Family Connections

2026-2027 Handbook

Mission...

BHK is dedicated to the highest quality learning experience where children, families, and staff can grow and thrive

Vision...

A healthy community where all families reach their full potential

Core Values...

Empathy/Acceptance, Integrity, Innovation, Collaboration/Teamwork, and Resilience

WELCOME

On behalf of the entire staff at BHK Child Development, welcome to our program! BHK provides comprehensive services in the areas of education, health, nutrition, social services, family engagement, mental health, and disability services.

We look forward to working together with you, to provide quality child development activities, experiences, and environment for your child.

We know that many children are being raised by family or guardians. For the sake of simplification, the term “parent” refers to any primary caregiver.

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Inclement Weather

Please check www.bhkfirst.org, listen to WMPL/Mix 93, WOLV/WCCY, WGLI/WCUP, Public Radio 90, or TV6 News, to determine if school will be in session, has a late start, or is dismissed early. In the event of severe weather conditions, BHK will follow local public school closures and/or delays. If schools are on a two-hour delay, BHK classes will begin on a 2-hour delay, also.

Families may also sign up to receive text messages on Kaymbu about delays and closures.

Admission Policy

Prior to entry into a classroom, the following must be completed in full.

- Application/Enrollment Form
- Child Information Record (Emergency Card)
- Parent orientation session and/or home visit with the family
- Each child must have up-to-date immunizations or a signed waiver issued by the Health Department or physician each year
- Signed Parent Authorization
- A record of a current physical exam must be on file prior to attending school
- Child Health History
- Family Health and Nutrition (based on age)
- Parent Pay Agreement (if applicable)

Parents must keep the center informed of any changes in address, phone numbers, or individuals that your child can be released to. Admission shall be granted without regard to a child's or parent's race, color, creed, religion, national origin, gender, or disability.

Withdrawal Policy

Parents who wish to withdraw their child, must give the center one week's notice and pay the remainder of any outstanding balances (if applicable).

BHK reserves the right to terminate the enrollment of any child, for reasons such as, but not limited to unresolved or unmanageable behavior, and whose presence poses serious physical or emotional danger to other children or staff, or habitual abuse of any of the agency policies.

An abusive act, either verbal or physical, that is made against any staff member or client, by a parent or family member, may result in immediate withdrawal pending Executive or Assistant Director approval.

Parent Notice of Program Measurement

BHK works with the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP), Center for Educational Performance and Information (CEPI), and Michigan Student Data System (MSDS) to measure program effectiveness. Information may be collected about staff, enrolled children and their families.

Information from you, and about your child, will not be shared with others in any way that your child could be identified. It is protected by law.

Help Your Child Succeed: Build the Habit of Good Attendance

Research shows that preschoolers who miss 10% or more of the school year (1-2 days per month) arrive at kindergarten with lower levels of school readiness.

If children are chronically absent, missing 10 or more days per year, they are less likely to read proficiently by the end of third grade, and more likely to be retained.

Showing up on time, every day, is important to your child's success and learning.

Absences

If your child will be absent, please call or text the **classroom phone** prior to the start of class. Tell staff the reason for the absence, and the anticipated number of days the child will be absent. If the center is not notified, you will be contacted to verify the reason for absence. ***If we cannot reach you within 1 hour, we will contact individuals from the CIR (Child Information Record),*** *to ensure the well being of children in our care.*

If attendance is not regular, absences continue to be unexcused (more than 2 consecutive days), or if contact cannot be made with the parent/guardian, the teacher will visit your home to determine the reason for absences and offer support to improve attendance.

Classroom Arrival/Departure

Teachers will work with parents/guardians to direct them to the safest door of entry for arrival/departure up of children. Licensing Rules for Child Care Centers require that all children be signed in and out by a parent, or authorized person, every day. Please sign your full name.

It is important to arrive on time, as late arrivals are disruptive to the class.

Release of a Child

For the safety of all children, a parent/ legal guardian will need to provide names of individuals who are authorized to pick up their child from the center, on the Child Information Record. Individuals authorized to pick up children must be at least 16 years of age and have a photo I.D. These procedures will be followed in each classroom.

⇒ Parents/guardians are expected to sign their child in and out every day.

⇒ Staff will begin to start trying to contact parent/guardian if the child is still in the center at pick up time.

⇒ If parent/guardian cannot be reached within 15 minutes after scheduled pick up time, all numbers on the Child Information Record (emergency card) will be called.

⇒ If no one can be reached within 30 minutes after scheduled pick up time, then the local law enforcement agency will be contacted.

⇒ If anyone who comes to pick up a child, appears to be under the influence of drugs or alcohol, the child will not be released to that individual/parent. BHK will contact law enforcement.

