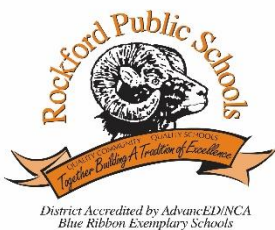




# ROCKFORD PRESCHOOL POLICY BOOK



Preschool & Childcare Services Office  
350 N. Main Street, Rockford, MI 49341 (616)863-6560  
Office hours 7:00 a.m.- 4:00 p.m. Monday-Friday  
Executive Director, Lisa Jacobs  
Preschool & Childcare Services Director, Melissa Cochrill  
[www.rockfordschools.org](http://www.rockfordschools.org)  
[www.facebook.com/rockfordchildcareservices](http://www.facebook.com/rockfordchildcareservices)  
Tax I.D.# F386001986

## **Admission and Withdrawal Policy**

Children must be three years of age and be completely toilet trained to enroll. Your child must be 3 years old by September 1<sup>st</sup> of the current school year for our 3-year old programs. Our 4-year old programs require your child be 4 years old by September 1<sup>st</sup> of the current school year. A non-refundable enrollment fee is due at the time of registration; in addition to the State of Michigan required paperwork and signed Policy agreement.

**Children enrolled in preschool must be an independent bathroom user.** This means that your child can independently go to the bathroom, pull down their clothing, sit on the toilet, wipe, redress and wash hands without any adult assistance. During preschool, a staff member will wait outside the bathroom until your child finishes and they will rejoin the class. If there is any part of this process in which your child needs help with, now is the time to teach them to be independent. Each day before school, choose your child's clothing carefully so that they are wearing clothing that is easy to get on and off. **A child who is wearing Pull-Ups is not toilet trained.** If we find that a child is not an independent bathroom user the child will be given two weeks off of preschool to toilet train at home. Upon return, if the child is still not toilet trained it will result in dismissal from the program.

If we feel that a child is not adjusting to the preschool program, we will conference with the parents and make a decision on what is best for the child.

We request a two-week notice before withdrawing from our program. Should you decide to re-enroll, there must be a spot available. A \$50 re-enrollment fee will be due at that time.

## **Tuition Payment Policy**

All Rockford Preschool programs are tuition based. We are not funded by Rockford Public Schools. As a self-supported program, timely payments are necessary to support and sustain the standards of the program. **Any scheduled payment over 10 days past due will be subject to a \$25 late payment fee.** Non-payment of tuition will result in dismissal from the program. In the event of a dismissal, a dismissal notice will be sent via email and must be paid in full within seven days to remain in the program. If a dismissal email is issued more than twice in one school year, you will be asked to find child care elsewhere.

*Payments are made through Family Access under the "Fee Management" tab and "Make a Payment." You will then be routed to the "e-Funds for Schools" banking website where you set up payment. If you are a new user, you will need to create a User ID and Password. Then click on "Manage Students" and add your child/children to your account using their last name and Student ID number. If you already have an existing e-Funds account, you can add your student to your current account using their last name and Student ID number. Student ID numbers are located in Family Access under the "Student Info" tab. It is listed as "Other ID" below the child's photo.*

## **Arrival and Departure Policy**

**Please use designated parking spaces for student pick up and drop off. You will be asked to move your vehicle if you are double parked, parked in a reserved or disabled stall, or a non-designated parking space.** With the Community Services Building housing many programs and the traffic that is generated, we want to be sure that the children are in the company of an adult at all times, especially near the exit doors and in the parking areas. For safety reasons, be sure to escort your child to and from the building during drop-off and pick-up times. We also need to emphasize the importance of never leaving a child unattended by an adult in the car. Our staff is required by law to report any instances of neglect. Under Michigan law, leaving children unattended in a vehicle, even for a short period of time, (i.e., pickup and/or drop off times) is considered neglect.

It is mandatory that you sign your child in and out of the center. A child will not be released to anyone other than a parent unless that person is listed on the emergency information card. Please refrain from cell phone use in the building.

## **Late Pick up Fee**

Please be prompt in picking up your child. We understand there are unplanned circumstances that can hinder a timely pick up; however, parents are expected to make every effort to arrive on time or arrange for an alternate pick up. We employ a "No Exceptions" policy for late pick-ups. A "Late Pick-up Fee" will be assessed as follows:

- 1 – 5 minutes late = \$1 per minute
- 6 – 15 minutes late = \$2 per minute
- 16 minutes late or more = \$5 per minute
- After **five** occurrences, your child will be unenrolled from the program

## **Spanish Preschool Information**

Please note that enrolling in Spanish Preschool **does not** guarantee enrollment to the Spanish Immersion program at Roguewood Elementary. Enrollment placement for the district's elementary program is for *Rockford residents* and is by a lottery draw only.

