Center Time (children's hour of uninterrupted Choice Time) / Open Snack: Children always initiate activities and carry out their intentions. Children make many choices about where and how to use materials. During Center Time/Work Time, adults participate as partners in child-initiated play and encourage children's problem solving both with materials and during times of social conflict. Children will have the option to choose morning snack during Center Time. They will practice scooping, serving, and pouring for themselves (along with teacher or peer assistance if needed).
10:30-10:40	Clean Up Time: Children and adults clean up together keeping the spirit of play and problem solving alive. Children make many choices during clean up. Adults accept children's level of involvement and skill while supporting their learning.
10:40-10:50	Recall Time: Gathered in a whole group setting, children choose Work Time experiences to reflect on, talk about, and exhibit. Adults provide a variety of materials and strategies to maintain interest as they follow children's lead and encourage children to share (e.g., individual props such as puppets, telephones or periscopes, group games using a hula hoop, ball or spinner, re-enacting, drawing, showing and describing a structure or painting).
10:50-11:05	Small Group Time / Clean Up of Small Groups: Teacher-initiated learning experience(s) based on children's interests and development where children explore, play games, work with materials, and talk about what they are doing. Individual children explore and use the same set of materials in their own way.
11:05-11:15	Read Aloud: Teachers will read aloud to children while engaging with & encouraging them to participate in the conversation by asking questions & having children participate in reading activities.
11:15-12:15	Outside / Large Motor Time: Children have many choices about how they play in the outdoor learning environment, much as they do during Center Time indoors. Adults supervise children for safety and also join in their active outdoor play, supporting their initiatives and problem solving.
12:15-1:00	Prepare for Lunch / Lunch Time: <i>Bathroom/Wash Hands/Prepare for Lunch:</i> Children assist in preparation and setup. Children choose where they would like to sit and are encouraged to serve themselves. <i>Lunch Time:</i> Family-Style meals support children doing things for themselves (e.g., serve themselves, pour beverages, distribute napkins, wipe up spills). Children choose whether to eat, what to eat, and how much to eat. Teachers eat the same food with children and have meaningful conversations with the children. Children are encouraged to clean their own space including disposal of leftovers, wiping of tables, sweeping up messes, and pushing in their own chairs. Prepare for Nap: As children finish up lunch, they will prepare for naptime by making their own cot and putting their bins in a safe place. Children will wash up from lunch and go to the bathroom before nap time. Once a student has gone to the bathroom and made his/her cot he/she can make a quiet book choice on his/her cot while they wait for other children to finish preparing for nap.
1:00-3:00	Nap / Rest Time (2 hours): Nap/Resting is a time for sleeping or quiet, solitary, on-your-own-cot play (after an allocated rest time of 30 - 45 minutes per licensing requirements). Quiet play could include books, soft music, puzzles, etc.
3:10-3:20	Wake Up / Clean Up / Bathroom / Limited Table Choice / As children wake up, teachers and children work together to put away cots and nap items. Children will use the bathroom as needed. Once children have used the bathroom and are waiting for others to wake up, they can make a limited table choice or a book choice. As more children wake up we will clean up table choices together, and then prepare for outside (see AM description).
3:00-3:20	Bathroom / Prepare for Snack / Snack/ Prepare for Outside Children will wash their hands and help prepare for snack. Teachers and children set up for snack. Children are encouraged to clean their own snack space including disposal of leftovers, wiping of tables, and stacking their own chairs.
3:30-4:30	Outside / Large Motor Time: (See AM description).
4:45-6:00	Free Choice/ Dismissal: Children will have free choice time to pick from open areas in the classroom to play, read, or work on homework until they are picked up.

Krambrooke Center Policies

Rest Time: Quiet time is provided each afternoon for all children. A crib is provided for children under the age of twelve months. A cot is provided for children over twelve months. Please provide your child with a labeled sheet and blanket*. You may also bring a labeled small stuffed toy or pillow. Children's belongings will be sent home weekly for laundering. *Note:* It is the policy of the State of Michigan that children have a period of rest during the day. Children do not have to sleep, but they do have to rest quietly.