⇒ A late fee will be charged for each child picked up beyond a child's scheduled hours; $5 for up to 15 minutes late; $10 for 15-30 minutes late; $25 for more than 30 minutes late. The following fees will be assessed after the 2nd time the child has been picked up late: $15 for up to 15 minutes late; $30 for 15-30 minutes late; and $50 for more than 30 minutes late.

Dressed and Ready for School

Your child will be going outside to play every day (weather permitting) and learning self-help skills. Please dress your child in comfortable clothing that is suitable for active play inside and outdoors. Your child will need to wear a pair of closed-toe shoes to school every day. Please provide your child with a set of seasonally appropriate clothing to leave at school in case clothing is soiled or wet. If you are able to, please provide an extra set of shoes that can remain at school. Provide outdoor clothing appropriate to weather (e.g. jacket, boots, hat, mittens and snow pants) every day. A backpack is necessary to transport items to and from school.

Ratio

The center-based programs follows teacher-to-child ratios based on the age of enrolled children. Infant/Toddler ratio: 1 teacher to 4 children, Preschool ratio: 1 teacher to 10 children.

Parent-Teacher Conferences

Parent-Teacher Conferences are designed to enhance the knowledge and understanding of both staff and parents of the child's education and developmental progress along with activities in the program. Parent-Teacher Conferences are usually scheduled twice a year, but may be scheduled at different times depending on the needs of the family.

Home Visits

A minimum of two home visits, per program year for each family, are conducted to engage parents/legal guardians in their child's learning and development and support family well-being.

Communications

⇒ **Website:** Learn about BHK, resources, current events, cancellations and notifications at www.bhkfirst.org

⇒ **Facebook:** Get up-to-date information about BHK programs, activities and community events. Visit the BHK Facebook page today!

http://www.facebook.com/BHKChildDevelopment

⇒ **COR Family Communications:** Classroom weekly newsletters notify parents of classroom learning objectives, and encourage activities/ideas to extend learning focus at home. The newsletters will be sent home electronically, and paper notices will be sent home in a Communicator Folder. You can use this folder to send information back and forth from home to school . We ask all families to use this communication system to stay informed of school events, and closings.

⇒ **Daily Sheets (Infant/Toddler):** Parents receive a record of their child's food intake, sleeping, elimination patterns, developmental milestones, and any changes in the child's usual behavior.

Infant/Toddler Daily Routine

Very young children (6 weeks to age 3 years) learn and grow best through close relationships with consistent adults who learn their particular needs and other non-verbal language, through repeated experiences with them. This primary caregiver practice ensures that each child has a person who is there a majority of the time on most days, and each parent has a primary contact. The primary caregiver gets to know your child's likes and dislikes, abilities and needs, and is reliably present for most of the important moments to nurture and play with your child. BHK's infant/toddler center-based education uses the *HighScope Curriculum*. *HighScope* believes in a 'predictable yet flexible' daily schedule for this age group. The daily routine is tailored to fit the needs of each group.

Greeting/Arrival: As children arrive at the center, they are greeted warmly by their teacher. This routine provides reassurance to infants and toddlers that they will be safe and in trustworthy hands until their family's return.

Breakfast: Adults and children prepare for the day by eating a nutritious meal served in a relaxed family-style setting which encourages social interaction and self-help skills. Adults and children participate in oral health activities after meals, such as brushing their teeth or swishing water in their mouths.

Choice Time: Infants and toddlers are invited to investigate and interact with peers and caregivers as they explore new materials in their environment. Children are encouraged to participate in developmentally appropriate activities that are based on their personal interests.

Outside Time: During outside time, children are able to observe and connect with new sensory experiences while moving freely at their own pace and level of interest.

Group Time: This caregiver-initiated part of the day allows for children to voluntarily engage in active learning through musical activities, art, and sensory play.

Lunch: Adults and children eat together in a relaxed family-style setting which allows them to continue their journey toward independent eating. Adults and older toddlers clean up together. Adults help children make choices about their clean-up work.

Rest Time: Children sleep or rest quietly on individual cots, mats, or cribs. Teachers provide quiet activities for children who choose not to sleep. Rest time for infants is on demand.

Snack: Adults and children enjoy a nourishing snack together as they transition into afternoon activities.

Group Time: Caregivers invite children to participate in activities that promote active learning through musical activities, art, and sensory play.

Storytime : Children and adults come together for an interactive Storytime.

Departure: Caregivers give friendly goodbyes and well-wishes as children reunite with their families.

Preschool Daily Routine

Following a consistent routine each day gives children the sense of security they need to make choices and take risks, which opens the door to exciting learning opportunities. The following components are always included in the routine, although the length and order of the segments vary with each classroom.

Greeting/Message Board: Message boards and greeting activities provide a welcoming transition from home to school. Teachers and children use the "Wish You Well" routine together.

Meal Times/Oral Health: Adults and children eat a nutritious meal served in a relaxed family-style setting which fosters social interaction and self-help skills. Adults and children brush their teeth, or swish their mouth with water, as oral health activities after meals.

