

Coopersville Schools West Early Childhood Center Parent Handbook

198 East Street
Coopersville MI 49404
Daycare office (616) 997-3600
Fax (616) 997-3614

Nancy Dodge
Early Childhood Director
ndodge@coopersville.k12.mi.us

This handbook is valid until your child(ren) leaves the Early Childhood programs.
Updates available when applicable.

For our school age children the K-5th grade handbooks apply to our programs.

MISSION STATEMENT

It is the mission of Coopersville Area Public Schools to inspire all students to embrace a life-long love of learning, to achieve their goals and to be compassionate citizens who contribute to the global community.

The COOPERSVILLE AREA PUBLIC SCHOOLS do not discriminate on the basis of race, color, religion, sex, national origin, ethnicity, age, height, weight, marital status, or disability. The Office of Human Resources for the COOPERSVILLE AREA PUBLIC SCHOOLS, 198 East Street, Coopersville, MI 49404, has been designated to handle inquiries regarding the non-discrimination policies. The District's reaffirmation of its commitment to EEO is not intended to and shall not create any contractual rights or remedies of the state or federal nondiscrimination laws.

WELCOME TO OUR EARLY CHILDHOOD PROGRAMS

We are dedicated to offering early childhood programs of the very highest quality possible for children six weeks old to twelve years old. These are important years in your child's life, and research proves that investing in a quality program now is critical to your child's future emotional, intellectual, social, and creative growth. Through a carefully planned program, we provide a positive environment where children are respected, challenged, and encouraged.

Our programs are based on the philosophy that children are individuals each with his/her own potentials, rate of development, and needs. Our programs exist for children.

We have designed our programs so children can work and play and thus develop and grow in all the ways that will enhance their future school experiences. Because we believe each child is in charge of his/her own learning, the environment is organized so each child may make choices of activities and develop independent discovery. Our programs emphasize development of positive self-concept and independence.

Young children learn best in a creative, pleasantly relaxed atmosphere where there is a lot to do and a minimum of don'ts. We have developed a balanced program of quiet and active work and play, as well as, individual and group activities.

With the support and direction of our staff, children have an opportunity to make decisions, solve problems, share, take turns, follow directions, listen, create, get along with others and, above all, to like themselves.

We welcome you to our center, and invite you to call or set up an appointment with us at any time. If you ever have a question or concern, please do not hesitate to call me at 997-3602.

Sincerely,

Nancy Dodge
Early Childhood Director

TABLE OF CONTENTS

Curriculum	R400.5106	4
Assessment		4
Daily Classroom Routines	R400.5114 (1) (f)	5
Admission policy	R400.5114 (1) (a) (g)	5
Withdrawal	R400.5114 (1) (a) (g)	6
Discipline policy	R400.5107	6
Attendance Policy	R400.5114 (1) (a) (g)	7
Fees & Tuition	R400.5114 (1) (a) (g)	7
Billing Information		8
Late pick up		8
Methods of payments		8
Food Service Policy	R400.5110	8
Immunization Policy	R400.5113 Rule 113 (2)	9
Allergy Plans & Procedures	R400.5111	10
Medication Plan	R400.5113 (b)	10
Head Lice		10
Sick Child Policy	R400.5113 (c)	11
Parent Notification Plan	R400.8155	11
Restraining Orders & Court Papers	R400.5102 (6) (a)	11
Outdoor Play	R400.5117	11
Napping/Quiet Time	R400.8188	12
Criminal Background check		12
Volunteers in the classroom	R400.5104 (3)	12
Lost and Found		12
Confidentiality		12
Licensing Notebook		12
Emergency Procedures	R400.5113(a)	13
Weather Conditions		13
Lock Down		13
Drills		13
Bomb threats		14
Drug Free school		14
Early/Late Dismissal		14
Missing Child Procedures		15
Snow days/fog days		15
Suspected Child Abuse		15
Rights of access and privacy –student records		15
Resources		16

Curriculum

High Scope (Preschool)

R400.5106

The HighScope® approach to early education was developed in the 1962 by Dr. David Weikart and influenced by famed child psychologist Jean Piaget.

