



HOLLY AREA SCHOOLS EARLY CHILDHOOD PROGRAMS



Holly KIDS Infant/Toddler-Preschool-Latchkey

A COMMITMENT TO QUALITY CHILD CARE

Holly Area Schools
920 Baird St.
Holly, MI 48442
(248) 328-3027

Early Childhood Coordinator	248-328-3027
Assistant Coordinator	248-328-3019
Enrollment/Secretary	248-328-3021
Davisburg Latchkey	248-328-3515
Davisburg Infant/Toddler	248-328-3525
Davisburg Preschool	248-328-3516
Holly El. Latchkey	248-328-3615
Holly El. Preschool/Blended	248-328-3022
Holly El. Preschool	248-328-3023
Patterson Preschool/Latchkey	248-328-3715
Rose Pioneer Preschool/Latchkey	248-328-3815

Jodi Sarkella
Chrissandra Padilla
Amber Carmichael
Ashleigh Swartz
Charlene Cone
Brooke Rupp
Terri Rodgers
Heather Augustine
Sarah Rood
Kelly Adams
Regina Feres

WELCOME!

Welcome to the Holly Area Schools Kids Program. We are pleased to be working with you and your child. This handbook is to acquaint you with the programs and the policies, which are designed for your child's well-being. Should you have further questions, please feel free to call. We welcome your questions and comments.

PHILOSOPHY

Holly Area Schools Early Childhood believes individual children develop best in a nurturing classroom through active learning experiences. With the highscope curriculum, the teaching team's work to build confidence in all children in order to establish a solid foundation at their own developmental level. We foster supportive relationships with families and community partners to enrich the child's emotional and social development. These beliefs guide our practice and provide the framework for program decisions.

The Holly Area Schools' Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Holly Area Schools' Board of Education that no person on the basis of race, religion, color, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied benefits of, or otherwise be subjected to discrimination in any program.

ADMISSION

Holly Area Schools KIDS Program offers four categories of programs to meet a wide range of parental needs. Holly Area Schools KIDS Program is licensed through the Department of Human Services and is supervised by experienced and qualified staff. Our KIDS Program Staff are trained yearly in CPR and First Aid. We are here to help you and your children feel safe and secure in a friendly environment.

Latchkey: Childcare for school age children before and after school

- Latchkey is offered at all Holly Area School Elementary buildings.
- Transportation is not provided. Parents must transport their children to and from the program.

Preschool: 2-5 half or full day programming depending on enrollment supporting children with highly trained staff in early childhood and the highscope curriculum.

- must be potty trained and the child should be able to perform most bathroom activities independently.
- Transportation is not provided. Parents must transport their children to and from the program.

Infant/toddler: Full day childcare for infants and toddlers from ages 6 weeks to 3 years old.

- The Infant/toddler is offered at Davisburg Elementary.

Required Forms for the KIDS Program.

Skyward

Birth Certificate- Copy

Immunization Record or waiver

Health Appraisal Form (Physical) must be **submitted within thirty days of registration** or the first day of school. The physical must have a physician's signature, stamp and the date.

EMERGENCY CARDS

must be completed prior to a child's attendance in the KIDS Program. State Licensing requires that all lines of the emergency card be completed. All information on your child's emergency card must be current and updated whenever necessary. This is for your child's safety. New telephone numbers, changes in persons allowed to pick up your child and new addresses must be reported. If your phone is disconnected, you must provide the school with an alternative contact number. Cell phones must be turned on and answered during school hours if they are the main source of contact. Failure to pick up your child in the event of illness or trauma may be considered neglect.

PLEASE remember to update these emergency cards whenever your information changes.

TEACHING AND LEARNING GUIDELINES

Curriculum

Our classroom(s) use the research based HighScope Curriculum that aligns with Michigan's Early Childhood Standards of Quality for Pre-Kindergarten. Curriculum areas include Approaches to Learning; Social and Emotional Development; Physical Development and Health; Language, Literacy, and Communication; Mathematics; Creative Arts; Science and Technology; Social Studies; and English Language Learners. In the HighScope curriculum, adults and children are partners in play. More information about the HighScope curriculum can be found at <http://www.highscope.org>.

Assessment

Developmental Screening: In partnership with families we complete the Ages and Stages Questionnaire (ASQ) developmental screening for all children within two weeks of the child's first day of school. This information is supportive for teaching staff to have as a baseline for where children are in their learning. All families will receive their child's results and activities at or before the fall parent-teacher conference. Teachers and families will partner to use the information to plan for each child's success. If further evaluation is indicated by the results of the ASQ, the parents will be notified and a plan of action will be developed.

