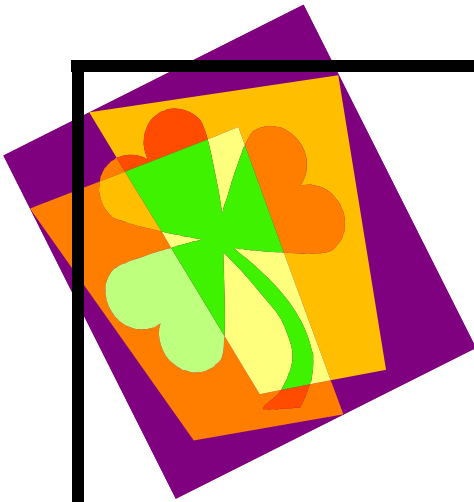




SHAMROCK CENTER

Handbook and Enrollment Packet
2011-2012



2011

Welcome Parents to the Shamrock Center,

I have put together this packet of information so you can easily enroll your child in any of the following Shamrock programs; Kindergarten Plus, Little Shamrocks Preschool, Before and/ or After School Programs, Summer camps, Wrap around care and Schools Out. Each portion of these forms are important and needed to meet the State licensing requirements of our program.

1. Handbook Acknowledgement – page 22
2. Payment Agreement– page 23
3. Child Placement Contact– page 24
4. Publicity release– page 25
5. Statement of Health—page 26
6. Registration Form—page 27 and 28
7. Health Appraisal and immunization record – This must be signed by a physician or physician's representative for children under the age of 5- page 29 and 30 (Vision/Dental not required)
8. Child Information Form– page 31

Forms must be completed and accompanied by the registration fee, and deposit before a child may attend our program.

Health appraisal and immunization record must be returned within 30 days of enrollment for all children under the age of 5.

I am glad that you have chosen to join The Shamrock Center for your educational and child care needs. Marshall Public Schools have a strong reputation as a progressive, caring and family oriented system that puts children first. The Shamrock Center carries on this tradition and adds a new dimension by providing rich early childhood education programs and quality childcare when school is not in session.

Our doors are open to you at any time. You may drop by for a visit unannounced or by calling our office for an appointment at 781-1298. I look forward to working with your family.

Sincerely,

Michele Morgan

**The Shamrock Center Parent Handbook
2011 - 2012
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Welcome to the 2011-2012 School Year At the Shamrock Center

Welcome to the Shamrock Center. The programs at this center are developed to provide students with rich learning experiences and reliable care, in a safe environment. This handbook was developed to help families and staff to understand the program philosophy, policies and procedures. The program is designed to be a partnership between families and staff. Our staff takes seriously the responsibility to support parents and nurture children.

The Shamrock Center is financially self-supporting. Parent fees provide the monies needed for daily operational expenses.

PHILOSOPHY

The Shamrock Center staff will provide developmentally appropriate activities for children Ages 3 through Age 13.

We believe that:

- Education happens beyond the school day and classroom.
- Education should reflect the children's interests and home culture.
- Children learn through play.
- Children deserve care beyond school in a supportive and enriching environment.

GOALS

To provide safe, dependable, quality care for children.

To provide a variety of activities designed to enhance the physical, intellectual, emotional and social development of individual interests.

To recognize and encourage development of individual interests.

To provide a relaxed environment where children feel welcome.

To provide child care at a reasonable cost and a convenient location.

PROGRAM PLAN

Several different programs are currently available to families enrolling at the Shamrock Center, depending upon the age of the child and family care needs.

KINDERGARTEN PLUS

Kindergarten Plus is an enrichment program offering children the opportunity to extend their kindergarten learning experience either before or after the half day program. The Kindergarten Plus staff work with our local Kindergarten teachers to plan activities that will enhance learning. The Creative Curriculum for Early Childhood may be used as a springboard to set up a rich learning environment and planned daily activities.

LITTLE SHAMROCKS

Little Shamrocks, is a structured and play based program that strives to develop the whole child. Students develop emotional, social, mental and physical growth through play and planned activities with the guidance of a qualified teacher and classroom aide.

GREAT START READINESS PROGRAM

GSRP, is a preschool program serving four-year-old children. The program focuses on building skills to ready students for the transition to kindergarten. Enrollment for GSRP is based on income eligibility as determined under the National School Lunch Act, and other risk factors established by the Michigan Department of Education. The funding for this preschool program is from a grant awarded to the Marshall School District by the Michigan Department of Education.

SCHOOL AGE BEFORE AND AFTER SCHOOL PROGRAM

The School Age Program offers children the opportunity to learn and play with other children either before or after their school day, or both. Snacks and meals will also be provided.

Transportation to and from schools is included in this program. A full day program will be provided at an additional cost on days when the school system is not in session. (A minimum number of children will be required for the program to operate on non-school days. Pre-registration will be required for full day sessions, and parents will sign up for these special sessions at least two weeks in advance of full day sessions and school vacations.)

Outdoor play and rest times will be included in the daily schedule when the center is open for full days. School age teaching staff will schedule daily activities, including age appropriate sports, arts and creative expression, dramatic play, discovery and exploration. Children have the opportunity to plan projects and explore topics of interest.