Clothing: All children who attend Krambrooke must bring an extra change of clothing. Clothing may be stored* at Krambrooke or you may bring in a change of clothing every day. Please make sure that your child's extra clothing is labeled. Don't forget extra socks and underwear. For children who are still in diapers, it is advisable to have **several** extra changes of clothing. Once children are out of diapers, they are to have on underwear.

*Each child storing nap items or clothing must have a lidded plastic storage bin for clothing and nap items. Everything provided must be able to fit inside this container. Dimensions must be 16 ¾" x 11 7/8" x 7". Preferred brand is Sterilite 16 quart.

Outside Time: The outdoor play area is considered an extension of the learning environment. Children will go outside every day, weather permitting. It is our policy that all children who are well enough to attend school are well enough to go outside. Therefore, all children present at Krambrooke will be going outdoors. Please dress your child in accordance with the weather. In addition, all children must have firm-fitting, no open-toe, safe shoes that will not slip off while running or climbing or that might become caught on equipment during outside play. Children who do not have proper footwear will not be allowed to play on outside equipment.

Toy Policy: To avoid hurt feelings and broken or lost toys, toys from home are not permitted at Krambrooke. Please do not allow your child to bring toys from home unless a special item is requested on the calendar or in the newsletter.

Labeling: It is very important to label **all** of your belongings. Krambrooke will **not** be held responsible for any misplaced items that are not clearly labeled with your child's first and last names. This includes (but is not limited to) lunchboxes, food containers, clothing, shoes, boots, coats, gloves, hats, and blankets.

Special Activities and Notices at Krambrooke: Every month, a calendar will be available. The calendar explains weekly themes, special activities, and general news for the month. Notices of special events and policy changes will be posted, handed out, and/or emailed. It is the parent's responsibility to read all newsletters, calendars, and notices. In addition, classrooms will use Procure and may set up the REMIND or Class Dojo text process for communicating activities, reminders, etc. to parents. If your child's teacher is participating in this process, it will be posted on their classroom door or parent board.

Diaper Policy:

- ◇ Parents are responsible for supplying diapers and wipes for their child.
- ◇ Parents are responsible for supplying diaper cream. A form is required for administering.
- ◇ Krambrooke will maintain a diapering area; all supplies will be maintained in a safe and sanitary manner. Diapering will only be done in the designated diapering areas.
- ◇ Caregiver will thoroughly wash their hands and hands of the child before and after each diapering.
- ◇ Caregiver will change diapers when wet or soiled.
- ◇ Daily diapering information will be communicated to parents via email using the Procure App.

Toilet Training: Toilet training will be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home. The center will empty and sanitize all training devices immediately after each use. Proper hand washing and diapering procedures will be observed during toilet training.

Moving to New Classrooms: Children develop differently, so moving a child from one classroom to another is determined by the child's age and individual readiness as assessed by the Lead Teacher. Other factors that influence the decision to move a child is seniority and space availability. Parents will be notified when child is ready to transition to the next classroom. During transition periods, the child visits the new room to become familiar with the staff and children, spending increasing amounts of time in the classroom before being fully integrated.

State Mandated Room Ratios: At times it may be necessary to move a child into the next classroom in order to stay within the state-mandated ratio requirements. This would occur only as needed until the child is ready to officially transition to the next classroom. Children on the edge of the next age group, as determined by the state, require parental permission prior to the move in the next classroom. Ratios are as follows: 0-29 months = 4 to 1; 30-35 months = 8 to 1; 3 years = 10 to 1 (33 months may move to 10 to 1 with parental approval); 4 years = 12 to 1 (3.9 years may move to 12 to 1 with parental approval); 5 years = 18 to 1.

Food Policy and Nutrition

Krambrooke Children's Center Nutrition Plan

The goal of this nutrition plan is to help families, staff and children understand the importance of good eating habits and how to achieve them using the proper guidelines. Krambrooke will use information found on Child and Adult Care Food Program (CACFP) <https://www.fns.usda.gov/cacfp/meals-and-snacks>, MyPlate <https://www.choosemyplate.gov/> and other trainings as resources for families to use as their guide. This plan meets the needs of children, families and staff by relaying the current nutrition guidelines and why it is important to follow a balanced diet. This plan will be shared in Krambrooke's Parent Handbook and Staff Handbook to ensure families and staff have received this information. Staff will also ensure these guidelines are being implemented in their classroom by following the plan for all meals prepared here at the center. In addition, staff will create lessons following these guidelines to ensure classroom education on nutrition.