## **Confidentiality**

All information about your child and family are strictly confidential. When staff is hired they sign a pledge of confidentiality. They pledge to not discuss any information that they know about a child or family with other families or anyone outside the center, nor will they discuss children or families with other staff members unless it is in a strictly professional manner.

## **Child Abuse and Neglect Policy**

Our staff is trained in abuse and neglect awareness and are mandated by law to report any suspected abuse or neglect. No staff or parent volunteer with a protective service or felony criminal conviction involving harm or threatened harm will be hired or allowed at Rockford Preschool & Child Care Services in compliance with the State of Michigan Department of Human Services Office of Children and Adult Licensing Administrative Rule 400.5104a (1)(2).

## **Inclusion Policy**

Rockford Preschool and Child Care Services is non-sectarian and non-discriminatory. Children between the ages of three and five years are eligible to enroll. Every child is accepted on a six-week trial basis. We will make every effort to accommodate students with special health, social, emotional, cognitive or physical needs. If it seems that the student is not developing or advancing forward, parents will be notified and a meeting will be set to discuss the situation. If staff or parents feel that further evaluation and/or input is needed, parents will be directed to contact Rockford Public School's Early Childhood Special Education (ECSE) department to begin an observation and evaluation process.

If the child is withdrawn at the request of Rockford Preschool and Child Care Services, all unused pre-paid tuition will be refunded. Arrangements for tuition reimbursement due to a move, transfer or prolonged illness will be handled on an individual basis.

Children are not discriminated against due to race, religion, family background or culture. Teachers provide both boys and girls with equal opportunities to participate in all activities. We believe that all children deserve an early childhood education that is responsive to their family structure and racial, ethnic and cultural backgrounds. Our staff will support and incorporate the diverse cultural values of our families, always speaking positively about each student's background and family.

## **Discipline Policy**

The emphasis of our discipline policy is to assist a child in learning to develop inner control of his/her own behavior. Children are disciplined in a positive manner at Rockford Preschool. We encourage the development of self-direction and cooperation. Expectations and routines are explained and practiced at the beginning of the year. We encourage

positive behaviors by providing a variety of developmentally appropriate activities for the children. When children are busy and challenged, they usually do not display undesirable behaviors. We are careful to let the child know that it is the *behavior* that is unacceptable, not the child. If the child's behavior is unacceptable, the child will be redirected to a different activity. Appropriate strategies will be implemented to help the child and adjust their behavior. In cases in which a child displays a repeated problem behavior and is not showing progress toward improving the behavior, we will notify parents. If it becomes apparent that the child is not ready for this kind of environment, we reserve the right to ask the parent to find other childcare. A child might have to be dismissed sooner if he/she is jeopardizing the safety of anyone. If we feel the program is not meeting the needs of the child or if the child is not fitting into the group, we will contact the parents and try to work out the problem. If after two conferences and follow up periods, it is apparent that the child is not going to fit into the group we reserve the right to give the parent a two-week notice of termination of services.

## **Health Care Policy**

The health and safety of the children and staff is a top priority for our program. Rules have been established to help keep everyone safe and healthy. Parents will be contacted in the event that a child falls ill, is involved in an accident or injury, or requires emergency care. Children who become ill at the center are put on a cot to rest in the Child Care office within sight or sound of a Child Care office staff member until a parent can arrive within one hour to take the child home. If parents are unavailable, persons indicated on the emergency card will be notified. In the event none of the above can be reached and it is an extreme situation, the child will be taken to the hospital listed on the child's information sheet. The parent or guardian will be responsible for any incurred expenses. All serious injuries requiring medical attention are immediately reported to the office of Child Care Licensing.

Procedures are in place to stop the spread of infectious disease and information is given to parents to inform them about certain common illnesses, how to detect them, and how to stop them from spreading. Parents will be notified if a communicable disease has been reported in your child's classroom. The notification will provide the name of the illness, signs & symptoms, incubation period and when an affected child can return to the center. If your child is ill, please contact the Child Care office with your child's symptoms and/or diagnoses, as we report all illnesses to the Kent County Health Department. **Please contact the Preschool and Child Care Services office with any confirmed cases of communicable diseases, i.e., strep throat, pink eye, flu, head lice, etc.**

If your child has a temperature of 100.4 or higher, has thrown up, or has diarrhea in the last 24 hours, they cannot be brought to the center. Your child must be fever free without fever reducing medication or on antibiotics for at least 24 hours before they can return to the center. Coughing should be treated as contagious and the child needs to recuperate at home. A rash is also cause to keep the child from the center. A child with a rash cannot attend without a doctor's note saying the rash is not contagious. If your child attends our program, then they are well enough to participate in all indoor/outdoor activities.

