

***MASON PUBLIC SCHOOLS  
HARVEY EDUCATION CENTER  
PARENT HANDBOOK  
PRESCHOOL, EARLY LEARNING,  
BEFORE AND AFTER KIDS' CLUBHOUSE***



**Vision:** Mason Public Schools will be an exemplary learning community that enables each student to flourish as a responsible citizen in a complex, changing world.

**Mission:** Mason Public Schools is committed to academic excellence in a safe environment where students develop critical thinking skills, are empowered to succeed, and are encouraged to serve their community.

**Curriculum:** Staff is committed to teaching academic, social and emotional curriculum through best early childhood practices and research based standards. All classrooms use Zoophonics, Creative Curriculum, Everyday Math and purposeful play based experiences. Our goal is to prepare students for kindergarten through developmentally appropriate practices.

**Child Development Services Office  
400 S. Cedar St.  
(517)676-6528  
Office Hours - 8:00 a.m. to 4:00 p.m.  
(closed for lunch 12:45 p.m. 1:45 p.m.)**

Mason Public Schools follows the guidelines developed by the State of Michigan Model Standards for Preschool, Early Learning and Before and After school programs

**WELCOME** - Please read this Handbook and keep it handy for future reference.  
Thank you for your business. We look forward to a wonderful school year ☺

**Contact Harvey Education Center Principal for any/all program concerns:**  
Angie Vandecar – [vandecara@masonk12.net](mailto:vandecara@masonk12.net)

### **ABSENCES AND YOUR CHILD'S SAFETY**

We are concerned about the safety of your child. If your child is sick or going to be absent from Preschool or Early Learning, please call the **Child Development Services Office at 517-676-6528**. If no one answers, please leave a message.

To report an absence for a child attending the **Before and/or After School Kids' Clubhouse Program**, please call the **Attendance line at 517-883-8090** and leave a message with your child's name and date of absence. You may also call the office to report an absence during office hours 8:00 a.m. to 4:00 p.m. Monday through Friday.

### **ACTIVITIES**

Activities are planned to enhance all aspects of your child's development. These activities include hands-on science exploration, art projects, painting, drawing, craft projects, computer activities, music, literature, dramatic play, hobbies, games, sports, and special projects. Kids' Clubhouse is not responsible for lost, stolen or broken toys that children may bring from home.

### **BODILY FLUIDS**

All human blood, urine, stool, vomit, and mucus will be treated as potentially infectious.

- \*All bodily fluids will be handled with gloves. When gloves are removed, staff's hands will be washed thoroughly with warm running water and soap.
- \*All surface areas that come in contact with bodily fluids will be washed, cleaned and disinfected.

### **CLEANING & SANITIZING**

We take pride in our efforts to keep our facility clean, well maintained and sterilized. To help keep your children and our staff healthy, we do the following:

- \*Tables are cleaned and sanitized prior to food prep, or prior to food service
- \*All tables will be cleaned and sanitized at the end of each day
- \*Toys that are placed in a child's mouth will be set aside, cleaned and sanitized before reuse
- \*Sleeping mats are sanitized weekly
- \*Bathrooms are sanitized daily, by the Mason Public Schools custodial staff
- \*Staff will complete daily cleaning chores, as well as weekly cleaning chores

### **DISCIPLINE POLICY**

Staff shall use developmentally appropriate positive methods of discipline. The following steps are guidelines used.

- \* Encouragement, positive reinforcement, encourage children to verbally share emotions, redirect children to safer activities, problem solve, compliment good behavior.

Staff shall be prohibited from using the following as a means of punishment:

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
2. Restricting a child's movement.
3. Inflicting mental or emotional punishment.
4. Depriving a child of snacks, rest or necessary toilet use.
5. Confining a child in an enclosed area.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, to prevent a child from harming themselves or to prevent a child from harming other persons or property.

### **EARLY DROP-OFF/LATE PICK-UP FEES**

State of Michigan licensing regulations prohibits us from operating before 7:00 a.m. or after 6:00 p.m. Therefore, to ensure your child's safety, please do not attempt to drop your child off **before 7:00 a.m.** or pick them up **after 6:00 p.m.** if enrolled in our all day program, or our Before and After Kids' Clubhouse program. A late pick-up fee will be assessed at \$1.00 per minute for all programs.

### **ELIGIBILITY**

Children must be three years old by September 1 of the current school year and toilet trained to attend our Preschool programs, and four years old by September 1 of the current school year and toilet trained to attend our Early Learning program. Children who are enrolled in our tuition paid Early Learning program are eligible to enroll in our Before and After Kids' Clubhouse program, and children who are enrolled in Mason Public Schools Elementary Buildings in grades Kindergarten through Fifth Grade are eligible to enroll in our Before and After Kids' Clubhouse program.