Large Group Time: Children and adults participate in singing, movement experiences, and reenacting stories. Adults introduce the activities while the children make choices about the songs, movements, and take on leadership roles. Children participate at their developmental level.

Small Group Time: Adults plan the learning experience based on the children's interests and developmental level. Children explore and experiment with materials introduced by adults for a particular purpose. Adults observe and interact with children using materials and encourage peer interaction.

Planning: Adults plan activities using props to engage children in the planning process. Children choose areas to work in; connecting their interests with purposeful actions.

Work Time: Children are free to move from one area to another to carry out their plans. Children use materials and interact with peers. Adults observe children and enter activities as partners in play. Adults encourage thinking, reasoning, and assist children with conflict resolution.

Clean-up Time: Adults and children clean up together. Adults help children make choices about their clean-up work.

Recall Time: Adults and children meet with the same small groups with whom they planned, to share and discuss what they did and learned during worktime.

Outdoor Time: During physical, vigorous play outdoors, children interact with their natural surroundings, use all of their large muscles, and engage socially with their peers. Adults support, interact, observe, and enter into children's activities as partners in their play. Adults provide large motor activities indoors in the event of inclement weather.

Rest Time: Children sleep or rest quietly on individual cots or mats for up to one hour. Teachers provide quiet activities for children who choose not to sleep.

Read Aloud/Lessons: Children and adults come together for interactive stories and lessons.

Dismissal: Adults encourage children's independence while they pack their backpacks and dress to go outside, prior to dismissal.

Screening

Expectant Families

The expectant parent completes the Pregnancy Education & Support (PEAS) Pop Quiz, upon enrollment. This screening tool allows staff to obtain information about the expectant mothers' knowledge and provides a basis for individualized education.

Infants/Toddlers/Preschoolers

Within 45 days of entry into BHK, staff will complete or obtain age-appropriate developmental, sensory, and behavioral screenings, including an age-appropriate social-emotional assessment such as the Devereux Early Childhood Assessment (DECA). Results will be documented on the Parent Results Form and discussed with families during a home visit or parent-teacher conference, along with strategies to support the child's social-emotional development and protective factors.

Assessment

Teachers and parents make ongoing observations during activities in the classroom and at home as children play, build, explore, pretend, move to music, plan, solve problems, converse and make friends. Teachers use these observations to plan individualized children's activities according to their interests, to assess children's development, and to communicate their accomplishments. Your child's teacher will share the Child Observation Record (COR) report with you at least three times per year. BHK staff use several tools to record, track and share children's learning, growth, and development.

Curriculum

Center-Based

Infant/toddler and preschool center-based classrooms use the *HighScope Curriculum*. The curriculum has a set of teaching practices for adults, and curriculum content in all school readiness areas, with key developmental indicators (KDIs) for children. *HighScope's* training model and program assessment helps adults use the curriculum to support children's development. Teachers provide a wide variety of materials and plan experiences that build on children's interests, encourage independent thinking, initiative, and creativity. Teachers organize the classroom into interest areas; create a consistent, predictable daily routine**;** and interact with children in a warm and supportive manner. Children gain knowledge and skills in important content areas including language and literacy, creative representation, movement and music, math, science, and social/emotional learning.

Home-Based

The *Parents as Teachers Curriculum (PAT)* is implemented for the home-based, prenatal-3, education services and playgroups. This research-based curriculum is used by PAT certified parent educators, to provide age-appropriate information to parents, and help them lay a solid foundation for their children's school and life success. The curriculum covers all domains of development, emphasizes increasing parent's knowledge of child development, and focuses on parent-child activities that foster child development. Teachers provide a wide variety of materials and plan experiences that build on children's interests and expand their learning. PAT provides highly individualized lessons with a strong parent involvement and education component.

