Children's Corner Preschool
Before/After School Care

PARENT HANDBOOK

Children's Corner Locations
712 North Walnut Street
12420 Lincoln Lake Road
821 West Oak Street
622 South Cedar Street
Greenville, MI 48838
(616) 225-1000 ext. 8700

Contact Information
Venus Cox, Director/Coordinator
616-225-1000 Ext 8700
coxv@greenvillek.12.mi.us

<table>
<thead>
<tr>
<th>Site</th>
<th>School #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin Heights</td>
<td>616-225-1000 ext. 8553</td>
</tr>
<tr>
<td>Walnut Hills</td>
<td>616-225-1000 ext. 8700</td>
</tr>
<tr>
<td>Cedar Crest</td>
<td>616-225-1000 ext. 8613</td>
</tr>
<tr>
<td>Lincoln Heights</td>
<td>616-225-1000 ext. 8839</td>
</tr>
</tbody>
</table>

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Dear Parents,

We are proud and excited to announce a valuable service for the children and families of our school district, Children's Corner, a child care program and the Junior Jackets Preschool. The preschool program is available at Walnut Hills and Baldwin Heights whereas the child care program is available at Walnut Hills, Baldwin Heights, Cedar Crest and Lincoln Heights.

High quality preschool and child care programs can make significant difference for students as they enter elementary school. In an effort to meet the growing need in our community for superior child care, we have designed a program that will provide for a child's safety and development. Children will be safe and secure. Children will be offered productive time before and after school.

Preschoolers (Walnut Hills and Baldwin Heights) will have the unique opportunity to be part of an elite program. We will offer many age appropriate enrichment activities including play-based learning as well as foundational academic skills to prepare them for their elementary experience. Opportunities for children to enrich themselves will be a critical part of this program.

Children who attend in the morning will receive a free breakfast, while those who attend in the afternoon will receive a nutritious snack. The school lunch program is available for the full day participants.

Children's Corner Preschool and Child Care is also available during school delays or ½ days at all three buildings. However, during in-service days, inclement weather days, spring break, and summer vacation the Child Care service of Children's Corner will take place only at Walnut Hills Elementary.

Children's Corner Preschool and Child Care will enhance the quality of life in Greenville and offer parents a feeling of security for their children while at the same time maximizing their potential.

Welcome to Children's Corner! We look forward to sharing this amazing year with you and your child and working together as a school family.

Sincerely,

Susan Ayres, Principal  Mike Walsh, Principal  Katy Beebe, Principal  Keisha Peters, Principal
Walnut Hills Elementary  Baldwin Heights Elementary  Lincoln Heights Elementary  Cedar Crest Elementary
What is “Children's Corner”?  
“Children's Corner is a licensed full day child care program for preschool and school-aged children designed to meet the needs of children of working parents. “Children's Corner” staff will provide a safe, nurturing, and fun environment where the children can feel comfortable and loved; where children can learn to be responsible, self-confident and respectful of others. Hours are from 6:00 a.m. To 6:00 p.m. Children may enter and leave anytime during these periods, but must be checked in and out by a parent or other responsible adult (except when coming directly from or going to their regular school by bus.) Busing is available through GPS.

“Children's Corner” will provide opportunities for enrichment through well-planned activities, such as: physical activities, arts/crafts, homework help, literature area, and a relaxing area. Children with special needs will be included in all age appropriate activities. Participation in activities will be voluntary.

A light breakfast will be provided for children enrolled in the morning session, and a nutritious snack will be provided for children enrolled in the afternoon session. Lunch can be purchased through the school hot lunch program on days school is in session. On days school is not in session parent must provide a lunch.

