

2019 - 2020 Plainwell Corners Handbook



Plainwell Community Schools 3, 4, & 5-Year-Old Preschool/Daycare Alternative (Designed to get your child ready for Success)

Located in the Early Childhood Education Center
307 E. Plainwell Street
Plainwell, Michigan 49080

Phone: 269-685-3103 Fax: 269-685-8127

Director- Jane Perry: jperry@plainwellschools.org
Billing Coordinator- Kelli Stuijbergen: kstuijbergen@plainwellschools.org

www.plainwellschools.org (click Services)

Daycare license under "Plainwell Corners"
DEPARTMENT OF Human Services - Financial assistance is available for working parents by calling the Department of Human Services (DHS) at (269) 673 -7700 for Allegan County residents or (269) 337- 4900 for Kalamazoo County residents.

This program qualifies for a Child Care Tax Credit

TABLE OF CONTENTS

Welcome Statement	3
Philosophy & Goals	
Changes to the handbook	
Enrollment Policy	
Sign Up Procedures, Eligibility, & Hours	
General Information	4
Calendar/Daily Schedule	
Enrichment Activities & Recreational Activities	
General Information Continued	5
Parent Advisory	
Clothing and Belongings	
Items from Home	
Donations	
Transportation	
Health Matters	
Health & Safety	
Community Resources & Health Related Procedures	6
Hand washing & Bodily fluids	
Cleaning and sanitizing	
Controlling infection	
Health Related Procedures continued	7
Medical Emergencies	
Serious Injuries	
Food & Nutrition	
Breakfast/Snack/Lunches/Food Allergies	
Rules & Discipline	8
General Rules	
Discipline	
Rates & Billing Information	9
Payment Procedure	
Late Payments	
Late Pick Up	
Absences	
Vacation Time	
Withdrawals	

Family, Individual, & Health Appraisal forms attached to back.

All forms must be completed in full and sent with registration check to complete enrollment.

Welcome to Plainwell Corners Preschool/Daycare Alternative!!!

Dear Plainwell Corners Families,
Welcome to Plainwell Corners. Plainwell Corners is a parent funded program pioneered in 2007, providing your child with a safe, fun & educational environment. Plainwell Corners is held at the Early Childhood Education Center located next to Hicks Gym.

PHILOSOPHY

Plainwell Corners provides quality care with creative, stimulating activities. The program is designed to enhance self-esteem, encourage individual talents, seek out personal interests, and provide opportunities for creative expression and to prepare your child for success in Kindergarten.

GOALS

- To prepare children for a successful education.
- To provide quality care for children.
- To provide child care at a reasonable cost and in a convenient location.
- To provide structured curriculum with lots of opportunities to develop cognitive, physical, and social skills while having fun.
- To recognize and encourage individual interest and talents.

CHANGES TO THE HANDBOOK

Plainwell Corners reserves the right to add, delete, or amend the policies and procedures provided for in this handbook. Written notice will be provided.

ENROLLMENT POLICY

ELIGIBILITY

To be eligible for enrollment, a child must be 3, 4, or 5 years old and toilet trained. Every child must be pre-registered before attending Plainwell Corners.

SIGN UP PROCEDURES

All class openings are available on a first come, first served basis. We will fill full time positions first. If there are any spots available after the enrollment period ends, we will accept part time applications.

The following must be completed and returned before your child can attend Plainwell Corners Preschool:

- **\$25 Registration fee (nonrefundable)**
- **Family registration form (front and back)**
- **Signed full or part time contract**
- **Current Health Appraisal with shot records, signed by the Dr.**
- **Signed parent notification of the licensing notebook form**

HOURS

The Plainwell Corners Program is open at 6:30 AM and closes at 6:00 PM on M - F. Children should be dropped off before/at 8:30 AM daily, as our preschool session begins at this time.

CALENDAR

These are the dates Plainwell Corners Preschool will be closed to all families during the 2019/2020 school year:

- August 19th- September 2nd
- November 28th and 29th
- December 23rd- 27th
- December 31st
- January 1st
- May 25th

Plainwell Corners will remain open when Plainwell Community Schools is closed due to weather (i.e. 2-hour delays, snow days). However, Plainwell Corners reserves the right to close for extreme weather conditions.