Infants and Toddlers:

Excerpted from Child Licensing Rules R400.8330, R400.83356 and R400.8340

- ◇ All formula, juice and baby food is to be provided by parents.
- ◇ All formula must be prepared at home and brought to the center in sealed, labeled bottles.
- ◇ All bottles must be dated and labeled with the child's name.
- ◇ Formula, milk, and perishable foods needing refrigeration shall be refrigerated. Formula shall not be stored longer than 48 hours after opening. Foods shall be covered and labeled as to the contents; date of opening, and the specific child for whom its use is intended
- ◇ Formula and milk, including breast milk, left in a bottle or beverage container after a feeding shall not be reused.
- ◇ Bottle liners and disposable nipples shall be for single use only, by an individual child, and discarded with any remaining formula or milk after use.
- ◇ Infants shall only be served formula to drink unless written authorization is provided by the child's licensed health care provider.
- ◇ Children at 12 months will be served whole homogenized Vitamin D-fortified cow's milk, unless instructed by the child's parent or licensed health care provider.
- ◇ When providing a bottle, caregivers shall hold infants except when infants resist being held and are able to hold their bottle
- ◇ A child shall not be fed directly from baby food containers if the contents are to be fed to the child at more than one sitting.

Please note that all bottles will be heated in a bottle warmer. If there are special instructions in regards to a child's diet, it is the parent's responsibility to inform the child's caregivers. A special form may be required depending on the dietary need.

Nutrition: Milk will be provided and offered during breakfast and lunch.

Wednesdays will be Pizza Day and can be purchased by the slice with options of chips and juice boxes for a charge.

Breakfast, snacks (AM and PM) and lunch must be provided from home.

You may bring your child's breakfast to the center dated and labeled clearly with your child's name. We are not able to store food.

Breakfast/Snacks/Lunch:

Parents are responsible for the following:

- ◇ **Breakfast/Snacks/Lunch:** All parents whose children are present for lunch are responsible for providing their child with a nutritious lunch. Lunches are to be self-contained. Krambrooke will not refrigerate children's lunches. Only bottles and baby food for infants and toddlers in room 5 will be refrigerated.
- ◇ Lunch box must be labeled with child's name on the outside and dated daily.
- ◇ Snacks must be labeled AM or PM.
- ◇ Must be self-contained and require no refrigeration. No Glass containers allowed.
- ◇ Must be prepared for eating and cut into safe manageable bites.
- ◇ Must be in containers that are clearly marked with child's name. Krambrooke will not be responsible for containers that are not clearly labeled.
- ◇ Microwaves are available in the classroom to quickly reheat items, but we cannot prepare items that require several minutes and preparation such as macaroni cups. Instead they must be prepared at home and sent in to be reheated.
- ◇ **Special Diet:** If your child requires specific foods because of an allergy or illness, it is your responsibility to provide them with those foods in clearly labeled and dated containers and to notify the staff of this condition. A special form will be required describing the special diet.
- ◇ **Birthday Treats:** Parents may bring in birthday or holiday treats as long as arrangements are made with their child's teacher. Due to allergies, we are unable to accept treats with nuts or peanut butter.

Illness, Medication, and Emergencies

****Please see our COVID-19 Response Plan for our Screening Policy and current recommendations concerning COVID-19 symptoms and requirements.****

