



MECC

Manistee Early Childhood Center

Facility Handbook



MECC Facility Handbook

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MECC Facility Handbook

Welcome

Thank you for choosing the Manistee Early Childhood Center at Manistee Area Public Schools. We are excited to partner with you and your child during these important years. Our mission is to provide a warm, engaging, safe, and nurturing environment where every child can learn, play, create, and grow as a unique individual.

Philosophy

Manistee Early Childhood Center (MECC) fosters a nurturing, trusting, and respectful atmosphere. This environment provides children with opportunities to grow and learn cognitively, physically, socially, and emotionally, both as individuals and as part of a group.

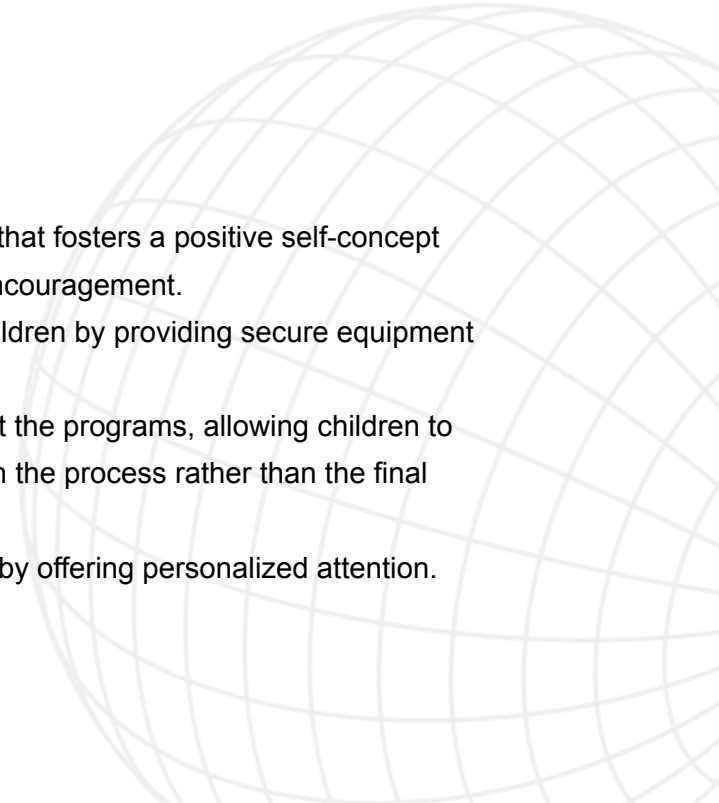
Our philosophy centers on the belief that children learn through their interactions and play with the physical and social world, where their ideas and explorations are the focal points in the classroom. The teacher's role is to thoughtfully and responsively guide children's interactions with their surroundings, supporting their interests and abilities across all learning domains. In this way, the environment communicates, "Yes, you can be successful."

R 400.8154 (1) & (2)

R 400.8155(2)(a)

R 400.8155(2)(b)

Program Purpose and Goals

- ✓ To create a warm and nurturing environment that fosters a positive self-concept through support, genuine praise, and uplifting encouragement.
 - ✓ To ensure a safe physical environment for children by providing secure equipment and adult supervision.
 - ✓ To cultivate a creative atmosphere throughout the programs, allowing children to complete work at their own level and focusing on the process rather than the final product.
 - ✓ To cater to the individual needs of each child by offering personalized attention.
- 

- ✓ To promote self-direction by encouraging children to plan their activities, providing various accessible materials, and facilitating self-directed tasks.
- ✓ To foster a sense of responsibility by allowing children to take ownership of their actions, such as cleaning up after themselves and solving problems independently.
- ✓ To maintain close communication with parents through conversations, emails, phone calls, newsletters, conferences, and inviting family participation throughout the year.

Our early care and learning programs prioritize creative and developmentally appropriate education for the holistic development of each child. This is achieved through engaging learning experiences and activities, which include purposeful play, child-initiated tasks, social interaction, active participation, object manipulation, free exploration, and skill development, all supported by our dedicated teaching staff.

Non-Bias / Multicultural Statement

Our philosophy emphasizes providing children with a comprehensive understanding of their world. We aim to incorporate multicultural experiences into our daily activities. We are committed to recognizing, appreciating, and respecting the individuality of each child while reducing stereotypes and eliminating biases related to sex, race, ethnic origin, religion, and physical disabilities.

