

MEADOWBANK SCHOOLS INC | Parent Handbook



WELCOME

Meadowbank Schools is open five days a week, Monday through Friday, 6:30 a.m. to 6:00 p.m., opening at 5:30 a.m. at select locations (academic programs start at 9:00 a.m. and end at 3:30 p.m.) We welcome children as young as two-and-a-half weeks through third grade. Drop-in hourly care is not available at any of our locations. (Ages and times may vary at our different locations.)

ENROLLING YOUR CHILD

To enroll or re-enroll your child, you must sign the Tuition Policy Agreement and pay a deposit of one week's tuition which will be held until your child's last week of enrollment. Deposits are non-refundable and can only be used when one week's notice is given (in writing) for dis-enrollment from the school.

An Enrollment Record, Certificate of Health and Immunization Record, and your child's Personal Identification Card (ID card) must be completed and returned before your child's first day. Also, please read this parent handbook thoroughly so you will have a clear understanding of our policies and procedures.

TUITION

Our general policy is to review our tuition fees annually (see enclosed tuition sheet). Parents will receive at least one month's notice, in writing, of any tuition adjustments. Please keep in mind some additional fees may be necessary from time to time to cover special events such as field trips.

It's Meadowbank policy that all accounts be kept current. We will allow the maximum balance of two week's tuition to accrue. On the Monday of the third week, if no payment has been made, your child will not be admitted to the school without payment in full. **Partial payments will not be accepted.** (Accounts paid on a monthly basis should be paid one month ahead.)

If a financial assistance program is helping you with your tuition, you are responsible for keeping all paperwork current. Should there be a lapse of payment in your financial assistance program you will be held responsible for the full amount—and any percentage that your program does not cover—until payments resume. If this amount is to lapse two weeks without payment, on the Monday of the third week your child will not be admitted unless your account is paid in full.



Partial payments will not be accepted. (A \$25 charge will be added to your account for any returned checks.)

MULTIPLE CHILD DISCOUNTS

When multiple children from the same family attend the school, a 3% discount from the usual tuition fee is granted for each additional child. To take advantage of this discount, full tuition must be paid for the child with the highest tuition base. The discount is then applied to all other children enrolled from the same family.

HOLIDAYS

We are closed for all national holidays. Full tuition is charged for these days should they fall on your child's scheduled day:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

REPORTING OF ABSENCES

If your child is going to be absent or if there is a change in your child's schedule, please notify the school — this helps us with staffing for the day. If your child is ill, you should notify us of the nature of the illness, particularly if it is contagious.

VACATION/ILLNESS TUITION POLICY

Each child will be allowed three week's vacation per year with no tuition charge. Vacations aren't granted until the child has been enrolled for six consecutive weeks. A full rate is charged for all non-allowed vacations. If your child is unable to attend school due to illness, tuition remains the same.

ARRIVING AT THE SCHOOL/PICKING UP YOUR CHILD

Our responsibility begins when you place your child in the care of a Meadowbank staff member. With that in mind we ask that when dropping off your child you accompany him/her into the school. This provides us with the knowledge of who has dropped the child off and your assurance that the child has been received by a Meadowbank staff member.

We also ask that you please remain in the front office at drop off and pickup for the safety of the children. With the amount of children we have at our facilities we prefer to bring your child to you, in the office, at pickup. This helps us monitor the adults coming in and out of the school during the day. This policy helps to ensure that every child leaves the building in the right person's hands — YOURS!





SCHOOL VISITS

Our doors are always open. Feel free to visit us at anytime. Also please don't hesitate to make suggestions and/or participate in any way. We encourage you to visit or call and check on your child at your convenience.

If you would like to speak with a teacher, please let us know in advance. We would be more than happy to make these arrangements for you. We only ask that you not enter a classroom without first notifying someone in the office. It's necessary for the teacher to be relieved by another teacher to ensure the safety of the remaining children in the classroom.

