

Dear Parents of Davison Community Schools Latchkey Students,

Welcome to a new school year! Davison Latchkey provides before and after school care with qualified staff in a licensed setting for children ages 3-12 at various locations throughout the Davison school district. *Currently enrolled students turning 13 can continue services for the remainder of that school year.

Locations:

- **Cardinal's Nest, 1490 North Oak Rd:** Services provided for students at **Cardinal's Nest Preschool, PreK For All** (formerly known as GSRP), **Central, Gates, Siple** and **Thomson**. Students are transported back and forth from Davison Latchkey to their respective schools via Davison Schools busing.
- **On-Site at Respective Schools:** Services for students at **Hahn** (including **DMS**) and **Hill**.

Latchkey Hours:

- **Morning:** 6am to the start of school
- **Afternoon:** School dismissal to 6pm

Activities: Children engage in arts and crafts, sports, games, and outdoor play, with an afternoon snack provided.

Important Details:

- Latchkey follows the Davison Schools K-12 calendar and is closed on non-student and snow days.
- Extended services are available on early release days, half days and intersession (additional registration and fee required).
- No drop-in services.

Registration:

- A one time pre-registration fee and packet are required before services can begin.
- There are approximately 9/10 sessions per school year; registration is required for each session.
- Registration deadlines are approximately 1 week before each session starts.
- Pre-registration and tuition payments are processed online at the Davison Community Schools/DCER website under the latchkey tab.

Pre-Registration Steps:

1. **Create a Household Account:** Visit the Davison Community Schools website, go to the DCER tab, and create an account; please include all household members. The direct link to create an account can be found here:
<https://dcer.recdesk.com/Community/Home>
2. **Join Membership(s):** Select the appropriate membership for your child's school and needed services (AM, PM, or both). For example, parents of Cardinal's Nest Preschool students join "Cardinal's Nest AM Latchkey" for morning services and "Cardinal's Nest PM Latchkey" for afternoon services. Another example is parents of Siple students should create a membership under Siple School Age Latchkey and select AM or PM (or both) memberships according to their needs.
3. **Pay Pre-Registration Fee:** Click the green enroll button. A \$20 fee for AM or PM, or \$40 for both, reserves a spot. A receipt will be emailed to the address associated with your DCER account.

Enrollment Packet:

- Complete and submit the enrollment packet to the Cardinal's Nest office by Wednesday, July 30th, 2025.
- Forms are available to print online by visiting the Davison Community Schools website, selecting the DCER tab. On the DCER homepage, select the "Latchkey Button".
- Registration packets are available for pick up at the Cardinal's Nest office (1490 North Oak Rd) between the hours of 9:00am and 3:00pm, Monday through Friday. Please take one packet per child, instructions for completion will be included in the packet.
- Once completed, packets should be submitted no later than Wednesday, July 30, 2025 to Cardinal's Nest office (in person), fax 810-591-0889, or via email to avickerman@davisonschools.org. Please ensure all submitted documents are legible.
- Registration is not complete and students will not be able to attend services until packets and licensing paperwork are received and processed by the office.

Session Payments:

- Payments are made online through your DCER account in 9/10 installments (pending 25/26 school year calendar) with the first due Tuesday, August 5, 2025.

Questions should be directed to the Cardinal's Nest office at 810-591-0821.

Adrienne Vickerman
Assistant Preschool/Latchkey Director
Davison Community Schools

DAVISON LATCHKEY

- Now registering for the 2025-2026 school year. Registration fees apply.
- Located at Cardinal's Nest, Hill, or Hahn.
- Central, Gates, PreK for All, Siple and Thomson students are transported to and from school for services.
- **Tuition is paid in advance per session (4-5 weeks of service)**

AM/PM Preschool AM (6:00-9:00) PM (Dismissal-6:00)

Prices listed are per session

	AM / PM
2 days/week	\$36 / \$36
3 days/week	\$54/ \$54
4 days/week	\$72/ \$72
5 days/week	\$90/ \$90



AM/PM Elementary AM (6:00 a.m. until bus departure) PM (Dismissal-6:00 p.m.)

Prices listed are per session

	AM / PM
2 days/week	\$60/ \$60
3 days/week	\$90/ \$90
4 days/week	\$120/ \$120
5 days/week	\$150/ \$150

PM Hahn

Intermediate

After Dismissal until 6:00 p.m.