Teaching children to embrace the diversity of all cultures is a fundamental goal within our program. Our staff understands the significance of integrating children's home languages into our daily routines. We strive to support children's home languages to foster a positive self-image and maintain connections to their cultural heritage. Each day, staff will incorporate greetings and phrases from the children's native languages. To facilitate self-expression, we will utilize non-verbal communication methods, such as hand gestures, facial expressions, raised eyebrows, and verbal sounds, to help children convey their thoughts, needs, preferences, and feelings.

R 400.8154(1)(a)

R 400.8155(2)(d)

R 400.8155(2)(b)

Special Needs Statement

MAPS acknowledges the right of every individual child, including those with special needs, to receive a quality experience that seamlessly blends care and learning through play and education. We are attuned to the needs and emotions of all children and their families, ensuring that each child's unique needs are recognized and addressed.

- Parents and teachers will be engaged at every stage and in any plans developed to support a child's specific special needs.

No child will be excluded due to developmental challenges, medical or behavioral support requirements, toileting concerns, staff attitudes or apprehensions, temporary injuries, or medical issues.

R 400.8155(1) & (2)(c)

R 400.8110(2)

R 400.8160(2)

R 400.8156

Staff Requirements

All staff must complete the following before working with children or within 90 days of hire:

- Complete required background checks and fingerprinting. (*Before working with children*)
- Complete orientation and required training before working unsupervised with children.
 - Health and Safety Module A, B, & C
 - Infectious Diseases
 - Shaken Baby
 - Safe Sleep
- Child Care Staff Member and Child Care Assistant Certifications
- Sign a child abuse and neglect form
- Read LARA Handbook and MECC Handbooks
- All staff must complete required yearly training with MiRegistry

R 400.8213

R 400.8213a

R 400.8216

R 400.8216a

Parent Involvement / Classroom Volunteers

We always welcome and encourage visits from parents because you are your child's first and most valuable teacher! You are invited to join us in the classroom at any time.

Ensuring Safety for All Children:

- All parents are welcome to participate and support their child's experiences under the supervision of the teacher/lead and associate.
- Those interested in volunteering must complete a Request for Central Registry Clearance or Michigan Background Check Consent form from the classroom teacher and submit it to the office.
- The volunteer's name and birthdate will be sent to the Central Office for a background check through ICHAT or entered into the State of Michigan Child Care Background Check. Upon clearance, volunteers may assist in the classroom and on field trips, provided they coordinate with the teacher in advance.
- Documentation will be kept on file to confirm that a volunteer has not been convicted of:
 - Child abuse or neglect
 - A sex crime
 - A felony involving harm or threatened harm to an individual within the last ten years prior to volunteering at the center. If not cleared, a volunteer may still attend school programs in which their child is participating.

Possible Volunteer Opportunities:

- Reading stories
- Laminating materials
- Working one-on-one with a child during "power of choice"
- Leading cooking sessions
- Engaging in outdoor activities
- Accompanying students on field trips
- Sharing a skill (e.g., magic, pottery, art, hairdressing)
- Sharing cultural experiences/practices
- Arts and crafts activities

Feel free to ask staff if there are tasks that can be done from home!

We always appreciate assistance with organizing classroom events and more!

ICHAT (Michigan State Police)

Central Registry Clearance

R 400.8125 (11-13)

Resources

We collaborate closely with families to assess whether our program aligns with the needs of you and your child. We also maintain active partnerships with various community support systems, including:

- ✓ Manistee ISD
- ✓ Special Education Services
- ✓ MAPS Behavioral Team
- ✓ Health Department <https://www.dhd10.org>
- ✓ 2-1-1 <https://mi211.org>
- ✓ Centra Wellness <https://www.centrawellness.org>
- ✓ Department of Health and Human Services (DHHS) <https://www.michigan.gov/mdhhs/assistance-programs>
- ✓ Great Start to Quality Resource Center (GSQ) <https://greatstarttoquality.org/resource-centers>
- ✓ Help Me Grow Michigan <https://www.helpmegrow-mi.org/>
- ✓ Early On <https://www.1800earlyon.org>
- ✓ Raising Manistee County raisingmanisteecounty.org
- ✓ MI Tri-Share <https://mitrishare.org/>
- ✓ MI Bridges newmibridges.michigan.gov
- ✓ WIC <https://www.michigan.gov/mdhhs/assistance-programs/wic>



