LAMPHERE LEARNING LADDER

Preschool and Childcare Center

"A Step In The Right Direction"

PARENT HANDBOOK

2016 - 2017

Lamphere Learning Ladder

MISSION STATEMENT

The Mission of the Lamphere Learning Ladder is to foster growth through life experiences by making a positive difference in the lives of children. Our commitment is to promote active learning in a safe and supportive environment, appreciating children as individuals with unique gifts and special talents.

LAMPHERE LEARNING LADDER
PARENT HANDBOOK

Introduction.....pg. 5

Program Plans.....5

Enrollment Policy.....8

Program/Schedule Changes.....9

Withdrawal/Dismissal Policy.....9

Calendar and Hours.....9

Arrival and Pick Up Policy.....11

Fee Policy.....11

Vacation Credits.....12

Additional Fees.....13

Discipline Policy.....14

Biting.....16

Nutrition/Food Service.....16

Health and Safety Policy.....17

Medication Policy.....19

Absence or Schedule Changes.....19

Birthdays.....19

Field Trips 20

Rest Time 20

Clothing 20

Items From Home 21

Visits 21

Responsibility and Liability 21

Suggestions, Problems, and Concerns 22

Licensing Notebook/Binder 22

Pest Management Policy 23

LAMPHERE LEARNING LADDER LOCATIONS:

Edmonson Elementary School
621 E. Katherine
Madison Heights, MI 48071
(248) 589-3455
Ext. 2126

Simonds Elementary School
30000 Rose Avenue
Madison Heights, MI 48071
(248) 589-3632
Ext. 2526

Lessenger Elementary School
30150 Campbell Road
Madison Heights, MI 48071
(248) 589-3627
Ext. 2426

Learning Ladder Office
31201 Dorchester
Madison Heights, MI 48071
(248) 589-3753

Lamphere Early Childhood Education Center
31201 Dorchester
Madison Heights, MI 48071
(248) 589-3753

INTRODUCTION

Welcome to Lamphere Learning Ladder Toddler, Preschool and School-age Care center. The Learning Ladder programs are open to children who live within and outside of The Lamphere School's Community. The programs offer active learning for all ages (16 months-12 years of age) and are designed to meet the developmental needs of each child.

The staff consists of early Childhood Paraprofessionals who provide a caring, consistent environment conducive to the total development of children. The staff work under the instruction of the Director.

The **Toddler** program is for children 16 months-3 years old. The **Preschool** program is a planned program for 3-5 year-old children. The **Full Day Preschool** program offers full-day care. The **School-age** program provides before and after school care for elementary students who attend kindergarten through fifth grade in the building in which Learning Ladder programs are located.

All centers are licensed by the State of Michigan, Childcare Licensing Division and follow the rules and regulations outlined in Section 2 of Act No. 116 of the Public Acts of 1973, as amended, being 722.112 of the Michigan Compiled Laws.

It is hoped that you and your child will find Lamphere Learning Ladder a rewarding place to learn and grow together. An open door policy is maintained. Parents are welcome to visit the classrooms to observe and participate in activities.

PROGRAM PLANS

An old Chinese proverb says:
I hear and I forget.
I see and I remember.
I do, therefore, I understand.

Active experiences in learning – Doing – is the method through which children learn in Lamphere Learning Ladder programs.

Toddler Program: At Lamphere Learning Ladder we provide a comprehensive and developmentally appropriate Toddler childcare program which provides age-appropriate activities and services. The Toddler program is for children 16 months-3 years old.

Parents must supply disposable diapers and baby wipes, as well as any bottles and food items needed for your child daily. Parents are given a list of additional supplies that they will need to supply for their child while at the center. Daily records are kept on every toddler. This is an effective way to let you know about your child's day with us.

Potty Training - Staff will gladly assist in the process of potty training your child when they are developmentally and physically ready AND the child has been successful for a few days at home. Please do not put your child in PULL UPS to come to childcare. If your child has more than two accidents in one day, we will resume using diapers. Children are never forced to use the toilet. If your child becomes upset at anytime during the process we will assume they are not yet ready to be potty trained.

Preschool: The HighScope curriculum, as developed by the successful HighScope Research Foundation, is the core of the Lamphere Learning Ladder curriculum.

