

Family Handbook revised 8.1.21

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Our Mission

Our mission is to prepare your child for a global and compassionate future by providing:

- Small learning groups
- Customized academics
- Challenging lessons
- Advanced math and technology
- Hands-on activities
- All kinds of diversity

Communication

- Contact us in the office between 7:45 am and 4:30 pm.
- Our emails are our first initial, our last name, @eaglecreekacademy.com.
- You will find our names and pictures on the “Our Team” pages on our website.
- During the school year:
 - Contact your child’s teachers through the free app called Seesaw.
 - If your children are older, check their Google accounts for homework.
 - We have a Meet and Greet the Thursday before school starts.
 - We have Parent Teacher Night in early September.
 - K-5 teachers write report cards four times.
 - Preschool and Young Fives teachers write report cards two times.
 - All teachers offer Parent Conferences three times.

Ratios

- For three-year-olds, each teacher has a maximum of 10 children.
- For four-year-olds, each teacher has a maximum of 12 children.
- For Young Fives, each teacher has a maximum of 12 children.
- For kindergarten to 5th grade, we usually have one teacher for every 10 to 16 children.

Required Forms

- **Anaphylaxis Emergency Action Plan**
 - Submit this form annually if your child has an allergy which may require an Epi-pen or Auvi-Q. The form must be signed by your child's doctor.
 - You must turn in the form and the Epi-pen or Auvi-Q (which will stay at school) before your child may attend.
 - This form is available on the "Forms" page on our website.
- **Medical Action Plan**
 - Submit this form annually if your child has a medical situation. The form must be signed by you, your child's doctor, and the school.
 - Do not do both the Anaphylaxis Emergency Action Plan and the Medical Action Plan. Choose one.
 - Depending on your child's needs, you may also need to organize a nurse to train our staff.
 - You must turn in the form and the medicine (and we must have completed any necessary training) before your child may attend.
 - This form is available on the "Forms" page on our website.
- **Health Appraisal**
 - For summer tutoring, this form is not required.
 - For summer camp, this form is required for children who are 3 years old, 4 years old, or new to Eagle Creek AND who will be enrolled for longer than 30 days throughout the summer.
 - During the school year, this form is for children who are 3 years old, 4 years old, or new to Eagle Creek.
 - Submit this form annually. If your child is up-to-date on shots and well visits, your doctor will probably complete the form without an appointment. The hearing section is not required. The vision section is required only if your child is new to Eagle Creek and starting kindergarten; your child's pediatrician will probably sign this part.
 - Children may not attend school without this form.
 - This form is available on the "Forms" page on our website.
 - If you do not immunize your children, please obtain a waiver and submit it to Eagle Creek before your child's first day. For more info, call 800-848-5533 or visit <https://www.oakgov.com/health/services/disease-prevention/immunizations/Pages/rule-change.aspx>.

Required Forms (School Year Only)

- **Records Request**
 - This form is for children who are new to Eagle Creek and entering grades 1 to 5. Please sign it and give it to us. We will submit it to your child's previous school.
 - This form is available on the "Forms" page on our website.
- **Permission to Walk Out Unsupervised at Dismissal Time**
 - When you enrolled online, you had the option to give your K-5 child permission to walk out unsupervised at dismissal time.
 - If you would like to change your choice, please send an email to the classroom teacher and the business director saying that you now "rescind" or "give" your K-5 child "permission to walk out unattended at dismissal time." Please include your child's name and the teacher's name.

Calendar

- For summer information, please see the "Summer" pages on our website.

- For school year information, please see the School Calendar on the “Forms” page on our website.

Schedule

- School year
 - 8 to 8:15 Drop-off
 - 8:15 Children should be in their seats working
 - 3:20 School ends
 - 3:20 to 3:35 Pick-up
- Summer camp
 - 8:50 to 9 Drop-off
 - 9 to 3 Camp
 - 3 to 3:10 Pick-up

Extended Care (School Year Only)

- Before-school care starts at 7 a.m.
- After-school care goes until 6 p.m.
- Please refer to the school calendar for days we may close earlier.
- Extended care is available for all ages.
- Only children who sign up for the semester may use it. There is no drop-in.
- Please enter the library to drop off and pick up.