Location of Program:  Children's Corner Centers are located at:

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Office Phone</th>
<th>Children’s Corner Dial: 616-225-1000</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin Heights Elementary</td>
<td>821 W Oak St Greenville, MI</td>
<td>616-754-3643</td>
<td>Child Care Ext. 8515 Preschool Ext. 8553</td>
<td>Corner of Oak &amp; Faber</td>
</tr>
<tr>
<td>Walnut Hills Elementary</td>
<td>712 N Walnut St Greenville, MI</td>
<td>616-754-3688</td>
<td>Child Care Ext. 8741 Preschool Ext. 8700</td>
<td>Corner of Coffren &amp; Lamb</td>
</tr>
<tr>
<td>Cedar Crest Elementary</td>
<td>622 S Cedar St Greenville, MI</td>
<td>616-754-3641</td>
<td>Child Care Ext. 8316</td>
<td>Corner of Cedar &amp; Judd</td>
</tr>
<tr>
<td>Lincoln Heights</td>
<td>12420 Lincoln Lake Rd Greenville, MI</td>
<td>616-754-9167</td>
<td>Child Care Ext. 8839</td>
<td>Corner of MacClain &amp; Stacey</td>
</tr>
</tbody>
</table>

The before/after program is housed in the cafeteria/gym area of all schools.

THE PRESCHOOL PROGRAMS ARE LOCATED AT BALDWIN HEIGHTS; 9:00-3:00 M-F & WALNUT HILLS; 9:00-3:00 M-F
*NO SCHOOL DAYS/ SPRING BREAK/SUMMER are at WALNUT HILLS.

Staff Plan
To help provide a safe and enriched program for you children the ratio of 1 adult to 12 children is maintained for ages 4 year olds. The ratio 1:18 is maintained for 5-12 year olds. The Children’s Corner will have a program director and building principal to help operate the program and answer your questions. Your comments and questions are always welcome. Children are supervised by Staff at all time. A waiting list will be maintained when numbers are over ratio/staffing.
Eligibility & Admission Criteria
The Children's Corner is available to children 3 years to 12 years in the Greenville School District. Admission to Children's Corner requires an up-to-date information sheet on each child. Program fees must be paid in a timely fashion. Consideration will be given to children outside of the district or attending private schools. We encourage new families to visit our program before enrolling children. Paperwork must be completed before child is enrolled. Physicals and immunization records are needed within a month of entrance to program.

Withdrawal Criteria
Enrollment into Children's Corner is strictly voluntary. To withdraw from the program a full week's notice is necessary and the appropriate fee must be paid for that week. Reasons for dismissal from the program:

* Late or excessive lateness after 6:00 pickup, or repeated lateness (PM session)
* Late payments (see Fee Policy)
* Continued inappropriate behavior (see Discipline Guidelines).

Calendar
Each month Children's Corner will publish a newsletter with pertinent dates and happenings, i.e. teacher in service days, late start days. Please consult your monthly school calendar for exact schedules. Summer Adventures starts at the end of the school year for the summer months. Families must register for 2 or more days a week. The School calendar is attached to forms.

Fee Policy
The Children's Corner is an ever-changing program. Published fees may not meet the financial requirements to maintain the program. As a result financial records will be reviewed periodically and adjustments will be recommended to the Board of Education.

A Fee Schedule will be published yearly and available upon request. One should be attached to this handbook. Please schedule 2 or more days a week for consistency.

**$15.00 nonrefundable registration fee per family per year will be charged.**
* Bills will be sent home on the following week of service and are due on the Friday of that week. $20.00 charge for non sufficient funds. $10 late fee for missed weekly payment.
* **Bills at or close to $200 will result in immediate exclusion from the program.**
* You will be billed for the number of days you sign up for unless 1 week notice is given for family vacation days.
* No discount is given for illness (unless lengthy, 3 consecutive days or more) or sudden change of plans. We need to plan for adequate staff well in advance.
  * Credit will be given if center is canceled.
  * Any balance a week over due will be cause for immediate dismissal
  * DHS payments are accepted. Must have child's ID# and case # in order to enroll.
  * Parents are responsible for balance on hand.

