

# WAVERLY COMMUNITY SCHOOLS

## STUDENT CENTER HANDBOOK

2023-2024

### WELCOME

Welcome to Waverly Community Schools Student Center! Student Center offers before & after school care at East Intermediate School, and a summer program. This handbook is intended to inform you of the purpose, philosophy, goals, policies, curriculum and procedures of the program. Please read carefully and keep it for future reference. Thank you for giving us the opportunity to grow with your child.

Skilled professionals schooled in early childhood and/or elementary education, teach the program. Our teachers are kept informed of current trends in education by attending early childhood workshops and conferences throughout the year.

The philosophy of our program, is to allow the children to learn through play. We give them the opportunity to grow socially, emotionally, physically and intellectually. Our program focuses on academic and social skills, based on the skills necessary for success in Kindergarten and beyond. The children develop positive feelings, establish friendships and increase physical and motor skills when allowed to play. Working, playing and sharing with other children, developing new interests, learning good work habits, developing the ability to follow instruction, as well as establishing self-direction are our basic goals. Our primary task is to develop a well-rounded program to meet individual needs and help each child feel good about him/herself.

### CONTACT INFORMATION

Child Care Supervisor: Lacey Balzer [lbalzer@waverlyk12.net](mailto:lbalzer@waverlyk12.net)

Assistant Child Care Supervisor: Hanna Sayles [hsayles@waverlyk12.net](mailto:hsayles@waverlyk12.net)

#### LOCATION:

WAVERLY EAST INTERMEDIATE  
3131 W. MICHIGAN AVE.  
LANSING, MI 48917

#### PHONE NUMBER:

STUDENT CENTER OFFICE: 517-321-6999  
K-1<sup>st</sup> Grade Room: 517-321-6166  
2<sup>nd</sup>-3<sup>rd</sup> Grade Room: 517-321-3985  
4<sup>th</sup>-6<sup>th</sup> Grade Room: 517-321-1967

\*All of our year-round staff members are CPR and First Aid certified. Each staff member is required by the Licensing Department of the State of Michigan to complete (at minimum) 16 hours of professional development annually. \*

## **Objectives and Goals of Our Program**

**Objectives:** The mission of the Waverly Community Schools Student Center is to provide academic enrichment and recreational opportunities in a safe, caring environment to all students Kindergarten-6th grade.

Our mission is to educate and prepare each student to achieve their academic best, develop character, become a life-long learner, and contribute as a citizen of our global society by committing ourselves to excellence in education characterized by:

- a safe environment
- developmentally appropriate practices
- quality instruction
- respect for diversity
- attention to individual needs in partnership with the family and our diverse community.

### **Goals:**

- ☐ Our students will grow socially, emotionally and physically by participating in recreation activities with their peers that promote the traits of Honesty, Respect, Responsibility, and Caring.
- ☐ Our students will develop and improve their homework skills to reinforce learning during afterschool homework time.
- ☐ Our students will grow academically through inquiry based activities in Science, Technology, Engineering, Arts, & Math (STEAM).
- ☐ Our students will develop good health and nutrition habits through snack and health supervision.

## **Admissions/Enrollment Process**

You must complete the entire Student Center Parent Packet. You will also need to sign a document indicating that your child's immunization record is on file with Waverly Community Schools. You must pay the registration fee of \$40 (\$25 per additional child with a maximum registration fee of \$80) for the school year to complete the enrollment process. (Additional paperwork and fees will be required for summer camp enrollment.)

- ☐ Classes will maintain a ratio of: (Child:Adult)
  - 5-12 year's old 12:1
- ☐ Having more staff and fewer school-agers than requires by the Michigan Department of Licensing and Regulatory Affairs creates a higher quality learning environment and ensures staff have more one-on-one time with each school-ager.

