

A collection of colorful felt letter cutouts in various shapes and colors (yellow, blue, pink, green, brown) scattered on a white background.

MARVELOUS KIDS



LEARNING CENTER

PARENT HANDBOOK

Welcome to Marvelous Kidz Learning Center

Welcome to Marvelous Kidz Learning Center!

We're delighted that you have entrusted us with the care of your child. At Marvelous Kidz, our goal is to provide a welcoming, safe, and developmentally appropriate environment for every child.

This handbook is designed to ensure your family has a rewarding experience with our program. We've anticipated your questions and outlined Marvelous Kidz's policies and procedures. We strive to work closely with families, fostering a partnership that facilitates smooth transitions between home and school. Daily communication and mutual trust between teachers, parents/guardians, and caregivers are vital to this process.



Karmen Johnson

**Karmen Johnson,
Executive Director**

We're here to support you! If you ever need assistance or guidance, we're committed to providing help either in-house or through one of our non-profit partners. Don't hesitate to reach out.

We rely on parents to read this handbook, adhere to the policies and procedures, provide us with necessary information, and share honest feedback about our program. We welcome your comments, questions, concerns, and suggestions regarding your child's experience.

We understand that nothing is more important than your child's early education and care. Thank you for partnering with us on this journey.

Welcome!



Laton Allaway

**Laton Allaway,
Program Director**

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Vision and Mission

VISION

Our vision is to be recognized as a leader in early childhood education, setting the standard for excellence and innovation in child care and learning. Marvelous Kidz Learning Center aspires to cultivate a community where every child is empowered to explore their potential in a safe and supportive setting. We envision a future where our comprehensive educational programs and dedicated staff make a meaningful difference in the lives of children and their families, fostering a love for learning that lasts a lifetime. Through our efforts, we aim to prepare a generation of confident, compassionate, and curious learners, ready to face the challenges of the future and contribute positively to society.



MISSION

At Marvelous Kidz Learning Center, our mission is to offer exceptional, affordable childcare and early education for children aged 6 weeks to 5 years. In our welcoming, nurturing environment, we dedicate ourselves to fostering the cognitive development, social and emotional growth, early literacy, and motor skills of each child. Our comprehensive, child-centered approach ensures that every child receives the support and encouragement they need to thrive and develop a lifelong love for learning. We are committed to working closely with families to create a strong foundation for our children's future success and happiness.

Our Social Impact

- **Enhancing Early Childhood Education**

By providing quality childcare and early learning programs, the center directly contributes to the cognitive, emotional, and social development of young children. This early educational foundation is crucial for long-term academic success and personal development.

- **Supporting Working Families**

By offering affordable daycare services, the center enables parents, especially those from low-income backgrounds, to pursue employment or education opportunities, contributing to economic stability and growth for individual families and the community at large.

- **Community Development**

The center acts as a vital resource within the community, fostering a sense of unity and support among families. It provides a safe and nurturing environment for children, which is a significant concern for working parents.

- **Fostering Diversity and Inclusion**

By serving a diverse demographic, including children from various socio-economic, racial, and cultural backgrounds, the center promotes inclusivity and cross-cultural understanding from an early age.

- **Long-term Economic Impact**

By laying a strong educational foundation, the center contributes to the development of a well-educated, skilled future workforce, which is a critical asset for the long-term economic health of the community.

- **Building Social Capital**

The center's role in community engagement and parental involvement in children's education helps build social networks, trust, and reciprocity among community members, strengthening social capital.

- **Empowering Women and Minorities**

The center's commitment to affordability and inclusivity particularly supports women and minority groups, often the most impacted by childcare challenges, empowering them to participate more fully in the workforce or education.

- **Creating Employment Opportunities**

As a functioning educational facility, the center creates jobs for educators, administrative staff, and support personnel, contributing to local employment.

Our Program

Accreditation

Marvelous Kidz is accredited by the National Association for the Education of Young Children (NAEYC). This accreditation offers the assurance that we hire qualified teachers who are committed and capable of addressing the cognitive, emotional, physical, social and language developmental needs of every child enrolled in our care.