THE FIRST DAY OF SCHOOL

The first day of Preschool is an important milestone in your child's school career.

Here are a few suggestions to help them feel comfortable:

- Visit the classroom prior to the first day of school.
- Read books about school to your child.
- Your child is in safe, experienced and caring hands!

YEARLY CALENDAR

The program will operate on the same yearly calendar as the Holly Area School district. We will provide an updated calendar for parents at the beginning of the school year.

SCHOOL CLOSINGS AND HOLIDAYS

The KIDS Program will be closed on school holidays, district in-services, snow days or other emergency days as set by the Holly Area School District.

ARRIVAL/DEPARTURE PROCEDURE

It is required that parents accompany their child/children into the building and sign them in on arrival and also sign them out at pick up time. An adult must escort children arriving at school into the building. Whoever drops off must sign the child in each day and sign back out at the end of class. They must release their child to a staff member before leaving their child at school. All children must be picked up on time (see Late Pick-Up Charges). Vehicles must not be left running in our parking lot! Children should not be left unattended in vehicles. These rules are very important for the safety of your children, please share this information with anybody who may be bringing your children to school.

PICK UP PROCEDURE

To ensure your child's safety, he/she will not be released to anyone that is not listed on the child's emergency card. Those listed on the emergency card must show proper identification to sign the child out of the program.

CUSTODY CONFLICTS

It is not within our legal right to withhold a parent from their child unless there has been court action, which limits that parent. Court papers MUST be provided from the custodial parent to confirm the limits of the non-custodial parent.

ABSENCE POLICY

We regret that we are unable to credit your account for routine illnesses or absences. Your tuition pays for the direct cost of staffing and operating the program. Credits are not issued for children who leave school early due to illness or other reasons.

CRITERIA FOR WITHDRAWAL

A parent may withdraw their child from the KIDS Program at any time. To withdraw a child, parents must notify, in writing, the lead of the program at least **two weeks in advance** stating the last date of attendance. All unpaid fees must be paid in full upon withdrawal.

MEDICATION POLICY

Medication shall be administered only with prior written authorization from the child's physician as well as the parents. A signed "Authorization for Medication" form is needed. These are available from the program coordinator. We will follow all steps noted in the Licensing Rules for Child Care Centers, Rule 400.8152. Staff will maintain a record as to the time and amount of any medication given or applied. The medication must be in the original container, stored according to the instructions, and clearly labeled for the specific child. Staff will return the medication to the parent or destroy it when it is no longer needed. Prescription medication should have the pharmacy label indicating the physician's name and strength of the medication and shall be given in accordance with those instructions.

CONFIDENTIALITY

Out of respect for the privacy of each family in our program, all information pertaining to students and families will be kept confidential. If a student is attending a program administered by a public school, the student's COR assessment and attendance records may be passed on to the students' Kindergarten school building. Information may be reviewed by Oakland Schools and/or the MDE to ensure and support program compliance. The only instance in which information will be shared about a child or family without a parent's written consent is when staff has reason to suspect the child may have experienced abuse or neglect.

HEALTH GUIDELINES

Regardless of the precautions taken at home or school, your child may become ill during the course of the school year. If your child becomes ill, you will be called and asked to pick up your child. If you are unavailable, we will call someone on your Emergency Card. The child should be picked up within one hour of being notified. The child will be isolated from other children and as many staff as possible (the child will not be left alone) If your child has been absent due to a communicable disease or an extended illness (more than two days) a doctor's note is required for re-admittance to school.

There are times when a child should not be sent to school. These times include when a child has:

- A fever (temperature of 100.4 or more)
 - Child must be free of fever for 24 hours without fever reducing medication in order to return.
- Diarrhea or vomiting
 - Child must be symptom free for 24 hours without medication in order to return.
- Discharge or redness of the eyes
- Discharge from the ear
- Green or yellow discharge from the nose
- Persistent or productive cough
- Sore throat
- Skin rash
- Ringworm (exclusion is not necessary unless the contact with other could promote spread), lice, hand-foot-mouth or any other communicable disease listed on the Oakland County Health Division Communicable Disease Reference Chart
<https://www.oakgov.com/health/services/Documents/Communicable%20Disease%20Reference%20Chart>

COMMUNICABLE DISEASES

The following are symptoms suggestive of communicable diseases. Children, staff or volunteers with these symptoms should stay home. If any of these symptoms are noticed while your child is at school, you will be contacted immediately. Children, staff and volunteers should be seen by a physician and will be excluded from school using the Oakland County Health Department Exclusion Guidelines. Parents must notify the school if a child has a communicable disease or an extended illness. When applicable, the school will notify families of an illness. A doctor's note for treatment of a communicable disease or an extended illness (more than two days) is required for re-admittance to school. We are required to report many conditions and diseases to the health department within 24 hours.