### **Children's Health Records and Immunizations**

Children must have a current Health Appraisal signed by a physician (or P.A.) on file before they can attend the program. Immunizations must be up-to-date within 30 days of the start of school. **If you chose to waive your child's immunizations, you must make an appointment at a Kent County Health Department Immunization Clinic to speak with a nurse. The Child Care office must receive a certified waiver from the Health Department before a child can attend our program.**

### **Allergies**

In the case of an air-borne and/or seasonal allergy, parents will be asked to fill out a form so that medication can be administered to that child if necessary. In the case of a food allergy, the parent will indicate which food(s) the child is allergic to, which will be noted on the Child Information Card. Parents will also fill out an "Allergy Alert" form outlining the procedure to follow in case the child should ingest that food. All staff will be alerted to any food allergies and the child's picture and allergy information will be posted in the classroom, the kitchen, and the office. Substitute teachers will be given this information as well.

### **Staff Health Care and Training**

Staff is encouraged to have the Hep. B series of shots and have up-to-date immunizations. All staff is trained in CPR for children and pediatric first aid and blood-borne pathogens.

For children with special needs, parents will be asked who may have access to the information about those needs. If a child requires an epi-pen or other special equipment the district nurse will train the staff on its use.

### **No Smoking or Vaping**

Please be aware there is no smoking or vaping allowed on Rockford Public schools property.

### **Medication**

All medication must be signed in on the Medication Permission form in the front office. It must be in the original prescription bottle and have a pharmaceutical label providing the following information: Name, Date, Dosage and Instructions for administering the medication. Staff may administer medications with written permission from a parent or guardian. Instructions from a licensed health care provider must be included. Staff will be trained in administration of medication. Two staff members will verify and witness that the correct child receives the right medication, the correct dosage, and the correct time and method. Documentation of each procedure is kept on file.

## **Safety**

Safety is our number one priority. We want your child to grow, explore and learn new things through active involvement, but we also want your child to be safe. The children are continually watched by staff while inside and outside to be sure they are engaged in safe play. All classroom doors are locked during class time.

All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child. A copy of this clearance will be kept on file at the center. Any individual registered on the PSOR is prohibited from having contact with any child in care.

We have emergency procedures for fire and tornado. We practice fire and tornado drills throughout the year. If a severe weather alert is issued, we will remain inside the center. We also have a Lock Down procedure that is practiced twice a year. Lock Down deals with security and unknown, possible dangerous situations. If there is an actual Lock Down, the district security department and/or local law enforcement would take charge and give us direction on how to proceed.

## **Weather Policy**

The children go outside to play throughout the day. We go outside unless the weather is too cold, too hot or rainy. If the weather prohibits us from going outside, we have use of the gym for gross motor activities. If the wind chill or actual temperature is 10 degrees or lower, we stay inside. If the heat index/temperature exceeds 85 degrees, we stay inside or have quiet activities in a shaded area.

**If Rockford Public schools are cancelled due to weather we are closed.** The information is normally available on the major local TV and radio stations, as well as the district web site, [www.rockfordschools.org](http://www.rockfordschools.org). We recommend signing up for text alerts directly from the district site: <http://www.rockfordschools.org/?s=school+closing+information>

**If there is a morning delay of Rockford Public Schools, all Preschools, with the exception of CDL, will start as scheduled. In the event of a morning delay, the AM session of CDL will be cancelled.**

## **Field Trips**

Parents will always be notified in advance of field trips. A letter will go out explaining the trip date, destination, appropriate clothing, cost, and time lines. Parents will be asked to give written permission for their child to go on the trip. If transportation is needed, we take Rockford Public Schools buses that are driven by Rockford Public Schools Transportation staff.

## **Birthday Treats/Party Invitations**

**Due to Health Department rules, all snacks must be pre-packaged with ingredients listed.** We encourage nutritional snacks. Please no hard candy, marshmallows or items containing nuts or peanut oil. We also ask you do not send balloons. Please do not feel obligated to bring in a birthday treat, a simple item such as a pencil or sticker is sufficient. We do not distribute or allow parents to distribute party invitations here at the center. Children at this age are easily hurt if or when there is a discussion about a party they have not been invited to.

## **Concerns**

Should you have any questions or concerns, please call the office at 616-863-6560. Office hours are 7:00 am-4:00 p.m. It is important to us that you feel comfortable bringing your concerns to our attention. We will do all we can to find a mutually agreeable solution. If you don't feel your concerns have been properly addressed by talking with your classroom teacher or the Child Care Director, Melissa Cochrill, there is a hierarchy of school officials to contact beginning with the Community Services Director, Lisa Jacobs.

Updated 4.2023