All Marvelous Kidz teachers meet or exceed the Michigan State Department of Education (MDSE) licensing requirements. Every lead teacher holds a college degree and has completed coursework in early childhood education. Associate teachers must possess a Child Development certificate (CDA) or higher. Each year the program director, lead teachers, associate teachers, and support staff exceed the required number of continued training hours as assigned by the state childcare licensing department.

Nondiscrimination Policy

Marvelous Kidz does not discriminate in employment, enrollment, or in the administration of its educational policies, admissions policies, financial aid, athletic, and other programs based on race, color, national or ethnic origin, religion, age, sexual orientation, physical characteristics, gender, disability, or any other characteristic protected by federal, state, or local law.

Admissions

Marvelous Kidz admits students of any race, color, national or ethnic origin, religion, and gender, granting them all the rights, privileges, programs, and activities generally available to students.

Hours of Operation

Marvelous Kidz is open Monday through Friday from 7:00 am - 6:00 pm throughout the year. Afterschool Programs run from 3:30pm-6:30pm for ages 5-11. Our infant and toddler programs run from 7:00 am - 6:00 pm. Our preschool and pre-k programs run from 8:00 am - 2:30 pm.

We serve the following age groups: children ages 6 weeks-11 years of age

Extended Care

The basic care covered under the standard tuition is nine (9) hours of daily care. Anything beyond nine hours is considered an extended day, Monday through Friday. Unless extended care is selected, additional time will be billed at \$2 per min. Morning extended care for preschool students is available from 7:00am to 8:30 a.m. Evening extended care is offered from 3:00 to 6:00 p.m.

Attendance

Regular attendance by students is a priority at Marvelous Kidz. In order to form healthy habits that will be useful for life, we urge parents to make sure their children are at center every day and on time.

In the event of an absence, the parent/guardian must contact the front office by phone or email, preferably before the beginning of class. Please report the child's name, class, reason for the absence, and approximate or anticipated duration of the absence.

We encourage scheduled appointments (i.e., doctor, dentist) to be made outside of center hours, if at all possible.

To ensure your child remains enrolled, tuition is charged regardless of absences (illness, vacations, etc.). Each family will be given up to 5 credits for the calendar year (July 1-June 30) to use for absences, once 90 days of enrollment has been completed.

Tardiness

Punctuality is a crucial life skill essential for each child's future, and schools play a significant role in teaching this skill. Tardiness can cause stress for students, disrupt instructional time for all, and impact school performance. Timely arrival allows the learning community to commence instruction as scheduled.

Attendance at every level is taken at the start of each class.

When a student is tardy, we request that the parent or guardian accompany the child into school and check in with the front office to assure that we note his or her arrival for our records. A staff member will escort the student to his or her classroom.



Drop-off and Pick-up

Drop-off times:

- 7:00 - 7:45 a.m. Infant, toddlers, and morning extended care
- 8:00 - 8:15 a.m. Preschool and pre-k

Pick-up times:

- 2:15pm - 2:30 p.m. Preschool and pre-k
- 5:15 pm- 6:00 p.m. Infants, toddlers, and evening extended care
- 6:00pm - 6:30pm After School care 5-11 year olds

Whenever able, avoid drop offs and pickups during rest time. These disruptions are difficult to navigate for teachers while they're trying to get children to sleep or keep them asleep. Rest time is between 12pm and 2:00pm. Please provide written notice in advance of any drop offs and pickups needed during rest time via email or Procare.

Procedures for Excessive Absences and Tardiness

Recognizing the uniqueness of each child and situation, we trust the teacher's professional judgment to assess whether absences or tardiness are impacting an individual's or the group's performance. If a teacher observes that a student's absences and/or tardiness are affecting performance, they will communicate with parents/guardians via letter, email, or telephone.

If absences and/or tardiness persist, a meeting will be arranged involving parents/guardians, teacher(s), and either the program director or executive director. During this meeting, we will collaboratively explore strategies to support the student in improving their attendance and ensuring they can fully engage in their learning experience. Open communication and partnership between all parties involved are essential in addressing and resolving any attendance concerns effectively. Together, we are committed to fostering a positive and supportive learning environment where every child can thrive.