LATE CHILD PICKUP

Our hours of operation are 6:30 a.m. to 6:00 p.m. Parents picking their children up after 6:00 p.m. will be charged a late fee of \$1.00 per minute starting at 6:05 p.m. If for any reason you are not able to be here by 6:00 p.m. please make other arrangements for your child to be picked up, prior to 6:00 p.m.

DIS-ENROLLING YOUR CHILD

We ask that you provide us with as much advance notice as possible, one week's notice at the very least, in writing (please include the reason for dis-enrolling). If you are

moving or changing jobs and you will be transferring to another location please let us know and we will forward your child's records to your new school.

Meadowbank Schools reserves the right to dis-enroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Refusal or inability to follow Meadowbank policies may also result in dis-enrollment.

STATE LICENSING REQUIREMENTS

Our schools comply with applicable licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. Our schools are subject to inspection by state and city health, fire and licensing officials.

TEACHER-TO-CHILD RATIOS

To ensure that your child is provided with proper supervision at all times we adhere to the State of Michigan rules and regulations regarding childcare facilities. At Meadowbank Schools the teacher-to-child ratio for toddlers and infants (0-2.5 years) is 1 to 4; 2.5 to 3 years is 1 to 8; 3 to 4 years is 1 to 10; 4 to 6 years is 1 to 12; and 6 years and older is 1 to 20.



EMERGENCY NOTIFICATION/ID CARD

Emergency cards are kept on file in the school. In case of illness or injury, the cards are used to notify and advise you, or the person(s) designated by you, of the child's status. **It is extremely important that the information be kept current with correct phone numbers.**

If any information should change at any time, please notify us so that we can better serve you and your child.

CHILD RELEASE PROCEDURES

If anyone other than the child's custodial parent(s) or guardian(s) will be picking up your child from school prior authorization is required. The parent or guardian is the only person who can authorize the release of the child to another individual. The names of at least two other adults who have permission to pick up your child, in case of an emergency, should be given on the ID card and periodically updated in writing.

Meadowbank Schools will ask for proper identification before releasing a child to someone other than his/her custodial parent or legal guardian. **A photo ID is required** (i.e. driver's license).

If either parent wishes to place restrictions on the other parent's rights to pick up a child, Meadowbank Schools requires the enrolling parent to submit a copy of court orders or other legal documentation regarding child custody and/or visitation rights. This information will be kept in the child's file and we will abide by all legally authorized restrictions.

CHILDREN WITH SPECIAL NEEDS

Meadowbank Schools will comply with the Americans with Disabilities Act and applicable federal, state or local law in providing services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff.

EMERGENCY PROCEDURES

Each school has developed an emergency evacuation system designed to meet the individual needs of that location. Evacuation plans are posted in each classroom. We periodically schedule, carry out, and document emergency drills. Every precaution has been taken to ensure a safe and comfortable environment for the children. However, if a child is injured the following steps will be taken:

- Basic first aid will be performed — cuts, will be washed and bandaged; bumps will have ice put on them.

- In the event of a serious injury, the parent(s) will be notified by the school secretary or director. If the parent(s) are not available, the person listed on the emergency ID card will be contacted.
- If we feel treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have chosen to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. The authorization for emergency treatment on the Enrollment Record must be signed when you enroll.

MEDICATION

All medications (both prescription and over-the-counter) must be signed in daily on our medication form. Medication will be administered by office staff. The administration of medication will always be documented by our staff on the medication form that is always available at the front desk. We cannot administer any medication that has expired or does not have the child's name on the prescription.

Prescription Medication

We will administer prescription medication as directed by a licensed physician or dentist. Medication must be

presented in its original container with a label attached bearing the child's name, current date, time and dose to be given, number of days to be administered, and pharmacy name. This constitutes the physician's written permission. Any unused portions will be returned to the parent. A medication form must be filled out daily for each prescription medication and signed by the parent or legal guardian — siblings cannot share prescription drugs.

Over-the-Counter Medication

Over-the-counter medicines will be treated with the same caution as prescription drugs. Oral over-the-counter medications such as aspirin, ibuprofen and cough medicine can be administered only with the written permission of the child's parent and physician. Medication must be signed and presented in its original container clearly labeled with the child's name.