Illness: Our first priority at Krambrooke is providing a healthy, safe learning environment for all children. Children will be sent home as soon as possible if any of the following is experienced: An illness that prevents the child from participating comfortably in activities (as determined by the staff); an illness resulting in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever** of 100 degrees or higher or accompanied by behavioral changes or other signs/symptoms of illness. *Note:* If child is sent home due to a fever, **child must be fever free for 24 hours before returning to the center.**
- **Signs/symptoms** of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- **Diarrhea** (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- **Blood** in stools not explainable by dietary change, medication, or hard stool.
- **Vomiting** (two or more instances in past 24 hours) until vomiting resolves or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
- **Persistent abdominal pain** (continues more than two hours) or intermittent pain associated with fever or other signs/symptoms of illness.
- **Mouth sores** with drooling, unless a health care provider determines the sores are not contagious.
- **Rash** with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease.
- **Pink eye** (conjunctivitis) until after treatment has been initiated.
- **Head lice**, from the end of the day until after first treatment.
- **Scabies**, until after treatment has been completed.
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend child care.
- **Impetigo**, until 24 hours after treatment has been initiated.
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever.
- **Chicken pox**, until all sores have dried and crusted (usually six days).
- **Pertussis**, until five days of appropriate antibiotic treatment has been completed.
- **Mumps**, until nine days after onset of symptoms.
- **Hepatitis A virus**, until one week after onset of illness.
- **Measles**, until 4 days after onset of rash.
- **Rubella**, until 6 days after onset of rash.
- Unspecified **respiratory** tract illness accompanied by another illness which requires exclusion.
- **Herpes simplex**, with uncontrollable drooling.

Note: The above also applies to all staff. If a staff is experiencing any of the above, a replacement will be immediately found and staff will be sent home.

A child who becomes ill while at Krambrooke will be removed from the classroom in order to limit exposure to other children. An ill child will be sent to the office to wait for his/her parent to arrive. Parents will immediately be contacted by a phone call. Krambrooke Children's Center reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

It is the responsibility of the parent to make sure that they have alternative arrangements in the event that they are unable to pick up an ill child. Once informed of a child's illness, parents or guardians are expected to pick up their children in a timely fashion. Parents are to notify Center if their child is ill and will not be present on any given day.

If child is sent home due to an illness which warrants a doctor-visit, a note from the doctor must be provided to Krambrooke before child will be allowed back into the Center. A child who has been put on antibiotics from the doctor cannot return until 24 hours after they have received the first dose.

Notice of Exposure and Reporting of Illness

If a child or staff is found to have a communicable disease, a notice will be posted in the entrance of the building, identifying the disease and symptoms. In addition, the health department will be notified.

Illness, Medication, and Emergencies (continued)

Medication: Medication can be administered to a child under the following conditions:

- ◇ Medication Form must be completed and verified by staff before the parent leaves the building.
- ◇ Medication must be in the original container and clearly marked with the child's name and dosage.
- ◇ Over the counter medication will only be given for 3 days without written permission from a Dr.
- ◇ Only an adult caregiver will provide medication, prescription or non-prescription. It will be provided according to the directions on the medication form.
- ◇ Center will maintain a record as to the time and amount of medication given or applied.

Accidents/Incidents: All accidents/incidents that occur at Krambrooke will be documented using an Accident/Incident Report. When child is picked up, the report will be reviewed with the parent on the same day as the accident/incident. A copy of the report will remain in child's file.

- ◇ For minor accidents or incidents, such as but not limited to a minor scrape, bug bite, minor cut, bruise, etc. the affected area will be washed and ice or cold compounds will be applied as necessary. Parent will be notified when child is picked up at the end of the day.
- ◇ For accidents or incidents that do not warrant a call to 911 but are more serious in nature, such as but not limited to a head injury of any kind, severe swelling, medication issues, unexplained pain, etc. parent will be called immediately.
- ◇ For major accidents or injuries that require medical attention, such as but not limited to allergic reactions/rashes where EPI pen is used, seizures, asthma attacks, unconsciousness, etc. the following will take place:
 - Call 911. If a trip to the hospital is required, a staff member will accompany your child to the hospital. Hospital will be of your preference if possible, or the nearest hospital recommended by EMS. All hospital care and transportation cost is the responsibility of the parent.
 - Parent/guardian will be contacted immediately through a phone call. If parent/guardian is not reachable, emergency contacts will be called until someone is reached.
- ◇ **Biting:** Biting is documented as an accident. If a biter breaks the skin of another child, an accident/incident report is completed for the biter as well as the child who was bitten. Both parents will be notified when children are picked up at the end of the day.

For accidents/incidents where there is a visible injury (bite mark, insect bite, scrape, cut, bruise, swelling, etc.) and it has been determined necessary to contact parent, a picture will be taken and kept on electronic file.

