2022-2023

PARENT HANDBOOK

PLEASE READ COMPLETELY

PLEASE SIGN AND RETURN THE LAST 3 PAGES TO:
FRANKLIN ACADEMY OFFICE
(These pages can also be found in your Enrollment Packet)

FRANKLIN ACADEMY PARENT HANDBOOK

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY SO YOU WILL KNOW OUR POLICIES AND PROCEDURES. PLEASE ASK QUESTIONS IF THERE IS ANYTHING YOU DO NOT UNDERSTAND OR WOULD LIKE FURTHER INFORMATION ON. KEEP THIS INFORMATION FOR FUTURE REFERENCE AND REFER TO IT OFTEN THROUGHOUT THE SCHOOL YEAR. FRANKLIN ACADEMY IS LICENSED BY THE STATE OF MICHIGAN. ALL OF OUR POLICIES AND PROCEDURES ARE IN COMPLIANCE WITH STATE LICENSING GUIDELINES. THOSE GUIDELINES ARE AVAILABLE IN THE DIRECTOR'S OFFICE FOR REVIEW.

PHILOSOPHY

Total development of the child (physical, emotional, social, and intellectual) is stressed throughout the program. We recognize that each child is unique and has individual growth patterns and abilities. The curriculum at Franklin Academy provides a variety of meaningful experiences for each child to actively participate in, allowing them to progress at their own individual developmental level. We have created a flexible program within a certain structure. Children are encouraged to explore, to manipulate, and to experiment. They are encouraged to celebrate diverse cultures. A curious child is beginning to take responsibility for his/her own learning. It is our goal to help each child leave Franklin Academy with a good self-image and the ability to take the next step in their educational life with confidence.

ADMISSION POLICY

Franklin Academy admits children 18 months through early fives. Admission is based on the appropriateness of the child's possible placement, availability of space, and the ability of the parent(s) to meet financial obligations. Franklin Academy does not discriminate against race, color, national origin, gender, or religion. To ensure the most appropriate educational environment, all new students will be given an assessment centered on play and developmental milestones. This assessment will allow our staff to ensure that all students will be set up for success when entering their classroom. All assessments will be administrated by the classroom teacher or Franklin Academy management. A parent interview will also be required for entrance. The interview will be done in conjunction with the assessment. The interview will last no more than 15 minutes and will allow Franklin Academy management to understand the wants and needs of potential parents, and to find out more about the incoming students.

Lori Allmacher
Director

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EDUCATIONAL PROGRAM

Young children learn best through play and exploration. Franklin Academy is a developmentally appropriate program that provides a stimulating learning environment with a loving and nurturing staff. All lead teachers have degrees in either early childhood or elementary education. Children learn best when they are engaged in learning experiences that are developmentally age appropriate, hands on, and are relevant to their lives. All experiences planned for children focus on their interests and needs, and incorporate educational objectives. Children are encouraged to problem solve independently with the teacher as the facilitator, and to make choices on a daily basis. Being encouraged to make their own choices empowers children to feel important and valued, and promotes a stronger sense of self. Cooperation is a part of social learning as children discover ways to interact in group settings. Activities and lesson plans are theme related, open ended, and child centered, which makes it easy for all children to participate at their own level. At Franklin Academy, teachers and parents are partners in providing the best overall experiences for children. It is important to include cultural experiences and characteristics of our families as part of our educational program.

INCLUSION OF CHILDREN WITH SPECIAL NEEDS

Franklin Academy supports a child's growth based on individual readiness in order to help them to attain their highest potential. In the event that a child comes to the school having special needs, the staff will work with parents to identify the best possible way to support the child and to provide the strongest opportunities for developmental and educational success. If the school feels that they cannot meet the needs of the child, and that the child would be best served at another facility, the parents will be advised of that.

REGISTRATION AND DEPOSIT

A $250.00 Deposit per family is required with your approved application. The deposit will be credited back to you as a deduction from your tuition payment, in May. There is also a $75.00 non-refundable Education Fee per student, due with your completed enrollment packet**.** Both the deposit and Education Fee will be automatically charged to the card that you provide, and a receipt will be emailed to you. These fees are nonrefundable, for any family who chooses to withdraw before the end of the school year.

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In case of withdrawal or school closure for any reason,
the total prepaid amount of $325.00 is NON-REFUNDABLE.