## **Withdrawal/Dismissal Policy**

Parent Withdrawal- parents may withdraw child from the program for any reason

- ☐ Provide a written or verbal notification of plans to withdraw your child, as soon as possible.
- ☐ **Your account with the program must be up-to-date upon withdrawal.**

Program Dismissal- staff has the right to terminate your child's contract for the following reasons:

- ☐ Delinquent payments and/or continuous NSF
- ☐ Child or parent behavior becomes continually disruptive and/or dangerous to themselves, other children or adults, or property
- ☐ Paperwork is not current

## **School Age Program General Schedule**

### Daily Schedule:

- A.M. (6:30-School Bus Departure)
- 6:30-7:40                      CENTERS (5<sup>th</sup> and 6<sup>th</sup> Graders leave at 7:25)
- 7:30-7:40                      CLEAN UP
- 7:40-8:00                      STORY TIME
- 8:00-8:10                      GATHER BELONGINGS AND LOAD THE BUS
- 8:10-8:15                      BUSES LEAVE EAST
  
- P.M. (School Bus Arrival-6:00 P.M.)
- 2:30-3:15                      ATTENDANCE/HOMEWORK/CENTERS
- 3:15-3:30                      CLEAN UP
- 3:30-4:15                      BUSES ARRIVE AT EAST (ATTENDANCE/HANDWASHING/SNACK/HOMEWORK TIME)
- 4:15-5:00                      PLANNED ACTIVITY
- 5:00-6:00                      CENTERS/GYM/OUTSIDE RECESS

Calendar- Our Student Center calendar is consistent with the Waverly Community Schools district calendar. Student Center open days, in addition to the district calendar will be provided as needed.

## **Rates and Payment Schedule**

### **Waverly Student Center Rates and Payment Schedule**

#### **2023/2024 School Year Registration Fees**

- One Child: \$40
- Each Additional Child: \$25 (maximum family registration fee of \$80)

#### **2023/2024 School Year Before and/or After School Rates**

- Grades K-4:
  - \$9.00/am session (sibling rate: \$8.00/am session) 6:30 am-8:30 am\*
  - \$10.00/pm session (sibling rate: \$9.50/pm session) 3:30\* pm-6:00 pm
  - \$19.00/day (sibling rate: \$17.50) attends both before *and* after school
- Grades 5-6:
  - \$8.00/am session (sibling rate: \$7.50/am session) 6:30 am-7:30 am\*
  - \$11.00/pm session (sibling rate: \$10.00/pm session) 2:30pm-6:00 pm
  - \$19.00/day (sibling rate: \$17.50) attends both before *and* after school

**\*Exact time of school commencement and dismissal may vary by building**

#### **Special Rates School Half Days**

- Grades K-4:
  - \$24.00/day Half Day (sibling rate: \$22.50) (\$33/day if child attends before school and half day; sibling rate: \$30.00)
- Grades 5-6:
  - \$25.00/day Half Day (sibling rate: \$22.50) (\$33/day if child attends before school and half day; sibling rate: \$30.00)

### School Full Day Off Rates (I.e. Winter Break, Spring Break, PD days, Holidays)

- For all Grade Levels:
  - \$28/day Half Day (5 hours or less) (sibling rate: \$25.00)
  - \$40/day Full Day (sibling rate: \$35.00)
  - FEE FOR NO SHOW/CANCELLATION (without 24-hour notice): \$15/day

### Emergency School Closings (including inclement weather, etc.) \*Student Center will open 2 hours later than normal (8:30am) under discretion of the Superintendent. \*

- For all Grade Levels:
  - \$28/day Half Day (5 hours or less) (sibling rate: \$25.00)
  - \$40/day Full Day (sibling rate: \$35.00)

### Payment Schedule

- Complete a calendar for EACH month with the dates that your child will be attending Student Center circled. (Schedule is **REQUIRED** to facilitate student bussing to and from schools as well as to help us keep ratio compliance). Schedule will be required to guarantee a spot in the Student Center Program. **Changes in attendance will need to be approved 48 hours in advance by Lacey Balzer or Hanna Sayles.**
- Student Center requires a 3-day attendance minimum per week. (i.e. Less than 3 days will be charged as 3 days.)
- We will **NOT** be able to accommodate “drop in” (unscheduled) care.
- Adjustments to schedules must be emailed a minimum of **48 hours in advance and approved by supervisor** to secure the child’s spot on the bus (I.e. My child needs to attend on Wednesday not the Thursday that was scheduled.) **CHANGES ARE AT SUPERVISOR DISCRETION.**
- Attendance calendars are due upon enrollment.
- Payment for each week will be due by the Monday of the following week.
- A late fee of \$20.00 will be applied to accounts that are 2 weeks past due.
- Tuition may be paid via Tuition Express automatic withdrawal, Tuition Express online, attendance computer POS or by money order only at Student Center

### Daily Procedures

#### Arrival

- ☑ Your child may not arrive any earlier than 6:30 AM, in order for the teachers to prepare for a successful day.
- ☑ Your child **MUST** be brought into the Student Center by a parent or guardian each day.
- ☑ Your child **MUST** be signed in at the beginning of each class by parent or guardian.
- ☑ Please let the teacher be aware of any changes in health, colds, flu symptoms, etc. The staff will also look and note any out of the ordinary health issues.