Prices listed are per session

2 days/week	\$90/session
3 days/week	\$135/session
4 days/week	\$180/session
5 days/week	\$225/session

WHERE KIDS COME FIRST AND FUTURES BEGIN!

**810-591-0821 • www.davisonschools.org
1490 N. Oak Rd, Davison MI 48423**

CHILD INFORMATION RECORD

State of Michigan - Department of Lifelong Education, Learning, and Potential - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission		Date of Discharge	
Name of Child (Last, First, Middle Initial)					Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Parent/Legal Guardian's Name		Primary Phone ()	Parent/Legal Guardian's Name (Optional)		Primary Phone ()
Home Address (if not child's address)		2 nd Phone (if applicable) ()	Home Address (if not child's address)		2 nd Phone (if applicable) ()
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address (optional)		
Employer Name		Work Phone ()	Employer Name		Work Phone ()
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and/or Special Instructions? No ☐ Yes ☐ If yes, explain: (Attach additional sheets, if necessary.)					

CCL-3731 (Rev. 6/7/2024) Previous editions 7-18, 4-21, & 3-22 may be used

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)					
1.	()	()			
2.	()	()			
3.	()	()			
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)					
1.	()	2. ()			
3.	()	4. ()			
5.	()	6. ()			

Parent/Legal Guardian Initials:	
_____ I give permission to _____, licensed by the Department of Lifelong Education, Advancement, and Potential, to secure emergency medical treatment for the above named minor child while in care.	

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.	
Signature of Parent or Guardian	Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

CCL-3731 (Rev. 6/7/2024) Previous editions 7-18, 4-21, & 3-22 may be used

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 Davison Cardinal's Nest

Name of Child Care Center

Child(ren)'s Name(s):	
--------------------------	--

Parent Name _____

Parent Signature _____ Date _____

LARA is an equal opportunity employer/program.



Where Kids Come First and Futures Begin

DAVISON COMMUNITY SCHOOLS

Administrative Offices
1490 N. Oak Road
Davison, MI 48423

Matthew Lobban
Superintendent
(810) 591-0801

Amy Chorley
Executive Director
Student Services
(810) 591-0913

Christine Kuzinski
Director
Human Resources &
Operations
(810) 591-0808

Dr. Angela Hards
Director
Curriculum & Grants
(810) 591-0445

Michelle Edwards
Director
Public Information,
Community Outreach &
Culture/School Safety
Liaison
(810) 591-0852

Joshua Evans
Director
Business Services
(810) 591-0803

Dana Melaragni
Director
Special Education
(810) 591-0913

August 2024

Dear Parents or Guardians:

Michigan law requires all school districts and sports-related organizations to provide educational materials about concussion awareness and the risks of concussions to each student. The law also requires parents or guardians to sign a form acknowledging that they have received Concussion Awareness information from the school district. This signed form must be kept on file with the district until the student turns 18.

Attached to this letter, please find educational material about concussion awareness and a Concussion Awareness Educational Material Acknowledgement Form. Please take a few minutes to read and sign the attached materials so that they may be returned to school and placed in your child's file in order to comply with the law.

Concussions are a very serious brain injury caused by a blow, bump or jolt to the head. According to the Centers for Disease Control, U.S. emergency rooms annually treat an estimated 173,285 sports and recreation-related concussions among children and adolescents, with the highest number of injuries occurring in boys' football and girls' soccer.

For more information about concussions or the Concussion Awareness law, please contact your child's building principal, school nurse, Kaylie Edgar at (810) 591-2700, ext. 2761 or (810) 241-0271 or my office at (810) 591-0913. The Michigan Department of Community Health has also launched a very helpful website with resources for coaches, parents and athletes at www.michigan.gov/sportsconcussions.

Sincerely,

Amy L. Chorley
Executive Director of Student Services



UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A **concussion** is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

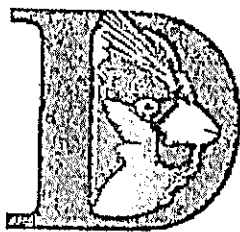
HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form



CONCUSSION AWARENESS

EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Davison Community Schools.

Student Name Printed

Parent or Guardian Name Printed

Student Name Signature

Parent or Guardian Name Signature

Date

Date

Return this signed form to the school in which your student attends. The district will keep this form on file for the duration of participation or age 18.

Students and parents please review and keep the educational materials available for future reference.