Parent Education

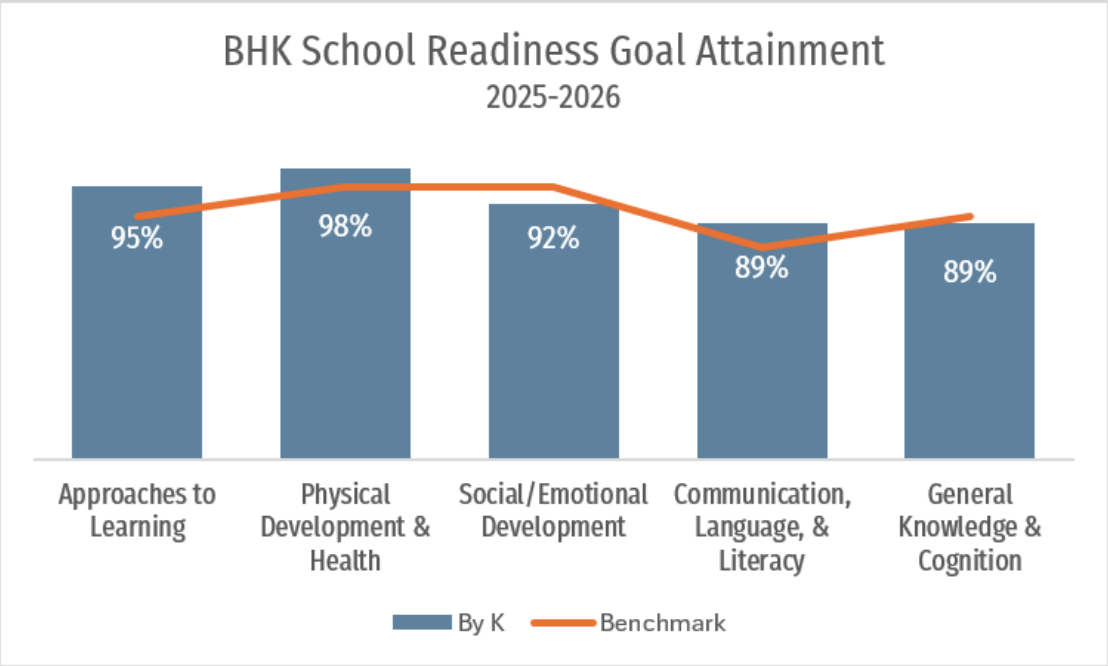
Along with the PAT curriculum, BHK uses the research-based parenting curriculum, *Conscious Discipline,* to plan and implement parent education classes for children ages birth through 5. Parent education classes are held at least 3 times a year, regionally. Elements of the Conscious Discipline curriculum are present in each classroom.

School Readiness

BHK is committed to supporting all learners as they build independence, creativity, problem-solving, and academic skills. Educators ignite learning by promoting language and reading development, social experiences, and early math and science concepts in a safe and healthy play-based environment.

BHK's School Readiness Goals for Children:

- Demonstrate an eagerness to learn
- Grow in independence
- Develop and display positive social relationships and self-regulation, and a strong identity
- Be engaged literacy learners, communicating their needs and thoughts
- Demonstrate an active role in learning



BHK's Parent and Family Goals:

⇒ Improve family well-being

⇒ Excite children to learn

⇒ Increase parent knowledge of child development

⇒ Connect to community

⇒ Enhance parent-child relationships

Health Services

BHK health policies reflect the reality that a child must be healthy to learn. Early health habits including preventative care, nutrition, oral health, exercise, and motor development, are important to young children's learning and lifelong healthy living. In partnership with parents and guardians, staff and health professionals link families to ongoing and follow up care, to meet their health needs. BHK is a strong supporter of the UDSA's Special Supplemental Nutrition Program for Women, Infants, and Children, also known as **WIC**. If your family isn't receiving WIC and you are interested in learning more about applying for the program, please contact your child's teacher or home visitor for more information.

Physical Exam

BHK partners with parents, to ensure children receive the recommended well-child exams according to the Michigan Early and Periodic Screening Diagnosis and Treatment (EPSDT) schedule, to comply with state and federal regulations.

A record of a current physical exam must be on file with BHK, prior to entry into the classroom.

Oral Health

BHK promotes, facilitates, and monitors, oral health preventative care, treatment, and follow-up, for all enrolled children. Enrolled children must have an Oral Health Assessment completed by an oral health professional, including an examination of teeth, cleaning, and restorative treatment if necessary.

Illness or Injury

In the event of an illness, accident, or injury involving your child, first aid will be administered and the parent/guardian shall be notified immediately (see page 14 of handbook for details of emergency response). For this reason, it is very important that BHK has an accurate and complete Child Information Record (Emergency card) on file.

Medications

All medications require clear, accurate instructions, and medical confirmation of the need for a medication to be given while the child is in a BHK setting. Prescription medications can often be timed to be given at home, which is strongly encouraged. Prescription medications must be in the original container with pharmacy label.

Mental Health

The goal of the mental health service area is to be proactive in early identification and intervention strategies that will help a child be successful. Mental health services include, but are not limited to: crisis intervention; individual and class observations; parent, teacher, or group consultations; staff development and trainings; and referrals to community agencies.

BHK Supports Breastfeeding and Lactation Areas

Primary Caregivers and Home-Based Educators provide all enrolled pregnant women with detailed resources on the importance of breastfeeding. BHK provides private lactation areas with comfortable chairs, a water source for clean up, and a refrigerator for milk/formula storage for families who plan to breastfeed their infants.

Communicable Disease, Illness, and Exclusion Policy

Parents or guardians will be notified when their child has a symptom that requires exclusion from the center. A separate quiet area will be provided for a child who appears to be sick or injured. You, or your emergency contact, will be required to pick up your child immediately upon notification of your child's illness. Reasons for exclusion are described below.