Diaper rash ointment, petroleum jelly, suntan lotion, and insect repellent must be administered with the parent's written consent. We will follow directions provided on the manufacturer's label. All containers should be clearly labeled with the child's name. (Not provided by Meadowbank)



Medication for Allergies or Chronic Illness

If your child requires medication for life-threatening conditions such as allergies, bee stings, etc., the prescription can be kept at the school and administered when necessary for as long as the child is enrolled. An authorization form must be signed by the child's parent and physician. Expired medication will be returned.

Medication in Emergency Situations

At least one member of our staff, trained in CPR and certified in first aid, is present at all times in the event of an emergency.

ILLNESS

Children who are ill with a contagious disease or fever may not attend the school. If your child becomes ill while attending school, we will contact you — the school director will determine if a child is too ill to remain at the school.

State law requires that we notify parents of children who become exposed to certain contagious diseases. This will be administered through a notice posted at the school. If your child should become infected with a contagious disease, please notify the school immediately so we can notify families of other children who may have been exposed.

BITING

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response. When a child does bite the following procedures will occur:

- A. The child receiving the bite will be comforted and the bite area cleaned. An incident report will be filled out and the child's parent notified.
- B. The biting child will be redirected to appropriate activities. His or her parents will be notified, and the incident report placed in the child's file. The teacher will assess the classroom environment to minimize frustrations for the child.
The teacher will also discuss the incident with the child's parent(s) to determine ways to redirect the behavior. The identity of the child will be kept confidential.
- C. Most children stop biting soon after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the school, either for a short period of time or permanently.





TRANSPORTATION

Safely transporting children on field trips is a serious responsibility. We provide the transportation though you may have to pay a dollar or two to cover the expense (we do have our own school bus). Children under the age of two-and-a-half will not be transported by Meadowbank.

TOILETING

When your child is enrolled, we ask that you inform us of your child's toilet habits. If your child is not yet toilet-trained, we will supply disposable diapers. If your child is over the age of two-and-a-half and not yet potty trained you will be charged a toddler rate. Close and frequent communication is promoted between parents and our teachers in order to keep the child's developmental needs as a primary concern.

As a child begins to show interest, toilet-training becomes a consideration in our program. We support the toileting routine that parents use at home to the best of our ability. The manner in which toilet-training is conducted can have a tremendous impact on a child's development. It should be a positive experience with lots of encouragement for doing well.

CLOTHING

We learn through play! Washable, comfortable play clothes that are recommended for your child.

We request that all children bring a complete set of extra clothing in case of spills or accidents. All clothing needs to be clearly marked with your child's name to avoid misplacement. We cannot be responsible for unmarked clothing including shoes, coats and hats. **Please send children in tennis shoes all year long.**

PERSONAL BELONGINGS

Our schools are adequately equipped with all the toys and educational materials that your child could ever need. We provide all materials that the child needs at school: pens, paper, books, etc. Please do not allow your child to bring any toys, books or records — it is distressing to children to misplace or lose belongings and sometimes difficult for the teacher to identify the owner. Meadowbank cannot assume responsibility for loss or damage of any personal possessions children may bring to the school.



FOOD AND NUTRITION

Children enrolled full-time are served a nutritious lunch and two snacks each day. All snacks and meals are planned to meet the nutritional requirements of children. Breakfast is not offered at Meadowbank, although there is a morning snack offered at 8:00 a.m. We ask that you do not send food from home, unless the following apply:

- special diets under a doctor's order
- sack lunches for field trips (as allowed by local regulations)
- special occasions (i.e. birthdays)

Menus are posted weekly. All meals are served in the classroom and teachers eat with the children.

FORMULA

All infant formula needs to be prepared in individual, ready to serve bottles sent from home. Each bottle needs to be properly labeled with your child's **first and last name**. We ask you to mark them with a permanent marker to ensure that the bottle will stay labeled. If a bottle becomes unmarked we will label the bottle with a permanent marker. Please do not send in cans of unprepared formula. All prepared bottles will be refrigerated in our infant room. All bottles will be rinsed (not washed) and returned home that evening. Please check your child's bag before leaving

the school to ensure we have not misplaced any bottles. We will have on hand, for emergency cases **ONLY**, a limited supply of the following formula: Enfamil Low-Iron, Similac Low-Iron and Prosobee.