Visitors and Volunteers

Volunteers and visitors are warmly welcomed at Marvelous Kidz, serving as valuable resources to enrich our students' learning experiences and broaden their horizons. All volunteers and visitors are required to check in at the office upon arrival. It's essential to emphasize that volunteers and visitors are never left unsupervised with students; their role is to assist teachers, not to serve as substitutes.

While parents are encouraged to visit the center, we ask that you consult with your child's teacher or the director to make arrangements for visiting and volunteering at the best times to accommodate our daily routines. All volunteers will have to sign off on a background check prior to serving.



Curriculum

Procare Early Learning by LBP

STEAM Focus

Our curriculum emphasizes active learning lessons centered on Science, Technology, Engineering, Art, and Mathematics (STEAM). This dynamic approach encourages students to engage in inquiry, dialogue, and critical thinking. We incorporate daily and weekly activities, teacher resources, and materials to extend learning at home, ensuring a comprehensive educational experience.

Research-Based, Classroom-Tested

The lesson plans and activities in our curriculum are crafted by a team of educators, trainers, and directors with over 150 years of combined experience. Our program is aligned with National Head Start, NAEYC, and all U.S. state standards, guaranteeing that our practices are both research-based and classroom-tested.

21st Century Early Childhood Education Curriculum

Our curriculum sets a strong foundation for learning and supports children's developmental progression. We equip children with essential 21st-century skills, including collaboration, digital literacy, and critical thinking, ensuring they are prepared to thrive in today's world.

Assessments

Our built-in assessment tool allows teachers to observe and plan for individual children directly within the Procare platform on their tablet or mobile device. Procare also offers the flexibility to create custom assessments, ensuring each child's unique needs are met.



Daily Routine

Please arrive on time. This is to ensure that your child receives a proper welcome and can start his/her day in a predictable and positive way. A typical daily routine is shown below.

7:00-8:30 a.m. Arrival

8:30- 9:00 a.m. Breakfast

9:00- 9:30 a.m. Free Play Time

9:30-10:15 a.m. Structured Learning

10:00-10:15 a.m. Snack Time

10:30 - 11:15 a.m. Outdoor/Indoor Play

11:30 - 12:00 p.m. Lunch

12:00- 2:00 p.m. Nap Time

2:00- 2:30 p.m. Snack Time

3:00 - 6:00 p.m. Extend Hours/Departure

Rest Time

Nap time or quiet time shall be provided when children under school-age are in attendance.

Please provide a small blanket and sheet (may bring travel size pillow) for your child to use during rest time. These items will be stored at school during the week and need to be taken home on the weekend to be washed and returned the following week.

Food

Marvelous Kidz meets children's nutritional needs by providing free breakfast, lunch, mid-afternoon snack, and a late snack for those still in our care after 3:30 pm. Parents of infants can opt out of the food program and provide their own food. Additionally, all parents may choose to opt out of the school lunch program and provide a bagged lunch for the year (agreement forms must be completed in the office).

Enrollment Requirements

1. Child Information Records (Emergency Cards)

The State of Michigan Department of Human Services mandates Child Information Cards for each child. Please notify both the teacher and the office of any changes (address, phone, etc.) to ensure accurate records are maintained.

2. Immunizations and Health Form

All children must have current immunization records or an immunization waiver on file before their first day at the center. State regulations require us to keep a health form for each child. Preschool physical evaluations conducted within the 12 months prior to enrollment are acceptable. Health forms must be submitted before the child's first day of enrollment.

You can find the current immunization schedule online at:

http://www.michigan.gov/documents/mdch/033112_childcarerequire_383666_7.pdf

Please ensure your child's immunizations are up to date. The center will notify parents when additional immunizations are required. We reserve the right to exclude children who need immunizations until they are completed or a waiver is submitted.

If a vaccine-preventable disease occurs in the program, all under-immunized children will be promptly sent home until it is safe for them to return.

4. Other Required Enrollment Forms

Photo release, field trip consent, family handbook acknowledgment, licensing notebook is available at www.michigan.gov/michildcare, tuition contract, GSRP contract, and medication/special diet forms must all be submitted before starting in the classroom.



Our Policies

Transportation

Drop-off:

- Parents/Guardians are responsible for providing reliable transportation to and from the center.
- Children must be escorted to the classroom. Once contact is made with the teacher, the child may enter the room.
- All people entering the building must be in good health and not have any symptoms for the past 48 hours.