SCHOOL HOURS

Our morning classes meet from 9:00am to 12:00pm which includes lunch time. Full day hours are from 9:00am to 3:00pm. If you need to pick your child up before the end of their regular school day for any reason (either A.M. or P.M.), please call the office (248-352-5437) to make arrangements. If you know in advance, a note to your child's teacher will also be helpful.

CHANGE IN SCHEDULE

After the beginning of your child's school year, there will be a $10 charge for every schedule change that requires your tuition amount to be refigured.

EXTENDED CARE - EARLY AND AFTER CARE

(PLEASE NOTE THAT THESE POLICIES HAVE CHANGED)

Extended Care Hours: Early Hours are from 7:30am until 9:00am. (Must have a min. of 3 children enrolled.) After Care Hours are from 3:15pm until 6:00pm.

Students must be pre-registered for the Extended Care Program, by 3:00pm the Friday before care is needed. If your child is not signed up in advance for extended care (early or after care), and you find that you need extended hours, it will be based on availability and you will be charged a $10 administration fee, in addition to the extended care charge for that day. When you register for extended care, you are committing to payment for those days, whether or not your child attends. The only exception to this policy is in the event that your child is absent from school on the day that you have registered for, or if you cancel your registration by 3pm, the Friday before your registered date.

PLEASE NOTE*:* Unless we hear from you in advance, any child left beyond 12:15pm for half day students and 3:15pm for full day students will be charged the daily rate for extended care, PLUS an additional $10 administration fee at 12:15pm and 3:15pm respectively. We do try to work with families who have time conflicts for picking up siblings from different schools at these same times. Please inform the office in advance about sibling/school conflicts so this can be noted in your account, and arrangements can be made to accommodate.

The school office closes at 3:30pm. Please enter the main entrance of the Athletic Club when picking up your child from After Care in the Nursery. Any child still in the After Care Program at 6:00pm will be charged at $25 late fee, and $5.00 per minute until they are picked up. ***(*Times / location of our After Care Program may be updated as we evaluate the needs of our families enrolled for the new school year.)***

MORNING DROP OFF

Drop off is at Door 2. It begins at 8:50am and ends at 9:15am. Please pull up to the entry door, and have your child on the side of your vehicle closest to the building. Please do not be on your cell phone during this time so that we can ensure the safety of everyone. We appreciate your cooperation.

AFER SCHOOL PICK-UP

Daily pickup is from 3:00pm to 3:15pm at Door 3, on the south side of the building. You can park in the lot and we will get your child and bring them to the door. If you are planning to have someone pick up your child from school and their name is not on the emergency card, you will need to either phone the school or send a note. *The person picking up your child will be required to show a picture ID before they are allowed to pick up a student.*

EMERGENCY CARDS / HEALTH FORMS

According to state regulations, each child MUST have a current health form, signed and stamped by their doctor, and an up-to-date emergency card, on file in the school office prior to their first day of school. Student information forms should be completed and returned. Please note that health forms are good for one year from the date that they are signed by your pediatrician.

NOTE: **The importance of the emergency card cannot be emphasized strongly enough. Preschoolers are not reliable or capable of supplying names and phone numbers. This card must be completed thoroughly. This card provides us with the information for contacting the family in case of illness, accident or failure to pick up. Please understand the importance of this information and keep it current and updated at all times. Please make sure all emergency numbers are legible. A change in nannies, allergies, parent's location, and daytime phone numbers (including cell phones and pagers) and health insurance name/number must be immediately reported. Your cooperation is imperative to your child's safety and is greatly appreciated.**

DISCIPLINE

Our staff will use positive methods of discipline, which will encourage self-control, self-direction, self-esteem, positive reinforcement and co-operation:

- Stop the action
- Look for the positive intent
- Educate
- Set clear verbal limits
- Set physical limits
- Provide choices
- Natural consequences
- Use active listening
- Redirect the action

Calm dialogue is always the first step in a discipline situation. Clear and consistent expectations and limits will be established, children will be assisted in helping to control impulsive behavior, children's feelings will be acknowledged, and choices will be given to the children in order to give them control over the situation. In our three year and older classrooms, if talking and self-reflection do not solve the problem, then we will provide a "cool down time" in a quiet place in the classroom. (If the teacher deems it necessary, they will contact the parents either by phone or note). Repeated behavioral issues which have, or may have, caused harm to another child will not be tolerated by the school and may be cause for suspension or expulsion. Parent(s) will be called and a meeting will be set up to determine how to best handle the situation. Discipline will NOT include withholding meals, snacks, bathroom access, taking away playtime, confining a child, or restricting a child's movement or confining them in an enclosed area.