The name “HighScope” expresses Dr. Weikart’s goals for children, i.e., to have High aspirations and a broad Scope of interests. At its core HighScope is an “Active Learning” approach that values hands-on or learn-by-doing experiences. Teachers provide materials and equipment and carefully plan activities that children need to learn, grow and thrive. Guided by their knowledge of child development teachers encourage initiative, independence, creativity and cognitive skills development. The heart of their work is guiding and facilitating children’s choices, decision making and problem solving abilities.

www.highscope.org

Pinnacle (Childcare/Summer Daycamp)

Based on the development theories of Piaget, Erikson, and Gardner, Pinnacle is a guide for the daily curriculum of the early childhood classroom, birth-age five. It is designed to assist teachers with program planning that encourages children to develop their emerging skills in all development areas through exploration and play. The curriculum provides activities that stimulate growth and development which are incorporated into the child’s day. Lesson plans are designed for personalization to each child, as no two children are exactly alike.

Pinnacle Curriculum is designed into carefully thought monthly themes. Within each month, weeks are broken down into sub-themes that contain relevant and meaningful content. Each week teachers outline specific objectives to help facilitate learning in all domains: social, emotional, cognitive, and physical development. A daily opportunity to participate in child-initiated activities creates more engaged learning, helping better prepare each child for the future. Using a multi-sensory approach to learning allows children to succeed no matter what their learning style may be.

<https://www.cceionline.com/index.cfm?id=22>

Assessment

All toddler and preschool groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning.

Our teachers observe, record and document children’s development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic setting that reflects children’s actual performance.

Our center uses a variety of methods such as observations, checklists, rating scales, and individually administered tests.

The assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement.

When assessments identify concerns, appropriate follow-up, referral or other intervention is used.

Our formal assessments are done twice a year, (October and May). All our assessments are kept in the child's portfolio, which follow the child from group to group to show the progress in cognitive, language, physical, social, and emotional areas of development that are consistent with our program curriculum and philosophy. Parents are invited to schedule a conference twice a year.

We use various assessment tools such as: Ages and Stages and PDQ, Child Observation and Gold Standards.

Daily Classroom Routines

R400.5114 (1)(f)

Classrooms are kept busy with a variety of developmentally appropriate activities that promote and enhance a child's natural curiosities. A routine is established in every classroom so that children can understand and know what to expect. Appropriate guidance and interaction helps to stimulate the social and emotional growth of each child.

Below are samples of a variety of daily classroom routines.

Preschool

Arrival-Greeting
Circle time
Snack
Large Group
Small Group
Outside/Gym
Large Group
Small Group
Dismissal

Full Day daycare

Arrival at staggered times
Free choice activities
Breakfast
Free Choice, book time, table toys
Outside or inside recess
Large Group
Planning Time
Work Time
Recall
Lunch
Book Time
Rest Time
Quiet table activities until all are up
Large Group
Small Group
Outside or Recess Room
Free choice activities
Parent pickup at various times

Before School

Arrival Greeting
Free choice activities
Breakfast served
Circle time
Choices-Art, Game room or Gym

After School

Report to gathering spot
Circle
Outside time/large motor
Free time
Parent pick up at various times

Admission Policy

R 400.5114 (1) (a) g)

You may register your child at the West Early Childhood Center office.

All children enrolled in one of the Early Childhood Programs must have on file:

1. Student enrollment form/student information form.
2. Notification of licensing notebook.

3. Health Appraisal signed by a licensed physician/practitioner, etc. This is for children not enrolled in school.
4. Proof of Residency (Great Start program only)
5. Background Information (PRESCHOOL ONLY)
6. Volunteer Clearance Request Form-for any member of the child's family who may choose to volunteer in the classroom or attend field trips.
7. Copy of birth certificate. (PRESCHOOL ONLY) We will make a copy for you if needed.

For the Daycare Programs

The three & four year old daycare programs are full time and part time (three day minimum). If your child(ren) is not potty trained the toddler rate will be charged. Definition of potty trained is being able to go to the bathroom independently without being told or asked. Not using pull-ups. If a child has over three accidents in a week or is in pull-ups they are considered not potty trained and will be charged the Toddler rate. This is at the discretion of the director and staff.

All four year olds who attend daycare must attend Preschool. The daycare program is a supplement to the Preschool program. Daycare does not replace Preschool.