Opportunities for key developmental indicators in learning are present throughout the day. Activities are planned to foster growth in the following curriculum areas:

- Initiative
- Social Relations
- Creative Representation
- Music and Movement (large and small motor skills)
- Language and Literacy
- Logic and Mathematics

There is a balance of child-initiated and teacher-initiated activities during the day. The basic outline of the daily routine includes:

1. Greeting Circle
2. Planning Time
3. Work Time
4. Clean-up Time
5. Recall (review) Time/Snack Time
6. Small Group Time
7. Outside Time or Large Motor Activities Indoors
8. Large Group Time

The Full Day Preschool schedule includes:

1. Lunch Time
2. Language Arts Activity
3. Rest Time/Napping
4. Snack Time
5. Outdoor/Indoor Large Motor Skills

School-age Care Program: The program activities offer a fun filled schedule that is designed to meet the interest of elementary-aged children.

Before and after school activities include:

- Outdoor or indoor large motor activities
- Choice of games, books, puzzles, blocks, art activities
- Quiet time for relaxing, doing homework, reading, etc.
- Group activities
- Computer Activities

A nutritious snack is served in the afternoon session.

ENROLLMENT POLICY

Enrollment is open to children who live within and outside of The Lamphere Schools Community. The centers are non-sectarian and non-discriminatory. Enrollment is open to children ages 16 months-12 years. **Preschool children must be potty-trained before enrollment.**

In order to enroll, the following forms need to be completed:

- Child Information Card (both sides **completely** filled out)
- Program Choice Form
- Parent Contract
- Payment Agreement
- Registration Form
- Food Agreement (for childcare only)
- Media Release Form
- Child Abuse & Neglect Form
- Good Health/Physical Restriction Form (for school-age childcare only)
- Health Appraisal **(Toddler and Preschool age only)**

Forms may be picked up at the Learning Ladder office. Completed forms must be turned in at the Learning Ladder office prior to the child's first day of attendance.

Non-refundable registration fees for the school year, and/or summer session, are required with all enrollments. New students must also pay TWO WEEKS advanced tuition at time of enrollment. ***Tuition rates will be 20% higher for families who live outside of Lamphere School District.***
Any outstanding balances must be brought up-to-date before registration for any programs will be accepted.

A copy of the child's birth certificate and immunization record are also required for toddlers through preschool age.

PROGRAM/SCHEDULE CHANGES

Parents requesting scheduling changes for their child must:

1. Call the Learning Ladder Office@(248)-589-3753 to check on availability.
2. Submit the change in writing to the Learning Ladder Office.

Change forms are available at your child's center or written changes can be made via email.
One week notice is required in order for changes to be made.

WITHDRAWAL / DISMISSAL POLICY

When a parent is going to withdraw a child, written notice must be given to the Learning Ladder office two weeks prior to withdrawal. Two weeks tuition will be charged from the date of withdrawal if a two weeks notice is not given in advance of withdrawal.

If a student is withdrawn prior to the end of the scheduled school/ summer session, all vacation credit will be forfeited.

A child may be dismissed from the program:

1. If the child does not meet health requirements.
2. If the parent/guardian fails to follow any of the program policies and procedures consistently.
3. In the event a child is having problems adjusting to the center, the parents may withdraw the child after a conference with the Director and receive a refund of prepaid tuition from the date of withdrawal.

CALENDAR and HOURS

Lamphere Learning Ladder operates year-round with the exception of the following days:

Independence Day	Christmas Eve through
Labor Day	New Year's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day

In addition to the holiday closings, Lamphere Learning Ladder reserves the right to close centers during The Lamphere School District vacations. Parents will be notified at least two weeks in advance of any closings.

SNOW DAYS

Two Learning Ladder centers will be open on **SNOW DAYS** for Full-day Preschool, School-age Care and Toddler Care only. There is an additional charge for this service for School-age Care students. Parents will be informed in advance as to which centers will be open.
There will be no Half-day Preschool, GSRP or Head Start Preschool Programs on SNOW DAYS.

Extended care is also available to children enrolled in the school-age program during ELEMENTARY half day, early release and no school days throughout the year. There is an additional charge for this service.