AM Session	Kindergarten Plus and Little Shamrocks
9:00am	Arrivals and greetings: children join in free choice selection of centers or table activities.
9:15am	Circle: Children gather at the carpet for calendar (counting, number identification, sequence, pattern, shape, color, and day/month awareness), checking of the weather (graphing, counting, seasons), group time also includes finger plays, sharing songs, stories and a discussion of days activities.
9:30am	Activity rotation: Children take turns participating in planned small group and individual activities related to fine motor development, color identification, math readiness, reading readiness, and simple science. Children develop social skills through play with peers at centers.
11:00am	The children sit at tables and interact socially while eating a nutritious lunch (good manners are developed).
11:30am	Large group gym/outside : The children participate in activities focusing on large muscle development and social skills.
12:00am	Departure time for those leaving: The children will prepare to go home; putting on coat, gathering belongings, each child will have an opportunity to describe their favorite part of the day.
PM Session	Kindergarten Plus and Little Shamrocks
12:00pm	Arrivals and greetings for students joining. Children remaining in attendance will ready for lunch.
12:15pm	Lunch for afternoon children: The children sit at tables and interact socially while they eat a nutritious lunch (good manners are developed).
12:45PM	Quiet time/ Rest time / Quiet activities (puzzles, coloring, etc.) after 1:15
1:30 pm	Activity Center: Children take turns participating in planned small group and individual activities related to fine motor development, color identification, math readiness, reading readiness, and simple science. Children develop social skills through play with peers at centers.
2:30AM	Large group gym/outside : The children participate in activities focusing on large muscle development and social skills.
3:15pm	Snack: The children sit at tables and interact socially while they eat a nutritious snack (good manners are developed).
3:30 pm	Departure time for those leaving, or transition to after school care. The children will prepare to go home; putting on coat, gathering belongings, each child will have an opportunity to describe their favorite part of the day.
PM Session	Wrap around care/ child care
12:00pm	Children remaining in attendance will ready for rest time and choose quiet time activities. Puzzles, books, etc.
12:45pm	Quiet time/Rest time
1:30pm	Rejoin large group at activity tables and free play in activity centers.

ADMISSION AND WITHDRAWAL POLICIES

KINDERGARTEN PLUS

All students who attend Kindergarten in the Marshall Public Schools District are eligible for enrollment in the Kindergarten Plus Program. Sessions are available for children attending either morning or afternoon kindergarten.

LITTLE SHAMROCKS

Children must attain the age of four by December 1st to be eligible for enrollment in the 4's program. Children must have attained the age of three by the date of entrance into the 3's program or will turn 3 by December 1st, 2010 and sign a waiver with the understanding that their child will be enrolled in a 3 year old program. **All Children must be toilet trained.**

BEFORE/AFTER SCHOOL PROGRAMS

All students age 3 through age 13 in are eligible for enrollment in the Before/After School Program. Priority for enrollment will be given to students who register for both before and after school, five days per week.

GREAT START READINESS PROGRAM

Children must attain the age of four by December 1st, reside in the Marshall School District and meet state determined income eligibility and/or risk factors.

REGISTRATION AND ENROLLMENT

Pre-registration is required for all programs. Drop in care **will not** be available. Full day or half day attendance on non-school days will be available only to registered students.

The following must be completed and returned to the school before a child attends any of the child care programs:

- Registration Forms with Registration Fee
- Tuition Deposit (first TWO week fees)
- Emergency Card/Child information Card
- Health Form and Immunization Record
- Child Placement and Fees Contracts
- Handbook Acknowledgement
- Statement of Health
- Publicity Release

A non-refundable fee of \$20.00 per child, \$25.00 per family, covers the administrative cost associated with processing your child's enrollment information. This fee reserves your child's space in the program and your child's first day of attendance. If the program reaches maximum enrollment, a waiting list will be maintained by date of registration, registration fee and completion of all forms.

NON-Discrimination Policy

Equal treatment and service will be available to each child without regard to race, color, religious creed, national origin, sex or ancestry. Parents are strongly encouraged to visit the program prior to enrollment. This allows for an opportunity to meet the Program Director and to gain a better understanding of the Shamrock Center. Scheduled appointments are appreciated so as to allow for sufficient time to visit and answer questions.

WITHDRAWAL

A parent may withdraw a child from the program at any time. To withdraw a child, parents must notify the Program Director **in writing at least two weeks prior** to the last scheduled date of attendance. **All fees for the final two weeks are due at the time of the written notice.** In the event of pre-payment reimbursement for payments after the two-week notice will be available.

SCHEDULE OF OPERATION

DAYS OF OPERATION

The program is in operation year-round, except for the following scheduled holidays:

Labor Day	September 5
Thanksgiving Day and the Friday following	November 24 and 25
Christmas Holiday	December 23rd and 26
New Year Holiday	January 2nd
Good Friday Holiday	April 8
Memorial Day	May 28
Independence Day	July 4th

Before School Care:	6:30 am-9:00 am
AM Little Shamrocks:	9:00 am-12:00 noon
AM Kindergarten plus:	9:00 am-12:00 noon
PM Little Shamrocks:	12:00 noon-3:30 pm
PM Kindergarten Plus:	12:00 noon-3:30 pm
After School Care:	2:45 or 3:30 pm-6:00 pm

HOURS OF OPERATION

The Shamrock Center will be open from 6:30am to 6:00pm, Monday through Friday. Exact hours for sessions will be dependent upon bus transportation schedules.

TUITION, FEES, AND BILLING PROCEDURES

Children are enrolled in a reserved space in a given program. Fees are charged on the basis of enrollment, not attendance. Fees are determined by the semester but are billed weekly. Payments are due each Monday.

Shamrock clients who pay in advance by the semester receive a 5% discount. Payment must be received prior to the beginning of the semester to qualify for this discount. Additional fees apply for non-school days and snow days when Shamrock Center is scheduled to be open. A non-school day care program is available for children as space permits.

Additional fees also apply for children who need child care beyond the Preschool/Kindergarten Plus schedules and when students are not in their preschool programs. (Conferences, Fridays, etc.)