Mi Bridges



MI Tri-Share

R 400.8154 (1) & (2)

R 400.8102

R 400.8144

R 400.8160(1)

R 400.8155(2)(a) & (b)

Licensing Notebook

MECC maintains a comprehensive *Licensing Notebook* that includes all licensing inspection reports, special investigation reports, and associated corrective action plans. This notebook is accessible to parents for review during regular business hours or on line.

- Licensing inspection and special investigation reports from the past two years can be found on the Bureau of Community and Health Systems website at: <https://cclb.michigan.gov/s/> or <http://www.michigan.gov/michildcare>
- The Michigan Department of Health and Human Services licensing notebook contains all of the center's licensing inspection and special investigation reports, along with related corrective action plans.

R 400.8113 (15)

Confidentiality Policy

The Board of Education is committed to maintaining the confidentiality of information received in trust from public agencies, which is identified as confidential or exempt from disclosure under the Freedom of Information Act, Common Law, Privilege Case Law, or Federal Law. The Board will protect such information to the fullest extent allowed by law. Moreover, employees are prohibited from disclosing any confidential information found in the records, files or video footage of this Board.

- Employees may only share confidential information with other staff members who require it for their duties or with authorized parties following proper departmental procedures.

The Board and its employees are not permitted to release an employee's, student's, or any individual's social security number except as legally authorized (refer to AG 8350). Access to documents containing social security numbers will be restricted to those employees who have a legitimate need to know or access that information. Once such documents are no longer necessary, they must be shredded by an employee with authorized access.

Freedom of Information Act requests will be handled according to the District's Policy.

If an employee is approached for information inappropriately, they must refuse to disclose it and refer the requester to their immediate supervisor. Any employee who improperly releases information or uses confidential information for personal gain will face disciplinary action according to established policies and procedures.

To prevent unauthorized disclosure of information identified as confidential by a sending public agency, the Board may seek court protection by:

- Denying requests for the release of such information unless a subpoena or court order is presented.
- Pursuing motions to quash protective orders that prohibit unauthorized disclosure.

Whenever possible, the Board will notify the sending public agency of any requests for the release of such information before complying. Employees who deliberately violate this policy may face disciplinary measures, up to and including termination.

The Superintendent will ensure that employees receive a copy of this policy and have easy access to it.

- Freedom of Information Act 1976, paragraph 15.243 et seq. M.C.L.A. 445.83, 445.84*

Items in the Staff and Parent Guidelines may change in response to state and federal policies or mandates. Written notification of such changes will be provided to parents and will take precedence over this handbook.

Our center has cameras inside and outside of the building. All video footage will follow the above confidentiality guidelines.

R 400.8130

R 400.8140

Health Policy

In the event that a child becomes ill and the parent cannot be reached, the child will be placed in a quiet area and made as comfortable as possible. If a staff member or volunteer falls ill, they will be sent home immediately. Should a child, staff member, or volunteer contract a communicable disease, it is essential to inform a lead so that other parents can be notified promptly.

- Children and staff will wash their hands after using the restroom and before meals.
- If a child has an accident involving bodily fluids, their clothes will be placed in a plastic bag and removed from the classroom for the parent to take home.
- All toys and surfaces will be cleaned as necessary, with tables being sanitized before and after meals.

Toys that have been placed in a child's mouth will be promptly removed and washed in a bleach and water solution.

R 400.8145(1) & (2)

R 400.8102 & R 400.8144

R 400.8136(1)

R 400.8106

Criteria for Excluding Children from the Program

- Fever: A temperature of 100.4°F or higher requires dismissal until the child has been fever-free for 24 hours without medication.
- Vomiting: The child must be clear of vomiting for 24 hours before returning.
- Mouth Sores: A physician must determine that the sores are non-infectious, accompanied by a note from the physician.
- Rash with Fever: The child should remain at home until a physician confirms it is non-infectious, with a note from the physician required.
- Communicable Diseases: This includes but is not limited to Impetigo, Pink Eye, or Strep Throat. The child may return 24 hours after treatment has started and with a physician's note.