- Red, running or discharging eyes
- Persistent or productive cough
- Sores or crusts on scalp, face or body particularly if red, swollen or draining
- Any skin eruption or rash
- Sore throat
- Swollen or tender glands
- Fever 100.4 or above
- Nausea or vomiting
- Pain and stiffness of neck and headache
- Jaundice yellowing of eyes and skin
- Diarrhea or persistent abdominal pain

ACCIDENTS, INJURY AND INCIDENT POLICY

In case of an accident/injury a staff member will identify the injury and notify the certified CPR/First Aid staff member. An accident/injury report will be completed by staff and submitted to the office by the end of the school day. A parent can obtain a copy of the report by request.

When a child incurs a minor injury, staff will take the following steps:

1. Immediate care is provided to the child.
2. A phone call, written report or both will be provided to the parent at or before dismissal on the day of the minor injury

When a child incurs a serious injury, staff will take the following steps:

1. A staff member calls 9-1-1 and then immediately phones any other required personnel that need to be notified when 9-1-1 is called, while the certified CPR/First Aid staff member remains with the injured child.
2. Ensure the scene is safe. If so, provide care and comfort to the injured child until EMS personnel arrive.
3. EMS personnel will determine if the injured party needs to be taken to the hospital.
4. The parents will be contacted by phone once the situation is under control. If the parents cannot be reached the next person on the emergency card will be contacted until either the program is able to talk with someone or all individuals have been phoned.
5. A staff member will ride in the ambulance if the parent is unable to do so.

6. Within twenty-four hours of the injury, a call will be made to the Department of Regulatory Services Licensing Division followed by a written report within three days of the injury.

In the event of incident involving a child staff will take the following steps:

1. Immediately contact that child's parent via telephone. Should we be unable to reach the parent we would then contact the child's emergency contact person whose phone number has been provided to us by the parent.
2. Staff would call 911 if the incident is a safety or security risk.

OPEN DOOR POLICY AND VOLUNTEERING

We have an open-door policy in our program. You can assist in the classroom by:

- Reading books to the children
- Assisting children in centers
- Donating requested items
- Coordinating parties or special activities
- Sharing special talents or skill with other parents, staff or children
- Completing projects or favors at home

We truly appreciate our volunteers, and our program runs smoothly with added assistance. To keep in compliance with state licensing rules and regulations, we cannot allow for volunteers to be left alone with any of the children, there will always be a staff member present. Any individual registered on the public sex offender registry(PSOR) is prohibited from having contact with any child in care. All of our staff are fingerprinted and have had criminal background checks completed.

*Please note, our programs must defer to district policy regarding in-school volunteers.

LATE PICK-UP CHARGES

If your child is not picked up on time, late fees will be assessed. Please have an alternative back-up for unknown circumstances. Since all of our programs have different end times, please look up when your program closes for specific closing times.

1st Offense: First minute is \$15.00 and \$1.00 each additional minute.

2nd Offense: First minute is \$30.00 and \$2.00 each additional minute.

3rd Offense: First minute is \$30.00 and \$2.00 each additional minute and dismissal from class

ATTENDANCE

Good attendance plays a very important role in your child's educational success. A phone call, email or note stating the reason for your child's absence is much appreciated. Children having symptoms of any communicable disease should stay home until these symptoms disappear. If your child is deemed contagious, please contact us so we may monitor common illnesses.

SCHOOL CLOTHING POLICY

Please send your child in playwear and pack a complete change of clothes in a backpack. Please remember to occasionally check your spare set of clothes for appropriate size and season. Whenever possible, we will take advantage of the great outdoors so please send your child to school dressed for the weather. Please label all of your child's belongings.

BIRTHDAYS

We welcome the celebration of birthdays in your child's class. You may send in a special snack of your choice. Please inform the staff ahead of time to make sure if there are any allergies in the class. **(Per current COVID-19 recommendations we will not be accepting special snacks at birthdays. Non-Food items are welcome.)**

COMMUNICATION FROM PARENTS

To ensure efficient communication, it is helpful to receive messages in writing since our drop-off and pick-up times can be very busy. You may also choose to leave a voicemail message or send an email to your child's teacher. Please make contact prior to class beginning or after class ends so as to not interfere with the educational time that is allotted for the children's learning time.