**LATE CHARGES:** Late charge for pickup fro 6:00-6:15 p.m. Will be $15.00;
6:16-6:30 = $30.00 per family per occurrence.
This amount will be billed to your statement.
Late payment charge of $10.00 can be added to your statement also.
Health Procedures

A signed up-to-date information sheet must be on file the first day of attendance. If ill, children should be kept home until completely recovered. This will provide protection for the other children as well as the sick child. If a child becomes ill or is injured at Children's Corner, the parent (and school) will be notified. Arrangements must be made to pick up an ill child. Accidents do happen. Staff will complete Accident Report form and give a copy to parents. Preschoolers are required to present an updated shot record and physical from doctor. Staff and volunteers are not to report to Center if ill or running a fever. Parents will be immediately notified if a child becomes seriously ill, injured, or involved in any sort of incident involving the child.

*Non-Medical Waivers need to be updated yearly.

Medication

Medications should be administered at the child's home/school if possible. When they must be administered during the child's time at Children's Corner, they will be administered in compliance with the Greenville Public School (GPS) Board policy which is attached.

Daily Activities

Children are supervised at all times by Children's Corner Staff. We require a criminal history check and protective services check on all employees or volunteers.

*Free Time:* Before and after school allows choices of many different games, puzzles, crafts, manipulative activities.

*Outside/indoors:* Large motor movements and games are in the GYM. Center uses public school's outdoor play area and equipment that might not comply with licensing rule R400-5117(7,8,9) but is approved by the Michigan Department of Education. GPS staff inspects equipment regularly.

*Custodial Duties:* Everyone will be responsible to help keep our rooms clean and orderly. This will give Children's Corner members a sense of responsibility.

*Special Activity:* Occasionally (especially when the weather is bad) we may have a movie or video for our children. We show only “PG” rated movies. Sometimes we may have a special program involving a community person with a special talent.

*Field Trips:* Occasionally we will arrange a field trip to a local area of interest. You will always be notified. We may even take a walking field trip. Center uses GPS buses.

*Media time:* Use of non-interactive media shall not exceed 2 hours per week per child. Children are not permitted to bring their own equipment.

*Monthly Newsletters* about the program are available for families. Parents are encouraged to participate in activities planned for the families. Daily contact with staff, written notes and/or “Change of Schedule” forms are important to the staff and program. Yearly calendar is attached.
**Discipline Guidelines**

The goal of Children's Corner is to provide a safe and enriching environment for children. Positive methods of discipline will be used to encourage self-control, self-direction, self-esteem, and cooperation. The following guidelines will be followed by all staff:

1. The child will be made aware of behavioral expectations.
2. When unacceptable behavior is exhibited, a verbal reminder (stated positively) and redirection will be given.
3. Positive reinforcement for desired behavior will be freely given.
4. If disruptive behavior continues we will remove the child from the immediate setting for a break.
5. If the behavior continues the discipline will be one of the following depending on severity and number of times the behavior is repeated.
   1. Conversation with parents and director or lead
   2. Suspension for 1-5 days
   3. Suspension
6. Greenville Public School policies concerning corporal punishment will be strictly followed. NO physical punishment will be used by any staff member and a child will never be deprived of food as a punishment or excluded from gross motor activities or daily learning experiences.

**Transportation**

Transportation to/from the Children's Corner shall be provided by the parents of the enrolled child. Transportation to/from schools will be provided by the Greenville Public Schools. All bus rules and guidelines must be followed by students riding buses. If a child leaves the Children's Corner during a session the child must be signed out. If anyone other than the parent will pick up a child a written/telephone authorization is a must! In the event of a separation/divorce, Friend of the Court (Court Order) will be followed. All pertinent documents relating to child custody must be presented to the Supervisor. Please call new cell phone #s in case of emergency or change of plans.

**Severe Weather and Emergencies**

Parents/Guardians will be contacted if Children's Corner is closed. Your child must have a secondary care giver on file. If school is delayed and then canceled, the program will continue. Children's Corner will operate on days that school is canceled. Full day sessions will be held at WALNUT HILLS. (map attached) Evacuation map attached. Children are expected to go outside daily unless temperature, including wind chill, is 5 degrees or lower, or it is raining. Children’s Corner is OPEN on snow days, unless the entire district is shut down.