For the Preschool Programs

Children are admitted on the basis of their birth date and age. They must be four years of age by December 1st of the current school year for the four-year-old program and three by December 1st for the three year old program.

Withdrawal Policy

R 400.5114 (1) (a) (g)

Children will not be dropped from the program except for the following reasons:

- Voluntary withdrawal by the parents. No refunds given if the child attended.
- Parent's continued refusal to meet basic health and immunization requirements within 30 days of enrollment unless there are extenuating circumstances or religious waiver on file.
- If it is judged by both the parents and the staff that the program is failing to meet the needs of the child.
- Non-payment of tuition.
- Non-attendance-when a child does not attend school for two weeks without notification to the office.

Discipline policy

R400.5107

Our staff respects the dignity of each child and will discipline accordingly. Corporal punishment and/or deprivation of food will never be used as a form of discipline. We try to emphasize the positive and we reward kind and helpful behavior in various ways.

This program serves many children. This program may not be for every child who needs child care/preschool. Sometimes a child needs a more informal setting and functions better outside our environment. When this is suspected, a parent conference will be arranged and alternative care will be discussed. This gives parents time to make other arrangements.

Attendance Policy

R400.5114 (1) (a) (g)

School is important no matter what age of the student. Regular attendance at school, even in preschool, not only helps your child to grow and mature in all areas of development, but it also teaches them the value of education and the importance it has in their lives. Please make every attempt to be sure that your child comes to preschool and is on time for the start of the class.

However, when a child is sick (see sickness policy), it is best for everyone, including the child, to

stay home and rest. A child not feeling well can not be expected to participate in the busy daily activities in the classrooms. If your child is going to be absent, please contact the staff to report the reason and length of absence before the start of school.

Absences

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

Parent(s) are required to pay for days missed for sickness, appointments, funerals, etc. unless you are using a free day. **You must notify the office that you are using a free day.**

Additional weeks (extended leave -must be approved by the director-) will be charged at 25% of the rate.

Example:

Maternity leave

FMLA

The daycare may need to close due to weather, loss of power, no water, communicable disease, etc. Parent(s) will need to arrange alternate care for their children. Parents will not be charged for these days.

Parents are not charged for **holidays** or days that daycare is **scheduled to be closed**.

Arrivals and departures for daycare

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. Children are nearly always quick to get involved in play or activities as soon as parents leave.

Please be brief at pick-up times, as well. Please be in control of your child during pick up times.

A parent/guardian or responsible adult **MUST** bring the child(ren) **INTO** the daycare and sign him/her in for daycare. Likewise, please come **INTO** the daycare to pick your child up at the end of each day to sign him/her out. Normal procedure is to release the child only to his/her parents, or someone else the parents designate on the student enrollment form. If someone other than the parent is going to pick up your child, please notify us ahead of time. Please inform the person that is picking up that we will ask for identification. This is not meant to offend them. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. We can set up a time where the issues can be discussed in private.

Arrivals and departures for preschool

A parent/guardian or responsible adult **MUST** bring the child(ren) **INTO** preschool classroom.

Please come **INTO** the preschool classroom to pick your child up at the end of class.

Please do not leave other children unattended in your vehicles.

We reserve the right to ask any person picking up a child for identification.

Fees and Tuition

R400.5114 (1) (a) (g)

Registration Fee: There is a registration fee which is non-refundable and non transferable, payable at the time of registration.

For all day daycare:

1. It is your responsibility to turn in a weekly schedule (or e-mail bthroop@capsk12.org) with payment by Tuesday of every week for the following week. Please mark the times of arrival and departures. For the Before and After School program - after the minimum of one hour per day times will be calculated on the half hour. Example: 7:00 am-8:30am is 1 ½ hrs.

2. Late payments (five days) a \$5.00 late fee **will** be assessed. If payments are over two weeks late the children may not return to the program until payment is made in full. You will receive a call from the office before any action is taken.
4. Daycare: In the event that a child is not picked up on time, there may be a late fee imposed of \$1.00 per minute per child past the scheduled time. Please contact your child's classroom directly if you are going to be late so that we can reassure your child that you will be there to pick him/her up. Staff will begin calling people on your child's emergency card to pick up your child if they do not hear from you. The police department will be called to pick up a child if we are not able to reach someone within an hour of dismissal time. You will be charged the late fee even if you have called if pick up is after 6 pm.
5. A year starts on first day of summer day camp in June and ends on the last day of school in June the following year.
6. Discounts for siblings for school age only during the school year.