FRANKLIN ACADEMY REATAINS THE RIGHT TO TERMINATE ENROLLMENT IF A PARENT OR CHILD'S BEHAVIOR IS DISRUPTIVE TO OUR PROGRAM OR ACTIVITIES, WITHOUT REIMBURSEMENT OF ANY PAID TUITION, DEPOSITS, OR FEES.

HEALTH

If you are in doubt about your child's health, please keep him/her at home. Many of our absences can be avoided if we remember how easily an illness spreads to both students and staff. If your child is going to be absent for an extended period of time, please notify the office, so that we may work with you. Also, inform the office if your child develops, or is directly exposed to, a **communicable disease such as Covid-19, pink eye, chicken pox, head lice, hand foot and mouth, etc.** We can then watch for symptoms in others. **Please notify the office if your child is missing school due to any illness. In some cases, a doctor's note may be required before your child can return.**

Please follow these guidelines regarding when your child may return to school after an illness, to ensure the well being of all the children and staff:

Fever: When temperature registers below 100 for 24 hours **without the use of fever-reducing medications** and child is back to normal activities (active and eating).

Runny Nose: If we see thick, yellow or green discharge coming from the nose we will send your child home.

Earache: After the pain has subsided, and normal activity has resumed, without the aid of pain medication.

Rash: After the rash has subsided, or a physician has determined it is not contagious to others.

Sore Throat: After it has been determined that no strep infection, or other infection exists.

Cough: If a child is continually coughing to the point that it is interfering with their school routine(s) you will be called and asked to pick up your child.

Pale / Flushed Skin: After color returns to normal.

Red / Watery Eyes: After eyes return to normal.

Upset Stomach / Vomiting / Diarrhea: When no further problem exists and child is eating normally without causing upset stomach, diarrhea, and not throwing up for 24 hours prior to returning to school.

Weeping Sore: After drainage stops.

If your child becomes ill at school or we suspect that your child is ill, or has a fever, you will be notified and will be asked to pick up your child. We request that you come within 40 minutes from time called.

IT IS IMPERATIVE THAT YOU ARE REACHABLE AT ALL TIMES WHILE YOUR CHILD IS AT SCHOOL.

No make-up days are provided for absences. Our annual fee takes into consideration that some absences will occur.

Please inform us of allergies, special medication, or diet restrictions prior to the first day of school. We want to make sure your child is comfortable, happy and safe here.

MEDICATION

All medications are to be given by the office personnel, and only when accompanied by a doctor's written instructions and a Franklin Academy permission slip signed by the parent. The medication, in its original container, must be brought to the office and NOT sent in the child's backpack or lunch bag. **All medication must be kept in the office at all times.**

HEALTH CARE POLICY

The program's health care policy includes the following health practices and procedures:

- Children and staff will wash their hands after using the restroom.
- Staff will use latex-free gloves when handling bodily fluids and use Universal Precautions.
- Staff will clean and sanitize all equipment, toys and other surfaces daily and weekly as necessary to ensure a healthy environment.

Hand Washing Procedure

The following procedure will be used for hand washing:

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- 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 back of hands.
- Rinse hands under running water until free of soap and dirt.
- Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single use cloth.
- Turn off tap with disposable paper or single use cloth.

Hands shall be washed with soap under running water. The following are not approved substitutes for soap and running water:

- Hand Sanitizers
- Pre-moistened cleaning wipes

Handling Bodily Fluids

Franklin Academy Preschool will use precautions when handling bodily fluids as instructed in the Blood Borne Pathogens training. Steps used will include:

- Staff will put on gloves.
- Clean up bodily fluid/diaper.
- Put bodily fluids, diaper, gloves, etc., in red Biohazard bag. Dispose.
- Wash area with soap and water, rinse and sanitize area.
- Wash hands of child.
- Take off gloves and wash hands.
- Put soiled clothing, sheets, blankets, etc., in plastic bag.

