

**PINCKNEY COMMUNITY SCHOOLS  
COMMUNITY EDUCATION  
CHILDCARE PROGRAMS  
2018-19**

**LATCHKEY FOR GRADES K-6  
HELD AT ALL ELEMENTARY SCHOOLS  
6:15 AM-9:00 AM & 3:15 PM-6:00 PM  
(6:15 PM AT NAVIGATOR)**

**LATCHKEY CENTER TELEPHONE NUMBERS**

**COUNTRY ELEMENTARY ..... 810-225-6640 ..... VIVIEN GUNDERSON, COORDINATOR  
FARLEY HILL ELEMENTARY ..... 810-225-6440 ..... LISA ADKINS, COORDINATOR  
NAVIGATOR SCHOOL ..... 810-225-5340 ..... TAMMY MILLER, COORDINATOR**

**PINCKNEY COMMUNITY EDUCATION OFFICE**

**FOR MORE INFORMATION CONTACT PINCKNEY COMMUNITY EDUCATION  
2130 E. M-36, PINCKNEY 48169  
810.225.3950**



## **WELCOME**

Welcome to Pinckney Childcare Programs. We strive to provide quality childcare programs through a variety of options. We hope to provide a service which meets the needs of working parents in our community. Pinckney's programs are self-supporting programs administered by Pinckney Community Education. These programs are licensed by the State of Michigan, Department of Human Services. Our program follows the Pinckney Community Schools calendar. We are currently not planning on operating during non-school days however, the schedule is subject to change based on the needs of our community.

## **REGISTRATION**

Pre-registration is necessary. **A \$50.00 registration fee per family for the school year is due at the time of registration.** Registration forms and emergency procedure cards must be completed prior to the child's attendance. If you have a child in both the elementary and Navigator programs, the registration fee will be collected at the elementary latchkey site.

## **FEES**

Tuition will be paid on a weekly or monthly basis. Schedules, along with payment, must be received by 6:00 p.m. on the Friday prior to the week your child will attend. A late fee of \$8.00 a day will be charged for any schedules submitted after this time. Payments must be made in the exact amount or by check as coordinators are not equipped to make change. *Missed days cannot be refunded or transferred. When a child enrolls in the program, he/she is reserving space, staff, and program supplies.* Fees are as follows:

Monday – Thursday: \$8.00 for each session (AM or PM)  
\$7.00 for each session (AM or PM) for each additional child in the same family

Friday & Early Release days: \$8.00 for AM session  
\$7.00 for AM session for each additional child in the same family

\$10.00 for PM session for all children

Half Days: \$8.00 for AM session  
\$7.00 for AM session for each additional child in the same family

\$20.00 for PM session  
\$19.00 for PM session for each additional child in the same family

## **SIGN-IN AND SIGN-OUT PROCEDURES**

All parents **must accompany their child or children into the building in the morning and come into the building in the evening to pick them up.** It is important that the children are signed in and signed out as they arrive and depart from the program. Children may not sign themselves in.

## **NON JOINT CUSTODY**

Pinckney Latchkey must have a copy of any custody documents. Until the program receives such documents either parent may pick up the child and add names to the emergency list. In the case of joint custody, either parent may include names on the forms. Unless we have documentation, it is assumed that either parent may pick up the child.

## **ABSENCES**

The coordinator of your program must be contacted if your child is ill and not attending. These absences will not be credited. If you have paid for any succeeding weeks that are effected, they will be credited.

## **HEALTH POLICY**

The Pinckney Childcare health policy is defined in order to protect the well child and promote the best environment for the sick child. Children in good health are expected to attend each scheduled day. If a child shows obvious behavioral or dietary changes or symptoms, which could precede an illness, please consider keeping the child at home. Should a child exhibit any of the following symptoms within 24

hours before childcare, the child should remain at home: Fever (temperature 100 degrees or more), diarrhea, nausea, vomiting, undiagnosed rash, boil, ongoing cough, congestion, runny nose or eyes, excessively pink or red, irritated eyes (which might indicate conjunctivitis, commonly known as "pink eye"), head lice, or any contagious disease. The Community Education office is to be informed at once if the child contracts a communicable disease. Should you decide to keep your child home from childcare, please contact your coordinator before the usual arrival time to let us know. If for some reason, you cannot contact us before the usual arrival time, please do so as soon as possible.