Chronic or Continuously Late Pick up

We love your children but the staff only has a limited amount of time in between classes to dismiss children, clean up the classroom, prepare for the next class, check e-mails, return phone calls and have a quick lunch break. So, please be courteous in picking up your child on time. This will also avoid you having to pay late fees. Chronic problems or patterns of late pickups may result in your child not being able to continue in the preschool/daycare program.

Tuition for Preschool

Money is always a touchy subject, and it often doesn't "mix" when discussing programs for your children. Tuition is based on the preschool calendar and broken down into equal monthly payments regardless of number of weeks in the month or days off due to professional development, Coopersville Public Schools school calendar, or emergency school closings. Our prices are set, so that we can offer what we consider a HIGH QUALITY program. Your child is worth it! There is a non-refundable and non-transferable registration fee due at the time of registration.

1. Tuition must be paid by the scheduled payment sheet or a \$5.00 late fee will be charged.
2. If you are more than 15 minutes late your child will be placed in the daycare program. You will be charged accordingly.

Methods of Payment

Checks, money orders or online payments are encouraged. Checks and money orders are made payable CAPS daycare. (Coopersville Area Public Schools) There is a \$25.00 fee charged for returned non-sufficient funds checks.

Online payments may be made through E-Funds. This is found on the Coopersville Schools web site (coopersvillebroncos.org) under the parent section. There is a transaction fee charged.

Food Service Policy

R400.5110

Breakfast

Coopersville Public Schools breakfast is served for school aged children at the K-5th grade Elementary buildings approximately 15 minutes before school starts through the Chartwell Food Service program.

Snack

Our snacks will consist of a variety of food - crackers and cheese, fruit, graham crackers, pretzels and juice, etc. If you wish to send a treat for a special occasion or supplement our food pantry, it would be appreciated. Due to many children having food allergies we can no longer accept homemade snacks and please no citrus. Children attending preschool will be offered one snack a day. Children attending

the daycare will be provided one snack time each day. Parents need to provide a lunch for their children each day or purchase a school lunch.

At no time will food be used as a reward or punishment. Children will be encouraged to taste all food items, but not forced to eat anything.

Daycare Lunch

Please send a nutritious sack lunch with your child when attending the three year and four year old program and the summer daycamp program or you may purchase a school lunch.

When school is not in session for K-5 you need to send a sack lunch with your child. Families must provide a nutritious sack lunch when applicable. There is a \$3.00 charge if we provide the lunch and you will be expected to pay for that lunch at the end of the day. There is no hot lunch/breakfast available when school is not in session during the school year.

If your child has allergies or dietary restrictions please be sure to specify on registration forms so that we can plan meals accordingly.

Immunization Policy

R400.5113 Rule 113 (2)

All children must have their immunizations up-to date prior to admission. We are required to submit all student immunizations to the Ottawa Health Departments for review. The Coopersville Are Public School WECC is required to follow this policy:

R400.5113 Rule 113 (2) A center shall obtain and keep on file not later than the first day of initial attendance a certificate of immunizations showing a minimum of a least one (1) dose of each immunizing agent, (3) when a child has been in attendance for four (4) months, the center shall have on file an update certificate showing the completion of all additional immunizations requirements. According to Michigan Health Department and state licensing regulations, children in a licensed center must have their shots updated by their 5th birthday. Any child who does not meet these requirements will not be eligible to attend classes.

Parents are encouraged to participate in their child's classroom; however, any parent working with the children for a minimum of four (4) hours per week for two (2) consecutive weeks must have a T. B. skin test.

Allergy Plans & Procedures

R400.5111

An individual medical plan must be completed for each child who an allergy, has asthma, is diabetic, or has a seizure disorder. This plan must be signed and on file at the preschool office prior to the child starting school.

Parents may be requested to complete a special allergy form and a district Medical Care plan for their child. This form must be signed by the child's physician.

