

Welcome to Paddock's Early Childhood Center!

When the School Age Child Care Program started in Milan, it was advertised as a "safe alternative" to other choices for children whose parents were not home. While that is still a primary goal, there is much more depth to the quality of childcare you can expect from us.

Paddock's Early Childhood Center offers a play-based preschool curriculum and extended childcare hours to meet the needs of many family situations.

We are concerned that all aspects of our environment benefit the children and families we serve. We strive for a relaxed and enriching program that is enjoyable and comfortable for parents and children.

By combining all of the Early Childhood Programs Paddock has to offer, including our infant program, preschool, School Age Child Care, First Steps, and Early-On program, our Center can provide every child comprehensive services from the time they are born.

Our Philosophy

We believe children benefit by planning, implanting, and evaluating their own experiences each day, alone and with others. Children have experiences with early literacy, math concepts, music, art, drama, and critical thinking skills as a part of the everyday world. Planning activities in themed units encourages children to organize information and form learning patterns linking new information with familiar subjects.

Children learn by their own actions. They learn in spurts, not a steady stream. Therefore, we see ourselves as facilitators to intellectual development outside the classroom. We provide many activities each week, so children can follow their natural curiosity and learn about things that interest them. We will embrace the idea of being outside and learning in a natural environment when weather permits. Children will feel challenged to explore new ideas, or find out more about an old favorite.

We know that families come to us with many needs. Some children arrive at Breakfast Club early in the morning and need time to wake up, eat breakfast, and finish their homework before school starts. Other children come to PrimeTime after school, until Mom or Dad arrives to take them home and eat dinner. It is important to them that they get exercise, socialize with friends, and relax after a long day in class. There are children who may be away from their homes only occasionally when not in school, and others who are in the building eleven hours a day. It is our job to balance the exciting with relaxing, the stimulation with calm, and discipline with the freedom to make choices.

Although it is a tall order, we take our job very seriously. Safety comes first – children must observe safety rules, and are supervised at all times. Our equipment must be clean and in good repair. Children who become ill should be able to find a quiet place to rest while parents are on the way.

Because children cannot be with their working parents much of the day, it is the Child Care staff that offers emotional support for children within the confines of our program. We help them make friends, attend to minor injuries, and listen to sad stories about a hard day at school. This is only possible with a parent-staff partnership! We will help children learn to make choices, and encourage relationships with others.

Our environment allows for time with friends, time alone, and time to move, and time to rest. You can expect us to talk to you about your child's day. We may work through a problem, or celebrate an accomplishment with you. We will make every effort to make our program a pleasant and secure place. Thank you for trusting us with your cherished and wonderful children!

Paddock's Early Childhood Center

Registration

1. Registration forms are available in each Elementary School office or from Paddock's Early Childhood Center staff during program hours.
2. Complete the family information on the Registration form, including place of employment, telephone numbers, and current address.
3. Select the schedule you prefer for Preschool or Child Care, and the starting date you desire. Your bill will be calculated based on this information. A two-week notice is required if you must cancel your registration. You will be charged full tuition if written notice is not provided.
4. A non-refundable registration fee (for each child) must accompany the registration form.
5. Enrollment is on a first-come, first-served basis. Full time enrollment will be given priority, and part-time schedules will be accepted as space permits.
6. Your child must be enrolled a minimum of two days per week.
7. You must fill out a Registration form, Child Emergency card, Child Care Contract, Health Appraisal, and Photo Release form before child care begins.
8. Tuition is charged at a daily rate, based on the requested schedule for each student. While charging an hourly fee may seem desirable for some students, this payment arrangement allows us to guarantee consistent wages for staff, which helps to retain excellent caregivers.
9. You will receive a bill for one month's services in advance. Payment is due on the first business day of each month.
10. Payments made after the first of the month are subject to a late payment fee.
11. Checks or money orders are the preferred method of payment, made out to **Milan Area Schools**. Payments may be dropped off at Paddock's Early Childhood Center office or the drop box located in the hallway of the preschool rooms. They may also be mailed to Paddock's Early Childhood Center, 707 Marvin, Milan, MI 48160. **Please do not send payment in with your child.**
12. Accounts must be current and paid in full before enrollment in added time, half-day or full-day child care will be accepted.
13. There will be a \$20 charge for NSF checks returned by the bank. After the second returned check, payment will be required by Money Order.
14. **Payment is expected based on the schedule you have requested for your child. Credit is not given for absences or personal vacations.** Families are not charged for announced school district vacation days.
15. If payments are past due, or repeatedly late, child care services may be temporarily suspended or permanently discontinued without a refund. Parents are responsible for regular tuition costs plus a two-week paid notice when services are terminated, regardless of a child's attendance.