## **MEDICATION PROCEDURES**

Medication shall be given or applied only **with prior written permission from the parents. Sunscreen must also have written permission from parents.** Our staff will maintain a record as to the time and amount of medication given or applied. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and the strength of the medication and shall be given in accordance with those instructions. For the safety and well being of our children and the other children in the program, sick children shall be kept home. If a child does feel sick or looks sick, parents will be contacted to pick up their children.

## **SCHEDULE CHANGES**

Once weekly schedules have been submitted, days which were included but then cancelled cannot be credited. If schedules have been turned in for the weeks following, they may be altered, just not those in the immediate week. All schedule changes are to be made in writing by the parent or by a phone call to the school. Verbal requests on the part of the children will not be honored in order to insure the safety of all children. Schedules will be adhered to fully as scheduled unless formal notice is received from the parent.

## **LATE PICK-UP FEES**

The Pinckney Childcare Program closes at 6:00 pm (6:15 pm at Navigator). Families whose children remain in care after closing are charged \$10.00 for the first 5 minutes and \$1.00 per minute thereafter per family. **Parents are encouraged to call the center in the event they will be late.** Phone calls do not exempt late fees. If the parent has not called the center and the latchkey staff has not been able to reach the persons designated on the emergency card by 6:30 pm, department administrators will be called to handle the situation. The deciding clock regarding time is the clock in the childcare room. If continued lateness becomes a problem we reserve the right to remove your child from the latchkey program.

## **DISCIPLINE**

We encourage and guide children to release their energy through positive activities. If there are any incidents where we feel a more structured discipline is necessary, the child will be counseled and isolated in an open area away from other children. Disciplinary action will be taken if a child hurts themselves, hurts another child, is interfering with the daily schedule or is misusing materials. If a disciplinary action is necessary, it will also be handled in a positive manner which encourages self-control, self-direction, and self-esteem. Parents will be informed of any continued discipline problems.

## **TERMINATION**

The coordinator of the childcare program will have the right to suspend and/or expel any child who exhibits destructive or inappropriate behavior which interferes with the quality and/or process of the child care program. This will not be done, however, without prior consultation with the child's parents or guardians. The child may be withdrawn from the program after the conference. Any prepaid tuition which has not been used by the date of withdrawal will be refunded. Any tuition due will be billed to the person responsible for the tuition. A child's attendance may also be discontinued if the parent does not abide by our published tuition policy.

## **EMERGENCY CLOSINGS**

It is the policy of Pinckney Community Schools that once school is in session, children are not released early except in cases of an emergency resulting from circumstances such as severe inclement weather, building programs, i.e. or boiler failure, power outages, etc. All efforts will be made by the District to avoid this, but in the event of such an emergency, our programs would follow school policy for release of students. Should it be necessary to send children home, contact persons designated on emergency cards would be called. Children will be kept at the childcare center until picked up.

## **WITHDRAWAL**

Students that no longer need the childcare program may be withdrawn from the program with a *minimum of two weeks notice*. If any prepaid tuition has not been used, a refund will be made. Refunds or prepaid tuition may be forfeited with less than a two week notice.

## **PARENT PARTICIPATION**

Involvement of the parents in the program is essential. Cooperation with all policies and procedures is basic. Take every opportunity to talk with the center staff each day and ask your child about the program. You can also volunteer to help with the program--offer special talents or provide items from your home to use as a craft or supplies.

## **CLOTHING/WHAT TO WEAR**

Think of your child's comfort and provide simple clothing that is free of complicated fastening. We get involved in activities and should not be overly concerned with staying clean. Clothing with difficult belts and fastenings should be avoided. Footwear such as sandals, jellies and clogs are not recommended for active play. We go outside, weather permitting, every day, and your child will need clothing that is sturdy and appropriate. Provide sweaters and jackets even on the first sunny fall days. It is much easier to remove an unneeded item than to put on something you do not have.