**Visitation**

Children's Corner will have an open-door visitation policy. Parents are welcome and are encouraged to visit and participate in our program at any time. Please sign in at School Office to see us.
New payment System Brings Online Convenience to Greenville Public School District Parents!

The Greenville Public School District is now offering an online payment processing system, PaySchools, to allow parents to have easy and convenient online access to purchase and pay for items and fees 24 hours a day, 7 days a week.

*Parents can now make payments on the school's Web site, www.greenville.k12.mi.us (Click on Parent Page, PaySchools, then Children's Corner) with an e-check or credit card. To ensure your security, PaySchools does not store personal bank or credit card information.

*Weekly tuition payments for Children's Corner can be paid online.

Deb Yancey is available to walk you through the process or answer any questions at: 616-754-3686.
Children's Corner Health Care Plan

Hand washing means to cleanse the hands with soap and warm running water for at least 20 seconds.

*All staff and volunteers shall wash their hands at all of the following times:
  - Prior to starting the workday at the center.
  - Prior to care of children.
  - Before preparing and serving food and feeding children
  - Before giving medication
  - After each diapering, or changing clothes
  - After using the toilet or helping a child use the toilet
  - After handling bodily fluids
  - After handling animals and pets and cleaning cages
  - After handling garbage
  - When soiled

*Guidelines for hand washing shall be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

*When soap and running water are not available during an outing, hand sanitizers, and /or single-use wipes may be used as a temporary measure.

Hand Washing Procedure:
- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.

Additional Hand Washing Information:
- By using a paper towel to turn off the water faucet, staff who have just completed hand washing prevent recontamination of their hands.
- Shared cloth towels can transmit infectious disease.
- Taps that turn off automatically or those that can be turned off without using hands avoid the recontamination problem.

Handling Bodily Fluids/Universal Precautions:
All staff shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids.

- All staff will view the blood-borne pathogens video yearly.
- Put on gloves before assisting the injured person
- Remove gloves with appropriate technique
- Use an alcohol based cleaner to clean hands and other exposed skin.
- When appropriate, use extractor to clean fluids from the surfaces.

Soiled clothing will be bagged and put in child's locker for parents.
Cleaning and Sanitizing:
The following steps are to be followed for cleaning and sanitizing

- Wash the surface or article vigorously with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry

Examples of sanitizing solutions include but are not limited to:
- Water and non-scented chlorine bleach solution with a concentration of bleach between 50 - 200 parts per million (1 tablespoon per gallon of water). Test strips must be used to check the concentration and are available from most food service suppliers.
- Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions.
- Bleach being used for sanitizing must have an EPA number indicating an approval for food sanitizing.

Note: Bleach is recommended as a sanitizing product as it is safe, effective, and inexpensive. However, there are other commercial sanitizing agents that centers may use. Centers may check with their local health department sanitarians for approved sanitizers.

Sleeping Equipment:
Maintenance of sleeping equipment (beds, cots, blankets, sheets, pillows) in a sanitary manner.

- Each child will be assigned a cot. The cots will be cleaned with the 3 step method weekly.
- Blankets will be kept in student’s lockers or in plastic bags with student names to prevent cross contamination.

General Health of Children and Staff:
Plan for observation of general health of children and staff, including recognition of disease symptoms, unknown rashes.

- Policies regarding what symptoms indicate the child should remain at home (fever, diarrhea, vomiting, etc.) and when the sick child can return to the center are listed below and in the Project Start handbook.

1. Keep your child home if he/she appears to not be feeling well.
2. If your child is not well enough to play outside, Keep your child home.
3. Check with your doctor if any illness continues for more than one week.
4. Become familiar with the symptoms of communicable disease and follow these practical guidelines which are based on the ruling of the Health Department:
A child will be excluded from school if he/she has any of the following:

1. A temperature of 99.6 degrees or higher
2. Discharging from the nose and/or eyes
3. Cough, sore throat
4. Earache
5. Headache
6. Skin eruptions or rashes

* A “Pandemic Flu” checklist is available online at www.pandemicflu.gov

Parents are requested to call the school to report any of the above illnesses.