There will be **NO PRESCHOOL** for half day preschool students during Lamphere School District breaks. (Holiday Break, Winter Break, Spring Break, Snow Days and No School Days)

PROGRAMS AVAILABLE:

School-Age Program: for kdg. –5th grade students; available on a weekly basis only.
1. 6:30 a.m.- 8:30 a.m.
2. 3:30 p.m.- 6:00 p.m.
3. Both a.m. and p.m.

Half Day Preschool Program: a planned preschool program for 3-5 year olds from 8:30 a.m. – 11:30 a.m.
1. 2 days per week (Tues. and Thurs.)
2. 3 days per week (Mon, Wed, Fri.)
3. 5 days per week (Mon. through Fri.)

Full Day Preschool Program: for children 3-5 years old (includes the planned preschool program 8:30 a.m. – 11:30 a.m.); available on a full-time or half-time basis.

1. 6:30 a.m. - 12:15 p.m. (half-time)
2. 12:15 p.m. - 6:00 p.m. (half-time)
3. 6:30 a.m. - 6:00 p.m. (full-time)

Toddler Program: for children 16 months-3 years old
Full Days open 6:30 a.m. - 6:00 p.m.

1. 2 days per week (Tues. and Thurs.)
2. 3 days per week (Mon, Wed, Fri.)
3. 5 days per week (Mon. through Fri.)

ARRIVAL and PICK UP POLICY

Your child must be accompanied into the classroom each morning by a parent or a responsible adult (18 years or older) who should then notify available staff of the child's arrival. The parent or responsible adult must also come into the classroom to pick up the child. A sign-in/sign-out sheet must be signed at arrival and pick-up. Children will not be released to anyone whose name is not listed on the Child Information Card.

All persons (including parents) picking up a child must provide identification upon the request of Learning Ladder Staff.

FEE POLICY

Tuition is billed **in advance** for four-week periods during the school year. Summer tuition will be billed for 5-6 weeks depending on number of weeks during the summer programs.
Payment is due in **FULL** upon receipt of invoice.

Failure to make a payment on your child's account by the due date on your invoice will result in a **late fee** being assessed. **This late fee is stated in the parent contract.**

ATTENDANCE WILL BE DENIED TO ANY STUDENT TEN CALENDAR DAYS AFTER THAT MONTH'S BILLING DUE DATE, IF PAYMENT HAS NOT BEEN RECEIVED.

The last invoice for the school year will be a 5-7 week invoice depending on the last day of the school year.

The last invoice must be paid in FULL by the date posted on the invoice. Failure to pay by this due date will result in the student being excluded the following Monday.
Call the Learning Ladder office immediately if extenuating circumstances prevent you from paying tuition in accordance with the payment policy.
Please make check or money order payable to The Lamphere Schools. Payment may be made at your child's center or mailed to the Learning Ladder office. Cash payments are accepted ONLY at the Learning Ladder office.

If more than one child is enrolled in Learning Ladder the 10% discount will be applied to the weekly tuition ONLY. Additional charges for half days and NO SCHOOL days will not be discounted. Tuition adjustments will not be made when a child misses school because of illness, scouts, lessons, appointments, or other activities. It is an ongoing expense to operate a program with consistent staff. A spot is held for your child, therefore, we must charge for days children do not attend.

VACATION CREDITS

Preschool only students: Children who attend only Half Day Preschool will **not** receive vacation credits, because Half Day Preschool class will not be held during Lamphere School District Breaks (Holiday Break, Mid-Winter, Spring Break & NO School Days). You are not charged for any of these days.
Full Day Preschool Students: will receive two weeks (of your child's schedule) vacation credit per school year. Credits for vacation will be issued at the END of the school year on the last invoice. No half day vacation credits will be issued. Vacation credit

will be forfeited if a student is withdrawn before the end of the scheduled session. If your child does not attend Lamphere District Mid Winter Break, Spring Break & No School Days, you will not be charged and these days will be applied towards your vacation credits. You will be asked in advance if your child will be attending during Mid Winter Break & Spring Break. During the school year, if your child does not attend during their regularly scheduled days, you will need to ask for a vacation day form to fill out at your child's center. These days will be kept on file at the Learning Ladder Office and you will receive credit on the last invoice of the school year.