◊ The illness prevents the child from participating comfortably in activities (including outdoor play)

◊ The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children

◊ An acute change in behavior: this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash

◊ Fever: Axillary (armpit) temperature above 100.4°F or above with behavioral changes, other symptoms of illness, or rash

◊ Blood or mucus in the stools not explained by dietary change, medication, or hard stools

◊ Vomiting: More than 2 episodes in the previous 24 hours

◊ Abdominal pain that continues for more than 2 hrs., or intermittent pain associated fever or symptoms of illness

◊ Diarrhea: Two or more episodes where stools cannot be contained in diaper, or causing soiled clothing, and is not due to change in diet

◊ Mouth sores with drooling, unless the child's primary care provider determines that the child is non-infectious

◊ Rash with fever or behavioral changes

◊ Any Reportable Communicable Disease defined by the Michigan Department of Community Health

◊ Or have any symptoms of prevalent communicable disease(s)

Smoke and Vape Free Environment

Smoking is not allowed in any building, on any grounds, or in any vehicle owned by BHK.

No Weapons

BHK recognizes the importance of preserving a safe environment for children, employees, volunteers and families. BHK will strictly enforce the necessary disciplinary consequences resulting from the use, or possession, of weapons on program property. Children's property may be inspected at any time when at BHK programs.

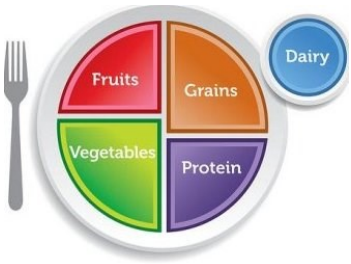
Pest Management Policy

BHK utilizes an Integrated Pest Management (IPM) approach to control pests. IPM utilizes all suitable techniques with the intent of preventing pests from reaching unacceptable levels, or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. Chemical controls may also be utilized, but are not common. Parents are notified in advance if it is necessary to apply chemical pesticides or insecticides. Center staff will post a notification at the entrance of the building, and either distribute the notice to you by hand or place it in your child's backpack, mailbox, or Kaymbu.

Nutrition
BHK is dedicated to promoting children's health. Providing nutritious and satisfying foods is one way to help maintain children's health. BHK provides good quality, nutritious meals, with an emphasis on maximizing whole grains, fresh fruits and vegetables. Parent feedback regarding menu's is encouraged. Efforts are made to accommodate suggestions as long as they are within the federal guidelines. Variety is encouraged so that children may try new items. Children under 12 months receive either formula or breast milk according to parent preference. Mealtimes are a good time to socialize and talk about where foods come from and their nutritional value, the food groups (milk, meat/meat alternative, vegetables, fruits and grains), and to reinforce healthy habits, including dental hygiene.

BHK is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides reimbursement to child care centers for nutritious meals, and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE). Through the Child and Adult Care Food Program, you can be assured that your child is getting balanced, nutritious meals, and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

Meals and snacks must meet the USDA meal pattern requirements. USDA meal patterns are available from your child's teacher.



BHK has a **NO FOOD BROUGHT IN FROM THE OUTSIDE** policy.

BHK serves safe and healthy meals and snacks, and staff members model healthy eating behaviors throughout the day. Please help support our healthy school environment by **NOT** bringing food into the classrooms for children to share.

BHK's **PARENT PROVIDED FOOD POLICY** allows parents to provide food items from home to meet their child's food plan as long as items meet the Child and Adult Food Program guidelines. If you would like to provide food from home you must complete a Parent Provided Food Agreement. Please contact your child's teacher, or the BHK Health Services Director, for further instruction on the Parent Provided Food Agreement.

Non-Discrimination Statement
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.
This institution is an equal opportunity provider.

Transitions

Supporting parents as they advocate for their children is critical to school success. Transition is a series of activities designed to help children move from one setting or situation to another. BHK staff work with parents, children, and other service providers, as children transition. The goal is to make transitions, for children and families, as successful and positive as possible through strong communication and collaboration.

BHK implements a transition plan for every child. When a child is determined eligible and developmentally ready, they will transition to Head Start as soon as possible after the child's third birthday. The child may be permitted to remain in Early Head Start for up to 3 additional months following the child's 3rd birthday, if necessary, for an appropriate transition.

Disability Services

BHK provides developmental screenings and ongoing assessments of enrolled children. The areas assessed include communication, gross and fine motor, personal-social, and problem solving. If a concern is noted, your child's teacher will provide educational activities in these areas and provide you with the tools necessary to support development in the home setting.

Infants and Toddlers

If a delay is discovered, your child's teacher will discuss this with you, and if agreed, make a referral to a local early intervention program for a full evaluation. If your child is found eligible to receive Early On services, an Individualized Family Service Plan (IFSP) will provide a framework for goal setting, defining additional support or service providers (occupational, physical, or speech therapy) needed, and set timelines to support your child's growth and learning. The IFSP involves your family, your child's teacher, and service providers.