Schedule Changes and Cancellation

1. Please deliver a written request for schedule changes or cancellation for services to Paddock's Early Childhood Center at least two weeks in advance to allow for staffing or enrollment adjustments. A schedule change form is available in the PECC office, the website, and in each classroom for your convenience. **Payment is required for the entire two-week period, whether or not services are provided.**
2. If space permits, you may add time to your child's schedule. Check with the Program Staff or Preschool Teacher to verify available space. Charges for added time will appear on your next monthly statement.
3. In cases of severe illness or injury (more than a week), child care may be temporarily suspended without charge. The Director will decide emergency requests on a case-by-case basis. It will be the parent's responsibility request early in the absence period.

Family Discounts

A 15% family discount will apply to second or third children enrolled in School Age Care. Discounts will be given regardless of the building where childcare is provided. **Discounts cannot be given to Preschool students, due to the limited space available.**

Late Pick-up Charges

A charge of \$5.00 will be assessed for each 1-15 minute segment of time a parent arrives after pick-up time. After three such incidents, the charge will be \$15.00 for each 1-15 minute period. Repeated late pick-up may result in dismissal from the program.

Please remember that our staff members have families of their own, and may have plans for the evening. Also, when parents are unexpectedly late, children worry. We understand that occasional emergencies are unavoidable, and we appreciate a phone call if you are delayed.

Financial Aid

Some families may qualify for aid from the Michigan Department of Human Services. To discuss this possibility with a representative, you may telephone (734)481-2000 in Washtenaw County, and (734)243-7200 in Monroe County. Other sources of financial aid may be available through community organizations. Ask the director for details.

Tax Information

Each January your statement will include child care fees paid during the previous year. The school EIN number (required for filing your tax return credit) is 38-6022728.

Families no longer enrolled in Paddock's Early Childhood Center may request a statement no later than March 31 to use when preparing a return due on April 15.

School Holidays

When the public school is closed due to holidays or vacations, all Preschool and School Age programs are closed also. Fees will not be charged for school holidays. Families may enroll in occasional full-day childcare when available.

Half Days of School

When the public school closes for a scheduled half-day, School Age care will be available for currently enrolled students from 11:50 – 6:00. There is no hot lunch program on those days. Lunch is often provided on half days and you will be notified in advance. When lunch is not provided, please remember to send a sack lunch. Refer to the fee schedule and registration policies for enrollment in half-day childcare.

Weather Policy

When Milan Area Schools close due to inclement weather, Paddock's Early Childhood Center will be closed. In case of questionable weather, such as ice, snow, or fog, listen to radio stations **WJR(760AM), WAAM(1600AM) or television channels 2 WJBK-Fox2, 4 WDIV, or 7 WXYZ-TV** for school closings before leaving home. A notice will also be posted on the school website. No refund will be given for the first two school closings. You will receive a credit on your next monthly statement for each snow day following the first two.

If the school closes early due to an emergency (such as a storm or mechanical problem) there will be no Preschool or Childcare. PrimeTime children will be dismissed and sent home with the rest of the children. We will make every effort to notify you, so you may make arrangements for your child. Please discuss the possibilities with your child in advance.