Discipline

It is against Krambrooke's policy to use any method of corporal punishment. The staff at Krambrooke will use the following methods of discipline:

- ◇ **Positive Reinforcement:** Children will be reminded and praised for positive actions. They will be encouraged to cooperate and respect others.
- ◇ **Discussion:** Negative actions will be discussed with the child in order to give them a better understanding of how their behavior affected others. Discussion of actions and consequences will help the children to understand the importance of self-control and respecting others.
- ◇ **Removal:** If a child is behaving in a manner that is extremely disruptive to the group, then child may be removed from the group for up to ten minutes to relax. Child will continue to be under teacher supervision at this time. Once the child is returned to the classroom, if still exhibiting the same disruptive behavior, the child will again be removed from the group and parents will be called to pick up their child.

Children will never be subjected to any method of discipline that is mentally or physically abusive. Children will not be denied meals, food, outside time, or bathroom use. Time out is not an appropriate method of discipline for children under three years of age.

In the event that a child repeatedly engages in aggressive/disruptive behavior, the following actions will be taken.

- ◇ Conference and/or discussions will take place between the child's parents, teacher, and management.
- ◇ For each incident, the child will receive a written behavior notice that is to be signed by the parent, returned, and is placed in their file.

Parents will be called and expected to pick up their child within one hour or less under the following Aggressive/Disruptive behaviors:

- ◇ Any behavior that the child engages in that may result in physical harm to themselves.
- ◇ Any behavior that is physically harmful to other children.
- ◇ Any behavior that is physically harmful to the staff.
- ◇ Any behavior that causes damage to property.
- ◇ Verbal abuse towards children and staff.
- ◇ Repeated disruption of the classroom routine.
- ◇ Repeated refusals to follow direction, listen to the teacher, and respect others.

After three written notices due to aggressive/disruptive behavior, child's care at Krambrooke will be terminated. There will be no refunds provided on registration, fees, or tuition.

Weapons/Violent Play: There is a strict NO Weapon Play Policy at Krambrooke. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Children are to be redirected when a child is engaging in weapon or violent play. If a child brings a pretend weapon to Krambrooke, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons. If a child possesses a real weapon, it will be seized and police and parents will be notified immediately.

R400.8140 Child Licensing Rules:

1. Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation shall be used.
2. All of the following means of punishment shall be prohibited:
 - ◇ Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
 - ◇ Restricting a child's movement by binding or tying him or her.
 - ◇ Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
 - ◇ Depriving a child of meals, snacks, rest, or necessary toilet use.
 - ◇ Excluding a child from outdoor play or other gross motor activities, or from daily learning experiences.
 - ◇ Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
3. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule (2) above.

Special Needs Plan and Developmental Screenings

Each October and upon enrollment, all families are asked to complete the Ages and Stages Questionnaire on their child. If parents do not complete the ASQ, a teacher will complete it for them before the end of November that calendar year. Additional handouts from our ASQ liason Michele Simasko will be provided to families to inform them about developmental screenings, dates and other pertinent information. Referrals will be made with parent permission as needed and are facilitated by Michele Simasko along with the program director. We have contact information for ASQ, Early On and Project Find specialists at the Macomb ISD.

In addition to completing developmental screenings, our program will welcome specialists and interventionists into our program to provide services to children as needed. Teachers attend trainings yearly to learn about working with children of special needs as well as online with Child Care Education Institute as well as in person with Great Start to Quality. Teachers adapt daily routines and transitions to accommodate children with special needs as well and additional teachers can be put into ratio during difficult times of the day. We also have guidelines for arranging meal alternatives to support allergies or other needs.

Cultural Competence Plan

Each classroom at Krambrooke incorporates cultural competence through our learning environment. Each classroom includes dramatic play materials such as dolls, dress up clothes, real food items, and dishes that reflect the cultures and traditions of families in the classroom. We also include family photos posted at children's level in all classrooms to reflect the diversity of the families we serve. Stories, felt board pieces, musical instruments, recordings of traditional cultural music are available in a teacher's supply closet to share and rotate as needed between all classrooms. Teachers attend trainings yearly that support cultural responsiveness as well online with Child Care Education Institute as well as in person with Great Start to Quality.

Health Care Plan

The following practices and procedures are in place to help minimize the spread of germs.