CHILD BEHAVIOR MANAGEMENT POLICY

Our staff has attended workshops and worked closely with Oakland Schools to learn appropriate skills and techniques to support all students. Our staff believes in:

- Building positive relationships among children and adults
- Arranging learning environments
- Designing age-appropriate schedules and routines
- Teaching of skills and new behaviors

CONFLICT RESOLUTION/DISCIPLINE

Staff supports children as they begin to understand their behavior choices and learn acceptable ways of interaction with others. The approach we use promotes and encourages self-regulation, self-direction, self-esteem and a spirit of cooperation. We use a six-step process to resolve conflicts. The steps are:

1. Approach children calmly and stop any hurtful actions
2. Acknowledge children's feelings
3. Involve children in identifying the problem by gathering information
4. Restate the problem in children's vocabulary
5. Ask children for solutions and encourage them to choose one together
6. Give follow-up support when children act on their decisions

We encourage you to help us give children a consistent message by trying to use the six steps at home.

Staff is prohibited from using these forms of punishment:

- 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.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

REPORTING ABUSE AND NEGLECT

By law, employees are required to report suspected cases of abuse or neglect to the Child Protection Division of the Department of Human Services. After the initial call is made, a follow-up written report will be made within 72 hours. The school district may not dismiss or otherwise penalize an employee for making a report. Abuse includes any suspected neglect, sexual abuse, physical abuse, emotional abuse and verbal abuse.

SEVERELY CHALLENGING BEHAVIOR POLICY AND PROCEDURES

In cases where behavior management procedures are ineffective, the teacher will discuss the situation with the parent to design a plan for the individual child and the particular behavior, which needs to be addressed. This plan will address methods of behavior modification that may include home environment, classroom environment, nutritional habits, sleeping patterns, television exposure, counseling, etc.

A child may be considered for alternate program options/variations if the behavior that is expressed by a child during classroom hours, is repetitive and endangers or threatens another child or classroom staff. At no time will a child be expelled for such behaviors.

Purpose:

Severely challenging behaviors include, but are not limited to: biting, hitting, kicking, choking, throwing objects that may cause harm and inappropriate sexual behaviors. These behaviors not only hinder the educational growth of the classroom, but the child displaying the behavior. With appropriate interventions, our purpose is to decrease aggressive behavior, protect safety of all involved and ensure educational growth while in school.

Level I

If a child, **on a regular basis, is harming himself/herself, or others, or destroying property**, then the following procedure is used:

1. A staffing referral is made, either by parent or staff member, outlining the general and/or behavioral concerns.
2. Teacher and Teacher Assistant record the behavior observed, time, date, place, apparent triggers and others involved. This takes place for 3 weeks unless it is an emergency situation.
3. Parent signs permission for observation by support staff. Appropriate support staff talks with the parent to see if there is additional information that would be helpful in understanding and solving the issue.
4. Appropriate support staff makes and records observations.
5. Once observation is complete, the teacher and support staff meet and decide if the situation requires an observation from the Oakland Schools Behavioral Support Team.
6. Staff and parents will share their observations and information and together will develop an Action Plan. This plan will outline strategies to be implemented in both home and in the classroom by parents, teachers and other applicable support staff to help eliminate the behavior. Everyone signs off on the plan...
7. A follow up meeting is scheduled for two weeks to discuss progress. During the two-week period, the Teacher continues to record the child's behavior.
8. Level I should take a minimum of 4 weeks and a maximum of 8 weeks.

Level II

If the disruptive behavior continues, the following procedure will be implemented:

1. A second follow up staffing meeting will be scheduled to review the Level I plan and its implementation. The Teacher will contact the parent to set up the meeting. The following questions to be considered in this meeting are:
 - Have strategies been implemented on a consistent basis by both parent(s) and staff?
 - Has there been measurable improvement in the child's behavior since the implementation of the strategies?
 - Have parents and staff made a reasonable effort to follow Oakland Schools recommendations, but the child's disruptive behavior continues?
 - Is the behavior life-threatening or does it pose an injury risk to self?
 - Does the behavior seriously interfere with students' learning or the other students' learning?
 - Does the behavior hurt other children or staff or damage materials?
 - Has trained staff found it necessary to hold the child to keep the child and others safe?
2. Depending on the answers to the above questions, staff and parents will discuss and decide whether to continue with the Level I plan, or if it is necessary to continue to Level III.

Level III

If a decision is made to move to Level III program staff and parents work together to construct an alternate program option that would best meet the needs of the child and family. Options to be considered include:

- A shortened school day
- Fewer days per week

FOOD POLICY

Food and beverages provided by the center shall be of sufficient quantity and nutritional quality to provide for the daily needs of each child. School lunches may be purchased for any child attending, or you may bring a lunch from home.