Outdoor Play

Exercise and fresh air are important! Unless it is raining, or the weather is dangerous, we will go outside each day. Please be sure your children have appropriate outdoor clothing and boots, etc. for the weather. If you feel your child is too sick to go outdoors, he is probably sick enough to stay home. Playground equipment does not meet state childcare licensing code, however it does meet the school code and PECC feels it to be safe.

Absences

If your child will not be at Preschool or School Age Care, we ask that you report your child's absence to the Preschool teacher or PECC staff. If your school age child leaves during the day and will not be returning, be sure to inform the school office that they will not be in PrimeTime for the afternoon. We worry about children who do not arrive to our program on time, and will continue to look for them throughout the building until they are located. This is a matter of highest security – help us know where your child is at all times.

Licensing

Paddock's Early Childhood Center is licensed by the State of Michigan, and adheres to all licensing regulations regarding childcare. These rules specify adult to child ratios, staff qualifications, facility maintenance, health and safety policies, discipline, and equipment requirements. Our facilities are inspected every two years by a State Licensing Consultant. If parents would like a copy of the rule book, please contact the Director.

Parent Newsletter

At the time you receive your monthly statement, look for a parent newsletter in the envelope. This will include upcoming events, announcements, and activity calendar for each program, and any other concerns we need everyone to know. Parents are strongly encouraged to read this page carefully for important information.

Medication

Medications can be dispensed during childcare with written authorization from your physician. Ask a staff member for the correct form. Medication must be in its original container, with instructions and the name of the child printed on the container. All medication must be given to a staff member immediately. We will store children's medication locked and out of the reach of children until needed. Childcare staff will not be responsible for administering the first dose of a medication. In cases of severe allergies, be sure the staff is aware of allergens on the Child Emergency card, and has appropriate medication and telephone numbers.

Allergies

A number of students have allergies severe enough to require breathing treatments or an EpiPen. Please ask your pediatrician for a prescription for an extra inhaler or EpiPen to leave at school in case of emergency. We will contact you if it is necessary to give the medication.

Lunches

Children may bring a sack lunch, or purchase a hot lunch from the school cafeteria. Please send a separate check for your lunch account at least on day before your account balance is zero. Make the check out to: Milan Area Schools – Lunch. Place the payment in an envelope with your child's name printed on the front. Staff will store debit cards at school and pass them out as needed each day. Lunch prices are \$_____ per day.

Rest Time

Preschool children are asked to rest on a mat or cot for about a half hour each day. Those who do not sleep may do quiet activities while the group is sleeping. Please send a travel-sized pillow or blanket to be stored at school. We will send nap items home to be cleaned at regular intervals. A small stuffed animal is helpful at rest time, also.

Toys from Home

Toys from home are strongly discouraged. Many different materials are available at school, which limits the possibility of loss, damage, or arguments over personal belongings. Classroom teachers require that personal items be stored in a backpack during the school day. Items for show-and-tell, read with a furry friend day, and nap items are allowed. Personal electronics are not allowed at school.

Cell Phone Policy

Cell phones and other personal communication devices are not allowed to be used during the school day or during the child care programs of PECC. If a student brings a personal communication device, it must be kept in his/her backpack. The school assumes no responsibility for theft, loss, damage to, misuse or unauthorized use of personal communication devices brought onto our property. Students and parents are strongly encouraged to make sure these devices are not left unattended or unsecured. Failure to follow these guidelines may result in loss of this privilege, additional disciplinary action and confiscation of the personal communication device to be returned to the parent or guardian only.

Sick Policy

Generally, if your child is too ill to attend class, he/she is too ill to attend childcare. We all appreciate your consideration in keeping sick children at home to recuperate.

If your child has any of the following symptoms, he/she is to remain at home 24 hours from the time the symptoms disappear:

Fever of 100 F, or higher

Vomiting

Diarrhea

Undiagnosed rash

Convulsion related to illness

Fainting

Continuous, hacking cough

Thick, yellow or green discharge from the eyes or nose

Chickenpox (all pox must be crusted with no new blisters)

Any other condition such as pinkeye, ringworm, head lice, thrush, etc. will require exclusion until treatment has been successful and the child is no longer contagious. Every effort will be made to contact parents or designated contact in case of medical emergency. It is essential that your

Emergency Information card is kept accurate and up-to-date. Caregivers are trained in basic First Aid and CPR. We will contact a physician if the situation warrants immediate medical attention.