Preschool

If your child qualifies for Special Education services, an Individual Education Plan (IEP) is developed. The Special Education support services provided to your child, are based on your child's IEP, which is developed with your family, your child's teacher, and the Copper Country Intermediate School District (CCISD). BHK educators individualize learning experiences to meet your child's education goals mentioned in their IEP.

Engaging Families

At BHK, we recognize that parents are their children's lifelong educators and vital partners in the educational journey. Our goal is to encourage, support, and provide opportunities for parents to engage actively in their child's education and school family. BHK works with families to build relationships and create a personalized plan that supports family well-being. Together, we identify your strengths, goals, and needs, and connect you with resources to help you reach your goals.

Personal Safety, Weapon Safety, and Child Protection

The research-based *SECOND STEP; Child Protection Unit for Early Learning* and *SECOND STEP; Social Emotional Skills for Early Learning* provide engaging lessons and activities that teach essential social skills such as problem solving, emotion management, impulse control, and empathy for preschool students. The curriculum also explains what to do in the presence of firearms or other weapons.

Safe Sleep Practices to Reduce the Risk of Sudden Infant Death Syndrome (SIDS)

- Always place babies to sleep on their backs during naps, and at nighttime
- Place your baby in a safety-approved crib, with a firm mattress, and well-fitting sheet
- Toys and other soft bedding, including fluffy blankets and pillows, should not be placed in the crib with the baby
- Place your baby on their tummy to play, and on back to sleep

Shaken Baby Syndrome: Please Don't Shake Them, You Might Break Them

Knowing what to do to prevent Shaken Baby Syndrome (also known as Abusive Head Trauma) is important.

For more information of ways to calm a crying baby, talk to your Primary Caregiver, Home Visitor or visit www.healthychildren.org and search for 'soothing a crying baby'.

Consequences of Smoking and Secondhand Smoke

Smoking and secondhand smoke pose serious health risks, particularly for children. Smoking can lead to numerous health issues, including heart disease, respiratory illnesses, and various cancers. It also affects fertility and can cause complications during pregnancy. Secondhand smoke is equally dangerous, increasing the risk of respiratory infections, asthma, and sudden infant death syndrome (SIDS) in children.

The Effects of Lead

Lead poisoning is a serious health concern, especially for young children, as it can cause developmental delays, learning difficulties, and behavioral issues. Lead exposure often comes from old paint, contaminated soil, and household dust. Even small amounts of lead can be harmful, so it's essential to prevent exposure by maintaining a clean, dust-free home, ensuring children wash their hands regularly, and testing your home for lead if it was built before 1978.

Under Michigan legislation, known as the Filter First Clean Drinking Water Access Act (2023 PA 154), schools must develop a drinking water management plan, install lead-reducing filters on all drinking water fixtures and test their filtered water every two years.

BHK Child Development has implemented this act by ensuring that all water consumed by children is filtered. In June 2025, we started our Drinking Water Management Plan, documenting when filters/ cartridges have been changed.

School Bus Safety

- Stand at least 10 feet or 5 giant steps away from the road while waiting for the bus.
- Never run, push, or shove near the bus.
- Wait until the bus has stopped and the door opens before stepping near the bus.
- Cross in front of the bus at least 10 steps away.
- NEVER walk behind the bus.
- Always hold the handrail getting on & off the bus.
- Tell the driver if something drops near the bus; never bend down near or under the bus.
- When on the bus, find a seat, sit down, and buckle up.
- Keep aisles clear.
- Backpacks are placed in secure location on the bus.

Transporting Preschoolers

A BHK bus will only operate if there is a driver and a monitor on the route. The bus will only wait for one minute at each stop. Bus drivers receive annual training that prepares them for emergencies, administering first aid, and transporting children to and from programs safely. Bus monitors, acting as the second adult on the bus, receive hands-on training on child seat restraints, entering and exiting the bus safely, responding to emergencies, and evacuation procedures.

Emergency Procedures

BHK has developed emergency/evacuation procedures for **FIRE, TORNADO, BUS**, and other **EMERGENCIES**. Drills are conducted throughout the year and all children learn and practice the appropriate procedures for each type of emergency. With appropriate preparation and training, children will learn to react in a well-organized and safe manner. For additional safety, BHK centers are locked. Parents and guardians can ring the doorbell or call the center to obtain entry.

Vehicle and Pedestrian Safety

- Learn and obey traffic signals.
- Cross the street at corners. Cross with grown-up until age 10.
- Never run out between parked cars or in the middle of the block
- Always look LEFT, RIGHT, and then LEFT again before crossing the street or driveway.
- Always use the sidewalk. If no sidewalks, walk on far left, facing traffic.
- Always watch for cars.
- Play in safe places away from streets.