#### Departure

- ☑ Your child must be picked up no later 6:00 pm.
- ☑ Your child **MUST** be signed out at the end of each class by parent or guardian.
- ☑ There will be a late pick-up fee of \$1.00 for each of the first 5 minutes (\$5.00) and \$2.00 for each additional five-minute period or portion thereof, after the classroom session ends.
- ☑ Your child will not be released to anyone who is not listed on the emergency card without written consent from the parent. An ID must be provided by the adult picking up the child for the first time and any time they may be asked by a staff member thereafter.

### Absences and Illness for Children and Staff

- ☑ If your child will be absent, please call the teacher as soon as possible to inform of the absence.
- ☑ Do not send your child to school if they have any of these symptoms. (Please ensure child is symptom free for a minimum of 24 hours):
  - Sore throat/coughing

- Discharge from eyes, ears or nose (severe)
- Diarrhea and/or vomiting
- A temperature above 100.4 degrees
- A contagious disease or illness
- ☑ We will fill out an illness report if illness occurs at school
- ☑ In line with the school district procedures parents of children in Student Center who present with fever, vomiting or other health concerns will receive a phone call from the staff for discussion for response (pick up, parent check on child, etc.).
- ☑ In the case where a student receives a minor injury (scrapes, bumps on arm, etc.) parents will be given a written “ouch” report. Any additional higher injuries will be addressed using first aid procedures and medical emergency response as needed. Parents will be contacted immediately by phone using parent provided emergency numbers.
- ☑ School emergencies such as fire, tornado, etc. will be addressed through the Waverly Community School District policy response plans and procedures.

### **Conduct of Daily Health Check**

Every day, a staff member should conduct a health check of each child. This health check should be conducted as soon as the child enters the child care facility and whenever a change in the child’s behavior or appearance is noted while that child is in care.

The health check should address:

- a) Reported or observed illness or injury affecting the child or family members since the last date of attendance;
- b) Reported or observed changes in behavior of the child (such as lethargy or irritability) or in the appearance (e.g., sad) of the child from the previous day at home or the previous day’s attendance at child care;
- c) Skin rashes, impetigo, itching or scratching of the skin, itching or scratching of the scalp, or the presence of one or more live crawling lice;
- d) A temperature checks;
- e) Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/ lacerations, pain, or feeling ill).

The caregiver/teacher should gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.

**RATIONALE:** Daily health checks seek to identify potential concerns about a child’s health including recent illness or injury in the child and the family. Health checks may serve to reduce the transmission of infectious diseases in child care settings by identifying children who should be excluded, and enable the caregivers/teachers to plan for necessary care while the child is in care at the facility.

**COMMENTS:** The daily health check should be performed in a relaxed and comfortable manner that respects the family’s culture as well as the child’s body and feelings.

The obtaining of information from the parent/guardian should take place at the time of transfer of care from the parent/guardian to the staff of the child care facility. If this exchange of information happens outside the facility (e.g., when the child is put on a bus), the facility should use an alternative means to accurately convey important information. Handwritten notes, electronic communications, health checklists, and/or daily logs are examples of how parents/guardians and staff can exchange information when face-to-face is not possible.

### **Medication Policy**

- ☒ Medication Permission and Instruction Form will be completed for **EACH** medication (prescription, over-the-counter) that will be administered while in care.
- ☒ Signed consent for staff to apply **TOPICAL, NON-PRESCRIPTION** medication provided by the parent/guardian (SUNSCREEN, INSECT REPELLENT, CHAPSTICK, LOTION, COUGH DROPS, ETC.)