Preschool Schedule

6:30 - 8:00 Quiet activities, learning centers, or small group play

8:00 - 8:30 Breakfast

(Those children not getting breakfast may still participate in the quiet activities)

8:30 - 9:30 Group Time

Morning routines, calendar, sharing, literacy building, and discussions about the day's activities

9:30 - 10:15 Learning Centers & Small Groups

Children choose from activities which involve: creative arts, dramatic play, writing, blocks, manipulative, math, science a sensory centers

10:15 - 10:30 Snack

10:30 - 10:50 Group/Story Time

Finish activities started earlier (Clean up begins at 10:50)

11:00 - 11:30 Hicks Gym

Children have a chance to select activities to strengthen large motor skills such as running, jumping, balls, and parachute play.

11:30 - 12:00 Lunch

12:00 - 12:45 Rest and Story Time

1:00 - 2:00 Learning Centers

Children will be able to participate in centers not available earlier in the day

2:00 - 2:30 Gym/Outdoor Play

Free choice either outside or in Hick's Gym

2:30 - 3:00 Group Time

Review daily lesson, recap day's events, and gather papers to go home

3:00 - 6:00 Outdoor Play/Inside Activities/Snack

ENRICHMENT ACTIVITIES - Monthly schedules will be planned to include activities such as organized games, music, arts and crafts, or free choice activities.

RECREATIONAL ACTIVITIES - On rainy or snowy days, children will use the gym for games and sports. During the good weather days, outside play will include use of playground equipment.

GENERAL INFORMATION

PARENT ADVISORY - Parents are welcome to give us input to improve our program. Surveys are given out at the end of each year.

VOLUNTEERS - Volunteers are always welcome; however, they must be cleared via a central registry clearance. They must also be aware and acknowledge our policy on child abuse and neglect of children and to sign and date our statement which will be kept on file at our center. Volunteers will not have unsupervised contact with the children.

STAFF - All staff have had criminal background checks and have been given a clearance to work with children.

CLOTHING AND PERSONAL BELONGINGS - Please mark with your child's name.

ITEMS FROM HOME - Unfortunately, bringing toys from home is at your own risk of damage or theft. Children are encouraged to share special discoveries and experiences which they have at home or on trips with their families. If it is not allowed in school, it is not allowed at Plainwell Corners.

DONATIONS - Parents are welcome to donate possible craft items, toys, or games that may be of interest for use by the children.

TRANSPORTATION - Parents or an authorized person will be responsible for bringing their children to Plainwell Corners in the morning and/or picking them up at the end of the day. School buses are used for occasional field trips.

HEALTH MATTERS

HEALTH AND SAFETY

1. You must have a state health form filled out by your doctor. We need a copy of **your child's immunizations.** They must be submitted to Plainwell Corners before preschool starts and updated periodically.

2. **Children, staff, or volunteers who are ill** should not attend Plainwell Corners. Parents are requested to notify Plainwell Corners on the days a child is sick. If a child, staff member, or volunteer is contagious we will post a note to inform parents of illness. If a child becomes ill while at Plainwell Corners, the parent will be notified.

Illness: If a child, staff member or volunteer becomes ill while in our care or has a fever of 100 degrees, vomiting, diarrhea, or other contagious symptoms we will contact parents for an early pick up. Staff and volunteers will leave center as soon as possible. Child(ren), staff and volunteers should be symptom free for 24 hours before returning.

Diarrhea: More than 2 episodes in one day.

Vomiting: Whether caused from something they ate or a virus, please make sure they have gone 24 hours symptom free before returning.

Pink Eye: If your child is suffering from a yellow-green discharge, itchy, or swollen red eyes, it could be conjunctivitis which is extremely contagious. Your child will need to be treated with a medication for this bacterial infection for 14 hours before they may return to the center.

Rashes: If your child exhibits a rash, the center will notify parents and a medical opinion may be requested before a child may return.

Fever: If your child has fever of 100 degrees, we ask that she/he remains home until they are fever free for 24 hours without the aid of fever reducing medications. **If your child becomes ill while in our care, we will contact you by telephone. You will have 1 hour to come pick up your child.**

3. **In case of injury**, there will be an attempt to contact the parent. First aid will be given. A written accident report will be submitted.

4. **Medication** - If your child needs to take medication, we must have a dated and signed note from the parents with the medication name and dosage, and times to be taken. Please keep the medicine in the original container and hand the medicine to staff in person.

5. **Medical information** - It is **very important** that we know if your child has an **allergy or a special medical need.**

6. **Hygiene** - Children and staff must always wash their hands before handling food and after using the restroom. Tables are sanitized before food is set out.

Health care plan – Community resources

Allegan Mental Health – 1 800 673-6617

Allegan Health Services includes immunizations (269) 673-5413

Borgess Pipp Hos. (269) 685-6811 Bronson Hos. 341-7654 Borgess Hos. 226-7000

Poison Control 1 800-222-1222

Gun Plain Township Drug & Lab Disposal (269) 685-9824

Child Protective Services (269) 673-7724

Hand Washing Procedure

Have clean towel available

Turn on the water to a comfortable temperature between 60 F to 120 F.