Car Seat Safety

According to updated laws as of April 2025, children must be secured in a car seat that is appropriate for their weight and height as indicated by the car seat's manufacturer. **Infant to two years:** A child must be in a rear-facing car seat until they reach the maximum weight or height allowed by the car seat's manufacturer or the child is 2 years old.
Two to five years: The child can then move into a forward-facing car seat until they reach the maximum weight or height allowed by the car seat's manufacturer or the child is 5 years old. **Five to eight years:** The child can then move to a belt-positioning booster seat using a lap and shoulder belt until they are 4' 9" or 8 years old.
All children under thirteen years: Children under the age of 13 must ride in the rear seat of a vehicle, if the vehicle has one available.

IMPORTANT NOTICE FOR PARENTS
Please keep your child's *Child Information Record* complete and current.
The form provides BHK staff with information of who to contact in the event of illness or emergency and provides authorization to seek emergency medical care if necessary.

SERIOUS ACCIDENT/ILLNESS/INJURY PROCEDURE

1. Remain calm and reassure child.
2. The staff member who witnessed the emergency remains with the injured child and provides the necessary first aid until medical personnel arrive.
3. The other staff member:
   - Calls 911 if the situation is life threatening, or the Poison Control Center if a poison emergency (1-800-222-1222). Give all information slowly and clearly. Wait for the other party to hang up.
   - Calls the parent/guardian or emergency contact.
   - Calls administrative office to dispatch second staff member
4. **DO NOT** move a severely injured, or ill person, except to save a life.
5. **DO NOT** give any medication unless authorized by the Poison Control Center, by a physician (in writing).
6. The staff who witnessed the emergency will take the Child Information Record and accompany the child to the hospital. Staff will remain with the child until the parent or emergency contact person arrives.
7. Call BHK's Health and Safety Compliance Coordinator at (906) 487-6600 ext. 61422 to report the emergency ASAP and complete an incident report.

If you have an emergency, always call 911

DENTAL EMERGENCY

Bitten Tongue or Lip

1. Attempt to calm the child.
2. Apply direct pressure to area with sterile gauze until bleeding stops. If cut is large or deep, or if bleeding does not stop within 10 minutes, contact parent/guardian or emergency contact to obtain immediate dental/medical attention for the child.
3. Wash the affected area with clean water.
4. Apply a cold compress to face to minimize swelling.

Broken, Loose or Knocked-Out Tooth

1. Apply direct pressure to area with sterile gauze until bleeding stops.
2. Wash affected area with clean water.
3. Contact parent or emergency contact to obtain immediate dental/medical attention for the child and save the tooth.

- IF tooth is loose- have child bite down on a piece of gauze.
- IF tooth is knocked-out and dirty- hold tooth by chewing surface (not root) and rinse with milk or water. Put tooth in cup of milk or clean water to transport to dentist. **DO NOT** put tooth back into socket.

4. Apply cold compress to face to minimize swelling.
5. Call BHK's Health and Safety Compliance Coordinator at (906) 487-6600 ext. 61422 to report the emergency ASAP and complete an incident report.

Family Engagement and Volunteer Opportunities

BHK's programs are required to have a certain amount of volunteer effort (called In-Kind) to continue to receive funding. Each volunteer is asked to complete an In-Kind Form to document the volunteer activity, date, and total volunteer hours. A volunteer is an unpaid person who is trained to assist in implementing ongoing program activities under the supervision of a staff person in areas such as health, education, nutrition and management.

1. Parent Group Leaders (Officers):
- Facilitate center meetings
- Assist in planning of Family Engagement Events
- Inform parents about Family Engagement Events and encourage attendance and participation
- Help teachers make phone calls when needed (When welcoming new families or spreading important information)
- Coordinate parent volunteer opportunities in the classroom and for field trips

2. Family Leadership Council Members (Parent/Policy Council):
- Council representatives are approved at the center meeting annually by democratic vote
- Join committees within council (Executive, Parent, Family & Community Engagement/Early Childhood Advisory, and Health Advisory)
- Discuss issues, receive agency updates, participate in program planning and decision making
- Participate in meetings with center reports including any updates, comments, and questions/ concerns
- Attend Family Engagement Events to provide updates to parents

3. Classroom Volunteers:
- Volunteer during outside time, work with teachers to explore possibilities
- Help teachers prepare activities from home
- Provide videos of yourself reading, or completing an activity, to be shown in class
- Support, observe, interact, and enter into children's activities as partners in play
- Serve meals, snack, and/or eat with the children
- Sharing talents in the classrooms or center

4. Bus Volunteers: (BHK buses will not operate if there is no volunteer)
- Each BHK preschool parent is encouraged to ride the bus
- Volunteers must complete BHK's Bus Monitor Training

5. At-home Activities:
- School Readiness Activities- e.g. counting, exploring outdoors, playing ball, reading, Rhyme of the Week, zipping, singing, painting, etc.