CLEANING AND SANITIZING

Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

Three step process on all eating surfaces 1. Soap and water 2. Water 3. Bleach (let air dry if possible if not wait 10 seconds before wiping), Diluted bleach solution on used toys before being used again. (Clean and dirty toys will be rotated daily), Cloth materials laundered daily if used at all.

CLASSROOM CLEANING

Classrooms are deep cleaned at the beginning of the school year and as often as needed to prevent the spread of any and all communicable diseases. Door knobs, table tops and play areas are cleaned several times daily. In the event of an outbreak of an illness, sanitation will occur immediately. (Attached Routine)

HEALTH CARE POLICY

Teachers will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video) Proper hand washing every 2-3 hours with soap and water. How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash. Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards and the parent handbook. Parents and caregivers will be asked to review and reinforce with their students.

BODILY FLUIDS

When handling all bodily fluids, staff will take every precaution and wear gloves to not spread communicable diseases or viruses. Staff will wash surfaces with soap, rinse with water and sanitize, allowing the surface to air dry. Staff will dispose of all fluid soaked materials and gloves in a plastic bag and place the bag in the appropriate covered trash container. Staff will wash hands immediately with soap and water after removing gloves. Staff are required to receive Blood Borne Pathogens training and yearly refresher courses.

PESTICIDE APPLICATIONS

Parents will be notified annually of pesticide applications. Parents will be given written notice in September. Liquid spray or aerosol insecticide may not be performed in a room unless children will not occupy the room for not less than 4 hours or longer if required by the pesticide label.

LICENSING RULES NOTEBOOK

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.

(ii) The licensing notebook is available to parents during regular business hours.

(iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

INFANT/TODDLER & PRESCHOOL TUITION

There is a **\$50 NON-REFUNDABLE** Registration Fee due upon registering per year and per family. Tuition is due on the following schedule according to your preferred choice of payments:

Infant/Toddler	Weekly/Biweekly	10 Payments***	5 Payments**	In Full*
2 Days a Week	\$100 or \$200	\$380	\$760	\$3610
3 Days a Week	\$150 or \$300	\$570	\$1140	\$5415
4 Days a Week	\$200 or \$400	\$760	\$1520	\$7220
5 Days a Week	\$225 or \$450	\$855	\$1710	\$8123

Half Day Tuition/ Blended Preschool**** Based on 38 weeks	Weekly Rate	Fall 2021 10 Payments***	5 Payments**	In Full*
2 Days a Week	\$35	\$133	\$266	\$1264
3 Days a Week	\$45	\$171	\$342	\$1625
4 Days a Week	\$55	\$209	\$418	\$1986
5 Days a Week	\$65	\$247	\$494	\$2347

Full Day Tuition Preschool Based on 38 weeks	Weekly/Biweekly	Fall 2021 10 Payments***	5 Payments**	In Full* 5% Off
2 Days a week school day	\$80 or \$160	\$304	\$608	\$2888
2 Days a week + AM or PM Care	\$90 or \$180	\$342	\$684	\$3249
2 days a week AM & PM care	\$100 or \$200	\$380	\$760	\$3610
3 Days a week school day	\$120 or \$240	\$456	\$912	\$4304
3 Days a week + AM or PM Care	\$135 or \$270	\$513	\$1026	\$4874
3 days a week AM & PM care	\$150 or \$300	\$525	\$1050	\$4988
4 Days a week school day	\$160 or \$320	\$640	\$1280	\$6080
4 Days a week + AM or PM Care	\$180 or \$360	\$684	\$1368	\$6498
4 days a week AM & PM care	\$200 or \$400	\$760	\$1520	\$7220
5 Days a week school day	\$175 or \$350	\$700	\$1400	\$6650
5 Days a week + AM or PM care	\$200 or \$400	\$800	\$1600	\$7600
5 Days a week + AM & PM care	\$225 or \$450	\$900	\$1800	\$8550

- Paid-in-full reflects a 5% discount when paid on or before August 27th, 2021.
- 5 payment option: (2021) Aug 27th, Oct 29th, Dec 17th; (2022) Feb 25th, Apr 29th.
- 10 payment option: (2021) Aug 27, Sept 24th, Oct 29th, Nov 19th, Dec 17th; (2022) Jan 28th, Feb 25th, Mar 25th, Apr 29th, May 27th.
- Sibling discount for children attending infant/toddler or preschool classes. 2-10%, 3-15%, 4-20%

CHILD CARE ASSISTANCE PAYMENTS

The Holly KIDS Latchkey, Infant/toddler, Preschool Program accepts payments from the Department of Human Resources (DHS). Parents who are applying for financial assistance will be expected to make payments to cover childcare costs until approval is received from the agency. Reimbursements will be made when the program receives payment from the state. Parents remain responsible for portions not covered by DHS.

