

# **LISD PREP CHILD CARE HANDBOOK**

**2023-2024**



**Lenawee Intermediate School District  
LISD PREP Academy  
1372 N. Main Street  
Adrian, MI 49221  
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## OUR PURPOSE

To empower learners and create opportunities for success.



Telephone Numbers	
LISP PREP Coordinator	(517) 266-1917
LISD PREP Academy Front Desk	(517) 266-1198
Early On Services	(517) 263-8931

*This Handbook was developed to answer many of the commonly asked questions that students and parents have throughout the school year. Should you have any questions for which the answers are not found in this Handbook, you are encouraged to contact your student's program principal/supervisor. To the extent that the Handbook is unclear or if the information contained herein conflicts with LISD Board Policy and Administrative Regulations and/or applicable law, the LISD's Board Policy and Administrative Regulations, and/or applicable law shall control.*

# LISD PREP Academy Child Care

## **OUR PROGRAM:**

Because it has been recognized that children (and adults) function and learn best when they feel safe and secure, our program has established routines and expectations that are consistent and predictable. Because we value individual differences, we are comfortable adjusting many of these to meet the needs of individual children or moments. (Some cannot be adjusted because to do so would infringe on the individual needs of someone else.)

Our classrooms are organized so that materials are accessible, movement is free-flowing, and adult guidance is available. The teachers interact with children in the manner in which they would prefer that others interact with them: with respect, gentleness, honesty, and humor.

Educators have identified four areas of growth and development that lead to the development of a healthy human being (the “whole child”). These areas are cognitive, social/emotional, physical, and language development. They are interdependent, and neglect or over-emphasis on any one area may hinder overall development.

The child care classrooms at the LISD PREP Academy focus on the Creative Curriculum for Infants, Toddlers, and Two’s framework. This curriculum assures a well-balanced program designed to meet needs in all four of the developmental areas – social, emotional, cognitive, and physical development.

Weekly schedules of activities are posted in each classroom.

## **GUIDELINES FOR ENROLLMENT AND WITHDRAWAL:**

The following forms must be completed and turned in for your child to begin in child care:

- Completed/Updated Registration Form
- A Health Appraisal
- Certified Birth Certificate
- Current copy of student’s immunizations:

All students must be properly immunized pursuant to the Department of Health and Human Services (DHHS) regulations before they can attend school. Required vaccines may be waived if:

- (1) A valid medical contraindication exists to receiving the vaccine, and the student’s physician has provided documentation of such; or
- (2) The parent or legal guardian holds religious or philosophical beliefs against receiving a required vaccination and has a nonmedical waiver from the Lenawee County Health Department (LCHD)

Should you need to withdraw your child from the program, a two-week written notice is appreciated. Notification of withdrawal should be made to the program secretary.

The LISD maintains the right to withdraw students from the program under certain circumstances. It is not the district’s policy to withdraw students based on behavior; however, we will work together as a team to determine appropriate strategies to support students in the learning environment.

Child Care at the LISD PREP Academy is provided at no cost to enrolled and attending

parents of the program.

### **ATTENDANCE POLICY:**

The classroom has at least one teacher who is responsible for implementing the teaching. Most years, we do a team-teaching approach in the classrooms. Room generally will have a ratio of 1 staff person to 4 children. High School Co-Op students participate regularly.

### **Hours of operation**

The child care program follows the LISD PREP calendar for the days your child can attend. The child care is open 5 days a week, 8:50 am to 3:00 pm, and is only offered to LISD PREP Academy students who are in attendance that day. The full-day program focuses on supporting children in a stimulating and nurturing environment.

Each time a child misses a day of school, a staff member must record the reason for the absence. Please notify a staff person each and every time your child is not in school by calling 517-266-1198. A message can be left with the secretary. If you are unable to make the phone call, please bring in a brief note the following day.

### **EMERGENCY CONTACT UPDATE:**

Please make sure someone on the Registration Form is always available and can be reached in case of an emergency. Please notify us if any phone numbers on the Registration Form change during the year.

If your child is to be picked up by someone other than a parent, please notify the director or child care staff and enter it on your child's daily attendance report. We **will not** let your child leave with an unauthorized person.

### **CUSTODY AND GUARDIANSHIP DOCUMENTS**

If there are custody papers that assign custody to one parent over another, the school office will need a copy for the child's file. The school office will also need court documentation to indicate any restrictions regarding which parent may/may not pick up the child from child care or any restrictions related to the child's interaction with another person, including nonfamily members.