Sanitizing Solution

- Commercial sanitizer, specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

HEALTH CARE POLICY (Continued)

Cleaning and Sanitizing

The following steps will be followed for cleaning and sanitizing:

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

Controlling Infections

- See universal precautions above.
- Toys that are mouthed will be removed and washed, rinsed and sanitized immediately. Other toys and equipment used will be washed weekly.
- General cleaning of the facility will be done daily by preschool staff and by housekeeping staff.
- Restroom cleaning will be done once daily by housekeeping staff, unless needed more often.
- Children's bedding will be stored so that it does not come into contact with other children's bedding.
- Cots will be washed daily if used by different children and weekly if used by one child.
- Children's bedding will be sent home weekly to be laundered.
- Children who have any type of communicable disease/condition will be removed from school and may return to school only with a doctor's note.
- Children who become ill will be isolated from the other children until they are picked up.
- **If a child becomes ill while in our care, the child needs to be picked up within 40 minutes of being contacted by the school.**

CONFERENCES

Our school believes in a close parent-teacher relationship and in well-informed parents. Progress reports will be sent home in November (or a conference may be requested if needed). Conferences will be scheduled in March. But please feel free to contact your child's teacher at any time. If at any time a teacher has concerns, those concerns will be addressed immediately with parents.

OTHER SCHOOL / FAMILY COMMUNICATIONS

All teachers communicate with parents via monthly newsletters about what is going on in their classroom. The front office communicates with parents by using a parent board in the lobby area, as well as the Preschool2Me app, sending email reminders and updates, photographs, and Director correspondence. Because Franklin Academy has an open door policy, family members are encouraged to volunteer at the school (when Covid-19 restrictions are not hindering this practice).

POLICY ON SUSPECTED CHILD ABUSE OR NEGLECT

Michigan statute requires childcare providers to report child abuse and neglect, when there is reasonable suspicion that such abuse has occurred or is occurring. This directive is carried out with extreme sensitivity and caution before such action is taken.

ACCIDENT PROCEDURES

In case of an accident, we will first try to notify the parents, second the "person other than parent" listed on the emergency card, and then the child's physician. If it is impossible to reach any of these, we will transport according to the emergency card listings. **For this reason, it is important that the emergency card is completed thoroughly and accurately and kept up-to-date.** Also, small children have minor accidents on occasion. We will send home an injury report if any such incidence may occur at school (examples being: small scrape, any type of accidental bumps that do not involve the head area). *All head injuries will be reported to parents immediately as well as any other injury the school feels benefits from an immediate phone call to parents.*

BITING

Unfortunately, biting is a common (and developmentally appropriate) behavior among our youngest students. **The child who bites is most at risk for disease and/or infection,** and we do take this risk seriously. For students in the Firefly, Bee, Cricket, and Caterpillar rooms, we acknowledge that this behavior shows itself when a child does not have the ability to communicate their frustrations. We will notify the parents and request that you discuss the situation at home with your child, to reinforce what has been discussed with them at school. If the skin has been broken, we will ask that the biter be picked up from school to go home for the day. If a student in our older classrooms bites another child, parents will be notified and the biter will be asked to go home for the day. We have found this procedure to be an extremely effective consequence to biting. It makes the child aware that biting is not an acceptable way to handle frustration, conflicts, etc. and will not be allowed at Franklin Academy.

CELL PHONES

Please do not use cell phones in the classroom or school building. It is extremely disruptive to the children, teachers and other parents, especially during a school performance of any kind.

FOOTWEAR

Please do not send your child to school wearing plastic shoes, hard soled party shoes, flip flops, crocks, flimsy sandals, cowboy boots or slip-on shoes with no heels. These are not considered safe, sturdy footwear. If your child does not have proper safe shoes on, they may not be able to participate in some activities, or you may be called to bring to the appropriate foot wear.

CLOTHING

Provide clothing that your child can manage, and that is comfortable. Little ones have a hard time with zippers, so pants with elastic waists are much easier to get up and down. Of course we will help, but this does help promote independence. **PLEASE REMEMBER** that the children will be using and experimenting with paints, play dough, and different types of creative media. Dress your child accordingly to relieve the worry of soiling and staining good and/or expensive clothing.

LABELING

The State of Michigan Department of Childcare Licensing requires all clothing, bedding, lunch boxes and personal belonging to be labeled with student's *legal first and last name*. Please note if Franklin Academy is found incompliant of this policy, the school could face disciplinary action including fines and loss of license.