Drop-off and Pick-up

- For summer camp, please drop off and pick up at the classroom door.
- For summer tutoring, we will meet your child at the front doors.
- During the school year:
 - 3- and 4-year-old Preschool
 - Drop off and pick up at the classroom door.
 - Only one adult per family.
 - Please do not enter the classroom.
 - Young Fives
 - Drop off at the front doors. You may use the loop, or you may park in the lot and walk with your child.
 - Pick up at the front doors. Park in the lot and walk to the front doors.
 - K to 5
 - Drop off at the front doors. You may use the loop, or you may park in the lot and walk with your child.
 - To pick up children who do NOT have permission to walk out unsupervised, park in the lot and walk to the front doors.
 - To pick up children who do HAVE permission to walk out unsupervised, your children will walk out the west doors. Use the parking lot.
 - If your family has children in various pick-up categories, the whole family should use the front doors.

The Loop (School Year Only)

- Use the loop to drop off.
- Do not use the loop to pick up.
- Exception at pick-up time: families with infants may drive through the loop. Please let your child’s teacher know. The teacher will wait until all the other children have been picked up and

then walk your student to the front door. You may roll down your window and wave at the teacher to send your student out, or you may get out of your vehicle and meet your student at the front doors.

Parking Lot

Please do not park near the basketball hoops during school hours since we may use that area for outdoor play.

Pick-up People

- If your child does NOT have permission to walk out unsupervised at dismissal time, only the parents, legal guardians, and people listed as pick-up people on the enrollment paperwork may pick up.
- If you want to add a pick-up person, please send an email to the classroom teacher and the business director with your child's name, the authorized person's name, and the authorized person's phone number. State clearly that this person "has permission to pick up my child."
- Be prepared to present valid photo identification every day.
- Our staff is not responsible for assessing the competency or condition of any individual picking up a child.

Safety at Pick-up and Drop-off

- Please do not leave your vehicle unattended in the loop. The fire department may ticket you.
- Loop speed limit is 10 miles per hour.
- No walking or playing inside the loop (near the pond).
- No balls or toys in the front yard.

Tardiness (School Year Only)

- For children in preschool and Young Fives, we do not count tardies or give consequences for being tardy.
- K-5 children must be in their seats working by 8:15 am, or they are tardy.
- Each K-5 child may be tardy two times per semester without consequence. On the third tardy, we will contact you, and we will expect your child to be in a seat working by 7:55 the next morning. On the next tardy, it will be 7:50 am and so on.
- When your child is tardy, please park in the lot and walk your child in. After 8:15, we do not monitor the front porch so we may not know your child is waiting to be let in.

Late Arrivals & Leaving Early (School Year Only)

- If your child will be late for school due to a planned event, such as a dentist appointment, this is considered a late arrival rather than a tardy.
- Children who arrive late or leave early still turn in all assignments and take all planned assessments that day.
- Please email the school secretary and the classroom teacher in advance.
- Please walk in to drop off your child, or come in to pick up.

Absences (School Year Only)

- If your child is absent for up to 3 hours, it is a half-day absence.
- If your child is absent for 3 hours or more, it is a full-day absence.
- Please email the school secretary and the classroom teacher in advance.
- If your child misses 4 or more days per quarter, we may request a parent meeting to discuss possible solutions.
- We do not offer make-up days or reimburse families for days missed.

Family Vacations (School Year Only)

- We discourage time off. Children learn best with uninterrupted study. In addition, since we do a lot of group work, absences may disrupt the class.
- Please make arrangements for school work at least two weeks in advance with your child's teachers.

