

Berkley School District Parent Handbook



Kids' Zone & Summer Days Camp

Welcome!

Providing a high-quality after school program and a strong partnership with each child's family is at the foundation of our philosophy. We work together to create life-long learners, ready to reach their fullest potential in school and in life. We focus on each child as an individual, and strive to create a unique experience in safe, nurturing and enriching environment.

Kids' Zone (School Age Childcare Latchkey) and Summer Days Camp programs are licensed by the Michigan Department of Human Services, and must meet the requirements of the State regarding record keeping and procedures. Because the department has a commitment of offering a quality program to meet the needs of families, it has been the practice of the programs to exceed the standards set by the State. It shall be the policy of the Berkley School District not to discriminate on the basis of race, creed, color, national origin, age, sex, sexual orientation, marital status or handicapped status in educational programs, activities or services.

OFFICE OPERATIONS

Jennifer Kidd Supervisor of Early Childhood Education Building Blocks 248-837-8900 jkidd@berkleyschools.org	Vickie Roy Secretary –Childcare, Latchkey Building Blocks 248-837-8905 vroy@berkleyschools.org	Stephanie Helterbran Accounts Receivable *Stantec 248-837-8439 shelterbran@berkleyschools.org
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If you are unable to speak to child care staff, please leave a voice mail message.

Berkley Building Blocks

Tyndall Center (Until September 2018)
14501 Talbot, Oak Park, MI 48237

Avery Center (Beginning September 2018)
14700 W. Lincoln, Oak Park, MI 48237
Phone: 248-837-8900

Berkley Schools Accounts Receivable

Stantec (From April 2018 to December 2018)
2338 Coolidge Hwy, Suite 200, Berkley, 48072

Tyndall Center (Beginning January 2019)
14501 Talbot, Oak Park, MI 48237
Tuition payment – phone: 248-837-8439

EMERGENCY SCHOOL CLOSING / SNOW DAYS

On rare occasions, district administration may determine it necessary to dismiss school early after the regular school day has begun because of threatening weather conditions or other emergencies. On those occasions, the School District will send out a Skylert to those parents that have provided their phone numbers, email, and/or text information to the building secretary, the staff may also call you directly. Please be sure to keep your Skylert and emergency card information updated with current phone numbers. If we are unable to contact you, we will contact someone listed on your emergency card.

In the event that the Berkley School District closes for inclement weather, a Skylert will go out to all participating parents. News networks will also highlight closings. Kids' Zone care will be offered at Avery Center for a fee, be sure to bring your daily items and a lunch. However, weather conditions may become so severe that it is necessary to close all buildings. If it is necessary to close Avery Center it will be listed separately. Fees will not be adjusted due to closure caused by inclement weather or other emergencies. Scheduled days cannot be switched or exchanged because of building closures. Please check the Berkley School District website for unexpected school closing information: www.berkleyschools.org.

STAFF AND VOLUNTEER SCREENING

The programs are licensed by the State of Michigan Department of Human Services. The following information is provided to inform you of some of our practices.

- The Berkley School District requires a criminal history check on all employees
- The Berkley School District requires a fingerprint clearance on all employees
- All program employees have a child abuse and neglect clearance performed by the Michigan Department of Human Services
- All staff are familiar with the Child Protection Law as it relates to child abuse and neglect
- A volunteer shall not have unsupervised contact with children
- Volunteers are required to have a criminal history check, child abuse and neglect clearance performed in compliance with Michigan Department of Human Services and Berkley School District policies

STAFF TRAINING

Teachers and Assistants receive a minimum of 16 hours professional development each year so that they are equipped with the skills and competencies to provide the highest quality education for your child.

COMMUNICATION/SCREENING

All classrooms will post important dates, notices and deadlines on the Parent Board in the classroom. In order to best communicate with you for school news, school closure or other emergency situation, the Berkley School District will send a Skylert to all participating families. Skylert is an emergency notification system that has the ability to call, text, and email all families in our database with important information or emergency messages from the school. You will need to fill out the district form and turn into your school office to participate, make sure to update information as it changes.