The Health Department also recommends that children with the COMMON COLD remain out of school a minimum of 3 days. Many contagious diseases begin with cold symptoms. This is the most infectious stage of any illness.

**Communicable Diseases**

Children who have had the following may return to school:

1. **Chicken Pox**- When the skin is clear of active lesions, but not for LESS THAN 7 DAYS, and not more than 10 days from the appearance of the FIRST CROP OF VESICLES.

2. **Red Measles**- Upon recovery with minimum of 7 days.

3. **Whooping Cough**- Upon recovery with a minimum of 21 days after the development of (whooping) cough.

4. **German Measles**- Upon recovery with minimum of 4 days.

5. **Mumps**- When swelling disappears, but not earlier than 1 week from onset of the illness.

6. **Scarlet Fever**- When authorized by the doctor.

7. **Scarlatina**- When authorized by the doctor.

8. **Streptococcal (Strep) Sore Throat**- When authorized by the doctor.

9. **Head Lice**- When treated appropriately, and child has been checked by the office of supervisor and cleared to attend.
First Aid and Emergency Preparedness:
A quick reference guide is attached to the First Aid Kit in each classroom.

Minor injuries such as bumps, bruises or minor cuts:
- Comfort the student. Using appropriate precautions, apply appropriate first aid.
- Document the injury on the student injury report form. Send one copy home with the student and put another copy in the student’s file.
- For any head injury - call parents.

Serious accidents or injuries:
Assess the situation - Is it safe?
Alert - call 911 and/or inform another adult.
Attend - care for the victim until relieved by emergency personnel.

Procedures for obtaining and maintaining updated physicals and immunizations:
- Immunization records are required before a student can begin attending class. Records must provide documentation of minimum requirements according to the health department.
- Physicals must be on file within 30 days of enrollment.

Medications and storage of medications:
- Medications to be given at school must be in the original container and accompanied by a note from a physician describing the time and amount of the dose to be given.
- All medications will be kept in the school office and administered according to the directions from the doctor by the office staff.
- Office staff will record the date, time and dose of each medication given.
Reporting suspected child abuse or neglect:

1. Each employee is required and responsible for reporting suspected child abuse and neglect to the Department of Health and Human Services – Central Intake. A phone call should be made immediately when abuse or neglect is suspected.

2. The reporting person shall file a written report (Form 3200 pg12 Mandated Reporter’s Resources Guide) **within 72 hours** of your oral (phone) report.

   **PHONE:** 855-444-3911

3. In addition to reporting to the Department of Social Services, the employee is required to report the suspected abuse to the building principal and provide them with a copy of the written report.

HEALTH RELATED RESOURCES:

**FIRST CALL FOR HELP: 1-800-887-1107** for food, clothing, shelter (400 agencies)

**FOOD BANKS:**
- Angel Food Ministries . . . . . . . . . . . . 616-754-7605
- Department of Human Services . . . . . . . 989-831-8400
- Eight CAP, INC . . . . . . . . . . . . . . . . . 800-221-2033; 765-2660 x 3357
- St. Paul's Episcopal Church . . . . . . . 616-754-3163
- St. Paul Lutheran Church . . . . . . . 616-754-6676

**Developmental Delays:**
- Be sure the parents have signed the release allowing consultation and informal observation of the student by appropriate professional staff.
- Bring your concern and the plan to consult the “experts” to the attention of the parent/guardian.
- Document your concerns and consult the appropriate “expert” about those concerns.
- Follow the guidelines for more formal testing (I.E.P. process)
FULL DAY SCHEDULE