Pick-up:

- Please arrive on time so your child is not waiting.
- A child will only be released to another adult if there is permission given by the parent on the emergency card. Please ensure all names of those authorized are listed.
- If someone does arrive to pick up a child without a parent's permission, we will call the parent before releasing the child to make certain this is what they want. **Parents must also submit written confirmation with the date and name of alternative pick up person.**
- If a person is unknown to the staff, we will ask for picture identification. We will compare the picture with the person and make sure their name is listed on the emergency card. This applies even to parents who are unknown to the staff present at pick up time.
- We will not release a child to anyone who we feel is under the influence of drugs, including alcohol or marijuana.
- When in doubt, we will not release a child.

A child shall be released to either parent unless a court order prohibits release to a particular parent. A copy of the order prohibiting release must be kept on file at the center.



Late Pick-up

At the end of the day, your child eagerly awaits your arrival. Please arrive on time to ensure they are not worried, bored, or uncomfortable, especially if they are already dressed to leave.

For extended care and infant/toddler/preschool enrollees: Marvelous Kidz classrooms begin closing at 6:00 pm. Please allow enough time to pick up your child and be out the door by the time the room closes.

We do understand that traffic and other situations can mean a slow-down. Please plan for these possibilities.

A **FINE of \$15 and a LATE FEE of \$1 per minute** applies at the time of pick-up. If a child is not picked up by 6:40 pm, and no contact has been made, we are instructed to contact the police and Child Protective Services (DHHS).

Child Custody Rights

In cases where a parent holds sole legal custody of a child, that custodial parent is responsible for all decisions concerning the non-custodial parent's rights at Marvelous Kidz. To facilitate this, a copy of the court's documentation granting sole custody must be provided to Marvelous Kidz.

Access to the child, financial records, or educational records by the non-custodial parent is permitted only under the following circumstances:

1. The custodial parent submits a written statement to the office granting specific rights to the non-custodial parent.
2. The non-custodial parent provides a signed legal document from the court, specifying their rights for access to the child and relevant records.



Discipline

Marvelous Kidz follows the guidelines set by MILEAP.

- (1) Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation shall be used.
- (2) All of the following means of punishment shall be prohibited: Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. Time out's will not be used for any children at the Center.
- (3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property.

Our goal is to develop in each child: respect for other people, a feeling of self-worth, internal control, and appropriate use of resources. Physical and verbal abuse of children by adults is unacceptable and is grounds for disciplinary action. Similarly, physical and verbal abuse of others and property destruction by children is grounds for intervention by a teacher.

Parents are encouraged to arrange conferences with the teachers and director to discuss their children whenever they wish.



Guidance

In addition to abiding by the licensing regulations, Marvelous Kidz utilizes the principles of the Positive Discipline and Restorative Practices approaches in dealing with student conduct and discipline:

Positive Discipline represents an evidence-based method of teaching and learning, emphasizing the crucial connection between academic achievement and social-emotional skills. At our center, we firmly believe that a safe, supportive, and joyful learning community is the cornerstone for delivering a high-quality education to every student.

Grounded in the principles of Positive Discipline, our approach focuses on nurturing students' social competencies, such as cooperation, assertiveness, responsibility, empathy, and self-control, alongside academic skills like perseverance, learning strategies, and fostering a resilient academic mindset. These practices are seamlessly integrated into daily classroom routines, guided by the four core domains of the approach: positive community, engaging academics, effective management, and developmentally responsive teaching.

Furthermore, our Restorative Practices approach to student conduct and discipline aims to transform challenging behaviors into valuable learning experiences. Through this method, students are encouraged to take ownership of their actions, understand the impact of their behavior, and work towards restoring any damaged relationships. This process involves both parties coming together in a controlled and supervised setting to navigate through the steps of acknowledging, correcting, and seeking resolution, forgiveness, and healing.

By implementing both Positive Discipline and Restorative Practices, we foster healthy educational climates that prioritize accountability and teach valuable lessons in responsibility. Responsive Classrooms and Restorative Practices serve as essential frameworks for guiding student life and promoting meaningful learning experiences here at Marvelous Kidz.