- Chickenpox: The child must stay home until all blisters have crusted over and there have been no new lesions for 24 hours.
- Mumps: Exclusion lasts until 9 days after the onset of gland swelling.
- Hepatitis A: The child may return once the health department has confirmed that they are non-infectious.
- Measles: The child should remain at home until 6 days after the rash appears.
- Rubella: Exclusion lasts until 7 days after the rash appears.
- Head Lice or Scabies: The child may return 24 hours after treatment has begun, provided that staff has verified there are no remaining lice, nits, or scabies.
- Severe Coughing: The child must stay home until 24 hours after treatment has commenced.

Aligns with Michigan Department of Health and Human Services (MDHHS) Communicable Disease Guidelines

R 400.8148(1)

R 400.8148(2)

Accident or Injury Procedure

In the case of a serious injury or accident, 911 will be called without delay. Staff will provide necessary care to the injured child until rescue workers arrive. Parents will be informed right after the call to 911, and a staff member will stay with the child until a parent arrives. An incident report will be completed to document the details of the event.

Food Services

Our early childhood programs within the Manistee Early Childhood Center (MECC) are actively involved in the Michigan Department of Education's Child and Adult Care Food Program (CACFP) and National School Lunch Program (NSLP) and adhere to its guidelines promoting good nutrition. Monthly calendars will be distributed and displayed in the classroom to outline

the specific meals or snacks that will be offered in each program, as these may differ by program..

We will follow rule 400.8330(3) to ensure that children with special dietary needs receive meals and snacks tailored to their requirements. No child will be denied a meal or snack if parents do not provide one; they will still have the opportunity to enjoy a hot lunch or snack each day. If a family opts not to utilize our food services, any meals provided from home must comply with CACFP guidelines.

R 400.8330(3)

R 400.8331

Rest Time

Quiet time is a requirement set by Michigan's Child Care Licensing, which specifies that children in care for more than five (5) hours must have the opportunity for quiet time. In MECC programs lasting longer than five hours, children will have a chance to rest each afternoon. Our 3 & 4 year olds' rest time will be after lunch. 3 & 4 year olds are provided with a cot that is sanitized daily. Elementary care (5 years and older) will have quiet time at the end of the day for reading or a quiet activity.

During rest time 3 & 4 year olds:

- Children are given 30 minutes of quiet time accompanied by soft music and dim lighting to help them relax.
- Some children may prefer a back rub to aid in their relaxation; teachers will be available to offer this support.

Children who are not asleep can engage in quiet activities while those who are sleeping will be allowed to wake at their own pace and join in the afternoon activities.

R 400.8151(1)

R 400.8151(3)

Appropriate Dress

It is advised that all children participating in the program wear comfortable clothing. Please dress your child according to the current weather conditions. Outdoor play will occur daily, unless there are severe weather circumstances. During winter, children will have the opportunity to play in the snow.

To ensure preparedness, it is highly recommended to keep an extra change of clothes at school or in your child's backpack. Please include underwear and socks, along with other clothing items, to accommodate any toileting accidents or spills. Additionally, having extra dry mittens on hand is always beneficial. Please note that open-toed shoes are not permitted on the playground.

R 400.8141(4)(a)

R 400.8142(4)(b)

R 400.8144(4)(e)

Pest Management

In the case of a pest infestation, the center will be temporarily closed for 48 hours to resolve the problem. Parents will receive notification through a letter and signs will be displayed on the entry doors.

For more information, visit:

Michigan Legislature <https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-324-8316>

Michigan Public Health Code (MCL 324.8316)

R 400.8131

R 400.8131(3)

Emergency Procedures

The Board of Education is dedicated to ensuring a safe learning and working environment. Unfortunately, both natural and man-made disasters can happen. The best way to handle such emergencies is through preparedness and planning.

The Board mandates the development of an emergency preparedness system that focuses on the following goals and objectives:

- Safeguarding the health and safety of students and staff.
- Minimizing the diversion of time needed for instructional purposes.
- Ensuring minimal disruption to the educational program.
- Teaching students self-reliance and training them to respond appropriately to emergencies.
- Accommodating children with special needs or chronic medical conditions according to their Individualized Education Plan (IEP) or doctor's orders. For instance, a child with sensory sensitivities will be provided with noise-canceling headphones.