### **CLASSROOM EQUIPMENT:**

The LISD will provide an adequate and varied supply of play equipment, materials, and furniture. These will provide exploration and growth opportunities according to each child's developmental stage. Toy weapons or anything resembling a weapon is PROHIBITED from being brought to school. The program provides daily outdoor play in accordance with licensing rules. Be sure to dress your child accordingly or have clothes on hand for that need.

### **SLEEPING EQUIPMENT:**

- Children under 1 year of age will rest in a crib, while children 1 year and older will be provided a cot.
- The program will provide cribs/cots with a mattress and sheets, which will be sanitized every day or sooner if needed.
- Crib rails will be sanitized with bleach solution each day.
- For your child's safety, no pillow, soft bedding, comforters, stuffed animals, or any other items will not be used or placed in the c while your infant is sleeping.
- Infants will sleep on their backs in a crib with a firm, flat mattress.

### **HEALTH CARE POLICIES AND RESOURCES:**

All practices will follow LISD Board Policies regarding sanitation, hygiene, communicable

disease, child abuse/neglect reporting, and medication standards.

Staff is trained annually in First Aid and Infant, Child, & Adult CPR. The LISD district nurse is available during school hours as a resource for health needs.

Staff will inform parents as to changes in health or any accidents that have occurred with their children. Parents of children becoming ill will be notified and may be asked to take their child home. Items used by these children will be cleaned and sanitized. Children will be excluded from interacting with other children to the extent possible depending on staff-to-student ratios (i.e., child supervised in the front office, isolated to book area in the classroom).

### **ILLNESS:**

- Children will be sent home with a temperature of 100 or higher and may return to school at least 24 hours after the fever breaks without the aid of any medication.
- If a child is on an antibiotic, they may return at least 24 hours after the first dose.
- If a child vomits, they will be sent home and can return at least 24 hours after their last ability to eat their normal diet.
- Children demonstrating other signs or symptoms of illness may be sent home at the discretion of the Child Care Program Director.

Staff and volunteers are asked to follow the same health care policies for exclusion from work as children are to follow for attendance in child care.

A child/staff should remain home from child care or may be sent home if any of the following occur:

- Antibiotics – A student on antibiotic treatment should be on the medication for 24 hours before returning to school.
- Bed Bugs – If a bed bug is found on a student or the student's personal belongings, the parent will be notified. Students will not be excluded from school but may be asked to keep outer garments and book bags sealed in a plastic bag or bin during the school day. Book bags and jackets do not need to be sealed on the bus. Recurrent or chronic cases [continued infestation after six (6) consecutive weeks or three (3) separate cases within one (1) school year] may be addressed by a multidisciplinary group consisting of parents and appropriate LISD staff to work together to solve the issue.
- Conjunctivitis (Pink Eye) – There are several types of Pink Eye or Conjunctivitis. If the student's eye is pink without the presence of drainage, s/he can remain in school. However, if the pink eye is associated with draining and frequent itching, the student will be excluded until evaluated by a health care provider or the eye has returned to its normal state. Students must be on medication for pink eye for 24 hours prior to returning to school.
- Cough – A cough that lingers and sounds deep and with phlegm should be evaluated by a health care provider. If the cough is so frequent that it interferes with the student's educational day, the student will be sent home.
  - Students with asthma may go to school with a written Individual Health Plan (IHP), and the school is allowed to administer medicine and treatment. Some students may be able to self-administer their medications.
- Croup – Students should stay home if they have a fever and are not feeling well enough to participate in usual activities.