FEE SCHEDULE:

	School Age	<u>WEEKLY</u> Preschool/Kdg. Plus
Before and After School	\$65	\$110
Before School Only	\$35	\$85
After School Only	\$35	\$85
Kindergarten Plus/Little Shamrocks		\$65
Preschool Partners wrap around 3 days		\$45
Preschool with full day child care		\$150

NON-SCHOOL DAYS: (IN ADDITION TO REGULAR FEES)

	Full Day	Half Day
Current full time students	\$25	\$15
Schools Out ONLY day program	\$35	\$20
Preschool wrap-around services		\$15

SUMMER CAMP

Schedule, Fees and Program will be announced in spring 2011.

*Before school fees include breakfast. Kindergarten Plus/full day preschool with childcare fees include school lunch on days when school is in session and a healthy snack. After school fees include a daily snack. On full days when school is not in session, snack will be provided, and children will be asked to bring a sack lunch.

A five percent (5%) discount is available for families enrolled in full time care.

Discounts may be combined, maximum discount is 10%

BILLING PROCEDURES

Tuition billing will be done on a weekly basis on Tuesdays for the following week. Payments are due every week on Monday by 6 PM. A late fee of \$10.00 per week will be charged for every week that the fee is overdue. Any account that is over two weeks delinquent may result in an administrative withdraw and termination of services. ***When a holiday falls on Monday and the Shamrock Center is closed, payment schedule is adjusted to Tuesday. All fees are to be paid in advance for service.***

It is preferred that families pay by check or money order. Checks should be made payable to Marshall Public Schools, with a memo line reading "Shamrock Center." Cash payments must be exact amounts, enclosed in an envelope marked with the child and family name, amount, date, **and** receipt number. ***It is the parents' responsibility to make sure they receive a receipt at the time their cash payment is dropped off.*** The staff does not have access to a cash box to make change. Payments are to be put in the locked cash box located on the wall above the table in the hallway.

Special billing charges will be assessed based upon each **child's schedule**. Reservations for out of school days must be made in advance so that schedule and billing adjustments can be made.

Weekly receipts will be provided, and should be saved for tax purposes. Annual statements will be provided for all attendees.

ILLNESS, HOLIDAY, AND VACATION FEES

Tuition rates are established on a semester basis based upon the child's schedule, and do not include refunds for absences such as **illness, vacations, and holidays**. Each family is allowed one week vacation credit during the school year. (September – June) A vacation request form must be completed two weeks in advance.

When the family knows in advance that the child will not be attending for an extended period of time, arrangements can be made with the Program Director to hold a child's space in the program for a reduced fee. This policy allows the program to develop an operations budget and to pay staff based upon the scheduled enrollment.

TUITION ASSISTANCE

The Family Independence Agency (FIA/Department of Human Services) does offer financial assistance for families who qualify for child care assistance. The Program Director can assist you in applying for FIA assistance and advise you of any other scholarship assistance programs your family may qualify to apply for.

Parents are responsible for paying for all services up front. Your childcare account will be credited when FIA/DHS payments are received. It is the sole responsibility of the parent to keep all paperwork with FIA/DHS up-to-date. Should a lapse in reimbursement occur, The Marshall Public Schools/Sherman Child Center will not back bill for that time period. The parent will be responsible for the payment.

INCLEMENT WEATHER

Every effort will be made to open the center on days when school buildings are closed or school is delayed because of inclement weather.

Opening will depend upon whether staff can safely travel to the center. Please listen to local radio and TV for announcements about school closings. Please call the center before dropping off the children to determine if staff are available and what hours care will be provided. Please note that all students must be fully registered in the program to attend on days when schools are closed.

CLOSING IN EXTREME CIRCUMSTANCES

We will close if a state of emergency exists or if conditions prevent us from providing child care in a safe and orderly environment.

ATTENDANCE NON-SCHOOL DAYS

When you enroll your child, you will indicate your child's schedule. Staffing, food purchases, billing, and program supply orders are all based upon scheduled attendance.

The center will be open when school is closed for half or whole days. This include parent conferences, staff development, and a portion of winter break, etc. The parents will be surveyed in the fall to address other vacation times. A special sign-up form will be available for parents, a minimum of two weeks before these days occur.

ALL PARENTS MUST REGISTER SCHEDULE CHANGES FOR EACH OF THESE DAYS.

Care is not guaranteed without signing up before the two week deadline. All children must have completed the full registration process to attend on days when the schools are closed.



SAFETY, EMERGENCY AND HEALTH **POLICIES AND PROCEDURES**

Drop off and pick up procedures – This is to be done on the Linden Street side entrance.

For safety reasons when dropping off and picking up your child, a parent/guardian **must accompany the child into and out of the center**. Each child must be signed in and out of the center daily by a responsible adult who is listed on the child's emergency card. Children will only be released to an authorized adults unless the center is notified **IN WRITING** of a change. The staff may request photo identification of anyone picking up a child. Siblings must be at least **15 and have a photo ID** to be authorized to pick up a child. Children who enter or leave the program via the school bus will be signed in or out by a staff member.

Late pick up is determined by the child's schedule. The ending time for the PM Kindergarten Plus/Preschool is 12:00 pm and 3:30 pm and the ending time for the After School program is 6:00 pm. Late fees will be assessed for children not picked up by the end of the scheduled session. After 15 minutes without notification by the family, the staff will begin to contact the person designated as emergency contact on the child's enrollment forms and late fees will accrue.

A parent with sole custody must supply legal documentation of custody arrangements before requesting the exclusion of the non-custodial parent.