**Classes are filled on a first come, first serve basis. Once you have enrolled your child in one of our programs, any changes you request can only be fulfilled based upon availability.**

### **ENROLLMENT**

Enrollment registration paperwork must be completed each year. Enrollment starts in March each year for the following school year for all Child Development Services programs; Summer, Before and After School, Preschool and Early Learning. Families currently enrolled are offered an Early Enrollment period before registration opens up to the public at the Open Houses.

### **FIELD TRIPS**

Field trips throughout the year are a special part of curriculum. They provide an opportunity for the children to experience some special activities together as a group. The children will ride on a Mason Public Schools bus equipped with child safety restraints based upon licensing/transportation requirements. Parents are always welcome.

### **FOOD – ALL DAY PRESCHOOL AND ALL DAY EARLY LEARNING**

Snacks will be available for full day students. Lunches for full day students may be purchased from the Food Service Department Monday through Thursday only. The cost for lunch will be the price of an elementary school lunch. A monthly menu will be sent home for families to order from. This monthly menu needs to be filled out and returned to your child's classroom teacher. You may also choose to provide a nutritious sack lunch for your child each day. Milk or juice may be purchased Monday – Thursday only. The program does not have sufficient space to refrigerate lunches, so please do not send perishable food. If for some reason, lunch arrangements are not made, Child Development Services will serve your child lunch, charge the current school district lunch fee and add it to your next month's bill, Monday – Thursday only.

### **FOOD – BEFORE AND AFTER KIDS' CLUBHOUSE**

A nutritious breakfast is available until 8:00 in the morning to all the children at no additional cost. Cereal, toast, milk and juice or fruit are available daily. Another entree may also be served. Breakfast menus are posted in the kitchen. A snack will be provided in the afternoon.

## **HAND WASHING**

Keeping children healthy is important to us. Children and staff will wash their hands with soap and warm, running water, prior to handling food, before eating, and after using the restroom. Students and staff will also wash their hands after messy activities.

## **HEALTH AND ILLNESS POLICY**

Please help us in our efforts to keep your child healthy, by keeping your child home if he/she is ill. When you bring your ill child into our care, you are not only exposing his/her classmates, but our staff and family members that come in/out of our facility.

### **A Child Should Not Attend When They Have:**

- A temperature, a child **MUST** be free from a temperature for 24 hours without medication, before returning.
- Vomited or had diarrhea in the past 24 hours
- Severe eye drainage or red swollen eyes
- A severe or croup sounding cough
- Severe cold symptoms or constant thick green or yellow nose drainage
- Rash of unknown origin

**The teacher will assess the children as they enter the school and throughout the day. We reserve the right to send a child home if the child appears contagious in any way!**

If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify parents.

### **Head Lice Guidelines**

Head lice infestation is a common public health nuisance in the United States among children between the ages of 3-12 years. It is not considered a disease and for the most part does not cause illness.

**Head lice appear as an infestation on the head, eyebrows, or eyelids. Signs and symptoms of head lice infestation include:**

- Itching.
- A tickling feeling of something moving in the hair.
- Detection of live lice and/or nits.
- Sores or scratch marks on the head caused by scratching.

### **School Staff Responsibility:**

Identify students with signs of head lice infestation. Notify parent/guardian of the suspected case. Avoid transmission of live lice by instructing students to avoid head-to-head contact.

### **Procedure to be followed:**

1. Student who is found with lice will be sent home. Discretion will be used by the Child Development Staff regarding individual cases.
2. Notify parent/guardians of the infestation.
3. Siblings and close contacts of a student with live lice or nits will be examined at the discretion of the Child Development Staff.
4. The student may return to school when they are lice and nit free after 24 hours.
5. The student should be re-examined by after returning to assure that there are no more live lice or nits. The parent/guardian should be asked to continue to check at home.
6. When a student is identified with lice or nits, we will send the lice letter home to classmates in his/her room.
7. When there is evidence of an **OUTBREAK** in a program (such as three students in the same program) the whole program should be screened by staff.
8. In chronic infestations, Child Development Services staff may take extra precautions to provide practices to prevent the spread of lice.

## **INCLEMENT WEATHER DAYS/EARLY CLOSING OF SCHOOLS**

When Mason Public Schools are closed due to inclement weather (snow days), our programs will also be closed. Be sure to listen to local television stations for announcements of such closings.

For school delays, our programs will open at the regular time, if at all possible.

If weather conditions cause school to be closed early, or if an Elementary building is closed for unforeseen reasons, please plan to pick your child up at the Harvey Education Center within one hour of the closing if your child is enrolled in the Kindergarten through Fifth Grade After School Kids' Clubhouse Program. Kindergarten through Fifth Grade Students who are enrolled in our Kids' Clubhouse After School Program and are on the schedule to attend that day, will be transported to our building, unless parents have made other arrangements. Please call Child Development Services if you pick your child up early from their Elementary School.