Parent Notification Record of Incident at School

Date: _____ Notification made to: _____ Notification made by: _____

Date: _____ Notification made to: _____ Notification made by: _____

Date: _____ Notification made to: _____ Notification made by: _____

Date: _____ Notification made to: _____ Notification made by: _____



Where Kids Come First and Futures Begin

Connections ♦ Curriculum ♦ Opportunities

Davison Latchkey

Parent Handbook

2025-2026





Communication with Latchkey Staff and Administration

How to Effectively Communicate with the Davison Latchkey Program Staff

The Davison Latchkey program is committed to communication with parents and the community. We believe open lines of communication are essential to a successful program. Parents are advised to contact their child's latchkey supervisor in charge of the program via phone call or in person when a question or concern arises.

If the program supervisor does not have the ability to assist you in addressing your concerns in a satisfactory way, please follow the **communication contact ladder** below for questions or concerns.

District staff members will make a concerted effort to field all parent inquiries in a timely fashion (within one business day). Staff members are not expected to check voicemail or email during evenings, school recess, or weekends.

In the event of an emergency during the school day, please contact the Main Office at Cardinal's Nest 591-0821.

Contact Ladder Procedure:

First: Please contact the Site Supervisor/Director of the program.

Second: If the site supervisor is not able to assist you with your concerns or questions please feel free to contact the following in this order:

1. Adrienne Vickerman
Assistant Preschool & Latchkey Director
810-591-0821
avickerman@davisonschools.org
2. Melanie Berry
Early Learning Director
810-591-0025
mberry@davisonschools.org

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Davison Community Schools

Davison Latchkey

Philosophy Statement

Our mission is to provide a warm, welcoming, and secure environment that supports the whole child—fostering growth in social, emotional, intellectual, and physical development. The latchkey program is designed to offer a consistent and enriching space for children both before and after the school day. Through a variety of age-appropriate activities, we aim to create a balanced experience that promotes creativity, encourages independence, and allows time for children to explore, play, and simply enjoy being a kid. We value strong partnerships with families and are committed to open communication and collaboration to ensure each child's unique needs are understood and supported.

Latchkey Locations: Cardinal's Nest, Hahn, Hill

All program locations are subject to change based on enrollment and staffing availability.

Davison Latchkey is open to children between the ages of 3 and 12. There is separate pricing for preschool latchkey (3 and 4 year olds), school age latchkey (K-4th grade) and Hahn/DMS. Pricing can be found for preschool and school age Latchkey on the Davison Latchkey Page under the DCER tab. Currently enrolled students turning 13 can continue services for the remainder of the school year.

AM latchkey is offered from 6:00 AM to the start of the school day. PM Latchkey is offered from school dismissal to 6:00 PM. Tuition is based on a flat-rate session payment, hourly rates do not apply.

Preschool

Offered to preschool students from both Central PreK for All and Cardinal's Nest Preschool at **Cardinal's Nest**.

Central, Gates, Thomson, and Siple

Students attending these schools who need before and after school Latchkey are **bused to and from the Cardinal's Nest**.

Hill

Students attending Hill who need before and after school Latchkey are provided services in the Hill Elementary gym.

Hahn

Students attending Hahn and DMS *(meeting age requirements) who need after school Latchkey, are provided services in the Hahn gym. Before school services are not available for Hahn/DMS students.

Transportation

Students receiving latchkey services at the Cardinal's Nest will be transported to and from their respective schools. Parents must complete and submit a transportation form to their child's home school's main office. For example, students attending Central should submit their transportation form to Central's main office.

Cardinal's Nest/Davison Latchkey is not responsible for arranging transportation for Latchkey.

Latchkey Registration and Payment Information

Latchkey operates on a session-based schedule, with 9 or 10 sessions throughout the school year. Sessions are not monthly but a 4-5 week span. The days used must be consistent. There are no refunds for days not used. Drop in services are not offered. Child Care Scholarship (formerly known as DHS subsidy) will be accepted starting the 2025-2026 school year.

➤ Pre-Registration

1. Families must pre-register once per school year to secure a spot in the program. Visit davisonschools.org, hover over the DCER tab, load the DCER site and click memberships for options and completion of pre-registration and registration fees.
2. **Registration Packet-** After completing your child's online pre-registration, you must complete a latchkey registration packet. Please sign and/or complete all forms and return to the Cardinal's Nest office by email (avickerman@davisonschools.org), fax (810-591-0889) or in person drop off. **Please be advised your registration is not complete until this packet is submitted.** This packet contains important safety and licensing information required by the state. Please ensure all documents submitted are legible.