Fees

- See the website for tuition.
- The registration fee is \$225 per child.
 - It is due the child's first year at Eagle Creek only.
 - It is due the same day as the first tuition payment.
 - Children who attend only in the summer do not pay this fee.
- Late fees
 - If a payment through FACTS is returned unpaid, FACTS may bill you several times, depending on how many times they try to collect.
 - If you pay a bill late, Eagle Creek may charge you \$30 per month until you are current.
- If a hard copy check is returned to Eagle Creek due to insufficient funds, there is a one-time \$25 fee in addition to any late fees.
- We charge \$30 each time you wire money to us.
- If you drop off your children too early, we may ask them to wait in the office until drop-off time and charge you \$1 per minute.
- If you arrive late to pick up your children, we may bill you \$1 per minute per child, even if you contact us to say you will be late.
 - For summer camp, this starts at 3:10.
 - For summer tutoring, this starts 5 minutes after your session ends.
 - During the school year, this starts at 3:35.
- If you do not send enough food, diapers, or wipes, we may use our supplies and bill you for it.
- Books
 - Lost or extra planner or workbook = \$25
 - Lost or damaged library book or leveled reader = \$25
 - Lost or damaged reference book or textbook = \$50 to \$100
- Field trips
 - Families pay for all field trips.
 - Sometimes, we spread the cost of the chaperones' fees across all students. Other times, the chaperones pay for themselves.
 - If a child misses a field trip, in most instances, a refund will not be possible.
- There may be fees for guest speakers, graduation caps, musical recorders, class novels that the children write in and keep, yearbooks, or other incidentals.

Communicable Diseases

- Children with communicable diseases or symptoms of communicable diseases should not come to school or school-sponsored events.
- If we notice symptoms, we may require you to keep your child home from school or come back to pick up.
- Some symptoms of communicable diseases:
 - Red or running eyes
 - Pain or stiffness of neck
 - Headache
 - Sneezing and running nose
 - Persistent and productive cough
 - Sores and crusts
 - Difficult or rapid breathing
 - Skin eruption or rash

- Sore throat
- Swollen or tender glands
- 100* F fever or higher
- Grey, white, dark or tea-colored urine
- Nausea
- Vomiting
- Yellow eyes or skin
- Diarrhea or abdominal pain
- Persistent itching
- Unusual behavior
- If your child has a communicable disease, please email the school secretary with the child's name, the name of the illness, the symptoms, and the dates of the symptoms (especially fever).

COVID-19

Please check the "Health" page on our school website for:

- Symptoms of COVID-19
- Rules on isolating (and returning to school) due to COVID-19
- Other rules due to COVID-19

Health

By enrolling your child at Eagle Creek, you are guaranteeing:

- Your child is up-to-date on all immunizations (or has a waiver) as required by the state of Michigan.
- You will keep your child's immunizations current (or have a waiver) throughout enrollment at Eagle Creek.
- Your child is in good health.
- Your child has no communicable diseases.
- You will not bring your child to Eagle Creek while he has a communicable disease or is showing symptoms of a communicable disease.
- In these situations:
 - If your child's temperature is 100.4 F or above...
 - If your child exhibits symptoms of a contagious disease, including COVID-19...
 - If your child has been in close contact with anyone who has or develops COVID-19 or a similar disease...
 - If anyone in your child's household tests positive with COVID-19...
 - If your child tests positive with COVID-19 or a similar disease...

You will:

- Inform the school secretary immediately through email.
- Follow the guidelines on the document called "When to Stay Home and When to Return to School" which can be found on the "Health" page on our website.
- Follow the school's request to keep your child home longer, if necessary.
- You will leave contact phone numbers through which the school will be able to contact you within 10 minutes.
- If Eagle Creek asks you to take your child home, you will do so immediately (if you are present) or within 30 minutes.

Being Excused from Activities

- If your child has a medical condition that prevents participation, please provide a doctor's note that says what your child cannot do and the dates. For example: "Marcus cannot play in gym class on Thursday." Please give the note to the classroom teacher.
- Children who do not have a doctor's note are expected to participate in all activities.

Medicine at School

- If you would like us to give your child medicine, please:
 - Complete and sign a Request to Administer Medication. The form is on our “Forms” page on our website.
 - A doctor’s signature is not required.
 - Give the form, the medicine, and the dispenser (such as a spoon) to the school secretary.
 - If we already have an Anaphylaxis Emergency Action Plan or a Medical Action Plan, you do not need to submit this form for the same medication.
- If your child needs to store medication at school for the entire summer or the entire school year (such as Benadryl, an EpiPen, or an inhaler), please put the medication in a clear Zip-top bag. Label each item and the bag.
- Over-the-counter medicine must be in the original container and have the following information on the container: expiration date, type of medication, contraindications and warnings. If the container is a bottle, it must have a child-proof lid.
- Prescription medicine must be in a pharmacy container and have the following information on the label: doctor’s name, doctor’s phone number, child’s name, expiration date, type of medication, dosage and instructions, contraindications, warnings, pharmacy name, and pharmacy phone number. If the container is a bottle, it must have a child-proof lid.
- Please check on your child’s supply and the expiration dates. We are not responsible for keeping track of how much medication your child has available or for making sure it is not expired.
- Please be aware that the temperature in the school building may go up and down drastically when the building is closed. Thus, you may want to take your medications home during long weekends or vacations.