Injuries

If your child gets hurt while in our care, we will first attend to the injury. Then, the staff member who observed the accident will fill out an Accident Report as completely as possible. The Program Director will receive a copy, and the staff will be sure you get a copy at pick up time. If your child bumps her head, or treatment requires more than a wash and bandage, staff will call to inform you. Unusual or upsetting incidents will follow the same format, using an Incident Form.

Signing In and Out

All children are to be signed in or out by a parent or designated adult. Because the sign-in list is our emergency list in the event of fire or storm, we must know which children are in our care at all times. Upon arrival at Breakfast Club or Preschool, sign your name and the time in the space beside your child's name. Say hello to one of the staff, if we don't greet you first. We need to know that you are "passing the baton" of responsibility on to us. Conversely, sign your child out of Preschool or PrimeTime and say goodbye. We may have information to pass on to you about your child's day, but appear distracted by things going on in the classroom. If not, that's OK, we still want to let you know that WE know you came and went, and your child is with you!

Parking

Parents may park in front of Paddock along the street, in an empty visitor space, or along the curb in the South parking lot. We must keep the drive clear for school buses between 8:30 - 9:00am and from 3:15 – 4:00pm. During the school day, please avoid parking in numbered spaces and those marked “reserved” for those teachers who must travel between buildings daily.

At Symons Elementary School, parents may park in the back of the building and enter in the north doors.

Preschool Drop Off

Parents may choose to use our drop off system in the morning. At 9:00 am, after the buses have left, you may drop your child off in the South parking lot along the curb. A teacher will come to your car and greet your child and walk her to her preschool class. A teacher will have the sign in sheet for you to sign at your car. At pick-up, parents must come into the building and sign their children out.

Homework

We will do our best to help your child with his homework, and to encourage him to complete it. However, we know that the most influence over academic work comes from the parents and teachers. Please be your child’s biggest cheerleader, and ask to see homework for your corrections or for your praise!

Curriculum

We have chosen to use an activity-based curriculum in both our Preschool and School Age programs. Teachers are trained to develop organized, purposeful activities where children can focus on developing cognitive and creative skills at their developmental level. We must pay attention to explore his environment. We try to enrich the elementary curriculum with individual and group activities that use learning skills in real-life setting. Our Early Childhood program allows each child to explore, create, reflect, share with friends, and enjoy growing up.

Parent Communication

You are placing the care of your children in our hands. While we grow to know them and love them when they spend time with us, we know you are concerned about many other aspects of their lives. We feel that if we can communicate with parents, both our jobs will be easier.

Each family will receive a Parent Handbook. We hope you will read it at the beginning of the year, and then keep it in a place where you can refer to our policies if a question arises. We have tried to be as thorough as possible, but if a unique situation should occur, please contact the Program Director.

Stop and talk with us anytime you have a minute. We will be happy to fill you in on what your child enjoys, whom they play with, or how much they snack they eat! Brief daily contact keeps all of us

informed before small problems become overwhelming. We will call you at home or work only when an issue is urgent.

Parent Conferences

Preschool Conferences are scheduled each fall and each spring. Teachers will present a portfolio of your child's activities, observations about friendships and skill development, and results of formal evaluations to you. Please come prepared if you have questions about our program, your child's interactions, or anything else you want to know about. We may ask you to share some stories about your family, and what your child enjoys at home. Adult family members are all welcome! This is our time to share information between adults; please schedule a time without children, if possible.

Discipline Policy

Our program is designed to give children a great deal of personal choice. We have pledged to provide a wide variety of projects and activities so each can be comfortable, make change in activity level, and decide which friends to spend time with. When those choices are respectful of people and property, discipline has come from within the child.