OUTDOOR PLAY

The children will be taken out every day, weather permitting. Please send your child to school with the appropriate seasonal outerwear. Any child that is at school for two or more consecutive hours will be taken outside if the temperature is 32 degrees or higher (taking into consideration the wind chill factor). We follow the same policy as Southfield Public Schools system. If a child is unable to go outside with their classmates, a doctor's note will be required.

SNOW DAYS

Typically, Franklin Academy follows Southfield Public Schools, for our snow days. The school will close if at 6am, the predicted temperature for that school day falls to -25 degrees or below (including wind chill). All other weather or building related closures will be decided on a case-by-case basis. Please note that there will be no refunds of school tuition, due to school closures. When weather conditions are questionable and school is in session, please be available for a telephone call.

School closings, delays or early dismissal will be posted on our Preschool2Me app. School closings will also be posted on our website's homepage, www.FranklinAcademyPreschool.com, and sent out in a schoolwide email. In addition, you may call (248) 352-8000, the main phone number for Franklin Athletic Club. The front desk staff will be informed of the Academy's decision regarding a snow day.

SNACKS

Snacks will be provided mid-session each day. Please provide your child with a sturdy, non-breakable cup with their full legal name on it. If your child has any food allergies, please notify us before the first day of school or as soon as the allergy is discovered. The children who will be attending our After Care Program will also receive a snack.

WE ARE A PEANUT and TREE NUT FREE SCHOOL

LUNCH

Please send in a healthy, appropriately sized lunch for your child. Send only what your child can and will eat. ***Nut butter, candy, or gum may not be brought for lunch***. Please do not send in fast food for your student. There are no facilities for refrigerating or heating up lunch food. For your child's protection, it is advised that all lunches have a freezer pack or thermos enclosed. Also include eating utensils, if needed. If your child is only staying half days, they will be eating lunch at school before they go home at 12:00 P.M.

BIRTHDAYS

Please arrange for birthday celebrations with your child's teacher before the "big day". Check with the teacher for the number of children in the class and for any possible food sensitive allergies. **Any birthday treats must be store bought and include a nutrition label, including ingredients.** This is imperative for the safety of our students with severe allergies. If goodie bags are sent in for the children, please make sure there are no small items or **edible** items. **Absolutely no candles or balloons are allowed at birthday celebrations.** To avoid any unpleasant situations with the children, the classroom teachers will not pass out birthday party invitations or deliver birthday presents.

PETS

We realize that family pets can seem like a fun and interesting thing to bring to school for show and tell. However, many small children have allergies or are frightened by these animals. **PLEASE LEAVE YOUR PETS AT HOME**.

TOYS

Unless it is "show and tell day", it is strongly recommended that toys are left at home. They become a distraction in the classroom for the child, teachers, and classmates, and the toys inevitably become lost. It is **NOT** the staff's responsibility to locate them. **No guns, swords, umbrellas, balloons, or potentially dangerous objects will be allowed.**

Franklin Academy will not be responsible for lost or broken toys.

PEST MANAGEMENT NOTIFICATION

As part of the Franklin Academy Preschool pest management program, pesticides are occasionally applied (when needed). Parents will be informed prior to any pesticide application on the preschool grounds (including all areas the children will be occupying).

During the spring and summer months we may spray for bees or other insects present on the playground. If this is needed we will inform you at least 3 days prior to spraying. We usually spray on a Friday afternoon when this type of spraying is needed, so that the playground will be able to be used by Monday.

Advance notice will be given in one of the following ways:

- A notice will be posted at the entrance of the preschool.
- Email / note sent home in backpack.

FRANKLIN ACADEMY STAFF TRAINING PLAN

- CPR and First Aid Certification
- Blood borne Pathogens Training
- Child Abuse and Neglect Reporting Requirements
- Emergency Evacuation Policies
- Crisis Management Plan
- Health Care Services Plan
- 16 hours of training yearly in early childhood related materials.