OUTDOOR PLAY

Outdoor play and fresh air are important for the healthy development of children. With the exception of extreme temperatures, all children will play outside daily. If the child is well enough to be in school, he/she is well enough to take part in all normal activities, including outdoor play. There are no staff members scheduled to care for children who cannot go outside due to illness or lack of appropriate clothing.

In hot weather, teachers will adjust the time outdoors, adjust the activity level, and will provide water for play and drinking. In cold weather, teachers will make sure children are appropriately clothed for wet and cold, and will adjust the time accordingly. When the outside temperature is above 85 degrees or below 27 degrees, teachers will refer to the Child Care Weather Watch as a guide and use their judgment whether children can play safely outdoors or should remain indoors.

EMERGENCY PROCEDURES

The Shamrock Center staff practice emergency procedures for safe evacuation and/or sheltering children. Fire drills will be performed monthly, and everyone, including parents or visitors in the building must evacuate using the posted emergency routes. Tornado drills will be performed monthly during tornado season. Other necessary drills will take place during the year. Emergency procedures for the Shamrock Center are posted in every classroom.

Health Policy

At the Shamrock Child Care Center we are committed to maintaining high standards of hygiene. The continued good health and wellbeing of the children is of primary importance to us. We will follow our health policy at all times.

Health Records: Before a child attends, the parents must provide a current, up-to-date record of the child's immunizations. A Health Appraisal Form, signed by the child's physician, must be on record within 30 days of enrollment. This form must include any restrictions, allergies, on-going medication or special medical care needs. Health information must be updated annually.

Hygiene/ Hand washing: We observe good practice in matters of hygiene at all times. We refer to Directions for Washing Hands as to proper hand washing procedures. **We** expect all children and staff to wash their hands regularly, especially before handling food, after using the toilet, blowing nose, coughing, sneezing, handling animals, plants and insects, after play out of doors.

First Aid/ Bodily fluids: At the Shamrock Center a designated member of staff is responsible for administering First Aid and holds a current First Aid certificate. First Aid Boxes are clearly posted, identifiable and accessible to all staff. First Aid boxes are replenished regularly and we only use supplies in sealed packages. We always use disposable gloves. We provide suitable bins for the disposal of materials. We keep an up-to-date accident log for both staff and children which is available to parents.

Cleaning and Sanitizing: At the end of each class and/or between class times we will ensure that cleaning chores are completed by staff and/or custodial services. We ensure toys, equipment and other surfaces are sanitized on a rotating basis. Toys, equipment and surfaces that are contaminated with saliva, urine, vomit, feces or blood will be sanitized immediately.

-Rest mats will be cleaned with a sanitizing solution WEEKLY and in between use by different children.

Handling food: We monitor and comply with local environmental health department guidance and regulations. We receive our prepared foods from a state licensed kitchen.

Controlling Infection: The center will follow the guidelines in the Elementary School Student/Parent Handbook and the guidelines recommended in the "ABC's" of Safety and Healthy Child Care" (1996) written by the Department of Health and Child Care Services, U.S. Public Health Service and Centers for disease Control and Prevention.

Sick children : When a child becomes ill at the Sherman Shamrock Center, parents/emergency contacts listed on the child’s emergency card will be contacted. If your child is ill, please keep him/her home. It is our wish to minimize the transfer of illness amongst the children. **A child must be free of fever with out the use of fever reducers at least 24 hours before returning to school.** If your child does not attend school because of illness, he/she may not attend Sherman Child Center. Please call the center on days your child will not be in attendance, the Shamrock Center, 781-1298.

Illness and medicine: We make every effort to keep abreast of new information relating to infectious and communicable diseases and local health issues through the county Health Department. The Shamrock Center will only administer prescription or non prescription according to the directions on the container, and with written parent permission. All records will be kept of administration of medicine.

*The center will take the necessary precautions to contain and prevent the spread of contagious illness or diseases. However, the center cannot guarantee that contagious illnesses or diseases will be completely contained or will not spread to other children. Parents must recognize that, while in care, it is possible that a child may be exposed to contagious illness or disease. (Additional information about our health policy available upon request)

Injury: The center staff will provide first aid for injuries. Our Staff are certified in First Aid, CPR and infection control. **We will assume all bodily fluids contain hazardous pathogens therefore we use universal precautions.** If your child needs emergency medical attention, you will be contacted and asked to pick up your child. Accident reports will be completed for all injuries, even minor bumps and bruises.

Health Resources: The Shamrock Center has access to the Marshall Public School’s internet connection, School Nurse, other school personnel and the Calhoun County Health Department.

DHS Clearance for Volunteers and Staff

To protect all children, the Shamrock Center follows Michigan “Licensing Rules for Child Care Centers,” including the following:

Before staff and volunteers may contact with children in a child care center, the staff or volunteers shall provide the center with documentation from the Department of Human Services (DHS) that he or she has not been placed on the central registry for substantial abuse or neglect.

CHILD ABUSE AND NEGLECT STATEMENT

The Shamrock Center staff members are obligated by law to report to Child Protective Services any concerns of neglect or abuse as observed during a child’s participation in this program. Michigan State Law mandates Marshall Public Schools employee to report all suspected cases of non-accidental physical and mental injury, sexual abuse, sexual exploitation, or maltreatment and child neglect to the Child Protective Services of DHS. The law mandates that all personnel engaged in the intake process, care or treatment of children carry out reporting. This includes all staff. Reporting in good faith frees the staff member from liability if the report proves to be unfounded. On the other hand, willful failure to report opens the staff member to criminal or civil liability.