Payments

Tuition must be paid in advance, one week prior to service. A **\$10 late payment fee** will be added to accounts if payments are not made on time. Accounts over two weeks past due may result in disenrollment from tuition-based programs.

Tuition is calculated yearly and prorated weekly, remaining consistent regardless of absences, holidays, or weather closings.

We offer a touchless payment system for your convenience. No cash or checks will be accepted. No change will be given, but any overpayments can be credited to your account.

Credit and debit card payments can be made by calling the office or online through our payment system. Visit www.myprocare.com, enter your email address matching our records, and follow the prompts in the verification email to set up your account.

Holiday Observances

Marvelous Kidz observes the following holidays: Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve and Christmas Day.

Tuition is calculated yearly and prorated weekly, remaining consistent regardless of absences, holidays, or weather closings. Additionally, Marvelous Kidz is a 50 week per year operation with two weeks out of the year we are closed for Professional Development training and Staff Protocols. . Tuition is not charged during these weeks.



Birthday Celebrations

At Marvelous Kidz, we love celebrating birthdays and making each child feel special on their big day! To ensure that birthday celebrations are enjoyable and safe for everyone, we have established the following policy:

1. **Scheduling Celebrations:** Please inform your child's teacher at least one week in advance if you would like to celebrate your child's birthday at the center. This allows us to plan appropriately and accommodate any special requests.
2. **Food and Treats:** Due to allergies and dietary restrictions, all food and treats brought for celebrations must be store-bought and clearly labeled with ingredients. We encourage healthy options and ask that you avoid bringing items containing nuts.
3. **Guest Policy:** Parents and guardians are welcome to join the celebration, but please limit the number of TOTAL guests to 6 or less in an effort to maintain a comfortable and safe environment for all children.
4. **Timing:** Birthday celebrations will be scheduled during afternoon snack time or at a time that best fits into the daily routine without disrupting educational activities.
5. **Allergies and Dietary Restrictions:** Please be mindful of other children's allergies and dietary restrictions. The teacher can provide information on specific allergies within the class to help you plan appropriately.

By following these guidelines, we can ensure that each child's birthday is celebrated in a fun, inclusive, and safe manner. Thank you for your cooperation!

Photographs

At Marvelous Kidz, photos are regularly taken for classroom activities and promotional purposes. Teachers may use personal cameras or cell phones for this purpose, with clear instructions to delete all photos from personal devices once they are transferred to school media.

These photos may be featured in various publicity materials such as newspapers, magazines, brochures, etc. By signing the enrollment agreement, you acknowledge and grant permission for the use of your child's photograph for these purposes, without any compensation. Unless the photography exemption form provided in the Welcome Packet is completed and on file.



Inclement Weather

In the event of inclement weather such as snow, ice, or fog, the center may be canceled or closed early. Families will receive notifications of center closings through our messaging app, Procure, which sends texts/emails to all families. Additionally, we will post closings on our website and send an email to all parents and guardians. Typically, center closings are announced before 6:00 am.

The decision to close the center is made by the program director, with the primary concern being the safety of students and families. This decision aims to balance safety considerations with the convenience of students and parents. If Marvelous Kidz remains open during inclement weather, families will have the choice to decide whether attendance is safe based on local conditions.

Withdrawal

1. Two-Week Notice Policy: We kindly request a two-week notice when withdrawing your child from Marvelous Kidz. This allows for a smooth transition for both the child and the teacher, and allows us time to fill the vacancy. Failure to provide a two-week notice will result in charges being incurred, and payment will still be required.

2. Behavioral Concerns Policy: Marvelous Kidz is committed to inclusive education and does not discriminate based on challenging behavior or disability. If a child exhibits concerning behavior that poses a risk to themselves, staff, or other children, an assessment will be conducted. We will offer appropriate in-house support or refer the child to external services as needed. In cases where our services are deemed unsuitable or unsafe, disenrollment may be considered.

We maintain a safe and respectful learning environment, free from harassment or intimidation. Any form of verbal or physical abuse, disruptive behavior, or threats from parents, guardians, or family representatives is strictly prohibited on Marvelous Kidz grounds. Violations of this policy may result in immediate disenrollment of the child from the program.