All threats to the safety of District facilities will be identified by designated personnel and addressed promptly according to the emergency preparedness plan.

Our school will conduct safety and emergency drills as mandated by law. The Superintendent will create administrative guidelines for managing emergency situations.

In the event of an emergency, parents will be notified via the MAPS phone system, along with instructions regarding the release of children.

R 400.8159(1) & (2)

R 400.8102 & R 400.8144

R 400.8159(4)

R 400.8160(1)

School Lockdown/Shelter-In-Place Drill Policy

The Michigan legislation mandates a minimum of two tornado drills, six fire drills, and two lockdown/shelter-in-place drills each school year.

Fire Drills

- When the fire alarms sound, children will calmly leave their activities and line up at the door that leads to the hallway.
- Both children and staff will proceed to the nearest exit and their designated meeting spot where they will wait for an all-clear signal.

Tornado Drills

- Upon the alarm sounding, children will leave their activities calmly, and staff will guide them to a designated safety area.
- Students will face a wall with their hands covering their heads for protection.

Natural/Man-Made Disasters

In the event of a natural or man-made disaster, the staff member in charge will determine the appropriate actions to take.

- If evacuation is necessary due to a natural disaster (such as a downed power line, gas explosion, fire, flood, winter storms, etc.), all children and staff will be accounted for and will then proceed to the VFW parking lot or to Filer Credit Union. If needed, staff and children will be transported by bus to Manistee Middle High School.
- Before leaving the premises, a notice will be posted on the entrance door indicating that the facility is closed due to the emergency. Parents will be informed of the pick-up locations, and staff will remain with the children until they are picked up by a parent or guardian.
- If evacuation is not required, all children and staff will be accounted for and kept calm in a secure location within the center, engaging in activities. Parents will be notified regarding the safety of their children and the ongoing procedures.

Children with special needs will be handled appropriately during all emergencies according to their individual IEPs or doctor's orders.

R 400.8159(2)

R 400.8159(3) & (4)

R 400.8159(5)

R 400.8159(4)(c)

Outdoor Weather & Playground Safety

From the moment they are born, children experience daily growth in every aspect of their development. Engaging in physical activity plays a vital role in enhancing overall health, and when children exercise, they genuinely feel good!

Physical activity also supports children in several ways:

- Maintaining a healthy weight
- Reducing the risk of stress or depression, as well as the likelihood of developing obesity-related illnesses (such as type 2 diabetes, high blood pressure, and unhealthy cholesterol levels)
- Building strength, flexibility, and endurance
- Enhancing motor skills, social abilities, and brain development
- Developing and maintaining strong bones
- Improving sleep quality
- Boosting self-confidence as they grow

Children will be encouraged to play outside each day unless the temperature falls below 5 degrees fahrenheit (considering wind chill) or above 95 degrees fahrenheit . They will have access to the school's playgrounds, where safety is a top priority. Children will use playgrounds that are age appropriate. Regular inspections of the playgrounds are conducted by staff to ensure all equipment is in good condition and working order.

R 400.8135(2)(c)

R 400.8150

R 400.8145(3)

Field Trips

Field trips may occur at various times throughout the year. Parents will need to provide their permission in advance using a designated form. Prior to each trip, parents will receive notice detailing the destination, date, and time of the outing. Some days staff may choose to take children on walking field trips around the neighborhood to parks, local businesses, or community

events. Staff will maintain ratio at all times, bring emergency bag, and be with children at all times.

R 400.8380 (1) - (4)

Discipline

We believe in maintaining a balance of firm yet compassionate discipline. Our goal is to provide affection, security, and positive regard for each child. It is essential for every child to have clearly defined boundaries. We adhere to straightforward rules that prevent children from harming others or destroying classroom materials.

We implement these rules through positive reinforcement, such as praising appropriate behavior and redirecting attention when necessary. In extreme cases, a child may be gently removed from a situation in a firm but caring manner. Importantly, a child in our care will never experience humiliation or physical punishment. For instance, if a child bites another student, they will be removed from the classroom, parents will be informed, and the child will be unable to return for one full day.