For early school closings for children attending the Preschool or Early Learning Programs, please plan to pick up your child at the time school is closing early.

If severe weather occurs during the time your child is attending our programs, safety precautions will be taken.

## **MEDICATIONS**

1. If a center administers medication, then the following provisions shall apply:
  - a. Medication, including tranquilizers, sedatives, aspirins, dietary supplements, or individual special medical procedures, shall be given or applied only with prior written permission from the parent.
  - b. A caregiver shall maintain a record as to the time and the amount of any medication given or applied.
  - c. If your child needs to be given a medication, we will need a medication permission slip filled out. If the medication needed is an over the counter medication, the child's first and last name must be placed on the packaging. If the medication needed is a prescription medication, the medication must be in its original container with a pharmacy label. Please note that any prescription medications and any medications that state, "*consult a doctor for dosage*" will require a doctor's note.
2. Health surveillance measures include all of the following:
  - a. A center shall be responsible for reporting to the parent observed changes in the child's health or any accidents, injuries and incidents that may have happened to the child.
  - b. A caregiver shall place a child too ill to remain in the group in a separate area where he or she may be comfortably cared for and supervised until he or she may be taken home or suitably cared for elsewhere. Items and facilities, including cots, bedding, utensils, toys, toilets, and lavatories, used by the ill child shall not be used by any other person until those items and facilities have been thoroughly cleaned.

**Staff of Child Development Services, Mason Public Schools, will administer an EPI PEN in the event of an EMERGENCY ALLERGIC REACTION and call 911.**

## **OUTDOOR PLAY AND GYM PLAY**

Please be sure to dress your child appropriately for daily outdoor play. Be sure your child has boots, hat, mittens, and snow pants during the winter months. No boots are allowed in the classroom. Please send indoor shoes.

## **PARENT COMMUNICATION**

Ongoing communication between center director/teacher and parents is helpful to us. Please notify us of any changes in family structure or special arrangements in routines that may influence your child's behavior at the program (such as an impending move, separation, divorce, hospitalization, or visitors).

Good communication among parents, director/teachers, and the office is essential and will contribute to the welfare of your children. Please include cell phone numbers in your emergency information and inform the director/teacher and office of any changes as soon as possible.

### **PARENT INVOLVEMENT**

Parents are welcome to visit anytime. If you have a talent, skill or hobby you would like to share with the children, we welcome your participation. Please talk to your child's teacher/director.

### **PARENT/CHILD ORIENTATION MEETING – PRESCHOOL & EARLY LEARNING**

Late in August we will hold a parent/child orientation night. This is a great opportunity for you and your child to visit the center and meet the staff, other children and parents. Please be sure to attend as you will receive important information and ways to help your child begin on a positive note. Your child's safety and comfortable transition into our program is our goal. We will also be available to answer your questions.

### **PARENT/TEACHER CONFERENCES – PRESCHOOL & EARLY LEARNING**

Your child's teacher will contact you to schedule a conference. Fall conferences are optional for three year olds. All programs follow the Elementary School conference schedule. Please note: You may make an appointment at any time to discuss your child's progress.

### **PARKING & BUS LOOP**

Please do not park in the bus loop (by the curb, in front of the building) 8:00 a.m. – 9:30 a.m. on late start Wednesdays, and 8:00 a.m. – 9:00 a.m. / 3:30 p.m. – 4:30 p.m. on other school days.

We ask for your patience and flexibility during the growth and construction at Harvey. Parking is limited, and quick and efficient drop off/pick up is essential for safety and space. All classroom exterior doors will be locked, and all students and families are to enter and exit through the main lobbies only. Thank you in advance for your cooperation.

### **PAYMENTS, FEES, FAILURE TO PAY**

All payments are due on the first day of each month. All payments received after the tenth of the month will be assessed a late fee of \$10.00. Please call the Child Development Services Office if your payment is going to be late.

**Failure to pay monthly fee by the time next monthly fee is due will result in your child being dropped from the program they are enrolled in and potentially denied future enrollment and early enrollment.**

**Failure to pay outstanding balances will result in your account being turned over to Collections. Accounts turned over to Collections will be denied future enrollment to any/all programs.**

There will be a \$25.00 NSF fee assessed on all returned checks plus the \$10.00 bank fee.

For all individual requests pertaining to your child(ren) there is a minimum fee of \$25.00 plus an additional fee of \$25.00 per hour, after the first hour.

Monthly payments are calculated using the amount of days in the school calendar. Then, the annual amount is divided by 9 so your payment is the same amount each month. Monthly payments are due September through May. A statement may be mailed in April showing your final payment if there are any adjustments to your account.

Families receive a 10% discount for second and additional children in the same program.