Our rules are simple and clearly outlined to the children:

1. Safety comes first. If it isn't safe for everyone, choose something else to do.
2. Speak and behave respectfully at all times. If disagreements come along, learn to talk about them calmly.
3. Treat property with care. This idea applies to your own belongings, that of others, and school property.
4. Follow directions. You may not like the directions given to you by the staff. But, because it is our job to help everyone share the same space and same equipment, we must sometimes make unpopular decisions.
5. You may always talk problems over with a staff member, and of course, your parents. We're here to help!

When discussion and redirection are not enough to solve a behavior problem, we may use the following strategies:

- A cooling-off period away from the problem
- Restriction from the problem area or child
- Using natural consequences (if you spill, you clean it up)
- Communication with parents about what may work at home
- Discussion with staff to come up with new strategies
- Suspension or dismissal from the program (particularly if others are put in danger)

We know that all children can be a challenge from time to time. We expect to help your children learn self-control and interpersonal skills. You are welcome to come and observe with us at any time. If you know your child has concerns, please speak with a staff member. We will do everything we can to be fair, objective, and nurturing.

Breakfast Club

Breakfast Club begins at 6:30 a.m. and ends just before the school day begins. Please walk your child into the building and sign-in.

A typical daily schedule looks like this:

- 6:30 Doors open, quiet activities begin as children arrive gradually.
- 7:00 Breakfast is served at designated tables. Children may eat breakfast as they arrive, or when they are hungry. Breakfast menus will be available to all parents monthly. The cost of breakfast is included in the Breakfast Club fee.
- 8:00 Select groups of children will take turns going to the gym for organized games. Other children may finish projects they started earlier, or finish homework before schools begins.
- 8:30 Breakfast Club meeting time. We will share ideas, read stories, sing songs, or make announcements to the children at this time. Children will gather their belongings and begin thinking about schoolwork for the day.
- 8:45 Children are dismissed to their classes.
- 8:50 Symons students board a school bus at Paddock, and are released with the rest of the students attending Symons Elementary.

PrimeTime

After school, children are dismissed to the School Age Care room. We begin our busy afternoon schedule immediately!

- 3:35 Children arrive from their classrooms. Meeting time begins as soon as all the children have arrived. Attendance is taken promptly – children are discouraged from dawdling between class and PrimeTime. Announcements are made, snacks set out. We may read aloud, try experiments for the group, or share events of our day. This is the time when children can come up with ideas for future activities.
- 3:45 Snack time. Snacks are served family-style each day; there is no additional cost. Birthday snacks may be provided by families as a treat, if desired. Groups of children may also cook snacks for the group from time to time.
- 4:00 Homework Club (Monday – Thursday) for third through eighth grades. Parents may request that their student spend a half-hour of time to read, complete homework, or work on academic skills. Children may choose to go to Homework Club whenever they have schoolwork to finish. Outdoor Play or Gym Time. After working hard in class all day, it is good to get some exercise!
- 4:30 Activity Time. Some projects will be carried out over several days; others will be quick and easy to do. Here is where the children have a great deal of freedom to use their imaginations!
- 5:30 Clean up begins gradually. As children finish playing, we will gradually close areas to be ready to go home by 6:00.

MMS PrimeTime

Students report to room 37 at Symons Elementary School when the school bus drops them off at the front entrance. Parents or teachers must make arrangements for students to attend special activities such as rehearsals, practices, or meetings.

2:30 MMS students arrive in room 37 and store their belongings.

2:40 Group meeting begins. Students may discuss group problems, ask questions about the schedule, share events from the school day or plan activities for the group.

Quiet activities/homework time. Students may read, draw, or work on projects quietly until others have had the opportunity to complete homework.

3:30 Free time. Children are encouraged to contribute ideas for activities, project or games. Since Middle School students are older, they enjoy the freedom from planned projects, but must take the responsibility to use their time constructively. Personal electronics and handheld games are allowed, with appropriate restrictions. We ask students to put away electronics when the elementary students arrive.