➤ Session Enrollment and Payments

After pre-registration is complete, families must enroll and pay for each individual session by the designated deadline. There will be approximately 9/10 sessions per school year.

- ★ Payments are due the Tuesday before each session begins.
- ★ Payment is required for your child to be added to the session roster.
- ★ Late payments will result in a \$10 late fee.
- ★ If payment is not received on time, your child will not be able to attend that session.

To enroll and pay:

1. Visit davisonschools.org.
2. Hover over the DCER tab and click.
3. Create or log into your account.
4. Select the Latchkey tab.
5. Filter services by school and age group (CN Preschool, Hahn, School Age).

Withdrawal/Refund Policy

There will be NO refunds issued to those who withdraw after the registration deadline and/or for students who are no-shows. There is a \$5 cancellation fee that will be collected for processing a refund if the customer's request is before the registration deadline. Refunds will not be issued for scheduled days not used, including school activities, snow days, district days off, etc.

Late Pick-Up

Charges will be assessed for late pick-up. If a child is not picked up by 6:00 p.m, a late pick-up fee of \$10 per quarter hour (per child) will be assessed. Habitual abuse of this practice or non-payment of assessed fees may result in dismissal from our program.

Schedule

Latchkey follows the Davison Schools calendar. If Davison Schools are closed due to holidays, inclement weather, mechanical problems, Records Day, PD, etc., Davison Latchkey will also be closed. There is no refund for unscheduled school closings.

Early Release

Extended latchkey services are offered as an additional registration option **(with fee)** to those that qualify on early release days. Students must be registered for the session in which the early release falls, on the roster and scheduled to attend **Wednesday PM** latchkey. **No exceptions. (Half day preschool/PM students are considered “no school” these days, latchkey services will not apply).**

Half Days

Extended latchkey services are offered as an additional registration option (with fee) to those that qualify. Students must be registered for the session in which the half day falls and normally scheduled to attend **PM latchkey** on the day the half day occurs.

Intersession Latchkey

Services are offered as an **additional registration option (with fee)** to those that are registered for the latchkey program. Families may choose to send their school age students to the district Intersessions. Intersessions are run by Davison Community Schools, the themes and locations will vary.

Miscellaneous Policies

Bathroom Independence

Children attending Davison Latchkey program must be toilet trained and bathroom independent. Pull ups and diapers are prohibited.

Electronics

Use of phones, ipads, tablets, hand held video games, ipods or any electronic devices is strictly prohibited during the latchkey program. Hahn Intermediate's Latchkey electronics policy is at the discretion of the Site Supervisor. Any exceptions must be approved by the Program Director.

Playground/Outdoor Structures Use

Children will play in the outdoor play area and on all playground equipment. Please be aware that the playground equipment is exempt from Child Care Licensing subrule (11) because it is a school playground. By signing that you have received this handbook, you are also signing that you understand this exemption.

Outdoor Policy

Davison Latchkey students go outside daily. Please ensure students are dressed appropriately for the weather.

Wellness and Nutrition Policy

Davison Programs recognize that good nutrition and regular physical activity affect the well-being and health of all students. We follow licensing and CACFP guidelines to guide what is served. Out of consideration to the students with allergies to peanuts and nuts, Davison Latchkey will make reasonable efforts to ensure that no foods with obvious peanuts and/or tree nuts will be consumed or distributed in classrooms. This includes daily snacks as well as birthday celebrations. The PM Latchkey program provides snacks to students enrolled. AM Latchkey does not provide snacks.

Sun Screen

According to licensing rule R400.8152 (8) for child care centers, topical non-prescription medication, including but not limited to sunscreen and insect repellent, require written parental authorization annually. A permission note (available at the Cardinal's Nest office) will need to be signed and checked in to the Cardinal's Nest/Latchkey office if you would like your child to utilize sunscreen.

Weather Policy

Outdoor time is held on a daily basis unless there is inclement weather or special circumstances. Davison Community Schools Latchkey Program will adhere to the rule of 20 degrees or below for children to remain inside. **Children need to have weather appropriate clothing for participation in outdoor activities.**

Student Safety, Attendance, and Release

Attendance and Absences

Due to the state of Michigan's Department of Human Services Bureau of Children and Adult Licensing laws staffing requirements that define child/staff ratio, student absences will not be deducted from the 4 week latchkey session payment. So we can be accountable for all our students, parents must call their Latchkey location if their child will not attend PM latchkey on a scheduled day.