ABSENCES

Please call your Kids' Zone or Summer Days Camp classroom when your child will be absent for the day. There will be a \$25 charge if the staff implements a search for a child who appeared in school, but did not attend Kids' Zone because of any unreported absence to the Kids' Zone classroom. Three unreported absences may result in dismissal from Kids' Zone. Each Kids' Zone classroom has its own phone/voicemail to accept your messages. A list of phone numbers is provided in this guide for your convenience.

Kids' Zone Phone Numbers	
Angell – 248-840-0678	Norup – 248-840-5848
Pattengill – 248-840-9382	Rogers – 248-840-9674
Summer Days Camp Phone Number	
248-840-9382	

DAILY ROUTINE

Our programs are carefully planned to meet the needs of the children. Weekly lesson plans are posted in the Kids' Zone classroom for parents.

Arrival - Teachers meet the children and help them store their belongings.

Snack Time - Children have a simple nutritious snack brought from home.

Greeting Time - Children talk in a group, exchanging information about experiences and activities.

Teachers use this time to introduce new materials, discuss upcoming events or to help children devise methods to deal with problems which have developed. "I've noticed that the same group of kids always has the skates outdoors. Does that bother you? What could we do about it?"

Work Time - Children can choose from a variety of activities, indoors and out. Non-competitive sports, collage, sand play, and table top games are among the options. Some children prefer to read, chat with friends, or complete their homework.

Clean-Up Time - Students accept responsibility for restoring the room to order. Shelves and other storage areas are labeled to make this task easier.

Departure - Parents begin to arrive to pick up children. Those who remain are engaged in quiet activities, like circle games, drawing on chalk boards, or listening to music.

ADMISSION

Any school aged child that has completed all of the required forms and is 5 years of age by June 1st is eligible for admission into the programs. Applications will be considered in the following order for placement: 5-days/week; 4-days/week; 3-days/week; 2-days/week; 1-day/week. The Kids' Zone application window will begin with a Kick-Off Fair on Monday, TBD. Completed applications will be accepted through Friday of that week. Families will receive notice of acceptance into the Kids' Zone program by the following week. If availability allows after Kick-Off week we require two full working days to process application and payment before your child may begin. Enrollment is limited to the number of students for which the class is licensed. Application forms for Kids' Zone and Summer Days Camp are available at Building Blocks or online from the Berkley Schools website: www.berkleyschools.org/kidszone, check the website for dates the forms will be available.

SCHEDULES / EXTRA SERVICE /CHANGES/CANCELLATION

Kids' Zone care is available before school 7:00am – 8:05am, after school 3:20pm - 3:30pm (depending on your building dismissal time) – 6:00pm. Please refer to the current calendar for available days. Summer Days Camp is available 7:00am – 6:00pm Monday through Friday, there is a minimum of two days a week and two weeks attendance required.

Schedules - School schedules are the same days each week. We cannot accommodate a varied weekly schedule. A regular scheduled day cannot be switched or exchanged for an extra service day. Summer Days Camp schedule can vary weekly.

Extra Service - Half days, and breaks may be available for an extra service fee. A flyer with half day or the breaks information will be in the parent area of the classroom outlining how to register for the extra times. Payment must be made at Avery Center (phone 248-837-8900) prior to attending; a receipt will be given for entry into the classroom. Once payment has been received for an extra service day, NO refunds, day changes or credits to the account will be given for service not used.

Changes – Schedule changes are subject to availability and waiting list at the time of request. There is a \$20 fee per student each time a schedule change is made to the schedule received at registration, including changes needed before the first day of attendance.

Cancellation For Kids' Zone - A two week written notice is required to withdraw from Kids' Zone. If notice is not given, you will be billed the daily rate from the date the Building Blocks office was notified. For your convenience a "Program Withdrawal Form" is available from the Kids' Zone staff.