Moisten hands with water and apply soap

Rub hands together until a soapy lather appears and continue for at least 10 seconds.

Rub areas between fingers, around nailbeds, under fingernails, jewelry and the back of hands.

Rinse hands under running water until they are free of soap and dirt. Turn water off with the back of your hands.

Dry hands with a clean, disposable paper towel.

Dispose of paper towel in a lined trash container.

Hands of children and staff shall be thoroughly washed prior to handling food and before eating. Hands must also be washed after use of restroom facilities.

Handling of children's bodily fluids

We use precautions when handling potential exposure to blood, including blood – containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Latex gloves are available, and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

Cleaning and sanitizing of all equipment, toys, and other surfaces

The following steps are to be followed for cleaning and sanitizing:

Wash the surface or article with warm water and detergent.

Rinse the surface with clean water.

Submerge, wipe or spray the surface or the article with a sanitizing solution.
Let the article or surface air dry.
Toys are cleaned seasonally.
Sleeping mats are cleaned daily.
Table tops are cleaned after each use.

Controlling infection, including universal precautions

Children need to be able to blow and wipe their own nose, cover their mouth and nose when coughing or sneezing, and able to use the bathroom without help. They must be toilet trained.
We ask that parents use discretion when your child isn't feeling well and needs to be kept home from school, i.e.: fever, diarrhea, vomiting, lice, etc. The teacher will call the parent(s) when the child indicates that he/she isn't feeling well. Medication may be given to a child by school staff only when parents follow school medication procedures

Medical Emergency procedure

*Bumps, bruises, or minor cuts may be cleaned and/or ice/band-aid(s) applied and/or parent emergency contact called.

Serious injury: *Check child for needed medical care & call 911 if emergency care is needed

*Ice pack, band aids when needed *Call custodial parent or emergency contact*

Fill out incident/injury report

FOOD AND NUTRITION

BREAKFAST - Parents may send their child with a morning snack or a prepared breakfast. Breakfast will not be offered, but milk will be available for .50 cents and the charge will appear on your Plainwell Corners bill.

SNACK - A morning and afternoon snack and drink are provided. Special treats from home are welcome (please avoid bringing cupcakes). Please check with the staff for an estimate of amount. All snacks meet the USDA guidelines under the Child and Adult Food Program. A monthly snack list will be posted in the lobby for your viewing.

LUNCHES - Lunch and/or milk can be purchased from the school food service program. The cost of school lunch is separate from your daycare tuition and will not be billed by Plainwell Corners. If you prefer not to participate in the school food service program you must bring a lunch from home. Unfortunately, we are not able to refrigerate or heat up lunches from home. Per licensing, your child's lunch box is required to have his/her first AND last name, either inside or outside. We are also required to store your child's lunch in our "community" bins in the lobby, labeled by class and date.

FOOD ALLERGIES - Please note all allergies. If your child is allergic to anything, please send a note. It may be safest for you to provide food for your child.

RULES AND DISCIPLINE

GENERAL RULES

1. Children are required to remain with their supervisors during program hours.
2. School rules and policies will always be followed.
3. Children are expected to take care of equipment and supplies.

4. So that accurate billing records can be kept, staff will sign children in and out.
Parents are responsible to ensure that staff are aware that their children are arriving or departing from the program.

DISCIPLINE

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. The staff will use positive ways to channel the child's emotions and use the following methods when handling misbehavior:

1. Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.
2. Help children understand consequences of behavior.
3. Limit choices.
4. Time out will be used as a last resort giving child time to regain control of his/her actions and feelings. Time out will not exceed 3 minutes for 3-year-olds and 4 minutes for 4-year-olds.

We will make every effort to work with parents of children having difficulties in our center. Behavior of children which disrupts normal classroom group activities on a frequent or extended basis will result in removal of child from group activities until behavior is corrected by child. Children displaying chronic disruptive behavior which is upsetting to the physical or emotional wellbeing of children may require the following actions:

1. Parents of the child will be called in for a conference. We will discuss the issue(s) and identify some possible solutions. A plan of action will be developed and agreed upon by the parents and staff.
2. If the plan of action is not working, the parents will be called in for another meeting. We will discuss what is not working and develop another plan of action.
3. If no progress has been made towards solving the problematic behavior, the child may be suspended from care. This suspension may range in length from the rest of the day to indefinitely.