Emergency Numbers

Parents must fill out a state required child care licensing card for each session of latchkey. This is required by licensing. Parents must include a current and working phone number where they can be reached, as well as two additional names and telephone numbers to call in the event the parents cannot be contacted. If your phone number changes or any other information changes, please notify the office immediately. Failure to do so may result in dismissal from our program.

Sign-Out

Parents (or designated pick up persons) must sign their child/children in and/or out according to each site's policy. Parents or authorized pick up persons will be asked to show ID until the staff is familiar with their identity. Designated pick up persons must always be prepared to show ID in the event there is a sub.

Chronic or Continuously Late Pick Up

In the event that a child is not picked up within 5 minutes after closing and all attempts to contact the parent/guardian or other emergency card designee have been unsuccessful, this will constitute an "emergency situation." The site director/caregiver will take steps to ensure the safety of the child, which may include contact with Emergency Card Contacts/Children Protective Services and/or the local police. The incident will be documented and the site director/caregiver will meet with the parent/guardian to complete a corrective action plan. *Please see our late pickup policy for additional information regarding late pick up fees.

Release of Children

Parents should know that program staff, including substitutes, are required to monitor the arrival and signing out of children at dismissal, to avoid releasing children to unauthorized persons. Children can only be released to their parent/legal guardian, or to other individuals who are listed on the child's emergency card. In instances of uncertain identity, staff **must** ask for identification to confirm that the individual is listed on the emergency card. This is a licensing rule.

No child will be released to a person if their name is not listed as an authorized person to pick up the child. Written notifications of changes or additions may be given to the office staff by the parent ahead of time. If necessary, staff will call the parent to confirm that an individual is authorized to pick up the child. The parent should add this name to the emergency card. Staff will periodically review the emergency cards with parents to ensure accuracy. Parents are asked to notify the Latchkey office to report any changes on the emergency cards. Parents are responsible for updating the emergency card with current phone numbers and adults authorized to pick up the child.

Child Custody Policy

In cases where the child is the subject of a court order (i.e., Custody Order, Restraining Order, or Protection from Abuse Order) the Davison Latchkey Program must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the absence of a court order on file with the Davison Latchkey Program, both parents shall be afforded equal access to their child as stipulated by law. The Davison Latchkey Program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Davison Latchkey Program suggests that the parent keeps the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's rights to immediate access.

Latchkey Conduct

Latchkey students will follow the elementary school rules based on the Cardinal Code, including no bullying, or no physical harm to themselves, other students, and staff. Failure to comply may result in dismissal from our program.

The Davison Latchkey Program uses discipline as a learning opportunity. As a result, we implement guidance that is caring, but firm. Consequences are short, consistent, immediate and logical. Emphasis is placed on providing affection, order security, and unconditional positive regard for every child. Negative reinforcement or consequences will not be used. This includes shaming, threatening, depriving, or corporal punishment.

The adults in the program will assume the following roles:

- Encourage children to do things for themselves
- Treat conflict situations with children matter-of-factly
- Approach children calmly and stop any hurtful actions
- Acknowledge children's feelings
- Teach conflict resolution strategies
- Ask children for solutions and encourage them to solve the conflict together;
- Support children when they make decisions

A child may no longer be included in the program if:

- They do not meet the health/licensing requirements by the required deadlines
- The parent or child fails to follow program rules
- The program is determined to be an inappropriate setting

Illness/Medication

Medication Policy

If a child has a health plan requiring medication and/or emergency medication (EpiPen/Inhaler) a copy of said plan and medication will be provided for use to the latchkey program. **Medication shall be checked in at The Cardinal's Nest office regardless of the site the child attends.**

This policy has been revised to comply with the Michigan Department of Education Model Policy and Guidelines for administering medication to students at school. It has been reviewed by the Genesee County Health Department and our school nurse. If you have questions about this policy or any health issues that relate to school, please contact the school nurse, Kaylie Edgar RN, at 591-0641.

Definition: Medication includes prescription, non-prescription, and herbal medications and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops or mist to nose, ears or eyes, or medications applied to the skin.