School-Age Care Students (Kdg.-5th): will **not** receive vacation credits. If your child **does not** attend Learning Ladder during the Lamphere School District's Breaks (Mid-Winter, Spring Break and NO School Days) you will **not be charged**. If your child **does** attend Mid-Winter Break, Spring Break & NO School Days you will be charged a fee for the full-days of care that they attend.

A form will be provided in advance asking if you need your child to attend on any half-day or NO School days. Please return the forms by the designated due date. Staff will be scheduled based on the number of students that are signed up to attend. Once the parent has indicated their child will attend they will be responsible for the additional charges.

You must still pay your regular daily rate on half-days of school if your child does not attend.

You must call the Learning Ladder Office @ 248-589-3753 one week in advance of the half-day or NO School days to make changes in the form once you have turned it in.

Full Day Preschool & School-Age Care Summer Program Students: will receive one week (of your child's schedule) vacation credit. If you withdraw your child before the end of the summer session you will forfeit any vacation credit. Children who attend Half Day Preschool class only, will not receive any vacation credit during the summer session.

All accounts must be up-to-date in order to receive vacation credits.

ADDITIONAL FEES

Arrival and Pick-up: Learning Ladder opens at 6:30a.m. and closes at 6:00p.m. for care. A late fee will be charged for every 15 minutes, or portion thereof, before 6:30a.m. or after 6:00p.m. This fee is stated in your parent contract.
Learning Ladder **Half Day Preschool is open from 8:30-11:30a.m.** A late fee will be charged for every 15 minutes, or portion thereof, after 11:30a.m.
Returned checks: There will be a fee for any check which is returned by the bank. If a parent has a check returned, they will be required to pay all future payments with a money order, certified check or cash (cash payments accepted **only** at the Learning Ladder office).
If you have any questions concerning your account throughout the year, please contact the Lamphere Learning Ladder office at (248)589-3753.

DISCIPLINE POLICY

The ultimate goal of discipline is to assist the child in becoming a self-disciplined, mature adult who accepts responsibility for his/her actions. At each age a child can assume some measure of self-control and therefore responsibility for his/her actions. The goal is to foster self-control and self-discipline, as it is appropriate for each age and to support the children as they practice and master these skills.

Consequently, the following principles of developmental discipline guide the action of the staff.

1. Understand developmental characteristics, behaviors, and needs. Be honest, reasonable, and realistic in the expectations of children.

2. Focus on/give positive attention for appropriate behavior. Ignore inappropriate behavior as much as possible. Try to keep the “no’s” to a minimum.

3. Anticipate and plan ahead to prevent possible problems. Structure or restructure the environment to prevent possible problems. Redirect a child to avoid potential problems or conflicts.

4. Be consistent. Make rules that can be enforced.

5. Identify and accept a child's feelings. Correct behavior by telling the child what he/she did wrong, then tell the child what to do in a positive statement.

6. Remain calm.

7. Remember the long range goal of SELF-DISCIPLINE. Give growth-fostering direction. Encourage independence. Offer choices and allow children to make as many decisions as possible within the necessary limits.

The staff, parents and any other persons are PROHIBITED from using the following means of discipline while in the Learning Ladder:

1. Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment.

2. Restricting a child's movements by binding or tying him/her (appropriate physical restraint may be necessary to prevent self-injury or injury to other persons or facilities).

3. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.

4. Depriving a child of meals, snacks, rest or necessary toilet use.

5. Confining a child in an enclosed area such as a closet or locked room.

When preventive and structural measures do not work and external discipline is required, the child is (1) removed from the immediate situation to a nearby area and (2) required to sit and regain control.

After a few moments a staff person discusses the situation with the child, helping them find appropriate means of dealing with a situation and at the same time making clear the limitations placed on their behavior and the reasons why.

In exceptional cases, additional alternatives may be employed, such as temporary removal/suspension, and requests for evaluation and/or consultations. Cases will be handled on an individual basis in cooperation with parents and in accordance with the school district policy on discipline.

BITING

Children bite for many reasons. Some of the reasons include:

- A sensory experience
- Teething
- Frustration - perhaps if the child lacks language skills
- Anxiety - to relieve tension

Parents will be notified when their child is involved in a biting incident at the center. Staff will meet with the parents to discuss possible reasons and solutions to the biting behavior. Staff will handle each biting incident with appropriate techniques. They will use their voice and a facial expression to show that biting is unacceptable. Staff will speak firmly, saying, for example, “I do not like it when you bite,” or just “no biting people.” Positive attention will be given to the child who has been bitten. The child who bites will be removed from the scene and moved to another learning area.