DAY TO DAY POLICIES

GUIDANCE AND DISCIPLINE POLICIES

Behavior management is the joint responsibility of students, parents, and center staff. Staff encourages self-control and appropriate social behavior in children. Positive methods of developing these behaviors are used in the center. Staff will not use corporal punishment, frightening, or humiliating disciplinary techniques. When children are given meaningful choices, know the rules, have helpful and caring supervision in an enriching environment, the need for discipline becomes less.

Children are encouraged to use a problem solving approach:

*Staff will observe. If adults interfere in problem solving too often or too soon, children will come to rely on adults to solve problems.

*Staff will approach and be available to model problem solving and negotiation skills. Staff will suggest alternatives that the children can try. Staff and children together will resolve the problem.

*If children are unable to resolve a problem without adult assistance, staff may choose to implement a "Time In," where a child or group of children may need to separate from the group or the activity for a few short moments. Children in "Time In" will be given a choice of sitting quietly or participating in an activity such as reading while calming down and thinking through alternative behaviors. The adult and child will talk about the decision to rejoin the group when the child is ready.

If a child develops a pattern of inappropriate behavior, the staff member, parent and child will meet together to develop an individualized action plan for the child. It is our goal to work with families to help each child develop self-control and to keep all children safe.

In every case, discipline is viewed as a positive, solution-oriented process in which children learn appropriate behavior without damage to their physical or psychological well being. The Sherman Shamrock Center does not permit, nor will it tolerate under any circumstances, the use of abusive or degrading disciplinary methods. Violation of this policy by any staff member will be grounds for immediate termination of employment.

MEALS AND SNACKS

The program recognizes the value of nutritious, well-balanced meals for young children. Breakfast, lunch and snacks will be available through Marshall Schools Food Service during days when the schools are in session. Breakfast costs are included in the Before School fees. Afternoon snack costs are included in the After School fees. Menus will be posted in each room for parents to view.

If your child has an allergy or special dietary need, please inform the Program Director during the registration process.

On non-school days, morning and afternoon snacks are provided and children will be asked to bring a sack lunch since the kitchen will be closed.

In accordance with Federal law and U.S. Department of Agriculture policy, Sherman Child Center and Marshall Public Schools is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W. Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

CLOTHING AND TOYS

Children are active learners, so, comfortable easy to launder clothing that does not restrict play is best. Since the weather changes frequently in Michigan, and active learners can be messy, we recommend that each child keeps a complete set of extra clothing in their cubby or backpack at the center.

Children will play outside daily, weather permitting. Please be sure your child has appropriate clothing daily for outdoor play, including boots mittens, head covering, and snow repellent outerwear.

The center will supply toys and equipment appropriate for your child's age. Children should bring personal items to the center only on designated sharing days, or when staff requests items to be used for the topics being discussed at the center. Please clearly label all clothing and personal items with your child's name.



FIELD TRIPS

Field trips may be scheduled throughout the year. Parents will be informed in advance of scheduled trips, and are required to sign a permission form for trips. If a fee is involved with the field trip, will be notified in advance. Children may walk to local sites of interest for field trips.

If transportation is required, bus transportation will be arranged through Marshall Schools Transportation department or Dial A Ride Transportation.

GENERAL INFORMATION

Photos: Photographs will occasionally be taken of children to display in the rooms. From time to time these pictures are used for publication in local newspapers, etc. If for any reason you do not wish to have your child photographed, please sign the appropriate form and inform the director.

VIDEOS: Although we do not make a practice of watching an undue amount of television and/or videos, we do occasionally watch G-rated movies as a special treat.

Shared use of our facility: We are fortunate to share our building with Marshall Alternative High School, Marshall Co-operative Preschool, Great Start Readiness Program, and Head Start. Our diverse populations make our building unique. All programs work together to offer families in the community variety of quality services.

FAMILY INVOLVEMENT

COMMUNICATION AND FAMILY INVOLVEMENT

Family involvement in the center's activities strengthens the continuity between a child's experience at home and center. The Sherman Shamrock Center encourages parents to be involved in the following ways:

Open Door Policy: You are welcome to visit the center at any time and are encouraged to do so when your schedule permits.

Lunch Visits: Parents are welcome to come and join the children for lunch in the Shamrock Café. Please remember when you bring your lunch to model nutritious eating patterns for the children.

Volunteers: You may wish to bring an activity for the children, read a story, share a talent, or participate in activities underway. Please coordinate any special activities in advance with the staff.

Daily communications: Parents are encouraged to touch base with the staff upon arrival or pick up.

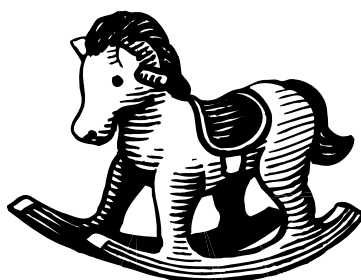
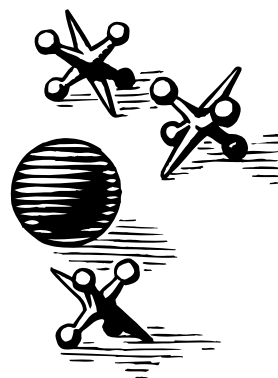
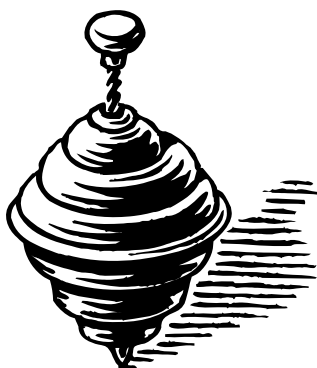
Parent/Teacher Conferences: You or a teacher may request a parent/teacher conference at any time. Open communication will help the staff to best meet your child's needs. Scheduled conferences can help the staff to best meet your child's needs. A scheduled conference allows for more confidentiality and detail than daily conversations permit.