Parents will be kept informed of discipline problems at the center and will be asked for support. If staff feel unable to meet the child's needs, Plainwell Corners reserves the right to terminate the child care arrangements. It is important that the well-being of all children in our care be taken into consideration. Should we feel that one child's behavior jeopardizes the safety of others, then the parent will be asked to find alternative care.

In the case of uncontrollable behavior such as biting, hitting, fighting, spitting or any other form of violent or uncontrollable behavior, the parents will be called and expected to pick up the child immediately. Should the parent not come, the child will not be allowed to return to the program until a conference is held. Continual, extreme misbehavior may result in eventual dis-enrollment.

RATES AND BILLING INFORMATION

Full Time Rate- \$150/Week

Part Time Rate- \$120/Week (3 full days)

1. **PAYMENT PROCEDURE** - Payment is due on Monday of every week. A billing statement will be sent every 2 weeks via email, to the address on file. The billing statement will reflect charges for the PREVIOUS 2 weeks, please plan accordingly. You may pay using Revtrak (see attached document for directions) or via check. We do not accept cash.
2. **PAYMENT IN FULL DISCOUNT**- If you prefer to pay the entire school year in full, you will receive a 10% discount off the total amount.
3. **LATE PAYMENT** - If payment has not been received and paid in full each month, you will be charged a **\$25.00 late fee**. If your bill is not paid in full without making special arrangements, your child will be asked to find other care.
4. **EARLY DROP OFF OR LATE PICK UP** - You will be charged \$15 for drop off before 6:30 am. You will be charged \$15 at 6:01 and \$1 per minute past 6:15
5. **ABSENCES** - Parents are required to pay for the entire time that the child is scheduled to attend the program as stated in their contract, regardless of whether the child attends on those days. This policy includes days missed for illness, funerals, doctor appointments, etc. For special issues call us first to inquire.
6. **VACATION TIME** - One week (5 consecutive days) will be offered to each full-time student free of charge. You may elect to use your vacation week for any week that you choose. Two weeks' notice must be given prior to using your vacation time.
7. **WITHDRAWALS** - A two-week notice must be given for withdrawal. All unpaid fees must be paid at that time.

You can now pay online using Rev Trak

Here's How:

1. Go to www.plainwellschools.org
2. Click on the **forms and links** tab
3. Click on the **Revtrak** button, under quick links
4. Click on the **SAFE and Plainwell Corners icon**
5. You will be prompted to create an account
6. Once your account is created you can enter your payment information and the amount you would like to pay
7. Add to cart
8. Submit payment
9. You will receive an email confirmation of your payment

SAFE/ PLAINWELL CORNERS 2019-2020 Misc. Charges
PLAINWELL COMMUNITY SCHOOLS
307 E. PLAINWELL STREET
PLAINWELL, MICHIGAN 49080
269-685-3103

SAFE- Before and After School Charges

School Year Registration Fees

Early registrations due by APRIL 30TH

\$20.00 per child/**\$25.00 per child after May 1st**

\$40.00 maximum family/**\$50.00 After May 1st**

Full AM Session: 6:30am – 8:30am

\$7.00 (\$6.75 for additional children)

Partial AM Session: (Child must be dropped off after 7:30am)

\$4.50 (\$4.25 for additional children)

Full PM Session: 3:30pm – 6:00pm

\$8.75 (\$8.50 for additional children)

Partial PM Session: (Child must be picked up before 4:30pm)

\$4.50 (\$4.25 for additional children)

(Snack available for \$1.00 and includes a drink)

Half Days: \$30/day (additional sign up is required to attend on half days)

No School Days: \$40/day (additional sign up is required to attend on no school days)

Plainwell Corners Preschool Charges

School Year Registration Fees

Early registrations due by APRIL 30TH

\$20.00 per child/**\$25.00 per child after May 1st**

\$40.00 maximum family/**\$50.00 after May 1st**

Full Time: \$150.00 for the first child (\$140.00 for additional children)

Part Time: \$120 (3 full days)

**Plainwell Corners Preschool
Full Time Contract**

1. This agreement is made by and between Plainwell Corners Preschool and _____, Parent/Guardian of _____.
2. I have read and agree to full contents of the Parent’s Handbook. I understand that disregarding these policies can result in termination from child care enrollment.
3. I agree to the weekly rate of **\$150 to be paid the Monday of each week**. I agree childcare fees are due regardless of attendance.
4. I understand that my account must stay current and in good standing for Plainwell Corners to continue to offer service to my family.
5. I agree to pay a registration fee at the beginning of enrollment, which is nonrefundable.
6. I agree to complete all forms required by Plainwell Corners Preschool. I agree to update personal information as changes occur. I understand that my child cannot remain in care without proper documentation on file.
7. This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook Policy, or negotiation of a new contract.