Staff will read the ingredients labels of all snacks that are provided by the school. A list of classroom allergies will be sent home with the parents of the classroom with the students of allergies to make them aware of the restrictions.

Parents will be asked to only provide store bought snacks that have an ingredient list.

Medication Plan

R400.5113(b)

Any necessary medication that is to be given to a child while in the care of WECC programs staff shall be accompanied by completed medication form. Parents are responsible for completing the required information including the name of medication, dosage to be given, time(s) to be given, and method of administration. A licensed physician must also sign this form. The medication must be in its original container with the child's name and dosage instructions clearly labeled.

Medication will not be given on an as needed basis. (Exception: Epi-Pen, DiaState, Inhaler).

Whenever a medication is given or applied, two staff members shall be present.

Once a year, children who are in the full day program shall have a general parental release signed allowing the staff to apply sunscreen and/or insect repellent.

Head lice

If you discover head lice in your child's hair, please report it to the office. Though it may be embarrassing to you there really is no stigma attached to it. It happens! Head lice are not a sign of a dirty child or home and it is a very common early childhood problem. If left untreated head lice can spread very rapidly and cause a lot of discomfort to your child. Anyone found to have head lice or nits, even if the hair has been treated, will be sent immediately home. We have a "No Nit" (egg or egg casings) policy at Coopersville Area Public Schools, which means all nits must be out of the **hair**. If a child is sent home with head lice, a parent/guardian must accompany the child to school after the child has been treated. The office staff will check the child's hair to insure there are no nits present in the hair before the child is allowed back into the classroom.

Sick Child Policy

R400.5113 (c)

For the good of your child, fellow students, and staff members, please keep your child at home if he/she is sick. We know you would appreciate every precaution taken to prevent the spreading of illness within the buildings. If we notice that your child is uncomfortable or contagious, we will require you to take him/her home. We will not send a child home with a clear runny nose unless other symptoms occur. If a child becomes ill while in our care, we will contact the parent/person listed on the student enrolment form. We will keep the child isolated in the office, with the office staff until someone arrives. For the benefit of our staff and other children in our care, a sick child will not be permitted to return to daycare for 24 hours after onset of illness.

Children will not be permitted in the Early Childhood programs with any of the following:

1. Fever of 101 degrees (auxiliary) or higher
2. Vomiting on two or more occasions within the past 24 hours
3. Diarrhea – three or more watery stools in a 24 hour period
4. Draining rash
5. Eye discharge or pink eye
6. Fatigue that prevents participation in regular activities
7. Lice or nits

Please let us know if your child has contracted a contagious disease. We need to provide this information to the other families. We try very hard to stop the spreading of germs by washing our hands and the children's hands frequently with soap and water. We also disinfect everything frequently.

Handling children's bodily fluids: We use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Gloves are available and cleaning/sanitizing will be done. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents or laundered.

Parent Notification Plan for Accidents, Injuries, Incidents and Illnesses

R400.8155

Parents will be notified when a child is observed to have changes in their health, a child experiences accidents, injuries, incidents, or when a child is too ill to remain in the group. Parents will be notified by phone or an accident or incident form.

Custody information-Restraining Orders/Court Papers

R400.5102 (6) (a)

We cannot legally prohibit a parent from picking up a child unless we have **current** court papers on file indicating restrictions. It is the parent's responsibility to provide these papers and make the staff aware of any potential conflict. Staff will not become involved in parental disputes over the children. Please do not ask the staff to take sides, give their opinions in regards to the other parent or to write letters on your behalf. We remain neutral and act only in the best interest of the child. We can only report on attendance and the child's behavior while in our care.

Licensing Rule: R400.5102 (6) (a) "The licensee shall assure that a child is released only to persons authorized by the parent. The following shall apply: (a) A child shall be released to either parent unless a court order prohibits release to a particular parent. (b) A copy of the order specified in sub-rule (6)(a) is to be kept on file at the center".