6:00 – 8:00   TABLE TIME, BREAKFAST
8:00 – 9:00   MINNOWS (PRESCHOOL) IN ROOM
               SHARKS (K-1) GYM/CAFETERIA
               MEGLADONS (2-5) CAFETERIA/GYM
9:00 – 9:30   LESSONS
9:30 – 10:00  CRAFT (SHARKS)
               OUTSIDE (MEGLDONS)
10:00 – 10:30 CRAFT (MEGLADONS)
               OUTSIDE (SHARKS)
10:30 – 11:00 SNACK
11:00-11:45  CAFETERIA
11:30 – 12:00 LUNCH
12:00-12:15  JOURNAL TIME
12:15 – 1:30  REST-MINNOWS
               FREE PLAY- SHARKS
               GYM-MEGALDONS
1:30 – 2:00   GYM-SHARKS
               CAFETERIA-MEGALDONS
2:00 – 2:30   PM CRAFT/ACTIVITY
2:30 – 3:00   OUTSIDE
3:00 – 3:30   SNACK/READING
3:30 – 5:00   FREE CHOICE
5:00 – 6:00   GYM
This child care center is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to child care centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE).

Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, your child care center receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below.

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch and Supper</th>
<th>Snack (serve 2 from the 4 food groups below)</th>
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<tbody>
<tr>
<td>Milk</td>
<td>Milk</td>
<td>Milk</td>
<td></td>
</tr>
<tr>
<td>Fruit, Vegetable, or Juice</td>
<td>2 Fruit/Vegetable servings</td>
<td>Fruit, Vegetable, or Juice</td>
<td></td>
</tr>
<tr>
<td>Grain/Bread</td>
<td>Grain/Bread</td>
<td>Grain/Bread</td>
<td></td>
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<tr>
<td>Meat or Meat Alternate</td>
<td>Meat or Meat Alternate</td>
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Children less than one year old: Foods in the infant meal pattern vary according to the infant’s age. If your child is less than one year old, please request the infant meal pattern requirements from our center. MDE is required to verify the enrollment, attendance and meals/snacks typically consumed by children while they are in care. MDE staff may contact you regarding your child’s participation in our day care center.

If you have any questions about the Child and Adult Care Food Program, please contact:

Children’s Corner
712 W Walnut Street
12420 Lincoln Lake Road or
821 W Oak Street
622 S Cedar Street
Greenville, MI 48838
(616) 225-1000 ext. 8700

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.
## When Do Children and Teens Need Vaccinations?

<table>
<thead>
<tr>
<th>Age</th>
<th>HepB</th>
<th>DTaP/Tdap</th>
<th>Hib</th>
<th>IPV</th>
<th>PCV13</th>
<th>RV</th>
<th>MMR</th>
<th>Varicella</th>
<th>HepA</th>
<th>HPV</th>
<th>Men-ACWY</th>
<th>MenB</th>
<th>Influenza</th>
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<tr>
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<td>Meningococcal</td>
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<td>2 months</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>4 months</td>
<td>✓</td>
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<td>✓</td>
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<td>6 months</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>(6–18 mos)</td>
<td>✓</td>
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<tr>
<td>15 months</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>(12–15 mos)</td>
<td>✓</td>
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<td></td>
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</tr>
<tr>
<td>18 months</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>(15–18 mos)</td>
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</tr>
<tr>
<td>19–23 months</td>
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<td>4–6 years</td>
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</tr>
<tr>
<td>7–10 years</td>
<td>✓</td>
<td></td>
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<td>✓</td>
<td>✓</td>
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<tr>
<td>11–12 years</td>
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<td>(1dyp)</td>
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<tr>
<td>13–15 years</td>
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<td>✓</td>
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<td>✓</td>
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<tr>
<td>16–18 years</td>
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<td></td>
<td>✓</td>
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<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**FOOTNOTES**

1. Your child may not need this dose depending on the type of vaccine that your healthcare provider uses.
2. This dose of DTaP may be given as early as age 12 months if it has been 6 months since the previous dose.
Health Department guidelines.