Discipline is tailored to be age-appropriate, and most challenges at this stage are minor, typically manageable within the classroom. Any issues that cannot be resolved will involve parent participation. The school reserves the right to introduce additional rules as needed, including those established by individual teachers/leads. We are committed to guiding children's social and emotional development, helping them build friendships and learn conflict resolution skills.

The Manistee Area Public Schools Board of Education grants its representatives the authority and responsibility to enforce disciplinary actions, safeguard the rights of individuals to learn, and ensure the effective functioning of the school.

R 400.8147(1)-(4)

R 400.8147(5)

Choices

Throughout the school day, children are recognized and encouraged to make positive choices. Providing choices within certain limits empowers children and involves them in the decision-making process. The more options a child has, the more likely they are to cooperate with adults. Whenever possible, children are given choices in school.

R 400.8147(3)

R 400.8135

Classroom Centers

During free choice time, children can explore various center areas that include themes from mathematics, science, and social studies, as well as dramatic play, blocks, puzzles and games, puppets, gross-motor activities, and art materials that enhance language and literacy skills.

R 400.8135(2)

R 400.8143(2)

Prevention

Teachers/leads will engage and play with students during choice time, modeling appropriate behavior. During structured times, children will be offered choices within limits whenever feasible. For example:

- “Would you like to sit in a chair or stand at the table?”
- “Would you prefer to pick up the blocks or the trucks?”

R 400.8147(3)

R 400.8135(2)

Intervention

Conflict may arise when a child attempts to assert control over a situation. Teachers can help diffuse these conflicts by utilizing enforceable statements, such as:

- “You may play in the gym after you put the trucks away.”
- “We will walk to the gym when our voices are quiet.”

When children are involved in a conflict, the teacher should approach them calmly and acknowledge their feelings, such as saying, “You seem really angry.” Next, the teacher will gather information from the children to understand the cause of the conflict by asking, “What happened?” The teacher will then assist each child in using empowering language and problem-solving strategies to resolve the issue, such as:

- “Ask your friend, ‘Can I use this truck?’”
- “Tell your friend, ‘I am using this truck right now. I will give it to you when I’m done.’”

R 400.8147(3)

Strategies for Managing Conflict with Children

Redirection

Once a conflict is resolved, children will be redirected with new options. For example: “Would you prefer to play in the sand or with play dough?”

Natural Consequences

Children sometimes make choices that lead to natural consequences. By experiencing logical outcomes, they learn that they have control over their own paths. These consequences should be addressed with calmness and empathy. For instance: “This is unfortunate. Remember, I asked you not to throw sand? Throwing sand can hurt your friend’s eyes. You can choose to play with the play dough or blocks instead. You can play in the sand tomorrow.”

Safe Place

The *Safe Place* is a designated quiet area in the classroom. Children are encouraged to go there on their own when they need a break. They can rejoin the group when they feel calm and ready. Additionally, staff are prohibited from using any form of corporal punishment, such as spanking, threatening, or humiliating.

R 400.8147(3)

R 400.8147(4)**Parent Notification**Notification Process

Notifications will take place during pick-up time for minor injuries. For example, a small scrape on the knee may only require first aid from staff, who will then verbally inform parents at pick-up. However, for serious injuries or incidents, parents will be contacted immediately by telephone and incident reports will be filed.

In cases where we cannot reach the parent, the emergency contact person will be notified right away for more serious situations, including but not limited to:

- Head injuries of any kind
- Injuries requiring medical attention
- Allergic reactions or rashes
- Seizures
- Asthma attacks
- Unconscious child
- Fever
- Vomiting child
- Incidents involving lost children
- Cases of physical discipline by a staff member or volunteer
- Allegations of sexual contact between children or between a child and staff/volunteer

Pick-Up Expectations

Parents or emergency contacts are expected to collect their child within one hour of receiving a call from program staff or the school office secretary regarding their child's illness or behavior. .

R 400.8146(3)**R 400.8159(5)**

R 400.8103**Important Note**

Please be advised that smoking and vaping are strictly prohibited in and around all MAPS buildings.