Health Management

- Eagle Creek’s staff members have access to your child’s medications:
 - During the regular class day
 - For children who are in before-school care
 - For children who are in after-school care
 - During field trips
 - During clubs or sports that an Eagle Creek staff member is running on campus
- Eagle Creek’s staff members are not responsible for children’s medical situations:
 - During clubs or sports that are supervised or run by someone who is not working for Eagle Creek, even if it is happening on campus
 - During off-campus events (except field trips)
- Eagle Creek does not have a trained nurse and is not responsible for the consequences of administering (or not administering) care or medication.

Protect the Children

- We do not allow smoking, vaping, drugs, alcohol or firearms in the building, on the playground, in the parking lot, on the school grounds, or within 200 feet of our property.
- Eagle Creek asks all employees to sign a document stating that they have never abused or neglected a child; that they know that abuse and neglect are against the law; and that they know that they are mandated by law to report suspected cases.
- Eagle Creek asks any employee who suspects that a child has been neglected or abused to report the specific information to our school principal and the MI Department of Family Services.
- Please read the concussion information that is posted on the “Forms” page on our website.

Playgrounds

- The U.S. Consumer Safety Product Commission (CSPC) recommends that children not wear strings on their clothing or winter gear when on the playground.
- Our playground equipment does not meet all CSPS standards. For example, the CSPC recommends that all swing sets have seat belts, and our swings do not have seat belts. Any parent who enrolls a child at Eagle Creek allows his or her child to play with and on our playground equipment and will not consider the school or its staff negligent or responsible.
- Our Kindergarten play equipment is meant for children who are five years old and up. Any parent who enrolls a child who is not yet five years old in an Eagle Creek Kindergarten program thereby allows his or her child to play with and on our kindergarten playground equipment and will not consider the school or its staff negligent or responsible.

Security: For Children

- Know who is allowed to pick you up.
- Know who is picking you up each day.
- If you are in preschool or Young Fives, walk with an adult whenever you are outside your classroom.
- If you are in grades K through 2, walk with a buddy or a group whenever you are outside your classroom.

Security: For Parents

- Talk to your children about who they are allowed to go home with.
- Tell your children each morning who will be picking them up after school.
- Do not leave your car unattended in the loop.
- Do not bring weapons on school property or to any school-sponsored event, even if you have the proper government permits.
- Do not have weapons in your car when you drive children to and from field trips, even if you have the proper government permits.
- If you see people using our parking lot as a meeting point, rest stop, or place to leave their car, report them to an administrator.
- If you see people you do not know in the school or on the school grounds, report them to an administrator.
- When your child reports a problem at school, tell a teacher or administrator immediately, especially if it involves:
 - Physical contact
 - Physical or emotional aggression
 - Threats
 - Abuse, neglect, molestation
 - Sexual harassment
 - Discrimination
 - Excessive discussions, writing, or images about guns or violence
 - All comments, writing, or images about death or suicide

A Sense of Community

Research shows that the majority of violence in schools is a result of stressed or depressed children. Teaching children that the school is a trusted community goes a long way. Here are some ways to create a sense of community:

- Create strong relationships with the teachers and administrators.
- Avoid making negative comments about the school, school staff, other children, or other families in front of children.
- Volunteer.
- If your child has learning challenges, share them with the staff immediately.

- Teach your child to appreciate and celebrate people of other cultures and religious beliefs.
- Help other families transport their children.
- Attend family events at school.
- Clean up (with your child) after a school event.
- Be a guest speaker.
- Chaperone a field trip.