18. Field Trips. The student's medication in the original container as prepared by a pharmacy, physician, or pharmaceutical company will be given to the student's teacher with a copy of the medication authorization form and medication log sheet. The teacher shall administer the medication to the student with a second adult witness. Both teacher and adult witness shall initial the log sheet copy and return the medication and form to office upon return to school. The log copy will be attached to the original form.

19. The parent/guardian of a student requiring medication will be given a copy of "Parent Responsibility Form", "Student Self Administering Procedure" when appropriate and a copy of the Greenville Public Schools' Administration of Medication to Students policy upon request.
PERMISSION AND REQUEST
FOR ADMINISTRATION OF MEDICATION

Student __________________________  Date of Birth __________________________

Building __________________________  Teacher _____________________________

Date form received at school _________________________

******************************************************************************************************

To be completed by physician

Name of medication ____________________________

Instruction for use:

Special instructions: (Check here if instructions are provided separately ____)__________________

________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

This student is both capable and responsible for possessing and self-administering this medication:

Yes _____  No _____

Date ______________  Signature __________________________________________________

******************************************************************************************************

To be completed by parent/guardian

I request that (name of child) ___________________________ receive the above medication:

______ according to the standard Greenville Public Schools medication policy.

OR

______ according to the policy allowing self-administration of medication.

Date ______________  Signature __________________________________________________

I give permission for Greenville Public Schools to contact my son/daughter’s physician if any question/ concern should arise regarding this medication and/or medical condition related to use of the medication.

Name of doctor: ___________________________  Phone: ______________

Signature of Parent/Guardian _______________________________________________________________________

Date
EVACUATION ROUTE

Address: 715 Callaghan St, Greenville, MI 48838
Phone: (616) 225-1724
CHILDREN’S CORNER BILLING RATES
$15.00 Family registration fee for school year (non-refundable)

Child Care Rates
½ and Full Day Rates Only Apply When School is Not In Session

<table>
<thead>
<tr>
<th># of Kids</th>
<th>3 HOURS</th>
<th>3-4.5</th>
<th>(5+hrs)</th>
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</thead>
<tbody>
<tr>
<td>1 child</td>
<td>$8.00</td>
<td>$14.00</td>
<td>$24.00</td>
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<tr>
<td>2 children</td>
<td>$12.00</td>
<td>$18.00</td>
<td>$32.00</td>
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<tr>
<td>3 children</td>
<td>$16.00</td>
<td>$24.00</td>
<td>$40.00</td>
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Child Care Combination Discounts

<table>
<thead>
<tr>
<th># of Children Combination</th>
<th>1 Child ½ day +</th>
<th>1 Full day child +</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 B&amp;A child =</td>
<td>$24/day</td>
<td>$32/day</td>
</tr>
<tr>
<td>1 Before school child =</td>
<td>$30/day</td>
<td>$38/day</td>
</tr>
<tr>
<td>2 Full day children +</td>
<td>$38/day</td>
<td>$45/day</td>
</tr>
<tr>
<td>1 Before school child =</td>
<td>$40/day</td>
<td></td>
</tr>
<tr>
<td>2 Children after school +</td>
<td>$28/day</td>
<td></td>
</tr>
<tr>
<td>1 Child ½ day =</td>
<td>$40/day</td>
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</tbody>
</table>

Preschool Rates (per day)

<table>
<thead>
<tr>
<th># of Kids</th>
<th>½ Day</th>
<th>Full Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:00-12:00 OR 12:00-3:00</td>
<td>9:00-3:00</td>
</tr>
<tr>
<td>1 child</td>
<td>$12.00</td>
<td>$24.00</td>
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<td>2 children</td>
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<td>$36.00</td>
</tr>
<tr>
<td>3 children</td>
<td>$36.00</td>
<td>$48.00</td>
</tr>
</tbody>
</table>

*Returned Checks = $20.00 CHARGE
*Late Pick Up Fee = $15.00= 6:00-6:15; $30.00=6:16-6:30 P.M.
*Late Payment Fee = $10.00 per week + OVERDUE BALANCE