3. Withdrawal & Disenrollment Policy: Disenrollment from tuition-based programs may occur without prior notice due to non-payment of fees or extreme negative behaviors. Parents remain responsible for any outstanding balances, which may be reported to a collections agency if left unpaid. We understand that circumstances can be challenging, and encourage open communication to address any financial concerns before they escalate.



Clothing

Please ensure your child's clothing is clearly labeled with their full name, as children's clothes can look alike. Dress your child in washable play clothes that allow for freedom of movement; please note that we are not responsible for clothing requiring special care.

For safety reasons, we require sneakers or rubber-soled shoes; flip flops, open-toed shoes, or sandals are not permitted except on water days. Clothing with ties or drawstrings should be avoided due to safety concerns.

Children are not allowed to wear jewelry except for stud earrings; rings, bracelets, hoop or drop earrings, or similar items are prohibited. If you choose to send expensive clothing or jewelry with your child, it is at your own risk.

Please be aware that we do not assume responsibility for lost or damaged clothing or jewelry.

As children spend time outdoors daily, they must be dressed appropriately for the weather. In winter, this includes a warm coat, snow pants, hat, gloves/mittens, and boots, all labeled with your child's name. Spare winter clothes, such as snow pants, can be left at school.

Each child should have at least one complete set of extra clothing marked with their name, kept at school for emergencies like toileting accidents or messy activities. Please periodically check the size of the extra clothes as children grow quickly at this age. If soiled clothing is sent home, a new set must be provided the next day.



Health and Safety

Emergencies

At Marvelous Kidz, we understand that accidents or medical emergencies can occur while children are at school. Each child enrolled has a student profile form on file, detailing emergency contact information. In the event of an emergency, our teachers and staff will ensure the child's comfort and promptly notify the office. We will make every effort to reach you using the emergency contact information provided. If we are unable to reach you, we will contact the alternate name listed on the form.

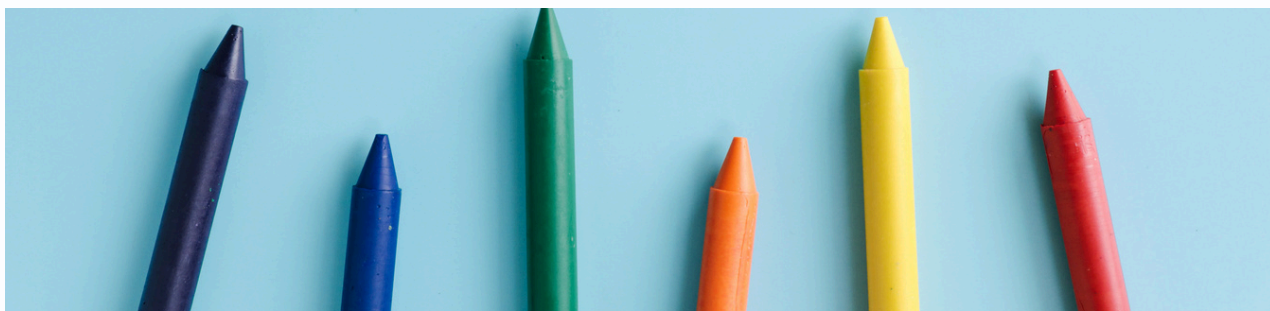
It is important to keep this information up-to-date. Please inform your child's teacher or an administrative staff member of any changes by email. If your child needs to be taken to the hospital, you will be notified to meet them and a staff member at the emergency room. Our staff is required to prepare written reports of all accidents, and you will be provided with a copy of the report. Your child's safety and well-being are our top priorities.

Crisis Intervention

Should the children's safety be threatened by external or internal intrusion, siege, etc., staff will follow lockdown instructions. In the event of an emergency, a crisis intervention team consisting of fire, police, medical experts, and counselors will be assembled to address the needs of the school community.

Emergency Drills

We conduct emergency drills regularly, aiming for warm, dry days whenever possible. It's crucial for children to know how to evacuate the building quickly and safely in the event of a fire. During fall and early spring, they are also instructed on procedures for tornadoes or severe storms. Additionally, lockdown drills are conducted, with staff introducing them carefully to minimize alarm among the children.