Custody Disputes

The following guidelines will be used when child(ren) custody conflicts occur:

- We **always** maintain our role as the child's advocate.
- **Until limited access by the non-custodial parent has been established by a court action**, one parent may not limit the other from picking the child up from our care. It is not within our legal right to withhold a child from a parent unless there has been court action that limits one parent's right to the child.
- We request a copy of the judge's order that limits parental access of the non-custodial parent.
- We will not answer any questions about a custody situation on the phone. No matter how the caller identifies him/herself, we ask him/her either to make an appointment with us, or come with sufficient identification.
- If we are approached by the Friend of the Court to fill out a form to be used in the investigation, we will fill out only those lines with which he/she is comfortable.
- We discuss this family issue only when children are not present. We provide a safe and wholesome experience for all children.

Outdoor Play

R400.5117

Outdoor play is a daily part of our curriculum. This can be healthy, educational and enjoyable when children are dressed appropriately for the weather. Please dress your child according to weather conditions. This includes boots, hats, gloves and snow pants in the winter. If your child is well enough to be in school, they are well enough to go outside. Classes will not go outside when the temperature including wind chill falls below 0 degrees except for the Toddlers which is 10 degrees.

Napping/Quiet Time

R 400.8188

It is required that all children under the age of 5 and in care for more than 4 hours have a rest time. A non school age child can bring a small blanket or stuffed animal from home to have at naptime. We provide the mats. Children that are not sleeping after ½ hour rest can get up to have quiet play, like books, puzzles, coloring, etc. Four year olds are provided quiet time daily if they are in attendance for more than four hours.

Criminal Background Check

All staff has a criminal background check done by Live Scan. The criminal background checks to see if they have been convicted of child abuse, neglect, or a felony involving harm or threatened harm.

Volunteering in the classroom

R400.5104(3)

We encourage and value families to be involved in our programs. Parents are welcome in our classrooms at any time. We have an open door policy for all of our programs.

All volunteers must complete a Volunteer Authorization form and be approved through Michigan State Police and Children's Protective Services prior to helping in the classroom or attending field trips.

- (a) Screening will check to see if they have been convicted of child abuse or neglect, convicted of a felony involving harm or threatened harm.
- (b) All volunteers are supervised. They are not to be left alone with children at any time.

No convicted person(s) will be allowed to be in classroom.

Lost and found

Lost and found boxes are maintained in the hallway by the office back door. All items not claimed at the end of the year will be donated to Coopersville Cares.

Confidentiality

All information you provide to the program is confidential. It will not be released to any person or agency without permission from you.

Licensing Notebook

The licensing notebook is located in the WECC office and may be viewed at anytime. It includes all licensing inspections and special investigation reports.

It also includes a summary sheet outlining all the reports and corrective action plans contained in the notebook. The notebook must include all reports issued and corrective action plans developed on and after May 27, 2010 until the license is closed.

Emergency Procedures

R400.5113 (a)

Emergency phone numbers for police, fire, poison control and animal control are posted in each classroom. There are also building maps showing routes for emergency evacuation and shelter during tornado warnings. Drills will be conducted throughout the year with each class. These are done in a very non-threatening and reassuring manner and include fire, tornado and lock down.

If a child is injured while attending the child care program, a staff member will stay with the child - giving any necessary first aid. You will be notified; but, if necessary, 911 will be used to provide any necessary treatment and/or transporting. It is very important to list emergency phone numbers on the enrollment form (please keep them up to date). Ice and band-aids are always readily available, and a first-aid kit is in each daycare/preschool room and with staff when outside and on field trips.

Emergency Weather Conditions

When official notice of a tornado WARNING is received, students will be relocated to a planned sheltered area of the center until an "all clear" is given. Adults will monitor the radio in each program and be aware of all present weather conditions. A WARNING means that a tornado has been sighted.

Since the "DayCare" is an extension of the school day, students who presently participate in this program should report to their normal pick-up location if a tornado watch dismissal occurs. Students will be escorted to the WECC as they are during a regular dismissal. They will be provided the same care and supervision as during a scheduled half-day. Staff will contact all families to determine pick-up time/arrangements. These days, as with scheduled half-days, parents will be responsible for the additional fees that occur.

Lock down procedures

A “lock down” procedure will be used in the event someone is headed to school who might do harm to anyone in the building, or in school. A “lock down” simply means teachers will keep their students in the classroom until an “all clear” is given.

All doors are locked. When a situation occurs in which we must lock down the building for safety precautions, staff will be notified over the intercom by office staff.