PROCARE

All invoices and payments will be on the Procare system. Your email address and full name will be added into the system for you to sign up. Additional information will be given at time of enrollment.

Tuition payments must be kept up-to-date. Families with delinquent accounts may be denied access to the program and are subject to collections. Fees for returned payments will be \$3.50, this will be your responsibility and added to

your invoice. The tuition is calculated based on the district calendar, taking all half and full days off, as well as holidays and spring break into account. This leaves 38 weeks of possible attendance days throughout the school year. Families may choose to spread their invoices evenly across 5 or 10 payments throughout the school year, or pay in full for a 5% discount. There are no adjustments made for non-attendance, weather or emergency closures.

- Infant/toddler & Preschool services must be paid based on the tuition agreement plan chosen. **If payment is not promptly received late fees will be assessed automatically.**
- Latchkey services will be billed Monday morning of the following week and are due Wednesday of that week. **If payment is not promptly received late fees will be assessed automatically.**

LATE PAYMENT FEES

All invoices must be paid in full by the due date on invoice. If payment is not received a fee of \$10 daily will be automatically assessed.

HOLLY KIDS LATCHKEY PROGRAM

Holly KIDS Program Latchkey is open from 6 a.m. to 6 p.m.

Our Latchkey program is offered at **ALL** Holly Area Schools Elementary buildings. While your child is at Latchkey, we offer time for homework as well as free time to play. We have access to use the gym, as well as the school's playground for your child's enjoyment. Our playgrounds follow the school districts guidelines for safety, not the Department of Child Care Center licensing guidelines. We limit the amount of television that your child has access to. We always encourage educational play.

Latchkey Programs will be closed for the following:

- Winter and Spring Breaks
- Snow/Ice Days
- Teacher In-Service/Work Days
- Any other days called off by Holly Area Schools.

Half Days: After school services will not be open on district calendar days marked "HALF DAY STUDENTS & STAFF." (2021-2022: September 24, October 22, November 24, February 4, March 11, May 6, and June 10) All tuition based services close at 12pm.

LATCHKEY RATES

There is a **\$50 NON-REFUNDABLE** Registration Fee due upon registering per year and per family.

Amendment (10/20/2021): Latchkey services are billed based on rounding time forward to the nearest half or full hour. (ex. 1 hour 10 minutes is billed as 1.5 hours; 1 hour 40 minutes is billed as 2 hours)

Latchkey 2021	1 Child	2 Children	3 Children
Hourly	\$7	\$10	\$15
Weekly Cap	\$80	\$150	\$210

6am-school begins and after school until 6pm
Additional Students please contact the early childhood office.
(248)328-3019

INFANT/TODDLER

Davisburg Elementary

Hours: 6 a.m. to 6 p.m.

12003 Davisburg Rd. Davisburg, MI 45350

248-328-3525

PROGRAM HOURS AND FEES

Davisburg Nursery is available from 6 a.m. to 6 p.m., Monday through Friday. We staff according to the arrival and departure time of children. Please share your schedule with staff to determine daily operational hours. The programs will be **closed** on designated holidays, teacher work days, snow days and other emergency days declared by the district. The program will close at 12 PM on district calendar days marked "HALF DAY STUDENTS & STAFF."

(2021-2022: September 24, October 22, November 24, February 4, March 11, May 6, and June 10)

Fees are determined by the district and based on full day charge. Once a schedule has been picked by the family, fees will be assessed on the schedule decided.

INFANT/TODDLER DAILY SCHEDULE

Each child is assigned a primary caregiver. Assigning primary caregivers provides individualized attention and promotes feelings of security and trust.

Our infant/toddler program offers a developmentally appropriate flexible routine. We use a highscope curriculum .

Our daily schedule is posted on the wall near the door. Our Infant/Toddler activities may include:

- Art and/or sensory exploration
- Fine motor exploration
- large group and small group exploration with books, songs, nursery rhymes and finger-plays
- Large motor exploration
- Music and movement

Although times may vary from day to day, below is a sample of a typical daily schedule. Your child's teacher will provide their classroom schedule at the beginning of the year.

*Infants will sleep, feed and diaper on demand.

*children will be diapered every two hours.