NUTRITION/FOOD SERVICE

1. Parents may bring a nutritious breakfast for their child to eat at the Learning Ladder center. Breakfast must be eaten by 8:00 a.m.
2. A nutritious mid-morning snack will be served.
3. A nutritious afternoon snack will be served at approx. 3:45.

Any food allergies should be brought to the attention of the center immediately. Food served by the center will be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the meal requirements of the Childcare Food Program as administered by the Michigan Department of Education.

Children are not deprived of snacks or meals, but a child is **never forced** to eat. Children are encouraged to try foods. Food is not used as a reward or punishment.

Snack menus are posted at each center. The menu is subject to change. Snacks are included in the tuition fees.
Lunches are **NOT** included in half and full-day preschool tuition fees. Parents of children who attend during the lunch period must sign a Food Agreement, agreeing to provide a nutritious lunch and beverage for their child.

HEALTH and SAFETY

Each child's health and safety is a matter of major importance. Good health habits, such as proper handwashing, are stressed throughout the year. Tables, rest cots, and bathroom areas are disinfected daily.

Children are encouraged to wash their hands at the following times:

- Before and after meals and snacks
- After using the toilet
- After contact with any body fluids
- After playing in sand and water
- After handling animals or pets
- After playing outdoors
- When soiled

Staff are encouraged to wash their hands at the following times:

- Before and after meals and snacks
- After serving food, eating, or feeding a child
- After using the toilet or helping a child use the toilet

- After handling animals or pets
- After cleaning or handling garbage

Caregivers are required to wash their hands after diapering or coming into contact with bodily fluids. Caregivers and children are also required to wash their hands before food preparation or eating.

Covering one's mouth when sneezing or coughing, and routine handwashing are stressed throughout the year. Despite all efforts, it is still a close environment in which contagious illnesses can be easily transmitted.

DO NOT BRING YOUR CHILD TO SCHOOL WITH THE FOLLOWING SYMPTOMS:

1. A fever
2. Red or runny eyes, sneezing or discharge from the nose.
3. A persistent cough.
4. Been vomiting within the last 12 hours.
5. Been on antibiotics less than 24 hours.
6. Had diarrhea within the last 12 hours.
7. Rash (any skin eruption – particularly if red, swollen and/or draining).

Please notify the center if your child will not be attending, and the nature of the illness. In the case of communicable disease, the center will adhere to The Lamphere Schools guidelines concerning readmittance.

<u>If children appear to have symptoms of illness during the day the parent will be notified</u>. It is important that parents pick children up immediately, as no area is available to isolate an ill child. If your job prohibits this, <u>please make arrangements for a back-up person to be available for such an emergency</u>. **This person's name must be written on the Child Information Card so that the child may be released into their care.**

In case of injury, the center's staff will make an immediate attempt to contact a parent/guardian. When a parent cannot be reached, the staff will contact the person designated on the Child Information Card. If necessary, an ambulance may also be called. Until the arrival of the parents, the Principal, coordinator, or other staff will be

in charge and make all decisions concerning the care of the child. **It is to the child's benefit that you keep the center up-to-date on phone numbers, emergency numbers and other pertinent information**. **If your child has a medical condition or allergy that might be important in an emergency situation, please indicate this on the Child Information Card as well.**

MEDICATION

Medications **cannot** be administered to any child unless written permission has been given by the parent/guardian and signed by the physician according to Michigan State Law. Any medication sent to the center must be in the original container and properly labeled with the child's name, physician's name, instructions, and name and strength of medication. **An Authorization for Medication form must be completed by the physician and parent before any medication will be dispensed.** Forms are available at each center or in the school office. This is the medication policy of The Lamphere Schools as adopted by the Board of Education.