### **Cleanliness/Sanitation/Food Preparation**

- ☒ Hand washing
  - Will be done as needed, including but not limited to: before eating, after using the rest room, etc.
  - Hands will be washed with warm water and soap for at least 20 seconds
- ☒ Cleaning/Sanitizing
  - Three step cleaning of tables: soap water, rinse water, food safe sanitizer
  - Cleaning of toys and other surfaces
- ☒ Food Preparation
  - Before and after preparing or eating food, staff/children must wash hands with soap and water.
  - All opened foods will be labeled with the date and its contents, and then stored in air-tight containers, refrigerated if needed. Unused food is discarded within 36 hours of opening.
  - All serving dishes are washed and sanitized after each use.
  - The food contact surfaces of equipment, eating and drinking utensils, are washed, rinsed, and sanitized (with 50 to 100 ppm of chlorine bleach to water) for 60 seconds. Items are air dried (no towel drying allowed) for at least 3 minutes.
  - Cold foods are kept cold, 38-40 degrees F. Hot foods are kept hot, 140 degrees F.
  - Meals/snacks served at the Waverly Student Center program follows the USDA Child and Adult Care Food Program meal pattern requirements.

### **Inclement Weather Policy**

- ☒ If Waverly Community Schools is closed for any reason, the Student Center will be open at district administration discretion. IF Student Center is open, we will open 2 hours later than normal (Will open at 8:30am). To check if there is no school you may check one of these:
  - Waverly Student Center on Facebook
  - Call 886-1142
  - Waverly's webpage: [www.waverlycommunityschools.net](http://www.waverlycommunityschools.net)
  - [www.cancellation.com](http://www.cancellation.com)
  - Channel 6, 10 or 47 News
- ☒ If Waverly Community Schools has a two-hour delay parents will be provided with information regarding Student Center attendance.

### **Appropriate Dress**

- ☒ Make sure your child is dressed for the day's activities: comfortable and safe clothing is recommended.
- ☒ Please dress your child according to the weather, so we can enjoy outside play even during the winter.
  - Winter gear: warm jacket/coat, snow pants, boots, gloves/mittens, hat
- ☒ Shoes must be worn during class at all times.
- ☒ We will be having outdoor recess every day, unless prohibited by weather (thunderstorms, tornado watch/warnings, temperature/wind chill is below 0 degrees F, heat index over 100 degrees F, etc.)

## **Behavior and Conflict Resolution**

- All children are expected to behave appropriately, according to the rules of the classroom.
- If conflict resolution/disciplinary action is necessary, due to undesirable behavior, this steps procedure will occur:
  1. Conflict resolution procedure (as many times as necessary)
    - ☐ Approach calmly, stopping any harmful actions
    - ☐ Acknowledge children’s feelings
    - ☐ Gather information
    - ☐ Restate the problem
    - ☐ Ask for ideas for solutions and choose one together
    - ☐ Be prepared to give follow-up support
  2. Teacher will speak to parent about undesired behavior that occurred and ask for reinforcement of expectations.
  3. Child will be removed from program for a designated amount of days based on severity of behavior.
  4. Child will be permanently removed from program.
- R 400.8140 (3) (3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child’s development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub rule (2) of this rule. (Licensing Rules for Child Care Centers)
- We employ positive discipline and prefer natural consequences. Children learn from themselves as well as others.
- Student Center does not use “time out” unless a child’s behavior is dangerous to themselves or others. We use the term “taking a break” to allow the child to de-escalate with an adult present. We provide a quiet area and/or fidgets to help with the calming down process as needed.
- All of the following means of punishment are prohibited:
  - (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
  - (b) Placing any substances in a child’s mouth, including but not limited to, soap, hot sauce, or vinegar.
  - (c) Restricting a child’s movement by binding or tying him or her.
  - (d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
  - (e) Depriving a child of meals, snacks, rest, or necessary toilet use.
  - (f) Excluding a child from outdoor play or other gross motor activities.
  - (g) Excluding a child from daily learning experiences.
  - (h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
  - (i) Time out must not be used for children under 3 years of age.

## **Vandalism**

Vandalism is defined as the willful destruction and defacing of district/program property. The student and parent will be held financially responsible for damages including, but not limited to, the cost for district staff or others to repair, replace, and/or clean-up the damaged property.