Hand Washing Procedure: The following procedures will be used by all staff for hand washing:

- ◇ Have a single service towel available.
- ◇ Turn the water to a comfortable temperature between 60 degrees and 120 degrees.
- ◇ Moisten hands with water and apply soap. Water is to remain running while washing hands.
- ◇ Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- ◇ Rub areas between finger, around nail beds, under fingernails, and jewelry, and back of hand.
- ◇ Rinse hands under running water until free of soap and dirt.
- ◇ Leave water running while drying hands.
- ◇ Dry hands with a clean, disposable paper or single cloth. Turn off tap with disposable paper or single towel.

The following are not approved substitutes for soap and running water:

Hand sanitizers, Water Basins, Pre-Moistened Cleansing Wipes.

Handling Bodily Fluids: Precautions when handling bodily fluids as instructed in the blood borne pathogen training:

- ◇ Staff will put on gloves.
- ◇ Clean up bodily fluid/diaper.
- ◇ Wash area with soap and water, rinse, and sanitize area.
- ◇ Wash hands of child.
- ◇ Take off gloves and wash hands.

Cleaning and Sanitizing:

- ◇ Wash area/surface with warm water and soap/detergent.
- ◇ Rinse area/surface with clean water.
- ◇ Submerge, wipe, or spray the article or surface with sanitizing solution.
- ◇ Let area/surface dry.

Sanitizing Solution:

- ◇ Water and non-scented chlorine bleach solution with a concentrate of one tablespoon of bleach to one gallon of water.
- ◇ Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

Controlling Infections: In addition to the universal precautions above:

- ◇ Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately.
- ◇ Bedding will be stored so that it does not come into contact with other children's bedding. Cot/mats will be washed daily if used by different children or weekly if used by one child.
- ◇ Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note.
- ◇ Children who become ill will be moved away from other children until they are picked up.

Emergency Procedures

General Emergency Procedure Guidelines

- A First Aid kit is located on the wall near the outdoor exit in each classroom. An additional First Aid kit is also available in the office.
- Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.

If Child Requires Immediate Medical Attention

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- A staff member who witnessed the emergency situation will accompany child to the hospital, bringing the child's Appraisal Form, Immunization Records, Child Information Form, and Medical Emergency Consent Form.
- Staff may not transport an ill and/or injured child in a personal vehicle.

Emergency Fire Procedure

- Fire alarm will be pulled.
- Children will be evacuated to the designated meeting place.
- Staff will bring the classroom first aid kit, emergency contact listing, and attendance clipboard.
- The Director or Assistant Director will verify, as soon as possible, that all children are accounted for.
- If unable to return to the building in a timely manner:
 - Children will be taken to the building next door (59027 Van Dyke). If they are closed, we will contact the Washington Twp. Fire Department to determine next steps.
 - We will begin to contact parents to inform them of the situation.

****FIRE DRILLS WILL BE PRACTICED QUARTERLY****

Emergency Tornado Procedure

- If the Washington Township tornado warning sirens are sounded, children will be evacuated from their classroom into the hallways or bathrooms of the building.
- Staff will bring the classroom first aid kit, emergency contact listing, and attendance clipboard.
- Once assembled in the designated shelter area, all children for that classroom will be accounted for.
- The Director or Assistant Director will verify, as soon as possible, with all classrooms that all children are accounted for.
- All children and staff will remain on the floor in the designated shelter area and wait to receive an "all clear" from the Director or Assistant Director.
- During a tornado warning, the Director or Assistant Director will be responsible for monitoring weather information by radio and will keep staff members informed of emergency weather changes.

****TORNADO DRILLS WILL BE PRACTICED QUARTERLY****

Children with Special Needs:

For all emergency procedures where children are required to evacuate the classroom, a special plan will be put into place to accommodate children with special needs.

- ◇ For infants and toddlers who are unable to evacuate on their own, children will be placed into cribs and pushed out of the classroom. Office staff will assist in this evacuation.
- ◇ For visually, hearing, mentally, emotionally, socially, or physically impaired children, or for children with temporary impairments (broken bones, etc.), special evacuation procedures will be documented as necessary and all caregivers will be informed of process in the event of an evacuation.