6 a.m. – 8:00 a.m.	Arrivals/Choice Time
8:00 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 9:30 a.m.	Group Time(Stories, Songs, Music & Movement)
9:30 a.m. - 10:30 a.m.	Choice time
10:30 a.m.-11:15 a.m.	Outside/buggy rides/large motor play

11:15 a.m. – 12:00 p.m.	Lunch
12:00 p.m. – 2 p.m.	Rest and Individual time
2:00 p.m. – 3:00 p.m.	Snack Time
3:00 p.m. – 6:15 p.m.	Departures begin/Choice time(play, stories, puzzles, music, movement)

INFANTS

According to licensing, infants (under one year of age) are fed and take naps according to their individual needs. A daily report is sent home with infants with a log of feeding, naps, diaper changes, developmental milestones and other pertinent information. Parents are requested to fill out the parent portion of the form daily.

TOILET TRAINING TODDLERS

Toilet training will be done in conjunction with home training. Children “in training” must come to school with “easy to remove” clothing, as well as additional changes of clothing daily. Do not send your child to school with onesies, one-piece outfits or clothing. Plastic panties, worn over training underpants are required for children using cloth training underwear.

FOOD AND NUTRITION

Food and beverages provided by the center shall be of sufficient quantity and nutritional quality to provide for the daily needs of each child. The infant/toddler childcare program provides two snacks a day with milk, water or 100% juice. Parents must provide main meals for infants, toddlers. Meals may be served cold or heated in the microwave at mealtime. Please do not send food that needs more than one minute to cook or heat. All food items **must** be labeled with name, date and contents. Please send a sippy cup daily for your child. There is also hot school lunch available, just let the staff know that your child will need one that day.

PARENTS OF INFANTS

Should provide ample supply of bottles for the day. Licensing regulations prohibit us from reheating or saving contents of bottles after initial feeding. Bottles must be prepared and ready to heat and serve. The bottles must also have a cap to protect the nipple and keep it germ free. **Food and bottles must be labeled with name, date and specific contents.** Each child has a cubby and one shoebox size plastic container. This plastic container can be used for all non-perishable food.

NAP TIME

Each baby has their own crib for sleeping. Babies are not permitted to sleep in infant seats or swings. Babies who cannot easily turn over must sleep on their back. We provide sheets for the cribs. Each toddler has their own cot for napping. Please provide a regular size crib sheet and a blanket for your child if above 1 year old. You may choose to provide a sleeping bag if you wish. The bedding will be sent home weekly for laundering.

DIAPERS

Parents should provide an ample supply of diapers and wipes in the nursery. You may bring in diapers daily or keep a supply in your child’s diaper bin. The diaper bins are located under the changing table. Babies and toddlers should have a supply of spare clothing at all times.

PRESCHOOL PROGRAMS

Holly Elementary Preschool

801 E. Maple St. Holly, MI 48442
248-328-3023

School hours

Full day; 8:30am-3:30pm
Half day-8:30am-11:30am
Half day-12:30pm-3:30pm

Patterson Elementary Preschool

3231 Grange Hall Rd. Holly, MI 48442
248-328-3715

School hours

Half day; 9am-12pm

Rose Pioneer Preschool

7110 Milford Rd. Holly, MI 48442

School hours

Half day-9am-12pm

Davisburg Elementary Preschool

12003 Davisburg Rd. Davisburg, MI 48350

School hours

Full day school calendar M-F; 8:30am-3:30pm
Full Day Mixed days; 8:15am-3:15pm
Half day-8:15am-11:15am/ 12:15pm-3:15pm

Blended Program (collaboration between Holly Kids Program and Holly Early childhood Special Education)

Holly Elementary-801 E. Maple St. Holly, MI 48442; 12:30pm-3:30pm

Davisburg Elementary-12003 Davisburg Rd. Davisburg MI 48350; 12:15pm-3:15pm

CURRICULUM

Our classroom(s) use the research based HighScope Curriculum that aligns with Michigan's Early Childhood Standards of Quality for Pre-Kindergarten. Curriculum areas include Approaches to Learning; Social and Emotional Development; Physical Development and Health; Language, Literacy, and Communication; Mathematics; Creative Arts; Science and Technology; Social Studies; and English Language Learners. In the HighScope curriculum, adults and children are partners in play. More information about the HighScope curriculum can be found at <http://www.highscope.org>.

POTTY TRAINING

Children must be fully potty trained in order to begin in the preschool program. Children should be able to pull their own pants up and down.

CONFERENCES

The Holly KIDS Preschool Program conducts formal conferences twice a year. However, a parent may request a conference at any time. All information is confidential. Information would only be shared with the staff that would have a need to know to benefit the child.