- Diarrhea – Loose, watery stools may be caused by several factors, among which are foods, medication, and an increase in mucosal drainage and illness. Students who have a fever and abdominal pain with diarrhea should be kept home. Students having multiple bouts of diarrhea [three (3) or more in a short period of time] usually should be kept at home. However, for some students, their normal pattern may be to have more frequent BMs.
- Draining Wounds or Sores – All draining wounds and sores must be covered with a dry dressing or bandage. A student with thick drainage from the ears, eyes, or nose, which cannot be covered and contained, may be excluded from school until infection is ruled out by a health care provider or the drainage is resolved.
- Fever – A fever equal to or greater than 100°F without the presence of fever-reducing medication should not come to school and may be sent home. Students should be fever-free without fever-reducing medication for 24 hours before returning to school.
- Fifth's Disease – A student is no longer contagious once the rash appears, and the student may attend school.
- Hand Foot and Mouth Disease (Coxsackie Virus) – Should stay home if the student has mouth sores, is drooling, and isn't able to take part in usual activities. If secretions from blisters can be contained, no seclusion is required.
- Head Lice – Parents of a student having an active head lice infestation will be notified. The student may remain in school until the end of that school day when parents are notified.
  - After head lice has been treated, the student may return to school the following day.
  - After successful treatment and upon return to school, the student will be checked by LISD staff, who have been trained to check for head lice. The student must be accompanied to school by a parent with confirmation of treatment. The student will be readmitted to school if there are no live lice found.
  - If live lice are found and not removed, the student may not be re-admitted to class. Any student with no live lice and nits farther than one-quarter inch from the scalp should return to class.
  - If nits are found within one-quarter inch of the scalp, educate the parents about the need for removal of those potentially viable eggs and return the student to class. Trained LISD staff will recheck for lice and nits the next school day to verify the removal of nits close to the scalp.
  - Recurrent or chronic cases (continued active infestation after 6 consecutive weeks or 3 separate cases within 1 school year). A multidisciplinary group consisting of parent(s) and appropriate LISD staff will work together to solve the issue and improve school attendance.
- Impetigo – Students should stay home for at least 24 hours after starting antibiotics.
- Rash – A rash associated with an uncomfortable amount of itching, a fever, and the appearance of the rash spreading.

- Ringworm (Tinea) – Students should stay home until anti-fungal treatment is started. Affected skin should be covered for 48 hours after treatment is started.
- Sore Throat – A student experiencing a fever, fine red rash, cough, or thick runny nose, in addition to the sore throat, should remain home until s/he is evaluated by a health care provider or the symptoms subside.
- Strep Throat – Students should stay home for at least 24 hours after starting antibiotics. They should not return to school until they are fever free, as noted above, and are feeling well enough to participate in usual activities.
- Vomiting – Vomiting not related to a single event such as gagging, positioning, or mucous. A student should be able to keep down solid food for 24 hours prior to returning to school.
- Unusual Crying, Complaining, or Sleeping – Sometimes, it is difficult to determine an illness, especially if the student is not able to communicate. If the LISD Nurse or student’s teacher feels staying in the classroom is counterproductive to the student’s education, a decision may be made to send the student home.
- Yeast Infections, including Thrush and diaper rash – Students may attend school.

Please remember that each student has individual reactions to stress and illness, and while the final decision to send a student home is based generally on the above list, other criteria may also be considered. There may be times when a student does not clearly meet any single criteria but, in the opinion of the LISD Nurse, still needs to be at home. Examples are:

- A student with a low-grade fever of 99.4°F, who is sleepy, and has a runny nose.
- A student with no fever who will not eat and complains of a stomach ache.

These attendance Health Guidelines are the usual criteria used when assessing a student’s health and well-being to remain in school and should be used by parents when deciding to send a student to school.

**HEALTH CARE PLAN:**

The Health Care Plan will be presented to and reviewed by staff at the beginning of each school year and periodically throughout the school year as warranted. The Plan will be revised during the school year if necessary and updated before the start of each programming year.

**CHILDREN AND STAFF HANDWASHING:**

Thorough hand washing with liquid soap can reduce the spread of illness by 80% when done systematically by everyone. All adults are expected to wash their hands upon entering the classroom and before leaving. In addition, children and adults are to wash their hands with liquid soap and running water before and after eating or serving food and after handling body fluids such as saliva, nasal discharge, eye discharge, human and animal waste (urine and feces), open sores, and blood.

Hands shall be washed with running water and soap. Hand Sanitizers, water basins, and pre-moistened cleansing wipes are **not** approved substitutes for soap and running water but may be used under certain circumstances when hand washing is not available. Hand-washing directions are posted in every classroom.

The following procedures are considered best practices for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees Fahrenheit to 120 degrees Fahrenheit.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears, and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying your hands.
- Dry hands with a clean disposable paper. Turn off the tap with the disposable paper.
- Dispose of the single service towel in the lined trash container.

**Handling Children’s Bodily Fluids:**

All staff are trained in how to handle blood-borne pathogens (universal precautions) and are expected to follow these essential health procedures. Biological Spill Kits are available in each classroom and include detailed directions.