Blizzard/Severe Winter Weather

The weather and local news stations will be monitored throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. If necessary parents will be contacted to inform them of the situation. Routine classroom activities will continue until parents arrive.

Lightning

All children must immediately return indoors when lightning is observed.

Power Failure

Employees and children will remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted.

Emergency Procedures (continued)

Chemical Spills**Environmental or Outdoor Chemical Spill:**

If the center receives notification from the Washington Police or Fire Department that there has been a chemical spill in the area, or if staff members observe an unusual odor while outdoors:

- Staff members and children will immediately return to their classrooms.
- All doors and windows will be immediately closed.
- Situation will be monitored and further action will be taken depending on instructions received from the Police Department.

Indoor Chemical Spill:

- Building will be notified immediately using intercom phone system and children will be immediately evacuated from the classroom. Staff will collect classroom first aid kit, Emergency Contact Listing, and attendance clipboard upon exit.
- Once assembled at the designated meeting place, all children will be accounted for. The Director or Assistant Director will verify, as soon as possible, with each classroom teacher that all children are accounted for.
- The Washington Township Police Department will be contacted to inform them of the situation. Further action taken will depend on instructions from the Washington Township Police Department.
- If unable to return to the building in a timely manner:
 - Children will be taken to the building next door (59027 Van Dyke). If they are closed, the Washington Twp. Fire Department will be contacted to determine next steps.
 - Parents will be contacted and advised of the situation.

Water Boil Alert:

In the event that the center is placed on a water boil alert parents will be notified through an email and a posting on the front door. In this correspondent the center will ask parents to provide a refillable water bottle or cup to use during this time. All the guidelines that we will be following will also be posted for their reference. Drinking fountains will be covered so that they can not be used. All classrooms will be given pitchers of water that has been boiled according to the health department's guidelines and used to refill water bottles provided by families for their child. Hand washing will be allowed but will be monitored to ensure children are not drinking or playing in the water excessively. All local municipality instructions will be followed and conveyed to families.

Integrated Pest Management Program

Krambrooke does not have an annual schedule for pesticide applications. Instead, pesticide treatment will be used as an "as needed" treatment for pest control problems.

Krambrooke will notify parents by email and by posting a notice at the entrance to the center three days prior to any pesticide application when it is deemed necessary to use indoors or outdoors. The center will do its best to arrange for application to be done on a Friday evening. Otherwise, liquid spray or aerosol insecticide applications will not be performed in a room unless the room will be unoccupied by children for not less than four hours or longer if required by the pesticide directions for use.

This notice will contain information about the pesticide including the target pest or purpose, approximate location, date of the application, contact information, and a toll free number for a national pesticide information center recognized by the MDA. Parents or guardians also can receive a notification by first-class mail postmarked three days prior from the application if requested by email or letter.

Our complete Integrated Pest Management Program is available for viewing upon request.

Additional Information

Screening Policy for all employees and unsupervised volunteers

Our center will screen all potential employees by conducting the following procedures:

- Complete application
- Interview Staff
- Check References
- Unsupervised volunteers will be required to complete the FBI fingerprint procedure.
- FBI Fingerprint Clearance

In addition, all employees and volunteers must be finger printed in accordance to the new licensing guidelines by September 30th, 2018. This FBI fingerprint procedure will then become our policy going forward instead of the ICHAT and DHS Central Registry Clearance that was required before.

A staff member shall not be present in the center if the ICHAT/Fingerprint result reveals that he or she has been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- Child abuse or neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Volunteer Procedures:

Volunteers are welcome. However, in order to volunteer a signed Self-Certification Statement Form must be completed and kept on file at the center. In addition, all supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. This clearance will be kept on file at the center as well. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

Volunteers are under supervision at all times. They will work under the direction of staff and will be supervised by staff at all times. Volunteers will not be allowed to diaper children or escort children to the restroom. Unsupervised contact by volunteers is prohibited.

This Self Certification statement for all volunteers attests to the following:

- I have not been convicted of a crime falling under a listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
- I have not been convicted of child abuse or child neglect
- I have not been convicted of a felony involving harm or threatened harm to an individual within the 10n years immediately preceding the date of hire.