Preschool Staff Files Include:

- CPR and First Aid Certification
- Blood borne Pathogens Training
- Child Abuse and Neglect Reporting Requirements
- Emergency Evacuation Policies
- Crisis Management Plan
- Health Care Services Plan
- Training Log
- TB Test
- DHS Clearance
- ICHAT Criminal Background Check
- College Transcripts

SAMPLE DAILY CLASS SCHEDULES

Class Schedule 18mos. - 3 year olds

9:-9:15 Drop Off and Attendance
9:15-9:30 Circle time
9:30-10:30 Center based activities and academics
10:30-10:45 Snack and bathroom breaks
10:45-11:15 Gym Time/ Outdoor playground
11:15-11:30 Story time/ Group Academics
11:30-11:35 Wash up for Lunch
11:35-12:15 Lunch
12:15-12:30 Bathroom breaks
12:30-1:45 Nap time
1:45-2:00 Bathroom Breaks
2:00-2:30 Enrichment
2:30-3:00 Gym or outdoor play
3:00-3:15 Pick up time

Class Schedule for 3 - 5 years

9-9:15 Drop off and Attendance
9:15-9:45 Circle time/ Academic
9:45-10:15 Gym or Outdoor play
10:15-10:30 Snack/Bathroom break
10:30-11:35 Centers and Academic
11:30-11:35 Wash up for Lunch
11:35-12:15 Lunch
12:15-12:30 Bathroom breaks
12:30-1:15 Nap/Quiet time
1:15-2:00 Enrichment
2:00-2:30 Gym/ outdoor play
2:30-3:00 Group academic activity
3:00-3:15 Pick up time

COVID-19 POLICIES

Franklin Academy is committed to creating a safe learning environment for all of our students and families. In response to the current health crisis, Franklin Academy has developed the following emergency plan to ensure the health and safety of our students, staff and families:

- Franklin Academy is requesting that all parents, staff and students wash their hands upon entering the building.
- Daily, all students and staff will have their temperature taken prior to entering the building.
- Franklin Academy has suspended classroom drop off for all families. Students may be dropped off by car, in the drive line. The times for our car drop-off services will be extended and will now be offered from 8:50 - 9:15am.
- Franklin Academy has also suspended classroom pick up. All students will be picked up by car, in the drive line, from 3:00pm – 3:15pm. (Children attending after care will be escorted to after care by their classroom teacher.)
- Franklin Academy has suspended all parent volunteering in the classroom, at this time.
- All tours for potential new families will take place after 3:15pm.
- Franklin Academy will monitor the health and symptoms of all students and staff, and follow the guidelines outlined above in the Parent Handbook, to admit or send home staff and students on an as-needed basis.
- Franklin Academy will increase hand washing by students and staff, and train all students on the importance of hand washing and germ control.
- Franklin Academy will increase the disinfecting of toys, classrooms, common surfaces and other areas.
- Franklin Academy will stay in close contact with the Oakland County Health Department and state agencies over the coming months to report illnesses, and communicate with them should students or staff become personally affected by the COVID-19 virus.
- Franklin Academy will follow all recommendations made by the County Health Department and the CDC in regards to the prevention of, protection from, and dealing with the COVID-19 Virus.
- If a confirmed positive case of COVID -19 is diagnosed, or a student, student family, staff, staff family, Franklin Athletic Club staff, or Franklin Athletic Club member, is directly exposed to someone with a positive case of COVID-19, the Director of the Academy will notify the Health Department and follow all instructions as given. These instructions may include temporarily closing a classroom, or the school.

COVID-19 POLICIES (Continued)

- Students over the age of two, and all staff, will be required to wear face coverings/face shields in common areas. This includes entering and leaving the building, hallways, walking to and from the playground, and rest room breaks. Students will be encouraged, but not be required, to wear a mask or face shield while learning in the classroom.

- Teachers will be required to wear either face coverings or face shields throughout the day.

- Teachers will promote environments of reasonable social distancing by offering small groups and multiple individual workspaces. We will be working with all students at staying a safe distance away from fellow students.

- Franklin Academy will improve the sanitation and cleanliness of our building by having a full-time custodian, employed strictly by the Academy. Along with continuous cleaning, the building will be fogged daily with disinfectant to ensure a sanitary environment.

- Due to the increased risk of infection, we will limit guests to those only essential to the learning environment. Electives may be suspended or added, as safety permits.