## **SNACKS**

**Parents will need to provide a snack for their children in the morning sessions and in the afternoon sessions.** Snacks will not be provided by the childcare program but there will be a time in the program schedule for quiet time and snacks for the students. Please do not send foods containing liquids or drinks that are in glass bottles. Containers must be unbreakable. **Silverware and microwaves are not available.**

## **PROGRAM PLAN**

The center will provide a program for daily activities and relationships that offer opportunities for developmental growth for each child in the following areas: physical development including small and large muscle group activities, social development including communication skills, emotional development including positive self-concept, and intellectual development, including reading and writing activities.

## **PROGRAM STAFFING**

Criminal background checks are required for all staff in accordance with state law.

## **REPORTING TO PROTECTIVE SERVICES**

The Pinckney Community Schools Childcare Program is mandated by Michigan Law, Act No. 238, governing all schools and child care programs to report any suspected abuse or neglect of children in their care.

It is the policy of the Pinckney Community School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, handicap or limited English proficiency shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Further, the Pinckney Community School District is an equal opportunity employer and is committed to its own nondiscrimination policy as well as State and Federal law. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Board does business.

All questions, requests for information, or complaints relating to discrimination in the Pinckney Community School District should be directed to the following address: Personnel Director, Pinckney Community Schools, 2130 East M-36, Pinckney, MI 48169 (810) 225-3900.

## **Michigan State Licensed Facility**

Latchkey is held in a state licensed facility. The center's licensing notebook is available to parents during regular business hours. The licensing notebook contains all the licensing inspections and reports. Licensing inspections and special reports from the past 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**FORMOREINFORMATIONCONTACTPINCKNEYCOMMUNITYEDUCATION(810)225-3950. Pinckney Community Education is located at the Board of Education Office, 2130 E. M-36, Pinckney, MI. 48169**

# PINCKNEY COMMUNITY EDUCATION LATCHKEY

**Parents: Please check each area and sign below:**

**I UNDERSTAND THAT.....**

\_\_\_\_ Lunches and snacks are to be brought each day for my child. Drinks should not be in glass containers.

\_\_\_\_ Children must be signed in and out by parents or other persons designated on the emergency cards.

\_\_\_\_ Staff may request picture ID of *anyone* picking up children.

\_\_\_\_ Children may NOT be dropped off prior to 6:15 AM and MUST be picked up by 6:00 PM (6:15 PM at Navigator) to avoid additional fees. Families whose children remain in care after closing are charged \$10.00 for the first 5 minutes and \$1.00 per minute thereafter per family. **Parents are encouraged to call the center in the event they will be late.** If the parent has not called the center and the latchkey staff has not been able to reach the persons designated on the emergency card by 6:30 pm, department administrators will be called to handle the situation. I am responsible for late fees.

\_\_\_\_ Phone calls are appreciated when arriving late, but they do not exempt late fees.

\_\_\_\_ **The official clock will be the clock in the childcare room.**

\_\_\_\_ It is my responsibility to schedule and prepay for my child by the Friday before the week of care and that a late fee of \$8.00/day will be added for schedules received after 6:00 PM Friday.

\_\_\_\_ Scheduled days may not be credited if not in attendance. Once scheduled, days CANNOT be changed.

\_\_\_\_ Added on days are subject to availability of space. You must call to confirm. NO DROP-INS ALLOWED.