Resolving Parent Concerns: The Sherman Shamrock Center staff members encourage parents to discuss concerns with teachers. You are also encouraged to ask the staff any questions you have about your child's care at the center or general center issues. It is important for parents to address questions or misunderstandings quickly. Ongoing communication is vital to smooth running of the center. Most concerns can be addressed at the classroom level; however, if you and your child's teacher are not able to reach a satisfactory resolution, you may discuss your concern with the Program Director.

Maintaining Confidentiality: Staff members will not discuss other families', the children, or their behavior, with other staff members, except as directly related to the care of each child while in the program. Each family is respected, and this is not public information.

When communicating, both parents and caregivers are expected to handle themselves in a professional and respectful manner. In the event that the parent and the center have different philosophies in the care-giving of a child, all attempts will be made to positively and openly discuss these differences and agree upon a solution.

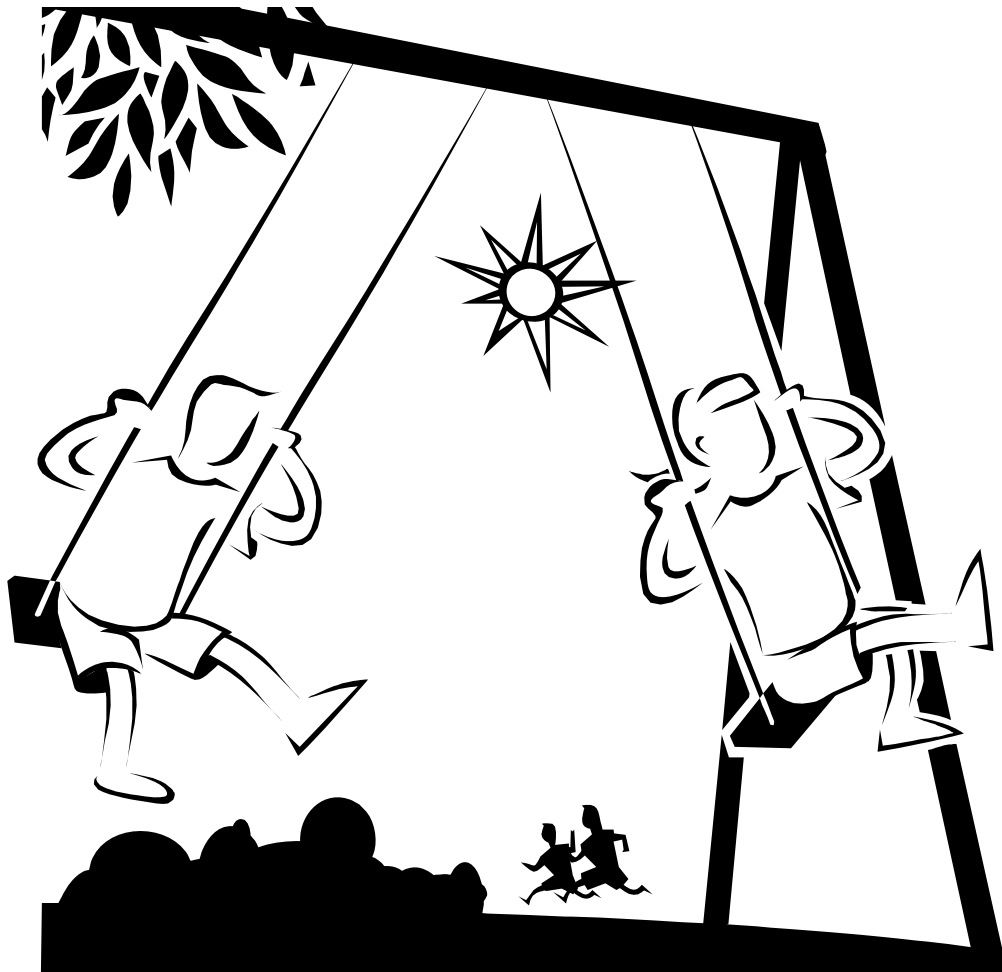
Donations: The program welcomes donations of appropriate toys and equipment to be used in classrooms with children. Please check with the Program Director for a wish list before bringing donations to the center. Tax receipts for donations are available.



Marshall Public Schools

**Shamrock Center Program Calendar
2011-2012 (Tentative)
Calendar is subject to changes and additions**

September 5	Labor Day – Shamrock programs CLOSED
September 6	First Day of School
November 24 & 25	Thanksgiving – Shamrock programs CLOSED
December 23 & 26	Christmas Holiday - Shamrock programs CLOSED
January 2nd	New Year Holiday – Shamrock programs CLOSED
April 6	Good Friday – Shamrock CLOSED
May 28	Memorial Day – Shamrock CLOSED
July 4	Fourth of July observed – Shamrock CLOSED



THE SHAMROCK CENTER
2011-2012
Handbook Acknowledgement Form

Dear Parents,

It is important that all parents and/or guardians of students attending the Shamrock Center read and understand the content of this handbook. The handbook contains information concerning policies and procedures that the Shamrock Center follows in order to comply with requirements from the State of Michigan and Marshall Public Schools. These requirements also provide you with polices and procedures of our program. Once you have read the handbook, please sign in the designated area and then return this form to the Shamrock Center.

If you have any questions, please feel free to contact me at any time for clarification. Your signature indicates that you have read and understand the program, policies, procedures, and timelines of this program.