Tuition is charged based on program hours, regardless of the time of arrival or departure of your child. All tuition is based upon the program schedule, not attendance. We are not able to give a discount for children not attending because of illness or vacation.

If you applied for and receive DHS payments for your child's tuition, you are responsible for paying any balance that is due after all DHS payments have been applied to your account.

### **PROGRAM SURVEY**

Toward the end of each program, we ask parents to provide us with information about their child's and their own experience. We appreciate you taking the time to fill out the survey form. This information helps us assess our program and its effectiveness. We carefully examine this input and make appropriate changes.

### **RECEIPTS AND TAX DEDUCTIONS**

Receipts are available on request. The Child Development Services office staff will be glad to fill out forms for employer tax-deferred childcare plan. Your childcare payments may be tax deductible.

### **RELEASE OF CHILDREN**

For your child's safety, children can only be released to those people listed on the Child Information Record Form. Please be sure to fill in this information carefully at the time of enrollment. Please provide a copy of any child custody agreement that affects your child's release arrangements. If it becomes necessary for an individual not on the Child Information Record Form to pick up your child, please send a note and then place that person's name on the Child Information Record Form as soon as possible.

### **REST TIME FOR ALL DAY STUDENTS**

For students who attend our 7:00am to 6:00pm or 8:45am to 3:45pm care, licensing requires a rest period after lunch. At your Parent Orientation meeting, your child's Teacher will go over the details, i.e. what items to bring for rest time, where your child will be resting and for how long.

### **SIGNING IN AND OUT**

Licensing requires that we account for every child during arrival and dismissal times. Parents are required to sign in/out their child, time included, on the sheets provided by the director/teacher.

### **STAFF**

Teachers who have experience and training in child development staff our Programs. They are skilled at assessing children's needs and resourceful at providing stimulating experiences. Activities provide for children of all ages and levels of interest. Qualified, caring aides assist the teachers. The ratio is based on licensing regulations.

### **SUSPENSION AND DISMISSAL**

In the event that a child exhibits behavior that is inappropriate, disrespectful or threatening to another child or adult, Child Development Services reserves the right to suspend, or depending upon the severity of the infraction, dismiss the child. At the request of parents, a meeting can be arranged with the program director to discuss the situation or behavior resulting in a suspension or dismissal.

Parents/Guardians are expected to maintain a professional and respectful relationship with Child Development Services Staff.

## **TRANSPORTATION**

Please note that all **PRESCHOOL** and **EARLY LEARNING** programs are **PARENT TRANSPORT ONLY**.

If you are enrolling your Kindergarten through Fifth Grade age child in the Before School and/or After School program, Transportation to and from the Elementary School Buildings is provided by the Mason Public Schools' Transportation Department **517-676-6496**.

## **WITHDRAWAL OR COMMITMENT CHANGES**

**If you must withdraw or change your scheduled commitment, it is essential that you notify the Child Development Services office in writing two (2) weeks in advance.** You will be expected to pay the arranged amount through the two-week period and, thereafter, fees will be adjusted to reflect the new schedule. If it is necessary that your child drop out of the program temporarily, we may not be able to hold a space for your child. **Registration fees are non-refundable.**

*Updated 8/3/18*

### **Nondiscrimination Policy**

It is the policy of the Mason Board of Education that no person be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination on the basis of race, religion, color, national origin or ancestry, age, sex, height, weight, or handicap or being a disabled veteran or veterans of the Vietnam era in any program, activity or employment involving the Mason Public School District.

Adopted 11/09/81  
Reviewed/Amended 04/08/91  
Reviewed/Amended 09/09/91  
Reviewed/Amended 01/12/98

### **Memorandum of Designated Employee**

**To: Students, Parents/Guardians, Faculty and Staff**  
**From: Ron Drzewicki, Superintendent**  
**Subject: Title IX, Section 504, Age Discrimination Act, and Title II**

The government has made legal provisions to insure that no person is discriminated against on the basis of race, color, national origin, sex, age, or disability. In order to protect these rights and assure compliance, the Mason Public School District has appointed the Director of Human Resources as Coordinator of Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II.

Inquiries concerning the application of or grievances for, any of these regulations should be addressed to:

Cheryl Wald  
Executive Director for Business and Finance  
400 S. Cedar Street,  
Mason, Michigan 48854  
(517) 676-2484

Any person who feels that the rights of an individual have been misused in relationship to the provision of equal opportunity in any education programs and activities, or in employment, may contact the Director of Human Resources.

**PROGRAMS  
ARE UNDER THE DIRECTION OF:  
MASON PUBLIC SCHOOLS  
CHILD DEVELOPMENT SERVICES  
400 S. CEDAR STREET  
MASON, MI 48854  
(517) 676-6528**

*Programs are licensed by the State of Michigan Department of Consumer and Industry Services  
and may qualify for the Child-care Tax Credit.*