3:45 Snack time. Snacks are served family-style and frequently involve a cooking project for one or all students.

4:00 Outdoor play. Depending on the weather, the group may be on the playground, the soccer field, or in the gym.

4:30 Activity time. Middle School and Elementary School students choose to play games, participate in projects, read, or talk to friends. Families are encouraged to contribute ideas!

6:00 Pick-up.

Dismissal

Breakfast Club will dismiss students in time to go directly to their class. Children who have errands within the school get permission from their classroom teacher before going to the office, bathroom, lunchroom, etc.

Parents should use the side entrance to Paddock (south parking lot) and come into the School Age Care classroom to sign out. Parents may enter Symons through the rear door. If you need another adult to pick up your child, PrimeTime must receive notice in writing. Please advise your friend or relative that, for security reasons, staff will ask to see ID.

Paddock PrimeTime closes at 6:00 p.m. Symons closes at 6:15 p.m. Students whose parents have not yet arrived five minutes before closing can expect their children to be waiting with coats and backpacks at the classroom entrance. We know you are in a hurry for dinner, too, and we want to make it easier for families to leave at the end of the day.

Food Service/Nutrition Policy

Menus

Breakfast, Lunch, and Snack menus will be available each month and posted in each classroom. Changes due to food availability or other urgent needs are noted as they occur.

Breakfast

Each student in attendance at Breakfast Club may choose a cereal, milk, fruit juice, and one other breakfast food item daily. Breakfast is served at no additional cost.

Snacks

A snack will be offered to all students attending Morning Preschool or PrimeTime. Snack items generally include a combination of bread, crackers, fruit, vegetable, and milk or fruit juice. Occasionally snack may consist of a special treat such as gelatin, ice cream, fruit roll-ups, or potato chips. Students may bring additional food from home to eat during the afternoon. General snacks brought from home to share with the entire group are acceptable (birthday treats), but sharing individual food items between students is not permitted.

Lunch

Lunch is not provided during full-day childcare. Preschool students have the option to bring a lunch from home or purchase lunch from the school lunch service. Children attending on half-days or full-days of childcare must bring a lunch from home. Occasionally, a special lunch may be included in the cost of child care (such as pizza, sandwiches, etc.). Parents will be notified in advance when lunch is provided.

Sanitation

Tables are cleaned with a sanitizing solution before and after each snack/meal. Children are expected to wash their hands before eating, and clean up their area when finished. Food preparation and service utensils are washed using a three-sink method. Children eat using disposable plates, cups, and utensils.

Restrictions

Students with dietary restrictions or allergies must have written documentation from a physician detailing the nature of allergy or restriction. Paddock's Early Childhood Center will serve substitute snacks within the dietary restrictions for students with special needs, in cooperation with parents. Students are not required to eat food provided by Paddock's Early Childhood Center.

Field Trips

Snacks served on field trips will be prepackaged, purchased snacks that are not sensitive to temperature changes. Parents will be responsible to send lunches (if required) on field trips. Parents are urged to remember that proper storage and refrigeration is unavailable, and food subject to spoilage should be avoided. State of Michigan DCIS Day Care Licensing Rules state: "On field trips, food containing mayonnaise, eggs, milk products, and other ingredients with which the probability of spoilage is high should not be used."

Hours and Sessions

Breakfast Club 6:30 – 8:45 a.m.

Paddock PrimeTime 3:35 – 6:00 p.m.

Symons PrimeTime 3:50 – 6:15 p.m.

MMS PrimeTime 2:30 – 6:15 p.m.

Preschool 9:00 – 12:00 p.m.

Preschool 9:00 – 1:00 p.m.

Full Day Childcare 7:00 – 5:30 p.m.

GSRP Preschool 9:00 – 3:45 p.m.

Director :

Lisa Mellinger

439-5159

Director of School Age Childcare:

Sheila Meyer

439-5159

PECC Secretary and Billing

Jane Cook

439-5114