BACKPACK

Your child should bring a backpack to school each day. This will help cut down on the number of lost items. Your child's backpack is also a form of communication; it will contain notes sent home from the teacher. Please check it every day. Please remember to keep an extra set of clothes in your child's backpack.

PRESCHOOL DAILY SCHEDULE

Although times may vary from building to building, below is a sample of a typical daily schedule. Your child's teacher will provide their classroom schedule at the beginning of the year.

8:30-8:50 –Arrival/Greeting time/Morning meeting –Children enter the room at their own pace. Children have choices about whether to eat, spend time with books or interact with teachers and/or peers. Once all the children have arrived, adults share the daily announcements.

8:50-9:20 –Outside Time –Children have choices about how they play in the outdoor learning environment much as they do during work time indoors. Teachers supervise children for safety and also join in their outdoor play, supporting children's initiatives and problem solving.

9:20-9:30 –Planning Time –Children indicate their plans to the teacher in a place where one-on-one conversations can occur and where people and materials are visible. Teachers use a range of strategies to support children's planning (e.g., props, area signs, tape recorders, and singing, planning individually, in pairs or in small groups).

9:30-10:50 –Work Time/clean up (uninterrupted choice time) –Children always initiate activities and carry out their intentions. Children make many choices about where and when to use materials. During Work Time, teachers participate as partners in child initiated play and encourage children's problem solving both with materials and during times of social conflict.

10:50-11:00 –Recall Time –Gathered in small group settings, children choose Time experiences to reflect on, talk about and exhibit. Teachers provide a variety of materials and strategies to maintain interest as they follow the children's lead and encourage children to share (e.g., individual props such as: puppets, telephones, group games using a hula hoop, ball or spinner, reenacting, drawing, showing and describing a structure or painting). Children are given uninterrupted time to give details of what they did.

11:00-11:15 –Small Group Time –Teacher initiated learning experience based on children's interest and development; where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same materials in their own way.

11:15-11:30 –Large-Group Time/Music and Movement/Dismissal –Children will participate in activities planned around children's interests, developmental levels, music and movement, cooperative play and projects, and events meaningful to children.

11:30-11:45-Bathroom/Wash hands/ Prepare for Lunch- Children assist in preparing and setting up for lunch. Children choose where they would like to sit..

11:45-12:35 – Lunch – Meals support children doing things for themselves (e.g., serve themselves, pour the beverage, distribute napkins, wipe up spills etc.). Children choose whether to eat, what to eat and how much to eat. All Children are encouraged to clean their own space including disposal of leftovers, wiping tables and pushing in their own chair.

12:35-2 –Quiet/Resting Time –Resting is a time for sleeping or quiet, solitary, on-your-nap mat play. Rest time plans are individualized to meet the needs of each child. Quiet play could include books, dolls, and fine motor manipulatives.

2-2:30 –Wake/Bathroom/Snack –Children are gently awakened as teachers play music, open blinds, and turn on lights. Students and teachers work together to put away nap mats and set up for snacks. (Snack time procedure is the same as lunch procedure).

2:30-3 –Outside Time

3-3:15 – Small Group Time –Teacher initiated learning experience based on children's interest and development; where children explore, play, work with materials, and talk about what they are doing. Individual children explore and use the same materials in their own way.

3:15-3:30-Dismissal-Children get all materials together to take home along with backpacks and coats. Read aloud/manipulatives/journaling while they wait

Health Care Resources

Oakland County Health Division
248-858-1280 www.oakgov.com/health
1200 North Telegraph
Building 36 East
Pontiac, MI 48341

Physicians Referral Line

Beaumont Hospital
800-633-7377

Children's Hospital
313-745-5437

Crittenton Hospital
888-904-4325

Ascension Hospital
800-327-6262

Huron Valley Hospital
888-362-2500

St. Joseph Mercy Hospital
800-372-6094

Holly Area Schools

Early Childhood Coordinator
Stephanie Thompson
248-328-3027
Stephanie.thompson@hask12.org

Assistant Early Childhood Coordinator
Chrissandra Padilla
248-328-3019
chrissandra.padilla@hask12.org

Enrollment/Secretary
Amber Carmichael
248-328-3021
amber.carmichael@hask12.org

Parent Resources

National Capital Poison Center
800-222-1222
www.poison.org
Call-211 United Way

OLSHA
248-209-2600
196 Cesar Chavez
Pontiac
www.olhsa.org/contact/us

Care House
The Child Abuse and Neglect Council
Of Oakland County
248-332-7173
www.carehouse.org
State of Michigan
Department of Human Services
248-975-4800
www.michigan.gov/dhs

St. Ritas
248-634-4841

Neighbor to Neighbor
248-620-0900