Cancellation For Summer Days Camp - A written notice must be given to Building Blocks in advance of the day(s) or week(s) to be cancelled, and the program change fee will apply. For your convenience a "Program Withdrawal Form" is available from the Summer Days Camp staff.

TUITION PAYMENTS

Payment – Kids' Zone payments are due by the 1st of each month. If payment is not received by the 5th of each month a \$25.00 per child late fee will be assessed. Monthly payments are the same amount each month and will be determined by the student's schedule. Kids' Zone students have 9 monthly payments. Summer Days Camp payments are due the week before care begins. All tuition payments are to be made at or mailed to: Stantec (from April 2018 through December 2018), Berkley School District Accounts Receivable, 2338 Coolidge Hwy, Suite 200, Berkley, 48072. We accept payments with Visa, Master Card, Discover Card, checks or money orders made payable to Berkley School District, or cash. Call: Accounts Receivable (248) 837-8439 to make payments with a charge card, or fill out the Automatic Charge Card form. If our automatic charge card billing gets declined twice you will automatically get dropped off the Automatic Charge Card list. For your convenience an after-hours drop box is available at Tyndall Center, 14501 Talbot, Oak Park, 48237.

Exclusion Due to Non-Payment - If Kids' Zone payment is not received by the 15th of the month, or if Summer Days Camp payment has not been received the week prior to care, service will be curtailed. After you have been on the exclusion list twice the third time you miss your payment you automatically have to re-enroll or leave the program. Re-entry will be dependent upon available space and will not be permitted until the delinquent account is paid in full. This will include a \$20 schedule change fee to re-enroll.

Check Return - There will be a \$35.00 fee charged for returned checks. If you have a non-sufficient funds fee assessed you will no longer be able to pay with check.

Late Pick-Up Fee - There will be late pick-up fees of \$1 per minute charged according to your schedule. The fee will increase to \$5 per minute after the first 30 minutes. Lateness of 3 or more times may result in dismissal from the program. Please call the Kids' Zone or Summer Days Camp classroom if you will be late to pick up your child.

FEES DUE AT ENROLLMENT

When you receive notice of acceptance into the program Kids' Zone enrollees are required to pay a \$60 individual or \$100 family non-refundable registration fee. Parents who register prior to the start of the school year will pay their first months tuition by September 1st. If availability allows those who register after the start of the school year will pay the first months tuition at enrollment. If enrolling after the 1st of the month, the daily rate will be charged for the days of service needed for the first month according to your schedule. Summer Days Camp enrollees are required to pay the first week's tuition plus a \$50 individual or \$100 family non-refundable registration fee per program calendar year.

ILLNESS AND VACATION

Tuition fees will not be adjusted due to absences, illness, vacations or unexpected school closings.

SPECIAL PROGRAM / FIELD TRIP FEE

Field trips could involve bus transportation or walking to a local location. There may be fees charged to help cover the cost of special performances, speakers or field trips. Parents/families will receive advanced notice for these activities and a signed field trip permission slip will be necessary to participate. Summer Days Camp field trips are included in the weekly fees. A Summer Days Camp t-shirt is provided at registration and must be worn on all Summer Days Camp field trip days. Additional t-shirts may be purchased for a fee.

PROGRAM WITHDRAWAL

A two week written notice given to the Building Blocks office is required to withdraw from all programs. For your convenience a "Program Withdrawal Form" is available from the Kids' Zone staff. If notice is not given, you will be billed the daily rate from the date the Building Blocks office was notified. If the program determines that it is unable to provide services to meet the needs of your child without jeopardizing the quality of care provided to other children, you may be asked to withdraw from the program. A two week notice may not be required with prior permission from the program Supervisor.

FORMS

All required forms must be fully completed before a child may attend. All completed application forms are to be returned to Building Blocks. Please remember to update your forms periodically, especially phone contact numbers and any health related concerns.