Sincerely,

Michele Morgan,
Shamrock Center Director

By signing this agreement, you are stating that you have read the handbook and contract and are agreeing to the terms outlined in this contract and in the handbook.

Parent/ Guardian Signature

Date

**THE SHEARMAN SHAMROCK CENTER
2011-2012 PARENT PAYMENT AGREEMENT**

I understand that by signing this Parent Child Care Agreement, I am legally liable for payment of all child care services and agree to the following:

Registration Fees - \$20 for one child or \$25 for a family. This nonrefundable fee covers the cost of processing your child's enrollment information and reserves your child's space in the program.

Tuition Deposit – A tuition deposit equal to the first 2 weeks of child care fees must be paid prior to beginning child care services.

Tuition – Payments are due every week on Monday in advance of child care beginning. Fees are based on enrollment not attendance. Additional fees will be charged child needs care in addition to his/her regular weekly schedule,

Snow/Sick Days – Additional fees will be charged for non-school days and snow/weather delays. On these days lunch is not provided (our food service department is not operational on these days), so parents must provide a sack lunch.

Vacation – Each family is allowed one week vacation absence during the school year (September through June). Parents must complete a vacation request form at least 2 weeks prior to the vacation week.

Discounts – A school employee discount of 5% is available to Marshall Public School employees. A 5% discount is offered to parents who pay by the semester in advance. Also, a 5% discount is offered to parents who have two or more children enrolled full time care. Discounts may be combined, however combined maximum discount is 10%.

Late Fees – A \$10 late fee will be assessed for every week a payment is overdue. Any account that is two weeks late (in other words, the deposit is used up) will result in an immediate administrative withdrawal and termination of child care services.

Withdrawal – Written notification at least two weeks prior to the last scheduled date of attendance is required in order to apply your deposit toward child care fees without late fees.

Parent Signature

Date

Shamrock Center Child Placement Contract

Note: This contract is required of all licensed child care centers by R 400.510b of the Michigan administrative code. The Michigan Department of consumer and Industry Services is required to inspect the child care center and enforce the contract based on the terms provided in this contract.

As of **September 2011**, the Shamrock Center of Marshall Public Schools agree to provide child care services for the following named children.

Part I: Contract provisions provided by child care facility:

The Shamrock Center of Marshall Public Schools, as a licensed child care facility, will provide the following provisions of the Michigan Administrative Code as required by R 400.5105b:

(Printed Name of Child)	(Date of Birth)
(Printed Name of Child)	(Date of Birth)
(Printed Name of Child)	(Date of Birth)

R4005102 Licensee.

Rule102 (2) A licensee shall have the following administrative responsibilities regarding staff.

- (b) Develop and implement a written screening policy for all staff and volunteers including parents, who have contact with children.

R400.50105 Program.

Rule 106 (1) A center shall provide a program of daily activities and relationships that offer opportunities for the developmental growth of each child in all of the following areas:

- Physical development, including large and small muscle.
- Social development, including communication skills
- Emotional development, including positive self-concept
- Intellectual development

- (2) A center shall permit parents to visit the program for the purpose of observing their children at all times.
- (3) A center operating with children in attendance for 5 or more continuous hours per day shall provide for daily outdoor play, unless prevented by inclement weather conditions.

R4005110 Food Services and Nutrition.

- (3) A child shall be served meals and snacks in accordance with the following schedule:
 - (a) 4 hours to 6 hours – 1 meal and 1 snack.

The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.

o The notebook will be available to parents for review during regular business hours.

o Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare

In Witness whereof, the parties hereto have executed this contract as of the specific date: _____

Parent, Legal Guardian or Responsible Adult

Shamrock center Marshall Public Schools

(Signature)

(Printed Name)

(Relationship to Child(ren))

(Signature)

(Printed Name)

(Title)

Publicity Release

Dear Parents,

On occasion, children are engaged in activities which are photographed by school personnel or local newspapers, the pictures may then be used in classroom or to celebrate our adventures in the local paper.

By signing this form, you agree that the Shamrock Center may use your child's photo in the classroom or within any press release.

Print Name _____ **Date** _____

Signature _____

**Parent/ Child
Statement of Child's Health**

Child's Name _____ **Child's Date of Birth** _____

has been enrolled in The Shamrock Childcare Center. The daily program involves both vigorous and quiet indoor and outdoor play. Including the use of climbing equipment.

Does this child require any special attention, medication, or have any physical condition which may need to be taken into consideration while in our care?

To the best of my knowledge my child is healthy and all immunizations are current as of date of signing.

_____ **Parent Signature** _____ **Date**

*****Children under 5 years old,
The Child's PHYSICIAN MUST complete the following form
(Health Appraisal) form must be completed within
30 Days of enrollment**



MARSHALL PUBLIC SCHOOLS SHAMROCK CENTER



Registration Form 2011 – 2012

Please complete and deliver this form with the \$20/child or \$25/family registration fee, and a deposit equal to two weeks tuition to:
Shamrock Center,
Make checks payable to Marshall Public Schools.

****One form is required for each child****

- K+ Program/ Little Shamrocks
- Preschool Partners wrap around care
- K+ / Little Shamrocks Before School
- K+ / Little Shamrocks After School
- K+ / Little Shamrocks Before & After School
- K+ / Little Shamrocks with full day child care
- K+ / Little Shamrocks- Non-School days only
- Summer – Camp at Shamrock Full Day
- Summer –Camp at Shamrock Half Day
- Summer –Playground Rec. Before
- Summer – Playground Rec. After
- Summer –Playground Rec. Before & After
- School Age Before School
- School Age After School
- School Age Before & After School
- Non-School/snow days only

Program: (Check One)

Enrollment Date: (First date your child will be attending Shamrock) _____

General Information:

Child's Name _____ Male ____ Female ____ Birth Date _____

Grade 2011–2012 _____ School Attending _____

Child's Home Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Father's Name _____ Work Phone _____

Employer _____ Address _____

Mother's Name _____ Work Phone _____

Employer _____ Address _____

Are there any situations that we should be aware of that may be helpful in caring for your child?