- We will monitor students throughout the day to ensure that their health status has not changed. Parents will be immediately notified of persistent coughing, drainage of any color, sore throat, fever of 100.1, and runny or loose stool. At that time, it will be at the discretion of the Academy Director if the student can remain in care. In the event that a student or staff test positive for COVID-19, we will follow all CDC and Health Department guidelines. This may include the temporary suspension of a classroom, or the entire program, pending the recommendation of Child Care Licensing and the Health Department. Please be assured that the health and safety of our students and staff is our top priority. Franklin Academy has plans to remain open unless ordered by the State of Michigan to close.

- Each student will be provided with an extra-large size zip lock bag for nap items. Nap items will be sent home weekly for washing. All nap items must fit inside the sealed bag.

Franklin Academy is committed to keeping all students, families and staff safe during this uncertain time. As a school, we will do everything we can to protect those in our care, and the families who love them. We are asking all Franklin families to follow these directions to help aid in the prevention of this virus:

Stay home if you are sick, and advise others to do the same.
Always cover coughs or sneezes with a tissue or sleeve.
Avoid close contact with people who are sick.
Avoid touching your eyes, nose and mouth with unwashed hands.
Wash your hands often, with soap and warm water, for at least 20 seconds.
Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and warm water are not available.
Clean and disinfect frequently touched objects and surfaces.

Thank you for your help in this effort!

TENTATIVE 2022-2023 SCHOOL CALENDAR

(Please note that this calendar may be revised before the beginning of the school year)

Franklin Academy Preschool | 2022-2023 CALENDAR

22 Staff return

AUGUST '22

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Labor Day – No School

6 First Day of School

SEPTEMBER '22

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	71
18	19	20	21	22	23	24
25	26	27	28	29	30	

31 No School October
Camp offered Oct 31

OCTOBER '22

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	91	20	21	22
23	24	25	26	27	28	29
30	31					

1 No School

14 Progress Reports

23-25 Thanksgiving Break –
No School Nov 1 ,23-25

NOVEMBER '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

23-Jan 6 Holiday Break –
No School Dec 23-Jan 6
Camp offered Dec 26-30 and Jan 2-6

DECEMBER '22

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 Martin Luther King Day -
No School Jan 16

JANUARY '23

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17-21 Winter Break - No School

MARCH '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Progress Reports –
No School

27-31 Spring Break – No School
27-31 Camp Offered I

APRIL '23

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7 No School

MAY '23

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29 Memorial Day –
26-29 No School May 26-29

JUNE '23

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8 Last Day of School –
Half Day, 9am-12pm

JULY '23

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Please return to Academy office

There is one critical item from the handbook that we want to highlight:

1. Franklin Academy is a **Peanut and Tree Nut FREE School** – DO NOT send any treats or snacks to the classroom or in your child's lunch that contain nuts or nut butter. Please check to make sure items are not made in a facility that contains peanuts, this will be stated on the package. Items that contain the above will be sent home.

I have read Franklin Academy's Parent Handbook and understand academy policies and procedures and will abide by the academy's policies:

Child's Name(s): _____

Classroom: _____

Parent Signature(s): _____
(Mother's Signature)

_____
(Father's Signature)

Date: _____

Please return to Academy office

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Licensing and Regulatory Affairs
Child Care Licensing Bureau

CENTER MUST CHECK ONE

☐ The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at **www.michigan.gov/michildcare**.

☑ The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at **www.michigan.gov/michildcare**.

I have read the above statement issued by Franklin Academy Preschool
Name of Child Care Center

Child(ren)'s Name(s):	

Parent Name _____

Parent Signature _____ Date _____

LARA is an equal opportunity employer/program.

Please return to Academy office

WRITTEN INFORMATION PACKET DOCUMENTATION
Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

Child(ren)'s Name(s) (Last, First)	Center Name Franklin Academy

A written information packet has been provided at the time of enrollment. The packet included all the following information:

. Criteria for admission and withdrawal
. Schedule of operation, denoting hours, days, and holiday during which the center is open and services are provided.
. Fee policy.
. Discipline policy.
. Food service program.
. Program philosophy
. Typical daily routine.
. Parent notification plan for accidents, injuries, incidents, illnesses.
. Exclusion policy for child illnesses.
. Notice of the availability of the center's licensing notebook
  .. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
  .. The licensing notebook is available to parents during regular business hours.
  .. Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

. Other _____

I certify that I received all of the above items.

_____ _____
Parent /Guardian Signature Date

Note: A single BCAL-4340 form may be used for all children in the same family.

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