Day Care/ Pre-School/ Nursery School Program Participants:

If you are bringing your child for our 8:45 to 12:15 Nursery School/Pre-School, you must have your child in the classroom by 8:45 for the Preschool/Nursery School programs. No exceptions. Children should arrive at Krambrooke between 8:35 and 8:45 for these programs. **Any child arriving after 9:00 a.m. will be asked to say their goodbyes in the reception room.** Krambrooke staff will then take your child to their designated classroom. This eliminates classroom interruption.

Children may not be picked up from their classroom until the door is the class session as ended. This eliminates disruption of the class. If you must pick up your child early for an appointment, you are required to let the office know so that they may have your child ready for you.

Attendance is expected on all scheduled days for children who are at Krambrooke for the sole purpose of attending one of our Nursery School/Pre-School Only Programs.. Tuition is charged whether your child is in attendance on scheduled days or not. Make up days are not allowed. There are no vacation days for these programs during the school year. Krambrooke will follow Romeo Community Schools calendar and vacation days are these scheduled days and charges will not be assessed.

Pre-School Only Programs (Romeo’s Calendar)

First day of school is Monday, September 11th / Last day of school is Wednesday, June 5th



2023/2024 DISTRICT CALENDAR

<i>Fri.&Mon, September 1 & 4</i>	No School - Labor Day Weekend
<i>Tues.&Thurs., October 10 & 12</i>	Middle School Conferences (evening times TBD)
<i>Wed.&Thurs., October 18-19</i>	High School Conferences (evening times TBD)
<i>Wednesday, November 1</i>	No School (all students) - Teacher PD
<i>Friday, November 10</i>	½ Day (grades K-8) - Records Day - <i>*End of 1st Trimester</i>
<i>Wed.&Thurs., November 15-16</i>	Elementary Conferences (evening times TBD)
<i>Wed.-Fri., November 22-24</i>	No School - Thanksgiving Break <i>*School resumes - Mon. Nov 27th</i>
<i>December 20 - January 2</i>	No School - Winter Break <i>*School resumes - Wed. Jan 3rd</i>
<i>Monday, January 15</i>	No School - MLK Day
<i>Thurs.&Fri., January 18-19</i>	½ Day (grades 9-12) - <i>*End of 1st Semester</i>
<i>Wednesday, February 7</i>	No School (all students) - Teacher PD
<i>Mon.&Tues., February 19-20</i>	No School - Mid-Winter Break
<i>Wednesday, March 6</i>	No School (all students) - Teacher PD
<i>Friday, March 8</i>	½ Day (grades K-8) - Records Day - <i>*End of 2nd Trimester</i>
<i>Tuesday, March 12</i>	High School Conferences (evening times TBD)
<i>Wednesday, March 13</i>	Middle School Conferences (evening times TBD)
<i>Thursday, March 14</i>	Elementary Conferences (evening times TBD)
<i>March 22-29</i>	No School - Spring Break <i>*School resumes - Mon. April 1st</i>
<i>Fri.&Mon., May 24-27</i>	No School - Memorial Day

** Note that Krambrooke may still be open. If bringing your child on days Preschool Only is not in session, associated fees will be assessed to account.**

Developmental Screening and Child Assessment

The Ages and Stages screening tool is used by parents on a yearly basis and/or upon enrollment of new students. COR Advantage is an assessment tool used by all classrooms and administered a minimum of twice a year. It will be completed by all teachers. Results will be shared twice per year during conferences.

Mandated Reporters:

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. All employees of Krambrooke Children’s Center are considered mandated reporters under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they **fail** to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child’s body.
- Severe verbal reprimands.
- Improper clothing relating to size, cleanliness, season.
- Transporting a child without appropriate child restraints (car seats, seat belts, etc.).
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol.

- Not providing appropriate nutrition for your child.
- Leaving a child unattended for any amount of time.
- Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.

The Childcare Organization Act:

A licensing notebook is available to parents or guardians in the front lobby. Notebook contains all licensing inspection and special investigation reports and related corrective action plans since 5/28/10. Licensing inspection and special investigation reports from at least the past 3 years are available at www.michigan.gov/michildcare.

Equal Opportunity / Non-Discrimination:

Krambrooke Children’s Center admits new children, families and employees to its programs without respect to race, creed, color, age or sex.