**Plainwell Corners Preschool
Licensed Child Care Provider**

Date

Parent/Guardian

Date

**Plainwell Corners Preschool
Part Time Contract**

1. This agreement is made by and between Plainwell Corners Preschool and _____, Parent/Guardian of _____.
2. I have read and agree to full contents of the Parent’s Handbook. I understand that disregarding these policies can result in termination from child care enrollment.
3. I agree to the rate of **\$40 a day, with a minimum of 3 days per week. Payment is due Monday of each week.** If I use more than 3 days in one week, I agree to pay the weekly rate of **\$150.**
4. I understand that my account must stay current and in good standing for Plainwell Corners to continue to offer service to my family.
5. I agree to pay a registration fee at the beginning of enrollment, which is nonrefundable.
6. I agree to complete all forms required by Plainwell Corners Preschool. I agree to update personal information as changes occur. I understand that my child cannot remain in care without proper documentation on file.
7. This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook Policy, or negotiation of a new contract.

Plainwell Corners Preschool
Licensed Child Care Provider

Date

Parent/Guardian

Date

**PLAINWELL COMMUNITY SCHOOLS S.A.F.E./ PLAINWELL CORNERS PRESCHOOL
FAMILY REGISTRATION FORM**

Custodial Father's Name: _____

Phone: _____

Address: _____

Cell #: _____

Zip: _____

Custodial Mother's Name: _____

Phone: _____

Address: _____

Cell #: _____

Zip: _____

(If different from above)

Email Address for Billing Purposes: _____

Guardian/Father's **work location when child is at SAFE/Plainwell Corners:**

Phone: _____

Cell #: _____

Address: _____

Guardian/Mother's **work location when child is at SAFE/Plainwell Corners:**

Phone: _____

Cell #: _____

Address: _____

Person(s) other than parent to be notified in case of emergency or may pick up the child:

1.Name: _____

Phone: _____

Relation: _____

Cell #: _____

2.Name: _____

Phone: _____

Relation: _____

Cell #: _____

Child's Physician or Health Clinic: _____

Phone _____

- I hereby give permission to the SAFE/Plainwell Corners Preschool to secure emergency medical and/or emergency surgical treatment for the names of the minor child listed on this form while in the program. **Yes** _____ **No** _____
- I/We have read the SAFE/Plainwell Corners Preschool handbook and understand my/our responsibilities with regards to the program. **Yes** _____ **No** _____
- I/We hereby enroll my/our child(ren) in the SAFE/Plainwell Corners Preschool program **Yes** _____ **No** _____
- My child(ren) has permission to attend and receive transportation for field trips. **Yes** _____ **No** _____
- My child(ren) has permission to swim with the SAFE program. **Yes** _____ **No** _____
- I will provide food for my child's lunch or I will purchase lunch if available. **Yes** _____ **No** _____
- I hereby give permission to the SAFE/Plainwell Corners Preschool program to apply non-prescription/topical lotion (sunscreen/bug spray) **Yes** _____ **No** _____

Signature _____

Forms must be filled out completely & a registration check needs to be attached!

**PLAINWELL COMMUNITY SCHOOLS S.A.F.E./ PLAINWELL CORNERS PRESCHOOL
INDIVIDUAL CHILD INFORMATION**

Admission date: / /

*****Please list any allergies or behaviors that we need to be aware of*****

Child's Name

Birthdate

School / Age / Teacher *all 3*

Hospital Preferred for Emergency Treatment: _____

Please list insurance provider and identification number:

SAFE ONLY	AM sessions: Monday Tuesday Wednesday Thursday Friday
	PM sessions: Monday Tuesday Wednesday Thursday Friday
PLAINWELL CORNERS ONLY	FULL TIME - \$150 A WEEK
	PART TIME- \$120 A WEEK (3 Full Days) *limited space available for daily rate *Classrooms will fill with full time students first*

***It is the parent's responsibility to inform SAFE of your child's schedule*
Please call your site directly to let them know of any changes to your schedule.**

Physical Health/Immunizations

This acknowledges that my child, _____, D.O.B. _____ who attends the Plainwell SAFE Program/Plainwell Corners Preschool which are programs licensed/approved by the Division of Child Day Care Licensing, is in good health. Current immunizations are up to date. Further, any health restrictions, allergies, medications taken by the child, or any other needs are noted above.

Signature of Parent / Guardian

Date