## **Special Needs Service Plan/ Inclusion & Diversity Policy**

**Waverly Student Center strives to provide opportunities to identify, support and learn about different learning styles and abilities of school-agers’, family and community members. This encourages increased self-esteem, understanding of differences, feelings of acceptance of all abilities to become global citizens.**

**Waverly Student Center also strives to identify and celebrate the diversity of school-agers’ families and community and other cultures. This encourages increased self-esteem, pride in one’s culture, feelings of acceptance of all cultures to become global citizens.**

- Waverly Student Center does not discriminate against students with physical, emotional or cognitive impairments.
- Waverly Student Center follows strict federal guidelines in accordance with the Americans with Disabilities Act to accommodate and promote a conducive to learning environment for all students and families.
- Referral information is routinely available from classroom teachers, office staff and administration in regards to internal and external services and agencies.
- Waverly Student Center routinely works with school district professionals to help identify, educate and promote educational success and accommodations to students with special needs.
- The staff at Waverly Student Center maintain yearly continuing education to stay compliant, educated and informed of the changes and requirements for working with students and families with special needs.
- Upon enrollment, parents are required to complete enrollment packets that help us identify individual needs and or accommodations.
- In order to best serve our families and students, we consult with the intervention specialists and school day teachers to become more informed and implement appropriate practices to individual needs.
- Student Center staff makes changes to the daily program to meet the needs of each child provided there is no adverse effect on other children enrolled in the program (through direct behavior of the child or the need for one-on-one attention).
- Opportunities are provided for all children to participate in social free play and routines throughout the day.
- Student Center provides developmentally appropriate group experiences for all children and encourage the socialization of every child with peers.
- Student Center staff believes that each child deserves an environment and experiences that promote growth in all areas of their development.
- Student Center staff respects and values input from parents and encourages them to be part of the decision making process for their child.
- Student Center will provide students with activities and experiences that are diverse and represent different cultures, family structures and traditions of the school-agers and families in the program.

### **Plan for Academic Activities**

Waverly Student Center provides opportunities for school-agers to explore learning through multiple hands-on experiences to ensure each school-agers learning style is met. The Student Center program works closely with the elementary school staff; however, the Student Center program is not an extension of the elementary classroom. Student Center staff provides individual and group activities to promote self-esteem and cooperation. The planned curriculum includes learning activities in areas such as Science, English, Language Arts, Physical Education, Visual and Performing Arts, Mathematics, and Social Sciences.

### **Homework**

Student Center recognizes that academic success is important for children who are enrolled in our after school program. Student Center staff members support the parents of program participants by encouraging students to take responsibility for completing their homework. Our schedule will include thirty minutes of designated homework time each day. During homework time, staff members will monitor and work with the students at request, but will not provide one-on-one tutoring. Daily program schedules do not provide for additional homework time beyond the daily scheduled thirty minutes.

Homework guidance from the Student Center staff will include:

- An explanation of the directions
- Reading instructions and giving examples (this does not include grading or corrections)

Please note that Student Center staff members are not responsible for checking the children's belongings for homework or assignments. We also encourage students and parents to review and complete homework together.



### **Transition Policies**

During the School Year, Student Center enrollees will be placed in classrooms based on their currently enrolled grades. The classrooms are set up as follows:

Kindergarten & 1<sup>st</sup> Grade Classroom

2<sup>nd</sup> & 3<sup>rd</sup> Grade Classroom

4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Grade Classroom

Students enrolled during the Summer months will transition into the room for the grade that they will be entering in the Fall. (i.e. Students moving from 3<sup>rd</sup> to 4<sup>th</sup> Grade will be transitioned to the 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Grade Classroom for the Summer.) **\*\*PROVIDING SPACE IS AVAILABLE.** If we run into a situation where there is a waitlist, we reserve the right to place your child in the classroom of their CURRENT grade level.\*\*

In the final weeks of the school year, students that are transitioning rooms will take a tour of their new classroom and meet those classroom teachers.

Students transitioning out of 6<sup>th</sup> Grade will be permitted to attend the Summer Program provided they have not hit the age of 13 years old. At age 13, students will age out of the Student Center Program.

### **School-Age Voice and Leadership Plan**

School-agers are provided with opportunities to express their opinions, beliefs, and expectations of the program. This ensures a sense of belonging, engagement in their education, and empowers them to feel that they are contributing members of our community.

Students are given "Student Interest Surveys" periodically. This helps our staff plan engaging activities.

Students are given the opportunity to serve on the Student Center Youth Leadership Board. Members of The Youth Leadership Board provide guidance and feedback on current programs, help plan service learning projects in our community and serve as ambassadors for the Student Center Program. Students are chosen based on their leadership abilities and their commitment to serve their peers in our program.