**Cleaning and Sanitizing All Equipment, Toys, and Surfaces:**

All tables and counters are sanitized daily following the three-step process, which is posted in classrooms. Three small spray bottles are used that respectively contain soapy water, plain water, and bleach water (50-200 PPM with 100 PPM best practice, confirmed via test strip; equates to 1 tablespoon of bleach per gallon of water); used in the order listed; with single-use paper towels for each step.

Toys and materials are sanitized daily following the three-step (three bins) process, then are air dried. If toys or other materials are mouthed or touched by children/adults after coughing/sneezing, these are immediately removed from classroom use and sanitized before being returned.

**Controlling Infection, including Universal Precautions:**

The above procedures are to be followed at all times. In addition, staff is to wear gloves whenever dispensing or assisting with food/snack. Increased hand washing is strongly recommended, such as children washing their hands before and after playing at the sensory table. Staff will cough/sneeze into the crook of their respective elbows and teach children to do likewise. Adults or children who have sneezed into a tissue are to wash their hands after discarding the tissue.

**Health-Related Resources**

Lenawee County Health Department  
American Red Cross

[www.lenaweehealthdepartment.org](http://www.lenaweehealthdepartment.org)  
[www.redcross.org](http://www.redcross.org)

**DIAPERING:**

Changing stations and/or tables are located in each childcare room. Sinks are located in close proximity to these areas so that staff and children can wash their hands after each diaper change. A new sheet of exam paper is placed on the diaper changing area for each diaper change after the table is sanitized with the 3-step process described earlier. Diapers are disposed of in a lidded diaper pail next to the diaper changing station. Staff wears a new pair of gloves for each diaper change.

**Toileting/Toilet Training:**

Toilet training will be planned cooperatively between the staff and parent to ensure an



established routine. Staff and children will wash their hands after toileting.

**STAFF AND ADMINISTRATION:**

The director of the program has achieved a bachelor's degree and meets the requirements of the State of Michigan Child care licensing regulations. The adult/child ratio will meet or surpass the guidelines set by the state. The center is set up to meet all state requirements and is licensed through the State of Michigan. The premises, equipment, and facilities of the center conform to all applicable safety and sanitary requirements established by the State of Michigan.

**LEAD CAREGIVER:**

- Each child will be assigned a lead caregiver
- Lead caregivers will help meet your child's needs for intimacy and enhance positive emotional and social development
- Lead caregivers will keep track of your child's development stepping stones
- Make sure the child has appropriate social interactions

**STAFF AND VOLUNTEER SCREENING REQUIREMENTS:**

It is the legal responsibility of all childcare centers in Michigan to assess staff and volunteer suitability. In addition to asking current and prospective employees and volunteers questions related to any convictions and/or any history of substantiated abuse or neglect, additional screening measures will be used.

- All staff and volunteers shall provide appropriate care and supervision of children at all times. This includes inside the building along with outside on the playground or other areas located on the TECH property.
- All staff and volunteers shall act in a manner that is conducive to the welfare of children.
- All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy must be kept on file at the center. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with a child in care.
- A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating they are aware that abuse and neglect of children are against the law, an individual has been informed of the center's policies on child abuse and neglect and knows that they are required by law to immediately report suspected abuse and neglect to children's protective services.

These may include but are not limited to:

1. Observing interactions with children and/or adults.
2. Contacting several personal references.
3. Contacting several professional/work-related references (peers and supervisory).
4. Reviewing employment histories and reasons for leaving.
5. They must also provide the LISD with documentation from the Department of Human Services that he or she has not been placed on the central registry for substantial abuse or neglect.
6. A criminal history information background check, as well as fingerprints, will be conducted prior to the staff person beginning work with the LISD.
7. Any person who has contact with the children must answer questions regarding substantiated abuse or neglect of children and criminal convictions.
8. Staff members are required to have on file: an updated physical and TB test results within 1 year of hire.
9. Background checks
10. Fingerprints required through Child care Licensing

11. Volunteers who have contact with children at least 4 hours per week for more than 2 consecutive weeks will need to have a TB test.
12. Verification of TB status is required within 1 year of employment or volunteering.