Illness

Occasionally, children may feel unwell while at school. If a staff member notices that your child is not feeling well, they will use a non-invasive digital thermometer to check their temperature. If a fever is detected, you will be contacted to pick up your child promptly.

If a student complains of illness but does not have a fever, the classroom teacher or administrative staff member will assess the situation. If it is deemed necessary for the student to go home, you will be contacted to arrange for pickup.

For ill students, teachers will complete an "Illness Observation and Return to School" form, detailing observed symptoms and guidelines for returning to school.

Marvelous Kidz reserves the right to refuse attendance to a child believed to be chronically ill or not yet ready to return to the center after an extended illness. It's important that your child be fever-free without the use of fever-reducing medication for 24 hours before returning to school. A doctor's note indicating that the child is not contagious may be required.

Children may also be excluded from center if their illness:

- Prevents comfortable participation in program activities.
- Requires greater care than staff can provide without compromising the health and safety of other children.
- Exhibits symptoms such as fever, diarrhea, lethargy, irritability, persistent crying, difficulty breathing, or signs of severe illness.
- Additionally, children should remain at home for 24 hours following an episode of diarrhea or vomiting.

Emergency Illness:

In the event a serious medical condition would require emergency and licensed professional healthcare assistance, a staff member will call 911 and contact the family following the procedures outlined in the EMERGENCIES section of this handbook.



Communicable Disease Notification

If a student's illness has been diagnosed by a physician as a communicable disease, the student's parent or guardian must inform an administrative staff member or the student's teacher by phone or email. The administrative staff will then send an email notification to all families in the student's class and staff members, without disclosing the identity of the affected individual. Additionally, a disease fact sheet will be attached to the email for reference.

Medications

1. Prior written and signed permission from the parent/guardian is required for the administration of medication or special medical procedures. Permission forms can be obtained from the office and must be completed and returned to the front office administrator before any medication can be administered at school.
2. All medication must be in its original packaging with the original label and should include the child's name, medication name and strength, age-appropriate dosage instructions, and a recent date.
3. Parents/guardians are required to hand over medications directly to the administrative assistant or their child's teacher for safekeeping. **Medications should never be sent through a child's backpack.**
4. For life-threatening allergies requiring medication such as epi-pens, an "action plan" signed by the child's pediatrician must be provided, indicating when and how the medication should be administered.
5. Students are prohibited from taking another student's medication.



Reporting Child Abuse

Marvelous Kidz staff members are mandated by law to report any suspicion of child abuse or neglect. If abuse or neglect is suspected, staff members must immediately inform a supervisor, and Marvelous Kidz is required to contact Michigan Children's Protective Services.

According to the Michigan Child Protection Law, "CHILD ABUSE" refers to harm or threatened harm to a child's health or welfare caused by a parent, legal guardian, or any other person responsible for the child's well-being. This harm can be through non-accidental physical or mental injury, sexual abuse, or exploitation.

"CHILD NEGLECT" involves harm or threatened harm to a child's health or welfare due to the failure of a parent, legal guardian, or any other responsible individual to provide adequate food, clothing, shelter, or medical care. It also includes situations where a child is placed at an unreasonable risk to their health or welfare due to the failure of a responsible individual to intervene and eliminate the risk, despite having the knowledge and ability to do so.

Pets

With the exception of Service Animals, pets of any kind are not allowed on school grounds. If you have a pet in the car, they must stay in the car and may not be brought out even on a leash. This is both for the safety of our community and children with severe allergies to animals.



Final Statement

Marvelous Kidz reserves the right to update school policies as necessary. Through these pages, Marvelous Kidz aims to clarify its roles, responsibilities, concerns, expectations, and your duties as a parent of an enrolled child. As a parent, you can expect us to adhere to all state and community licensing regulations concerning fire, safety, and weather emergency protocols, as well as health, sanitation, and staffing standards (including arrangements for substitutes when required).

Ultimately, Marvelous Kidz strives to offer your child an education program tailored to their needs and a safe environment in which they can thrive. To achieve these objectives, we value and encourage your feedback and suggestions. We sincerely appreciate your cooperation in these endeavors.

Thank you for trusting us with your child!