### **Accidents/Injuries/Incidents**

- ☒ If your child is injured during Student Center, we will do the following:
  - Minor injury (scrape, bump, etc.)
    - ☒ Inspect the area for more serious injury
    - ☒ Clean the wound
    - ☒ Apply ice if necessary
    - ☒ Apply a bandage if necessary
    - ☒ Write up an incident report
  - Major injury (broken bone, deep cut, etc.)
    - ☒ Survey area for other injuries
    - ☒ Call 911
    - ☒ Care for injury, based on first aid
    - ☒ Call parent
    - ☒ Write up an incident report
- ☒ Letters will be sent home to notify for infectious diseases. (i.e. Head lice, scabies, etc.)
- ☒ A log of incident reports will be kept in each classroom. You will be notified of any incidents involving your child via email, notes sent home, phone calls or speaking face to face.
- ☒ Handling of bodily fluids
  - Use of gloves and hand washing
  - Sanitizing
  - Custodial assistance
- ☒ Incidents including, but not limited to bullying, inappropriate behavior and student/student or staff member/student conflict will be documented and discussed with parent and/or guardian upon pick up.

### **Fire/Tornado/Lockdown**

- ☐ Fire- we will exit the building as quickly as possible and go to our designated safe spot
- ☐ Tornado- we will go into the middle of the school building and sit against the wall at our designated safe spot
- ☐ Shelter-In-Place- we will remain in the building with exterior doors locked. No one is to enter or exit during this time. Daily routine will continue.
- ☐ Lockdown- we will remain in our classroom, with all doors locked, windows/shades closed and sitting together until lock down is over. No one is to enter or exit during this time.
- ☐ For any of these parents will be notified as soon as it is possible to do so.
- ☐ School emergencies such as fire, tornado, etc. will be addressed through the Waverly Community School wide policy approved response plans and procedures.
- ☐ Evacuation and Emergency Relocation- Student Center staff will contact the bus garage to arrange transport to Colt Early Childhood Education Center.

### **Transportation Policy**

- ☐ I understand that my child will ride a Waverly School District bus to school after Student Center morning attendance and from school to Student Center for afternoon attendance.
- ☐ I understand that my child will ride a Waverly School District bus for all Summer field trips.
- ☐ If a student is unable to ride the bus, for any reason, they may not attend Student Center for that time period. (i.e. bus suspension, school absences/suspension, etc.)

### **Community Resources**

- ☐ Resources for assistance/family community services are available upon request.

### **Parent/Teacher Communication**

Daily Communication- the teacher will be available each day for any necessary communication

Newsletter- a monthly newsletter will be provided, via email unless hardcopy is requested, to inform you about class activities, learning opportunities and much more.

E-mails, phone call, text messages and/or Procure messages will be utilized for any reminders and/or emergency correspondence.

### **Conflict Policy Concerning Parents**

Parents are an important part of Student Center. We encourage parents to talk with their child's teacher, the Supervisor or the Assistant Supervisor at any time concerning their child. The Student Center staff take the responsibility of caring for your children very seriously. We realize that you have given us guardianship of your child(ren) for the entire time they are at Student Center. All grievances are to be directed through the following channels:

1. Discuss the matter with the appropriate teacher within ONE week. Usually the concern can be met through an informal conference.
2. If resolution cannot be obtained, the parents and teacher are to schedule a conference time with the Supervisor and/or Assistant Supervisor.
3. If the grievance is pursued, a written grievance is to be directed through appropriate administrative lines. Ultimate decisions will be the responsibility of the Human Resources Department.

### **Staff and Volunteers**

All employees and volunteers working alone with children for more than 4 hours per week at the Waverly Community Student Centers have been cleared through the FBI and the Michigan State Police Comprehensive Background Check (fingerprinting).

- ☐ Volunteers must report any proven charges of child abuse and neglect and/or other felony convictions.
- ☐ Parents and other volunteers must complete the ICHAT form, send in a copy of their current driver license, and be cleared before volunteering in the classroom

- ☐ All volunteers will be under the direct supervision of the lead teacher or other paid school personnel at all times.

### **Parent Visitation and Volunteers/Parent Involvement**

Parent involvement is always welcome at the centers. Involvement may include:

1. Chaperone a field trip. Additional actions may be required (such as background checks etc.)
2. Assist in activities, especially holiday parties.
3. Make monetary or material donations at the Center.
4. Share about your occupation or cultural heritage.

### **Licensing Requirements**

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

(Child Care Organizations Act, 1973 Public Act 116 Michigan Department of Licensing and Regulatory Affairs)

- All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.
  - This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
  - The notebook will be available to parents for review during regular business hours.
  - Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).
-