### **STAFF TRAINING:**

The following list describes the training requirements for staff in early childhood classrooms:

- Infant, child, and adult CPR and first aid certification
- Blood Borne Pathogen training
- Safe Sleep training (infant/toddler staff)
- Child Development
- Shaken Baby Syndrome training (infant/toddler staff)
- Prevention and Control of Infectious Diseases
- Administration of medication (consistent with standards)
- Prevention of and response to Emergencies (due to food and allergic reactions)
- Emergency Preparedness and Response Planning
- Handling and storage of Hazardous Materials and Appropriate Disposal of bio-contaminates
- Child abuse & neglect reporting procedures
- A minimum of 16 clock hours of annual training on topics related to work within the childcare environment, child development, curriculum, child discipline, health/safety, nutrition, working with parents, licensing rules for child care centers, medication administration, supervision of volunteers, supervision of children, health care plan.

### **STAFF TO CHILD RATIO:**

2 weeks old to 2.5 years of age – 1 staff to 4 children

2.5 years old to 3 years of age – 1 staff to 8 children

3 years old to 5 years of age – 1 staff to 10 children

### **HOURS OF OPERATION:**

LISD PREP Academy Childcare is open from 8:50 AM to 3:00 PM, Monday through Friday, when school is in session and when a parent is in physical attendance at school. Parents are with their children before and after these times and during lunch (approximately 11:30 AM-12:00 PM).

#### *Daily Procedures:*

- Parents will sign their children in.
- Children should be fully dressed and freshly diapered and/or in dry pants when signed into childcare.
- Parents will provide all necessary materials for the care of their child and leave them in the childcare room where their child is cared for.
- Parents will notify staff members of any new information for that day (i.e., medication that the child is taking, teething, shots, etc.).
- The childcare staff will respect your reasonable requests in caring for your child whenever possible. Staff will answer all questions you might have concerning your child. If they cannot answer it, they will seek out the answer. No question is unimportant; feel free to ask.
- At lunch, all parents will pick up and return their children to the childcare room. Diaper changing should be done at this time by the parents before returning to their class.
- Children will be cared for by the LISD PREP Academy Childcare staff during the time their parent is in class. If the parent goes off campus, the childcare staff *must* be notified,

and arrangements will be made for the child's care.

- During the time the parents are caring for their children, either in or out of the classroom, they are responsible for feeding, changing, supervising, disciplining, and cleaning up after them.
- When leaving for the day, the parents will sign their children out. Children will not be allowed to leave with anyone but the child's parents except under special circumstances and only as approved by the Child Care Program Director.

### **FOOD SERVICE**

Infants 0 - 12 months of age – Parents of infants are to provide all bottles and food every day for their child. Enough food must be sent to accommodate that day. All bottles and food must be labeled with the child's name and date.

#### **Bottles:**

- Must be prepared and ready to be served for that day
- Must be labeled with the child's name and date/time the bottle was prepared
- All bottles must be put in the refrigerator upon arrival
- Any formula left after each feeding will be discarded
- Empty bottles will be rinsed of any formula traces and sent home for parents to wash and sanitize
- All bottles/nipples are to be used for one feeding only
- All feedings will be marked on the child's daily information sheet
- Mothers are encouraged and welcome to breastfeed, and private spaces are provided for this

#### **Solid Foods:**

- All food must be labeled with the child's name, date, and refrigerated
- If the food needs to be warmed in the microwave, food must be sent in microwavable dishes and labeled with contents
- All food will be used for those days feeding, and leftovers will be sent home for parents to discard
- Commercial baby food that has been opened will be sent home at the end of the day
- Dishes will be rinsed and returned to the parents to wash and sanitize
- Children will either sit at the table, in a highchair or be held while eating or being fed
- All feedings will be marked on the daily information sheet

#### **Toddlers (12 months – 3 years old):**

- Meals will be available through the LISD, which contracts with Adrian Public Schools Food Service that follows all regulations required by the Michigan Department of Education, Food and Nutrition, and the Michigan Department of Health.
- If parents are not ordering from food service, they are responsible for all food items needed for their child(ren). Lunch and snacks
- Please refer to the Menu that is posted for meal options
- Any milk or juice will be discarded after snacks and/or meal times
- Bottles or cups will not be left on tables after use
- Commercial baby food containers that are opened shall be covered and labeled with name and date of opening and sent home daily with the families.
- Strollers and bouncers are not permitted for use to feed a child.

\*The LISD understands that children may have food allergies. LISD staff will work with the

parents/guardians of children with food allergies to develop an individualized plan intended to eliminate the possibility of the child being exposed to known allergens. Parents of children with food allergies should inform the child's teacher and/or program administrator as soon as possible so that a plan can be developed.