The administration of medication by school personnel shall be authorized in writing and only performed in exceptional circumstances when administration by the parent at home is impossible or extremely difficult. Medication will be administered only by authorized school personnel. This authorization to administer medication shall be issued only in compliance with the following conditions:

1. Any medication, including non-prescription and herbal medications, must be accompanied by an **Authorization to Administer Medication** form completed by the parent and the prescribing physician.
2. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
 - a. Student's name, address, telephone number;
 - b. Physician's name, address, telephone number;
 - c. Pharmacy name, address, telephone number;
 - d. Name of medication, beginning date of administration;
 - e. Prescribed dosage, frequency and duration; parents shall be responsible for informing the office if the child has experienced side effects from the medication the child is to receive, termination date for administering the medication, special handling and storage instructions.
3. Medication for students in Latchkey must be brought to the Cardinal's Nest office by an adult and in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/guardian.
4. Due to the possibility of an allergic reaction, the first dose of any medication will not be administered at school.
5. Forgotten doses of the home medication will not be made up at school.
6. Student self-possession and/or self-administration of medication for preschool are prohibited unless the student's health is endangered by this prohibition.
7. The medication must be contained in the original, properly labeled container as prepared by a pharmacy, physician, or pharmaceutical company. Measuring liquids or dividing pills is the responsibility of the parent. Pharmacies may supply unit doses of liquids upon request. All medication

will be counted in the presence of the parent. The school staff member and parent will document the amount received by signing the medication log.

8. Office personnel cannot administer medication in any way different from the instructions on the authorization form from the physician. Therefore, if there is a change in medication dosage or time to be administered, please have your physician update the authorization form or fax a change to the school office.
9. A log of the administration of this medication will be kept.
10. Prescription and medication supply renewal is the responsibility of the parent/guardian.
11. Medication left over at the end of the school year or after a student has left the district, must be picked up by the parent/guardian or the school will appropriately dispose of the medication according to the local Health Department regulations.
12. Please notify the office if your child has any medical or physical problems that may need attention at school.
13. Students who receive medication for potentially life-threatening situations (glucagon, inhalers, Epi-Pens) will have, to the extent possible, a written emergency care plan which contains specific instructions for that student's needs, prepared by a physician and/or their designee, in collaboration with the parent/legal guardian and the school health professional.

Illness Care Plan

When a child shows signs of illness such as cough, nausea, or lethargy a call will be made to the parent for transportation home. If unable to reach a parent, the next person on the emergency card will be notified. Students with a fever above 100.4 degrees, vomiting, diarrhea or constant cough will be sent home.

I NEED TO STAY HOME IF...							
I have a fever	I am vomiting	I have diarrhea	I have a rash	I have head lice	I have an eye infection	I have been in the hospital	I tested positive for Covid
							
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from the eye	Hospital stay and/or ER visit	The Gen Co HD recommends (but does not require) that individuals with a confirmed case of COVID isolate for five days.
I AM READY TO RETURN TO SCHOOL WHEN...							
Fever free for 24 hours without the use of fever-reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 24 hours	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school	The GCHD recommends a return after day five and may wear a mask for five days.

ALC 9/3/23

Accidents/Injuries/Incidents

For minor injuries such as small cuts, bruises or abrasions:

Students will be given immediate first aid care by the staff in accordance with their first aid training. Parents will be notified in writing or by phone and an ouch report will be filled out depending on the nature of the injury.

For more serious injuries such as open skin wounds, bloody noses, or injuries to the head or face:

Students will be given immediate first aid care by the preschool staff in accordance with their first aid training. The parent will be notified by note or phone call and an accident report will be filled out.

If a child has bumped their head and display signs of a concussion such as:

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events prior to the hit, bump or fall
- Can't recall events after the hit, bump or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
-

9-1-1 will be called immediately and the parent will be called and made aware of the situation that took place and action that followed.

If a child has bumped their head and display signs that worsen over time such as:

- One pupil (the black part in the middle of the eye) is larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously) 911 will be called immediately, school nurse notified, parent will be called right after, and parent will be made aware of the situation that took place and the action that followed.

For major emergencies such as seizure or unconsciousness:

- 9-1-1 will be called from the nearest phone. The school nurse and parent will be notified immediately. The MERT Team will be called and the emergency plan will be followed.