6. Community Involvement Opportunities
- Member of The Treehouse Family Resources Parent Advisory Council
- Member of School Readiness Advisory Workgroup

All BHK Volunteers complete a Volunteer Code of Conduct/Screening Form prior to volunteering, and have clearance from the Public Sex Offender Registry.

Honoring All Families

While BHK does not endorse or promote any particular holiday, child-initiated conversations, play, and activities related to holidays will be supported by our education staff. Family members are encouraged to share their family traditions, and education staff will develop plans on how to address birthdays in their classrooms.

Child Abuse and Neglect

Michigan recognizes four types of maltreatment:

1. Physical Abuse
2. Neglect
3. Sexual Abuse
4. Emotional Abuse

Any BHK employee who witnesses, suspects, or has knowledge of, an incident involving a BHK enrolled child who may be a victim of maltreatment listed above, is *required by law* to immediately report this information to the Department of Health and Human Services Centralized Intake at (855) 444-3911.

Family Engagement Events

Family Engagement Events are held regularly for all BHK enrolled families, emphasizing the importance of building a strong school family. These events include parent-child activities planned by parents and teachers with an educational focus and the goal of family engagement.

Family engagement events will be conducted by classroom, with opportunities for center-wide events to foster a sense of community. Family Engagement Event funds are available to each regional group, intended for parent activities, and each group chooses how to use their funds. By participating in these events, families contribute to creating a supportive and inclusive school family that enhances the educational experience for all.

Family Support

BHK's Family Support Specialists are available regionally, and help families identify their strengths and available resources to work toward their goals for their children's development and the family's well-being. They also help families identify resources that may be available in their networks, neighborhood, or community; these may include parent-led organizations and resources centers.

Family Support Specialists do not become involved in custody disputes or provide legal advice. They may, however, provide families with information about and referrals to community resources that may offer legal guidance, advocacy, or other support related to custody matters.

Confidentiality

BHK protects each parent's/legal guardian's fundamental right to privacy and confidentiality. All records of children/families served by the Agency, are confidential and maintained in secure closed files. Only authorized staff are permitted to access these files. When necessary, child and family information will be shared with outside agencies/authorities, with the written consent of the parent/legal guardian of the child (except in cases of child abuse or court subpoena).

Prior to, and as a precondition for volunteering, parents and community volunteers must agree in writing to follow the agency's confidentiality policy, which states that individuals will not reveal, divulge, or publicize any matters dealing with BHK. Staff, volunteers, and consultants are prohibited from utilizing social media to post any personally identifiable information related to children, families, and co-workers.

Individuals will respect and safeguard the confidentiality of the people we serve, our staff, and other volunteers. Any action resulting from a breach of confidentiality, may be subject to disciplinary measures.

To protect confidentiality and promote meaningful family engagement, parents/guardians are asked to limit cellphone use while in classrooms, particularly during arrival and departure. These times provide important opportunities for teachers to engage with parents/guardians, share information, and check in on child and family well-being.

Discipline Policy

A consistent daily routine within a well-organized classroom provides predictability to help children transition from one activity to another. BHK requires the use of positive methods of discipline. Physical or emotional punishment may not be used with children. Adults introduce and use conflict resolution to help children solve problems. Details of how to be safe, respectful and responsible are provided at age appropriate levels through the lessons on universal expectations. Adults have a responsibility to model the behaviors we expect from children on how to: **B**e Responsible, **H**ave Respect and **K**eep safe.

Compliments and Feedback

Feedback and compliments are welcome and necessary. Feel free to compliment staff, volunteers, Family Leadership Council members, and Board members directly. If you have a complaint, discuss it first with the person who can best address it, usually your child's teacher. We strive to resolve issues at the lowest level of authority with minimal disruption. If the issue remains unresolved after multiple attempts, parents should submit a written complaint to the staff member's supervisor, who will meet with the involved parties to address the matter.

The hierarchy of authority to resolve parent and/or community grievances is as follows:

- Originator and involved staff person
- Education Site Supervisor (ESS)
- Assistant Director
- Family Leadership Council Representative
- Head Start Director
- Executive Director
- BHK's Board of Directors

Grievances alleging criminal acts or immediate danger to children are dealt with immediately by program officials and other authorities as appropriate. All discussions are kept confidential. No anonymous complaints will be accepted or considered.

Additional Resources

Nutrition

realfood.gov

Supplemental Nutrition Assistance Program

WIC Benefits

Breastfeeding Support

Navigating Healthcare Systems

Local Health Resource Listings

How to get Health Insurance

Children's Health Insurance Program

Oral Health Resources for Families

Family Engagement

Family Leadership Council (Policy Council)

Conscious Discipline Free Resources

Volunteer at BHK

Talking is Teaching