Completed forms required for admission are:

- * Emergency Card
- * Enrollment Form
- * Health Statement
- * Medication Authorization forms (if needed)
- * Policy & Procedures Statement
- * Licensing Parent Notification
- * Behavior Information Form
- * Sunscreen form for Summer Days Camp ONLY

Emergency Card – As part of your Application Packet you will find a Child Information Card. The State of Michigan Office of Child and Adult Licensing require that each child have information cards on file and that these cards are updated yearly. If your personal information or work information should change throughout the year please be sure to update your child's card so that we may have the most accurate contact information.

For the health and safety of your child it is imperative that the cards are accurately completed and submitted before your child begins school with us. You will be asked to provide telephone numbers where you can be reached immediately. Please notify us as soon as any of these numbers change. You will also be asked to provide us with the name and telephone numbers of at least three other individuals that you authorize to pick up your child from the center. Please let these individuals know that we cannot release your child to them without valid government issued identification. Please note that the name that you list should 100% match their identification.

Policy & Procedures Statement - This signed form indicates you have read the Parent Handbook and agree to abide by all policies and procedures of the Berkley School District Kids' Zone and Summer Days Camp programs. You give your permission for school personnel to discuss with other professionals, information relevant to the program planning. The form includes monthly or summer weekly tuition payment procedures.

Licensing Parent Notification – All licensed programs must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) until the license is closed. This information may be viewed by the parent upon request.

Health Statement – Required for students stating that your child is in good health and is able to participate in the program with no restrictions. If there are restrictions a Doctor's note is required.

Behavior Information Form – This form will help the staff know your child. You can also provide strategies with working with your child and a copy of your most current IEP if you think the information will be helpful to the staff.

Medication Forms - These forms are required whenever your child will need medication while in our care. The Prescription Medication form is to be filled out by the physician and parent for all prescription medication that the student may take, or the Nonprescription Medication form filled out by the parent. It is important the forms be filled out completely so the staff can administer any medication. For over the counter medication, the Nonprescription Medication Consent Form is available.

Sunscreen - Sunscreen is required during the spring/summer instruction. Each classroom has a Sunscreen Form that needs to be filled out authorizing Kids' Zone and Summer Days Camp to apply sunscreen.

ITEMS FROM HOME / BIRTHDAYS

Please do not send toys or personal items from home. We will not be responsible for lost or broken items. Birthdays and holidays are special times in which our classrooms enjoy acknowledging. If your family does not observe specific celebrations please inform the teacher and arrangements may be made to accommodate family observances. Parents are welcome to provide a small treat for your child's birthday, however, due to the number of allergies, it is encouraged the treat be peanut free. Popsicles are a great idea...

If you wish to provide the class with something special for your child's birthday or a holiday, here are a few suggestions:

- Goodie bags with trinkets such as stickers, pencils, crayons etc...
- Party decorations
- Hats or noise makers
- A classroom art project
- A classroom gift such as a book dedicated to your child

NUTRITIOUS LUNCH / SNACKS

Nutrition is extremely important to your child's healthy physical and mental development. A proper balance of healthy snacks and healthy lunches will make your child(ren) feel great, provide healthy productive energy, as well as improve their concentration, development, and individual dispositions. You will need to provide an afternoon snack for your student. For half days and Summer Days Camp students a bag lunch, water bottle and snack is required each day.

DRESS/OUTDOOR TIME

All children should be dressed in clothing that may be worn for activities such as art and active play. We believe outdoor play is an important part of your child's health and social growth. This outdoor time is scheduled daily. In case of inclement weather, children will remain indoors and will be provided with alternative gross motor opportunities. **Please dress children for the weather and the season.** Flip flops and open toed sandals are discouraged because they are very unsafe to climb and run in. In addition, wood chips may get into shoes and hurt children's feet. You may also consider sending in a sun hat clearly labeled with your child's name.