Davison Latchkey shall make a verbal report to the Michigan Licensing Department of Regulatory Affairs within 24 hours of the occurrence of any of the following:

- A. Lost child or left unsupervised
- B. Incident involving an allegation of inappropriate contact
- C. The death of child in care

- D. Fire on the premises of the preschool that requires the use of fire suppression equipment or results in loss of life or property
- E. School is evacuated for any reason
- F. If a child is taken to the hospital or urgent care by the school or parent; the appropriate form must be filled out and faxed to the department
- G. The school shall keep a copy of all reports on file

Weather and Emergency Procedures

Fire/Tornado/Lock-down Drill

Fire, tornado and lock-down drills are a necessary precaution for safety.

- Fire drills will be conducted quarterly during the school year.
- There will be no warning signal. As the bell sounds, all students should form a line ready for exiting.
- No talking
- Move quickly without running
- Go where directed
- Lock-down drills will be conducted at least three times per school year.
- When in “lockdown” only law enforcement and emergency personnel will be permitted to enter or exit the building.
- Tornado drills will be conducted at least twice per school year. Students are to follow classroom instructions and remain silent while the drill is taking place.

The area in which we live makes it advisable to have some procedures for the protection of lives during certain weather or other emergencies. In the case of an emergency, it is very important for students to listen carefully and to follow all staff directions during tornado or other emergency drills.

Written procedures for the care of children and staff for each of the following emergencies are developed and implemented:

1. Fire
2. Tornado
3. Other natural or man-made disasters
4. Serious accident/illness/injury
5. Crisis management including, but not limited to intruders and bomb threats

Our staff members have been trained to follow the district’s safety and crisis plan. We regularly conduct safety drills.

In the event of an emergency or school closing, parents signed up through the district’s ED-Alert system will be notified by text or email. Further information may also be available on the district’s website and on local radio and television stations. Please note that the district will not bombard you with texts once you sign up through the Ed-Alert system. The district only sends text messages in the case of emergencies or school closings.

Policy for Child Abuse and Neglect

Staff at the Davison Latchkey Program are aware that abuse and neglect of children is against the law. As teachers/child advocates we are required by Child Protection Law as mandated reporters to immediately report suspected abuse and neglect of children to Children’s Protective Services. The staff reviews the Child Abuse and Neglect reporting procedures annually.

Hand Washing and Universal Precautions

Children and Staff Hand Washing

Hand-washing has long been established as one of the most important things we can do to prevent the spread of illness.

In our program, hand washing recommendations for workers are as follows:

- Upon arrival to latchkey
- Before and after setting up snacks/food for student consumption.
- Before and after helping students use the bathroom.
- After handling items soiled by body fluids such as blood, drool, urine, stool, or discharge from nose or eyes.
- After handling an ill child.
- After using the bathroom or taking care of other personal needs (i.e. nose wiping), and eating.

Hand-washing recommendations for students are as follows:

- Upon arrival in the morning/afternoon.
- After using the bathroom.
- Before and after eating food.
- After they have touched a child who may be sick or who has handled soiled items.
- After blowing/wiping their nose.

Recommendation method for hand-washing is as follows:

- Rub hands vigorously for at least 20 seconds using warm water and soap.
- Wash between fingers and back of hands and wrists.
- Rinse hands well under running water and dry thoroughly with a clean paper towel.
- Turn off water using a paper towel instead of bare hands. This helps prevent acquiring new germs on already clean hands.

Handling Children's Bodily Fluids

In Latchkey, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). Gloves will be worn for all tasks that may cause exposure to blood or OPIM shall be considered infectious regardless of the perceived status of the source individual. After removing gloves, preschool workers will wash their hands as recommended in our hand-washing policy.

Cleaning and Sanitizing of all Equipment, Toys and Surfaces

Tabletops will be washed before and after food is served and as they become soiled. Toys will be washed when they come in contact with a child's mouth or saliva. Equipment will be washed weekly or as needed.

3 Step Process for Sanitation includes:

1. **Clean with soap and water.**
2. **Rinse thoroughly**
3. **Spray with bleach water.**

Smoking/Drug/Alcohol Policy

Smoking tobacco, consuming alcohol, and/or using/possessing illegal drugs are prohibited in and outside of the preschool at all times, including field trips.

Davison Latchkey Policies

I have read the above information and agree to abide by the policies and procedures therein. I understand Davison Latchkey reserves the right to add or amend policies, staffing or locations at any time.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____