ABSENCES or SCHEDULE CHANGES

All absences or schedule changes need to be reported to the center. **Parents of students that come to the center after school MUST notify the center if their child will be absent. Staff is required to locate a child that does not come at dismissal time. It takes several minutes to call and locate a missing child. If a child is missing, Staff will start calling contacts listed on the child's emergency card. If your child is still not accounted for, Learning Ladder Staff will contact Madison Heights Police. For the safety of the child this policy will be strictly enforced.**

BIRTHDAYS

Please notify the staff if you are going to provide a treat to help celebrate your child's birthday. Some parents bring a small treat and classmates help celebrate the child's special day at snack time.

Recommended treats include:

Cut up pieces of fruit	Cookies
Cut up pieces of vegetables	Finger Jello
Cheese cubes	Rice Krispy squares
Donut holes	

Please do not send:

Candy Sheet cake

Anything with coconut, peanut butter or nuts in it.

FIELD TRIPS

Field trips are planned occasionally to complement the classroom activities. Field trips are scheduled for preschool classes and school-age classes. Generally, field trips for elementary-age groups occur on days when the elementary program is not in session, for example, during the summer months. All students ride a Lamphere School bus to and from the field trips. Occasionally students may take short walking field trips to locations near the center.

Parents are welcome to participate as space permits. Siblings not enrolled in Learning Ladder are not included on preschool class trips. Credit can not be issued for children whose parents choose not to send their children on field trips.

REST TIME

Included in the afternoon schedule is a rest period. Each preschool-age child attending the center in the afternoon will be resting on a cot. Children are encouraged to sleep or lie quietly so others may sleep. Children need to bring a small blanket and a small pillow that may be left at the center. Children may also keep a stuffed animal in their nap items to snuggle with at rest time if they would find it comforting (please do **NOT** send plastic animals or action figures). All items should be sent in a tote bag, which can be zipped closed. Please label **ALL** items clearly with your child's name.

CLOTHING

Children should dress in simple clothing that is free of complicated fastenings and totally washable. **Children are encouraged to use the bathroom independently.** If the weather permits, the children will be going outdoors and will need clothes that keep him/her comfortable. Head covering, mittens, snowpants and boots are a necessity once winter arrives. Keep in mind the unpredictable weather in autumn and spring, and provide him/her with a sweater or jacket. **Please clearly mark with permanent marker all items of clothing brought to the center.**

For children 3-5 years of age, please provide a labeled change of clothing to be left at the center for the child including: underpants, socks, shirt and pants. It should be sent in a small resealing bag, labeled with the child's name.

ITEMS FROM HOME

During the transition period of adjustment from home to the school situation, each preschool child may bring a stuffed animal or special item from home. After an initial adjustment period, toys should be kept at home.

We request new students bring in a few photographs of family to keep in the classroom photo album, to help them make the transition between home and school.

VISITS

Visitors are always welcome. It is hoped that during the year all parents may be able to plan time at the center to see how children spend the day. It is recommended that parents wait until children have had an opportunity to adjust to the new situation before a visit is planned.

RESPONSIBILITY and LIABILITY

Private childcare arrangements with district employees are discouraged. However, in the event a parent makes their own arrangement with a Lamphere Schools employee to care for their child on the employee's own personal time, it is strictly an arrangement between the parent and the individual. The Lamphere Schools has no responsibility or liability in the matter.

SUGGESTIONS, PROBLEMS, and CONCERNS

Please share suggestions, problems or concerns with the center's coordinator and/or the Director at 248-589-3753. Parent-school communication is vital to the well being of children.

Staff will make every effort to keep you informed about your child's day. If there is information about your child or family that you think will be helpful to the staff, please share this with them. They will use that information to help meet your child's needs.

Each year parents are surveyed in the Spring to provide the staff information to help meet the needs of children and families better. Your participation in this survey is appreciated.

LICENSING NOTEBOOK/BINDER

Lamphere Learning Ladder is required to maintain 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 in each center.

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**.