PLAYGROUNDS

The Michigan Department of Human Services, Child and Adult Daycare Licensing, require centers to inform parents that the center plans to use a public school's outdoor play area. The outdoor equipment at the Berkley School District Elementary Schools do not comply with State of Michigan licensing rule R400.5117(7)(8)(9).

SUNSCREEN

Sunscreen is required during the spring/summer instruction. Each classroom has a Sunscreen Permission Form that needs to be filled out authorizing staff to apply sunscreen.

DISCIPLINE POLICY

It is our goal to provide a safe and caring environment for all children in our programs. Our policy regarding behavior follows developmentally appropriate practices and expectations.

- Respect the rights and property of others
- Act in a courteous and cooperative manner
- Use acceptable and appropriate language
- Be responsible for their actions
- Follow caregiver instructions

The staff will work in partnership with the parent/guardian to redirect and coordinate a plan to help the child change inappropriate behavior. Staff will use re-direction, logical consequences and talking with the child to help correct inappropriate behavior. All of these methods help to encourage self-control, self-direction and cooperation. District resources may be called to observe and make recommendations.

Should disruptive behavior occur, the following steps will be followed:

1. Teacher talks with child, teacher observes and documents incidences to determine frequency and severity of behavior
2. Teacher will notify parent/guardian of the inappropriate behavior and seek input and support, teacher will continue to observe and document behavior
3. Supervisor and teacher will speak to parent/guardian and seek permission for referral of the family.
4. Supervisor and teacher will follow-up with parent/guardian regarding referral
5. If family is actively involved in the referral process and the extreme and persistent behavior continues, the child will be suspended for a time determined by the supervisor. If the behavior continues after the suspension and re-entry, the supervisor and teacher will meet with the parent/guardian to decide further course of action. If the family has not initiated and/or is yet actively involved in the referral process, the child will be suspended

A child may be suspended from the program due to:

- Excessive hitting or kicking staff, or other children
- Repeated disruptive behavior, antisocial behavior
- Threaten bodily injury to staff or other children
- Documented evidence of unsuccessful adjustment
- Bringing a weapon to class
- Parental threats of injury to staff. A child who has not been able to adjust to behavioral recommendations may be dismissed from the program

PROGRAM DISMISSAL

The following circumstances may result in a child being dismissed from the program. Disciplinary action may be taken by the school authorities, regardless of whether or not criminal charges result.

- Incomplete registration forms
- Physical or verbal abuse/harm to another child or staff member, according to developmental expectations
- A child who does not adjust to behavioral recommendations as stated in the discipline procedures.
- Exclusion for non-payment of any program
- Students expelled from school
- Weapons, criminal acts - defined as criminal or misdemeanors under the laws of any governmental unit are prohibited in school buildings, on school property, or at school sponsored events

MANDATED REPORTING

All child care providers and volunteers are required by law to report any suspected child abuse or neglect to the Department of Human Services. In compliance with the law, our procedure regarding suspected child abuse is as follows:

- Department of Human Services will be contacted immediately
- We are required to file a written report within 72 hours after making the telephone report

DROP OFF AND PICK UP

Parents (or a designated adult) must accompany each child into the program room(s) each day, to sign the child in for the day. Sign in and sign out sheets must **ALWAYS** include the time and initial of person dropping off or picking up for the day. For the safety of your child when signing out for the day, please be diligent in letting your childcare provider know that your child is leaving for the day.

The staff will not, under any circumstances, release a child to an individual who is not on the emergency card designated by the parent, phone calls, faxes or text messages by parents to add people to the card are not acceptable. Persons picking up a child must provide picture identification. Please be sure to keep emergency cards updated with current phone numbers, including area codes.

KEY FOB

For security purposes all district schools allow parent entry into buildings with key fobs. Upon registration each family will receive 2 key fobs. Extra key fobs may be purchased for a fee. If you have lost or misplaced your key fob you may also purchase a replacement for a fee. Upon leaving the program all key fobs are to be turned into the Building Blocks office by your last day. If the key fob is used by unauthorized people, your child will be dismissed from the program.