R 400.8167**Child Release Policy**

To ensure your child's safety, adults picking them up will be required to present a picture ID if they are not familiar to the staff. Only those listed on the child's information card are authorized to collect them. If you have arranged for someone else to pick up your child, please notify the teacher so their name can be added to the information card.

MECC also uses the *Pick My Kid* app to ensure that children are placed in the correct pick up line for bussing or parent pick-up. This is a valuable communication tool for parents and staff. <https://www.pikmykid.com>

The child must be released to either parent unless there is a court order, divorce decree, or other legal documentation that restricts the non-custodial parent from picking them up. Such documentation must be maintained in the child's file and kept updated at all times. This information will be held confidentially and strictly enforced by office staff. For more information see *Custody Order Procedure* below.

If the staff feels uncomfortable releasing a child to a parent who appears incapacitated due to drug, alcohol use, or other issue we will:

1. Keep the child in our care for an extended time.
2. Contact the adult(s) listed on the child's emergency form.
3. If the adult declines these options, we may call the police to ensure the child's safety.

Parents, please avoid using your cell phones in the building during drop-off or pick-up. This time is vital for sharing important information about your child. Thank you for your understanding.

R 400.8146 (1-3)

R 400.8125 (5)

Custody Order Procedure

Below is our procedure for addressing custody matters. We appreciate your cooperation in this important issue, as we strive to ensure that the rights of all parents are upheld.

- Visitation Rights: Unless we possess court-certified documents indicating otherwise, a parent or legal guardian retains the right to visit the child, regardless of whether they are listed on the Child Information Record.
- Access to Educational Records: Similarly, unless stated otherwise by court-certified documents, a parent or legal guardian has the right to access the child's educational records and information.
- Required Documentation: A parent must provide one or more of the following documents to be kept on file:
 - Birth Certificate
 - Affidavit of Parentage
 - Order of Filiation
 - Custody Section of Divorce Judgment signed by the judge
 - Custody Order
 - Order of Adoption
 - Guardian Order
 - Letter from the Foster Care Agency

- Child Information Record: Each parent who will pick up the child or take them to their home must complete a Child Information Record that includes emergency contacts.
- Punctuality: If it is your designated day to pick up the child or have them taken to your home, it is your responsibility to arrive on time.
- Documentation Compliance: It is essential to provide the program with the most current written documentation, which must be strictly followed. Requests that contravene the custody order or any other legal documents regarding parental status will not be honored.
- Written Changes: Any and all changes must be documented in writing.

- Supervised Visitation: Please note that the Great Start Readiness Program/Manistee Area Public Schools is not designated for supervised visitation.

Conduct Expectations: Parents are expected to conduct themselves in an appropriate manner at all times. Thank you for your cooperation. By working together, we can create the best learning environment for your child.

Custody Orders will be reviewed annually or as needed and all documents will be kept confidential.

R 400.8146 (1)

R 400.8131 (3)(a)

Child Abuse and Neglect Policy

Child abuse and neglect are illegal. At MECC, our staff members are legally obligated to report any actual or suspected cases of child abuse or neglect to the Michigan Department of Human Services within 24 hours.

Reporting Requirements:

Staff members who have reasonable cause to suspect child abuse or neglect must promptly make an oral report, either by telephone or through other means, to the Michigan Department of Human Services. Following this, within 72 hours of the oral report, the individual must submit a written report as mandated by this act. According to the State of Michigan Department of Human Services, Child Protection Law, Act No. 238, rev. 8-06, the reporting individual must provide a copy of the written report (DHS-3200) to their supervisor and relevant administrators. Notifying administration or a supervisor does not exempt the staff member from the legal duty to report.

Child Protection Law (MCL 722.621 - 722.638)

R 400.8125 (1)(f)

R 400.8110 (2)

Nondiscrimination Policy

In compliance with federal law and the policies of the U.S. Department of Agriculture, this institution strictly prohibits discrimination based on race, origin, sex, age, or disability. If you wish to report an instance of discrimination, please send your complaint to:

USDA Director, Office of Civil Rights

1400 Independence Avenue SW

Washington, D.C. 20525-9410

You may also call: 202-720-5964 (voice and TDD)

USDA is an equal opportunity provider and employer.

R 400.8110 (1)

R 400.8161 (4)