### **DISCIPLINE POLICIES:**

Positive communication builds teacher/child relationships and helps children develop internal controls. We take a preventive approach to discipline that teaches children prosocial behavior. Our goal is to provide children with the opportunity and motivation to make choices; function independently; learn social skills through gentle, encouraged guidance; respect the needs and rights of others; adapt to routines and simple rules; and become responsible group members.

LISD PREP Academy Child Care implements preventive discipline by maintaining an environment with structure and interesting activities to reduce the occurrence of disciplinary problems from boredom or undue restraint.

- Provides many interesting choices of activities
- Redirect children away from problems and into positive interactions
- Provide consistent positive communication to positive behavior with minimal attention given to misbehavior
- Simple rules that are consistently enforced and clearly communicated to children
- Allow children to problem-solve among themselves without teacher interference
- Arrange the environment to promote positive behavior and self-control

In **emergencies**, separation from the group may be required for the safety of the child or the remainder of the group.

When this happens, teachers will be patient, supportive, and firm in their efforts to help children regain control. In these situations, teachers usually implement a time-out procedure. Time-away means just what its name implies: children take time away from the busy classroom to regain their composure privately with the support of a caring adult. Children are never left unaccompanied. For example, if a child has a tantrum:

- The teacher will take him/her to a quiet place in the room or immediately outside of the room. This will be an open safe space where the child has few distractions, where the child will be less disturbing to other children, and where classmates have little opportunity to stare at or tease the child. When children are upset, privacy helps them to calm down; an audience prolongs the difficulty.
- Once the child is in the time-away area, the teacher will say something like this: "You're still very upset. When you are quiet for one minute, we can talk about what's bothering you."
- The teacher will remain with the child and, if necessary, carefully restrain the child from hurting him/herself or the adult.
- Once the child has satisfied the conditions of the time away (i.e., one minute of calm), the teacher will accompany the child back into a quiet part of the classroom to discuss the original concern.

- Later in the day, the teacher will make sure to have some positive contact with the child to show that the teacher does not dislike the child because he/she lost control. Thus the purpose of time away is to help children regain control, not to punish, shame, or blame children in any way.
- Time-away is the ultimate discipline strategy used at the LISD. Teachers do not threaten, slap, spank, or ridicule children in an effort to maintain order in the classroom.

### **INFORMATION RECORDS:**

A file is maintained on each child in care. This file contains such things as enrollment information, evaluation reports, and health information. You, as parents, have a legal right to have access to this file about your child if you wish. Please contact the office to make an appointment if you wish to review your child's file.

Parents of children up to 3 years old will receive a written daily record that includes the following:

- Food intake: time, type of food, and amount eaten
- Sleeping patterns, when and how long the child slept
- Elimination patterns, including bowel movements, consistency, and frequency
- Developmental milestones
- Changes in the child's usual behaviors

Every child will have on file:

- A Registration Packet completed by a parent
- A Health Appraisal Form completed by parent and doctor
- A copy of Immunization Records (shots) provided by a parent
- Record of daily attendance – parents MUST sign their child in/out

### **NOTIFICATION OF ACCIDENT, INJURY, OR ILLNESS:**

In the event an individual should be injured while on LISD property, health and safety needs will immediately be addressed. A Medical Incident/Accident Report form will be completed and submitted as soon as possible to the program supervisor for review, signature, and submission. Parents/Guardians receive a phone call and/or information in person.

### **LICENSING NOTEBOOK:**

The licensing notebook includes reports from all licensing or registration inspections, renewal inspections, special investigations, and corrective action plans (CAP). The licensing notebook includes a summary sheet outlining all reports and CAPs contained in the notebook and includes all reports issued and CAPs developed on and after the license renewal until the license or registration is closed. The licensing notebook is available for review on each campus. The information in the licensing notebook shall be updated as provided by the department and is made available to parents, guardians, and prospective parents or guardians at all times during regular business hours.

Each parent must sign a document that includes all of the following statements:

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- 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](http://www.michigan.gov/michildcare). The website address must be in bold print.

**CHILD CARE HANDBOOK:**

The LISD PREP Academy Child Care Handbook is available onsite during regular business hours. Please speak to the Child Care Program Coordinator or Supervisor if you have questions.

**LISD BOARD POLICY:**

As a program of the Lenawee Intermediate School District (LISD), the LISD PREP Academy Childcare Program is subject to the LISD's Board Policies, which are available at <https://go.boarddocs.com/mi/lenisd/Board.nsf/Public>