PEST MANAGEMENT POLICY

As required by 1994 PA 451, MCL 324.8316, the center shall develop and implement an integrated pest management program when pesticide applications occur in the building. The integrated pest management program shall include, but not be limited to, the following:

(a) An annual notification must be provided by centers to parents or guardians informing them that they will receive advance notice of pesticide applications.
(b) The annual notification to parents or guardians must specify 2 methods by which the advance notice of pesticide application will be given.
(c) An advance notice must contain information about the pesticide, including the target pest or purpose, approx. location, date of the application, contact information at the center, and a toll-free number for the national pesticide information center recognized by the Michigan Dept. of Agriculture.
(d) Liquid spray or aerosol insecticide applications may not be performed in the room of a childcare center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

Centers should directly observe the pesticide application:
-Guide the exterminator away from surfaces that children touch or mouth
-Monitor drifting of pesticides into these areas

Model Plans can be found at:
- **www.michigan.gov/mda**
(search for "pest management plan in school")

- **www.michigan.gov/michildcare**

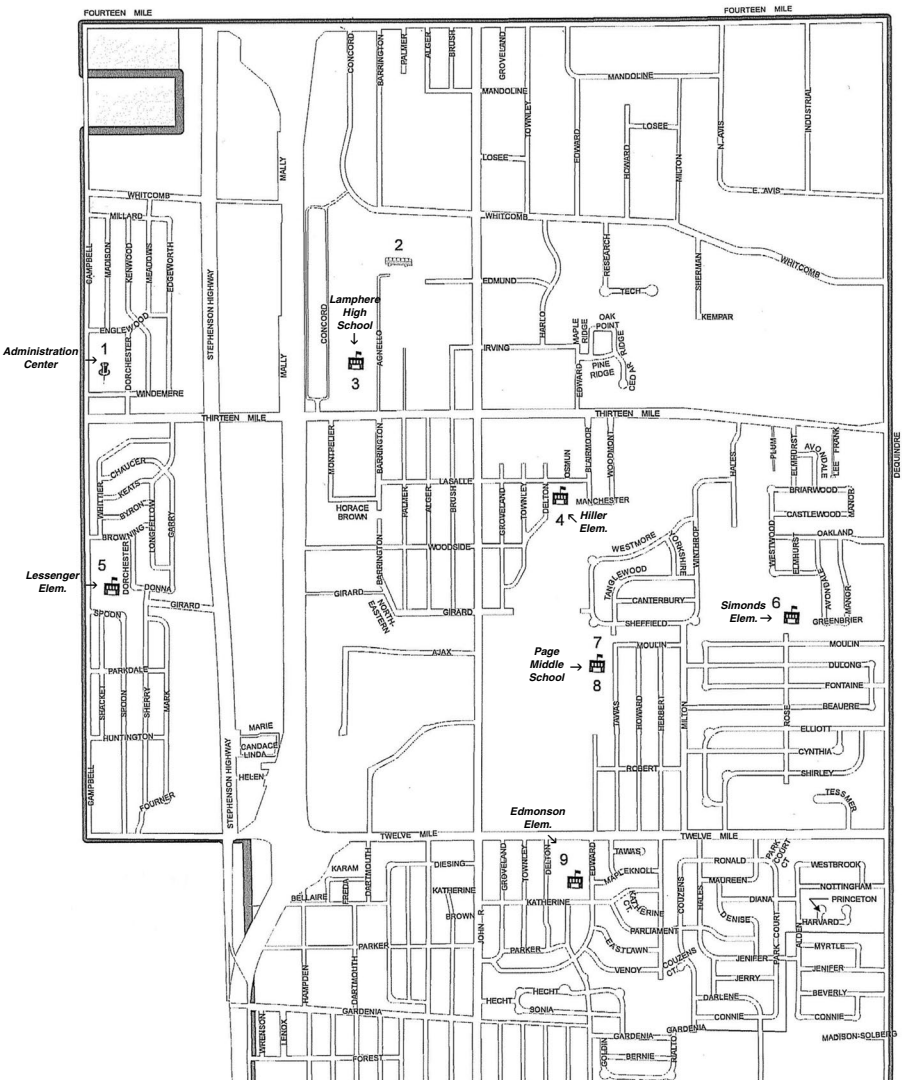
Lamphere Learning Ladder

LOCATIONS

Office: 248-589-3753

EDMONSON ELEMENTARY
621 E. Katherine, Madison Heights
(248)589-3455

SIMONDS ELEMENTARY
30000 Rose, Madison Heights
(248)589-3632

LESSENGER ELEMENTARY
30150 Campbell Rd., Madison Heights
(248)589-3627

LAMPHERE EARLY CHILDHOOD EDUCATION CENTER
31201 Dorchester, Madison Heights