Please list any siblings also attending the Shamrock Center _____

(If applicable): Non-custodial parent _____

(See reverse side)

Emergency Information:

Emergency contact _____ Relationship _____

Home phone _____ Work phone _____

Other person authorized to pick up your child _____

Allergies Medical _____

Allergies Food _____

Family Physician _____ Phone _____

Hospital _____ Phone _____

Medical Insurance _____ Policy Number _____

If school should close because of weather or other emergency I would like my child to:

(Please circle your choice)

Return home on the bus.

Stay at school until I arrive.

Go to the Shamrock Center and await my arrival.

Schedule:

Please give us the approximate schedule when your child will be attending the Shamrock Center. This is very important information and helps us in determining when to expect your child.

<u>2011 – 2012 School Year</u>		
	A.M.	P.M.
Monday	From: _____ To: _____	From: _____ To: _____
Tuesday	From: _____ To: _____	From: _____ To: _____
Wednesday	From: _____ To: _____	From: _____ To: _____
Thursday	From: _____ To: _____	From: _____ To: _____
Friday	From: _____ To: _____	From: _____ To: _____
Will attend scheduled non-school days only.		

SECTION III -- PHYSICAL EXAMINATION, INSPECTION, TESTS, AND MEASUREMENTS

EXAMINATIONS AND/OR INSPECTIONS

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

TESTS AND MEASUREMENTS

	Within Normal Limits	Under Care	Referred		Within Normal Limits	Under Care	Referred
Vision Tested? <input type="checkbox"/> Visual Activity <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Muscle Imbalance Date _____ <input type="checkbox"/> Other _____ (Specify)				Urinalysis Done? <input type="checkbox"/> Sugar <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Albumin Date _____ <input type="checkbox"/> Microscopic			
Hearing Tested? <input type="checkbox"/> Audiometer <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____ Date _____ (Specify)				Blood Pressure Measured? <input type="checkbox"/> Yes <input type="checkbox"/> No Reading _____			
Hemoglobin/Hematocrit Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No				Height _____ Weight _____ Other:			
Blood Lead Level Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____ Result _____				Blood Lead level recommended for all children enrolled in Medicaid must be tested at one and two years of age, or once between three and six years of age if not previously tested. All children under age six living in high risk areas should be tested at the same intervals as noted above.			

ESSENTIAL FINDINGS DEVIATING FROM NORMAL AND/OR RECOMMENDATIONS

Tuberculin Test (if given) Date _____ Type _____ Negative Positive _____ mm.

SECTION IV -- RECOMMENDATIONS

Is there any defect of vision, hearing, or other condition for which the school could help by seating or other action? Yes No
 If yes, please explain:

Should the student's activity be restricted because of any physical defect or illness? Yes No If yes, check below and explain degree of restriction:

Classroom Playground Gymnasium Swimming Pool Competitive Sports Camp Other

Examiner's Signature	Date	Examiner's Name (print or type)	Degree or License
Number & Street	City	Zip	Telephone

SECTION V -- DENTAL EXAMINATION AND RECOMMENDATIONS (OPTIONAL)

I have examined _____ teeth and make the following recommendations as for treatment:

Child's Name _____

Dentist's Signature _____ Date _____

COMMENTS

**CHILD INFORMATION RECORD
STATE OF MICHIGAN**
Department of Human Services
Bureau of Children and Adult Licensing

Date of Admission		Allergies		<p align="center">CHILD INFORMATION RECORD STATE OF MICHIGAN Department of Human Services Bureau of Children and Adult Licensing</p>							
Date of Discharge											
Name of Child (Last, First, Middle Initial)								Address (Number and Street, Building/Apartment Number)			
Child's Date of Birth		Home Phone ()						City		State	Zip Code
Father/Legal Guardian's Name		Home Phone						Mother/Legal Guardian's Name		Home Phone	
Home Address (if not child's address)		Cell Phone						Home Address (if not child's address)		Cell Phone	
City		State	Zip Code					City		State	Zip Code
Employer/School Name								Employer/School Name			
Address (Employer/School)								Address (Employer/School)			
City		State	Zip Code					City		State	Zip Code
Employer/School Phone		Daily Work/School Times		Employer/School Phone ()		Daily Work/School Times					
Name(s) of Person other than Parent or Legal Guardian to whom child may be released											

BCAL-3731 (Rev. 3-08) Previous edition may be used.

See Reverse Side

I give permission to _____, licensed by the Department of Human Services (Provider's Name)			
to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care.			
Signature of Parent or Guardian			Date Signed
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ()	
Address of Child's Physician or Health Clinic		Name of Health Insurance Carrier	
Hospital Preferred for Emergency Treatment		Health Insurance Policy Number	
Special Needs:		Date of Last DTaP (Diphtheria, tetanus, pertussis) Shot	
Name of Local Person to be Notified in an Emergency When Parents Not Available		Local Address of Emergency Person	
Home and/or Cell Phone ()		Work Number ()	
City, State		Zip code	
Special Instructions:			
Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, sexual orientation, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.			AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.

BCAL-3731 (Rev. 3-08) Previous edition may be used.