FIRE, TORNADO, LOCK-DOWN, AND EVACUATION EMERGENCY PROCEDURES

All teachers and staff members employed by Berkley School District are trained and prepared to handle emergency situations. In the event of a true fire, tornado, disaster, etc., the staff will be notified immediately and the proper procedures will take place. When the conditions warrant, children will be moved to a designated safety area within the building or outside on school grounds.

Fire, tornado, and lockdown drills are practiced throughout the year so that children and staff will know what to do in the event of a true emergency. During a fire/emergency drill, parents may not sign children in or out of the programs. They must wait until the drill is complete and the children and teachers have reentered the building. In the event that parents are present, they can wait with their child's class in the designated safe areas inside and outside of the building until the drill is complete.

In the event that the building must go in a true lockdown, parents will be notified via email or phone as soon as possible. During and actual lockdown, as well as during a practice drill, all exterior doors and windows to the building will be locked. Children will be moved to a safe place within the inside of the building until the situation is resolved. In this case, and for the protection of everyone, no one is allowed to come in or go out of the school until cleared by emergency personnel.

In the event of a real evacuation, the Supervisor will inform the teachers that the school must be evacuated. Parents will be notified as soon as possible via email or phone. If it becomes necessary to remove the children from school property, children will be taken to the emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick up your child.

DETERMINING THE GENERAL HEALTH OF A CHILD

Through routine observation and interaction, if/when a child complains that he/she is not feeling well or a child appears to be acting/looking out of character, the caregiver will:

- Ask child (if possible) how he/she is feeling—or what is bothering them
- Feel the child's skin and check whole body for abnormalities (i.e. rashes, bumps, bruises, body temperature, watery eyes, etc...)
- Take child's temperature with a thermometer
- Consult with Supervisor or designated person regarding child's condition

- Call child's parent to check on a possible change of routine, diet, medication, etc...
- Annual Developmental screener on all children and refer children agencies if needed with parent approval If the school becomes aware that a child, staff member, or volunteer has contracted a communicable disease, the school will notify the parents in the following ways:
- Health fact sheet with the name of the communicable disease
- The symptoms of the disease

HEALTH CARE POLICY

The program's health care policy includes the following health practices and procedures:

- Children and staff wash their hands after using the restroom, before eating or preparing food, after outdoor play and as needed to prevent the spread of germs and disease.
 - Wet hands
 - Use soap
 - Wash hands
 - Rinse hands
 - Dry hands
 - Turn off water with a paper towel
- Safe handling of body fluids will include the use of vinyl gloves and standard Universal Precautions.
 - Wear disposable gloves
 - Wash the area with soap and water, and dry the area
 - Disinfect the surface with a solution of one part bleach to ten parts water. Allow the area to remain wet for at least 3 minutes, before drying
 - Use disposable cleaning materials if possible, such as paper towels instead of cloth
 - Dispose of cleaning materials and gloves in a sealed plastic bag
 - Wash hands with soap and running water (disinfectant waterless hand cleaners or toweletts may be used if soap and running water are not available)
- Cleaning and sanitizing of all equipment, toys and other surfaces will be completed on a daily and/or weekly basis or as necessary to ensure a healthy environment
 - Thoroughly washed in detergent and water
 - Rinsed in clear water
 - Sanitized in bleach water. Use one (1) tablespoon chlorine bleach to one (1) gallon of warm water. The solution may be sprayed
 - Air dried

HEALTH AND MEDICAL

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys, and other equipment in the room has appeared to play a role in the transmission of disease in child care settings.

Illnesses may be spread by way of:

- Human waste, such as urine and feces
- Body fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood
- Direct skin-to-skin contact
- Touching a contaminated object
- The air, in droplets that result from sneezes and coughs

Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness—spreading condition in the same way.