\_\_\_\_ The latchkey center maintains a licensing notebook on all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspections and special investigation reports from the past two years are available on the Bureau of Children and Adult licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**Statement of Health**

Is your child in good health? \_\_\_\_yes \_\_\_\_no

Is your child up to date on all of their immunizations? \_\_\_\_yes \_\_\_\_no

Does your child have any activity restrictions due to health restrictions? \_\_\_\_yes \_\_\_\_no

If yes please explain: \_\_\_\_\_

\_\_\_\_ **I have read the parent handbook and agree to abide by Pinckney Community School's polices and procedures.**

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

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Parent's Signature**

# WEEKLY SCHEDULE FOR ELEMENTARY & NAVIGATOR SCHOOLS

WEEK OF \_\_\_\_\_

STUDENTS NAME (S) \_\_\_\_\_

CIRCLE DAYS	<b>AM</b>	M	T	W	TH	F
NEEDED FOR CHILDCARE	<b>PM</b>	<b>M</b>	T	W	TH	F

AMOUNT OF CHECK/CASH \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: PINCKNEY COMMUNITY SCHOOLS OR PCS**

**FEE SCHEDULE:**

Monday – Thursday: \$8.00 for each session (AM or PM)  
 \$7.00 for each session (AM or PM) for each additional child in the same family

Friday & Early Release days: \$8.00 for AM session  
 \$7.00 for AM session for each additional child in the same family

\$10.00 for PM session for all children

Half Days: \$8.00 for AM session  
 \$7.00 for AM session for each additional child in the same family

\$20.00 for PM session  
 \$19.00 for PM session for each additional child in the same family

A SESSION BEING BEFORE SCHOOL AND ANOTHER SESSION AFTER SCHOOL EACH DAY.

**Schedules, along with payment, must be received by 6:00 p.m. on the Friday prior to the week your child will attend. A late fee of \$8.00 a day (M-F) will be charged for any schedules submitted after this time. Missed days cannot be refunded or transferred.**

The Pinckney Childcare Program closes at 6:00 pm (6:15 pm at Navigator). Families whose children remain in care after closing are charged \$10.00 for the first 5 minutes and \$1.00 per minute thereafter per family. **Parents are encouraged to call the center in the event they will be late.** Phone calls do not exempt late fees. If the parent has not called the center and the latchkey staff has not been able to reach the persons designated on the emergency card by 6:30 pm, department administrators will be called to handle the situation. The deciding clock regarding time is the clock in the childcare room. If continued lateness becomes a problem we reserve the right to remove your child from the latchkey program.

CHILDREN CAN ONLY BE RELEASED TO PARENTS AND THOSE DESIGNATED ON YOUR EMERGENCY CARDS, OR BY WRITTEN (AND SIGNED) NOTES FROM PARENTS.

## CHILD INFORMATION RECORD

State of Michigan Department of Human Services - Bureau of Children and Adult Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

<b>For Provider Use Only:</b>		Date of Admission	Date of Discharge
Name of Child (Last, First, Middle Initial)			Child's Date of Birth
Address (Number and Street, Building/Apartment Number)		City	State Zip Code
Father/Legal Guardian's Name	Home Phone ( )	Mother/Legal Guardian's Name	Home Phone ( )
Home Address (if not child's address)	Cell Phone ( )	Home Address (if not child's address)	Cell Phone ( )
City	State Zip Code	City	State Zip Code
Email Address (optional)		Email Address (optional)	
Employer Name	Work Phone ( )	Employer Name	Work Phone ( )
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ( )	
Hospital Preferred for Emergency Treatment (optional)			
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)			

BCAL-3731 (Rev. 7-12) Previous editions 9-09, 3-08, 10-07, & 1-06 may be used until 12/31/13.

See Reverse Side

### PARENT'S EMAIL ADDRESS \_\_\_\_\_

<b>Emergency Contact &amp; Release of Child:</b> List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)		
1.	( )	( )
2.	( )	( )
3.	( )	( )
<b>Release of Child Only:</b> List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)		
1.	( )	2. ( )
3.	( )	4. ( )

I give permission to	<b>PINCKNEY COMMUNITY SCHOOLS</b>	, licensed by the Department of Human Services
(Provider's Name)		
to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care.		
Signature of Parent or Guardian		Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

AUTHORITY: 1973 PA 116  
COMPLETION: Required  
PENALTY: Rule Violation Citation.

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