If you do not think any of the formula listed is compatible with your child, we suggest that you send in a labeled can of formula to be kept in your child's locker, in case of an emergency.

REST TIME

All children who spend a full day with us will be required to rest. Depending upon their age, children are expected to rest quietly — older children are engaged in quiet activities — allowing those who need to sleep the opportunity to do so.

EDUCATION PROGRAMS

Our planning efforts respond to the direction of a child's learning. The process of learning is more important than the content of learning. Activities are designed to emphasize the experiences children are having rather than the results of those activities. In other words, painting is more important than what is painted, building with blocks is more important than what is built.

Each child is assigned to his/her classroom depending upon age and development needs. A specific curriculum has been designed for each age group to accurately match the child's developmental level.

CLASSROOM TRANSITIONS

When your child is ready for an older group, you will be advised as to when your child can be expected to change rooms.

DAILY NOTES

Daily notes are provided for all children under two-and-a-half years. This will inform you of your child's individual activities and anything special that may have occurred. For older children, activities and events are posted in the front office with the individual classroom's activities.

OUTDOOR PLAY

Your child will spend delightful hours climbing, balancing, sliding, swinging, riding, and playing with others. Safety surfaces that absorb falls cover the playground underneath equipment, while hard-surfaced areas are provided for riding toys, jump rope, hopscotch, and ball or group games. Each room's daily schedule includes at least one outdoor period, so please have your child wear tennis shoes.

Children who are well enough to attend our school must be well enough to participate in all activities, including outdoor play. Please be sure your child has adequate outdoor clothing. Children will not go outdoors if the temperature/wind-chill is lower than 20°F.

DISCIPLINE

Our philosophy is to help children learn problem-solving skills and take responsibility for their choices. Meadowbank staff is prohibited from using the following as a means of punishment:

- Hitting, shaking, biting, pinching, or inflicting harm
- Restricting a child's movements by binding him or her
- Inflicting mental or emotional punishment (i.e. humiliating or threatening)
- Depriving a child of meals, rest or necessary toilet use
- Our staff will use positive methods of discipline which will encourage self control and cooperation. Basic rules of the school will be discussed during the year. Redirection will consist of a time out or time away from the other children.

If these positive guidance techniques are not working effectively and if inappropriate behavior persists, the directors may feel that a child should be withdrawn from



the school. In this case the following steps will be taken:

- The director and staff members who work with the child will meet and discuss the reasons they feel the child should be withdrawn
- A meeting with the parent(s) and directors will be held to discuss the child's behavior
- The parent(s) and director will decide what would be most beneficial for the child

In extreme cases Meadowbank Schools may **immediately** dis-enroll any child whose behavior creates a significant risk to the health or safety of other children and staff.

PARENTS ARE ALWAYS WELCOME

We encourage you to visit, unannounced, at any time. Stop in, visit your child, and join us in our activities. We do everything possible to ensure parents' involvement in our programs. Your input is important to us. Please feel free to discuss any concerns you may have with your school director at any time.

Please consult with the school director or your child's teacher should any problems arise concerning your child — whether at home or at school. We seek your active involvement in the school's program, particularly in following your child's progress. We encourage you to

attend parents' nights, Parent-Teacher conferences, and school open house events. Parents are always welcome at Meadowbank.

Parents are encouraged to schedule staff consultation, in person or by phone, during nap time from 1:00 to 3:00 p.m. when our staff is most available.

Our directors are available at all times to answer any questions or concerns you may have in regards to your child.

SUMMER PROGRAM

We offer an extensive summer program for children 6–12 years. This program keeps your children very busy all summer long with field trips and many other special activities for all ages. Please enquire for more information.



INFANT & TODDLER PRESCHOOL / KINDERGARTEN & GRADES

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