Drills

We have announced and unannounced fire and tornado drills. They are recorded to the central office. *You may want to explain to your child what they are, why they are important and what you would do in your own home in case of a fire or tornado.* We will also explain that we need to practice so that we know what to do in case the real thing ever happened.

Fire Drills

1. Students are to walk from their classrooms in a quiet and orderly manner.
2. The teacher in each class will instruct the students as to where the appropriate exits are and where they are to stand outside the building.

Thunderstorm Watch/Warning Procedures

Students will **not** be sent home during a severe thunderstorm watch/warning if occurring during school hours. Students will be dismissed at the normal dismissal time unless school personal determine it to be unsafe.

Tornado Watch/Warning Procedures

Should a tornado watch/warning be issued, children will remain in school. School officials will monitor the emergency and determine whether early dismissal is necessary. In all cases, how, ever, during a tornado warning, students will remain in school.

1. A tornado warning will be given in all school buildings or staff will be alerted that a watch is in effect.
2. Students and employees will follow building procedures or follow direction of the Civil Defense officials if they are on site.
3. Parents, legal guardians or designees may pick up children at the school if they desire.
4. The district shall transport students home if weather conditions indicate early dismissal is necessary.

Bomb threats

When a bomb threat is received, the following steps will occur.

1. Police are called, and all building administrators are notified to engage their bomb threat procedures. Prior to evacuation of a classroom the staff members will make a visual check of the classroom to insure that nothing suspicious appears in the room. As the students leave, the staff member will place a green/checked card on the door indicating the room has been checked.
2. Prior to evacuation of a building, the area(s) where students will assemble are visually checked to insure that no students or staff member will be evacuated into or through an area that might contain a bomb. This step may cause a delay in the evacuation of students, but in most cases that delay is extremely short.
3. School personnel visually check the entire building. Police do a final sweep to insure that the building is safe before issuing an all clear.
4. If a suspected bomb is found, all personnel will immediately clear the area.
5. After an all clear has been issued, students return to the building and classes resume.

In emergency situations, we make every attempt to keep the school phone lines open so that we can communicate with police and fire officials. We ask that parents do not call school unless absolutely necessary. Student release during a bomb threat is handled essentially the same as during other emergencies with the exception that the sign-out procedures will have to take place outside of the regular school building. We do not recommend that parents/guardians remove their students from school following a bomb threat. Please rest assured that the district takes every precaution to protect the children's and staff's safety at all times.

Drug free schools

Coopersville Area Public Schools is a drug free school. In order to preserve this condition, violators will be (1) disciplined through the school, (2) referred to the police for prosecution and (3) may be recommended for expulsion. Pretending to have or use drugs can result in all of the above.

The sale, use, display or possession of alcoholic beverages, tobacco, intoxicants, or controlled and/or illegal substances is strictly prohibited. Likewise the sale, use, display or possession of legal substances that are pretended to be controlled substances is prohibited. Violations of either of these prohibitions are illegal and may be treated as a school discipline matter and/or a police matter.

Violations of this provision may result in (1) out-of-school suspension from one to ten days; (2) suspension until investigation has been completed and a parental conference has been held; (3) referral to the Board of Education for expulsion; and/or (4) referral to civil authorities.

Early Dismissal

When the office is notified that there is an early dismissal, daycare is provided. We provide daycare for K-5 students if no contact can be made with a parent or guardian or a parent can't provide care for their child(ren).

Late Dismissal Procedures

For isolated emergencies (e.g. restricting access to a neighborhood because of a fire, hostage situation, sniper, etc.) when students cannot be allowed to go home, the following procedures will occur:

1. The specific group of students affected will be identified and informed that they will have to remain at school/daycare.
2. Parents/guardians/caregivers of each child involved will be immediately informed that they should pick their children up at school/daycare.
3. Supervisors will be designated for this group of students and a gathering site will be determined.
4. The Superintendent's office, bus garage, and police department will be notified in case parents, guardians, or press may call for information.
5. Details of the emergency will be told to parents, as they become available. The superintendent's office will be the official spokesperson for the press.
6. Normal sign out procedures for students will occur.