Caregivers have access to available resources in a variety of fields (such as physical and mental health care, nutrition, safety, oral health care, and developmental disabilities). When physical, mental, or social health concerns are raised for the child or for the family, they are addressed appropriately, often by referring the family to resources available in the community.

SICK POLICY/HEALTH EXCLUSION

Most children, staff and volunteers with mild illnesses can safely attend child care. However, they may be too sick to attend if: they do not feel well enough to participate comfortably in the program's activities; the staff cannot adequately care for a sick child without compromising the care of the other children. A child, staff or volunteer exhibiting or experiencing any of the following symptoms may not attend childcare;

- * Vomiting
- * Diarrhea
- * Undiagnosed rash
- * Inflamed throat
- * Persistent cough
- * Green or yellow discharge from nose
- * Redness or discharge from eyes
- * Any draining sore
- * Fever in the last 24 hours
- * Temperature of 100 degrees or higher

Temporary care for an ill child that is separated from other children will be placed in the office until a parent picks up. A child, staff or volunteer may also be excluded if he/she exhibits any other conditions which may be considered contagious to others and will need a doctor's note to return. A child, staff or volunteer must be excluded until he/she is fever free for 24 hours without the use of medication, unless the Doctor provides a written note. If your child has an undiagnosed rash we need a doctor's note to return to class. If a child becomes ill or shows the above symptoms the parent/guardian will be called, the sick child will need to be picked up within the hour. After notifying parent/guardian and a sick child has not been picked up in a timely manner, other persons listed on the emergency card will be notified. We appreciate a phone call and information about your child's illness, should your child not feel well enough to attend the program. We ask that you contact us with the Doctor's prognosis; if appropriate we will provide the classroom with a Health Fact Sheet from Oakland County Health Department of any communicable diseases. We ask that you follow by these rules in order to help keep everyone healthy.

MEDICATION ADMINISTRATION AND STORAGE

It is the Berkley School District policy that all prescription medications dispensed at school require a Medication Form to be filled out completely by the physician and parent/guardian. Over-the-counter medication will need to be filled out on the Nonprescription Medication Consent Form by a parent/guardian. Please keep staff informed of any medical concerns your child might have while in our care. The policies for administering and storage of medication are:

- All medication that is brought into the class must be in its original container with the child's name on the container
- All medication is stored in a designated place, out of reach of children or in a locked cabinet
- Staff are not permitted to prescribe, or make available, any medication, including but not limited to Aspirin, Tylenol, Motrin, antacids and/or similar items
- The program shall maintain records of the times and amounts of any medication applied or administered. A witness will initial the time and date of the administration of the medication

MINOR ACCIDENTS, INCIDENTS AND INJURIES

Your child may be involved in a minor injury, accident or incident while in our care. When an injury or accident occurs, our teachers will perform basic first aid to treat an injury. Parents will be notified, to inform them of the situation and an accident report will be completed detailing the circumstances surrounding the injury.

Children are often involved in incidents which do not require First Aid. These are often related to behavioral changes and may include sudden mood swings, difficulty getting along with other children or a teacher, trouble sleeping or eating at school, or choosing to not follow classroom or center guidelines. We believe that communication between school and home is pertinent in order to correct these incidents. If your child is involved in an incident that you need to be made aware of, your child's teacher will let you know.

MAJOR ACCIDENTS AND ILLNESS

If an illness or injury requires more than basic first aid, you will be contacted and asked to pick up your child to transport home or to a medical care facility for treatment. In the event of a severe medical emergency, we may take emergency measures deemed necessary for the medical care and protection of your child, including contacting EMS. In the event that we cannot contact you, we will make continuous efforts to contact you or someone listed by you as an emergency contact. If your child is transported by EMS, an Administrator or teacher will accompany your child and remain with them until a parent/guardian arrives.

All staff are certified in First-Aid and CPR.

ORGANIZATIONAL CHART