Missing Child Procedures

End of the day:

When a child is discovered missing at the end of the day the following procedures should occur:

1. A check with the child's teacher to determine to whom/where the child was dismissed.
2. Using the P.A. system, call for the child to report to the office.
3. Re-check meeting point where child was supposed to be (i.e. parent's car, flag pole, bike rack, playground, etc.)
4. Phone call to home, neighbors, friends, grandparents, bus garage, etc. to determine if the child chose to go to an alternate place.
5. Notify police department.

Snow days/fog delays

All day care programs will be open but preschool may be cancelled so listen to your local radio or TV station. You will be notified by Alert Now system so please keep your phone #'s up to date. When Coopersville Area Public Schools is closed, the preschool is also closed. If school is delayed 1 or more hours, the morning preschool session will not meet. Any scheduled field trips will be cancelled.

Suspected Child Abuse

All Early Childhood employees **are mandated** to report suspected child abuse under the Child Protective Law. The law states that these individuals who “have reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made.” The law continues, “within 72 hours after making an oral report, the reporting person shall file a written report as required in this act”

RIGHT TO ACCESS AND PRIVACY OF STUDENT RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right pursuant to the **Family Educational Rights and Privacy Act of 1974**, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness.

Procedures for such examination and challenge, including hearings on a challenge, have been established by the Board of Education and will be made available upon request.

No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardians of a student under 18 years of age, except (1) the teachers and officials of this school district who have a legitimate education interest in such information; (2) there has been a federal request for submission of student records in connection with a student’s application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

All requests for examination of records made by parents or guardians and eligible students shall be directed to the Office of the Principal having custody of such records.

Resources

211 Service of Ottawa County

211

Dialing 211 can link you counseling, clothing, shelter, food, prescription assistance, utility assistance, support groups, job assistance, child care transportation and more!

Children’s Resource Center 1-800-332-5049

Child care information and referral, child care provider trainings and children’s services information

Lakeshore Association for the Education of Young Children 1-800-764-4111

Professional early childhood organization for advocacy and current information on young children and their caregiver’s.

Ottawa County Child Development Services 1-800-428-5264

Daycare and Head Start for children ages birth to six.

Children’s Assessment Center 616-393-6123

Collaborative investigation of child sexual abuse, crisis counseling and long term therapy for victims and supportive family members.

Parent support groups available.

SCAN (Stop Child Abuse & Neglect) 1-800-332-5049

Information, referral services to prevent physical, sexual or emotional abuse of children.

Michigan Works 1-800-285-WORKS

Food, clothing, advocacy, case management and life/job skills classes.

Coopersville Cares 616-837-8602

Referrals, food, and clothes.

Family Independence Agency 616-394-7200

Aid to dependent children, food stamps and Medicaid

Ottawa County Health Department 616-393-5737

In-home parenting education, infant growth and development information.

Early On 616-393-5753

Provides services to help infants and toddlers from birth to 36 months who may have developmental delays.

Addition to the Coopersville Schools West Early Childhood Center's Parent Handbook, Jan 1, 2015.

Power Outage

Generator will automatically turn on.

Contact Parent/Guardians via Blackboard. (Email, phone calls and text messages will be delivered)

Loss of Water

Announcement made.

A determination will be made by administration to determine if evacuation is necessary. Follow districts evacuation procedures.

Contact Parent/Guardians via Blackboard. (Email, phone calls and text messages will be delivered)

Parents late picking up children due to a natural disaster

Contact Director

Stay with the children until they are picked up.

Evacuation Procedures

Announcement made

Check email

Go to predetermined evacuation location

If it is announced to go to another location, it will be determined by the Superintendent and/or emergency personal

Transportation may be provided by the Transportation Department

Staff

Line children up, count children and take emergency backpack, calmly walk to the determined location.

Sit quietly with your children.

Use activities from emergency backpack

Parent/Guardians will be contacted via Blackboard. (Email, phone calls and text messages) to give children's pick up location

Staff will stay with children until everyone is picked up

Holding areas

West Early Childhood Building

Community Services Building

Other suggested holding areas

City of Coopersville

City Hall

Water Tower Building

Coopersville Reformed Church

Coopersville Schools

Any Building

Other Locations

Allendale Public School 895-4350

Spring Lake Schools 846-5500

Ravenna Public Schools 231-853-2231

If there is a student using a wheelchair determine if child needs to be carried.