Teaching Self-confidence

Teaching children to be self-confident helps decrease conflict in schools. Here are some ways to teach self-confidence:

- Understand what positive discipline means. (Google “positive discipline.”)
- Have a specific approach to positive discipline at home. (Read *Love and Logic for Parents or Conscious Discipline*.)
- Share clear expectations with your children.
- Have expectations that meet each child’s age and developmental level (Google “developmentally appropriate practice.”)
- Give your children a specific avenue for expressing concerns to you, such as five minutes before bed every night, or a turn to talk at dinner.
- Teach conflict resolution skills such as listening, repeating what you hear, stating your concern in words, and finding compromise. (Google “conflict resolution.”)
- Teach children to stick up for themselves, their friends, and people who are not their friends.
- Teach your children to tell an adult immediately when another child or adult says or does something worrisome.
- Encourage your children to talk to school staff members.
- Read the school’s Family Handbook with your child, discussing why we have certain rules in a community.
- If an administrator or teacher suggests that you seek outside help, seek it.
- Decrease stress at home.
- Give your children specific compliments for specific actions.
- Give your children concrete awards for kind acts.
- Know the early warning signs of depression in children, and contact a teacher or administrator if you see them.
- Encourage your children’s passions in a concrete way.

Positive Discipline

We create a positive environment by:

- Recognizing good behavior
- Supervising closely
- Reviewing the rules regularly
- Stating the rules in a positive way
- Teaching the pillars of good character
- Teaching children to use words
- Teaching conflict resolution
- Role-playing new or difficult situations
- Redirecting attention
- Offering options
- Offering rewards
- Planning family events
- Teaching the children how to write out and meet their goals

Misconduct

- Eagle Creek Academy prohibits misconduct on school property, at school-sponsored functions, or when using electronic technology.
- We expect children and their families to encourage respect, help create a safe environment, report incidents to the teachers and administrators immediately, communicate openly, and cooperate with consequences.
- Some examples of misconduct are:
 - Disrespect for others
 - Defiance of an adult
 - Fighting, play-fighting, wrestling, pushing, throwing things, inciting a fight
 - Arson, vandalism, damaging property, stealing, gambling
 - Sexual harassment, harassment related to religion, culture, sexual orientation
 - Cheating, copying other peoples' work, plagiarism, forgery
 - Skipping class, leaving school property without permission, excessive tardiness
 - Going into the woods, wetlands, retention pond, parking lot, or valet loop unsupervised
 - Profanity, inappropriate gestures, indecent exposure, public displays of affection
 - False fire alarms, bomb threats
 - Operating a motorized vehicle while under-age or without a permit
 - Being under the influence of alcohol, tobacco or other drugs
 - Possessing, using, concealing, transferring, selling, attempting to sell, or delivering highly caffeinated products, tobacco, alcohol, other drugs; paraphernalia associated with tobacco, alcohol or other drugs; fireworks; explosives; weapons; dangerous objects such as knives; fire-starters such as matches or lighters; pornography; or items with objectionable words or pictures
 - Bullying, hazing, hurting others, threatening to hurt others
 - Physical or emotional aggression
 - Verbal, physical, written or electronic conduct that substantially interferes with (or creates an environment that interferes with) another person's school opportunities, school performance, physical well-being, or psychological well-being
 - Knowledge of a situation of misconduct and not reporting it
 - Retaliation, or threats of retaliation, against individuals who report misconduct

Consequences

- We use consequences to help children grow, prevent recurrent misbehavior, and protect everyone.
- The consequences depend on the nature of the situation, the child's age, the child's developmental level, the child's behavioral history, and the level of parent support.
- Possible consequences include:
 - Verbal reminder
 - Conflict mediation
 - Think sheets
 - Taking away equipment or materials
 - Stopping an activity
 - Reassignment of seat
 - Time away from the group
 - Loss of a privilege
 - Counseling with teacher
 - Behavior contracts which include rewards for acceptable behavior and consequences for unacceptable behavior
 - Parent notification
 - Conference between parent, child and teacher
 - Conference between parent, child and administrator
 - Counseling with administrator

- Requiring child to write a letter
- Confiscation
- Requiring child to pay (or work off payment) for damages
- Completion of community service (in or out of school)
- Recommendation to mental health resources
- Step Plan (escalating consequences, such as loss of privileges, detention, suspension and expulsion)
- Detention
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion
- Referral to law enforcement
- If we are concerned that a child may be concealing a weapon, dangerous item, illegal substance, stolen property, or inappropriate item, we may search his or her belongings, clothing, books, lunch bag, workbooks, notebooks, backpack, locker, and anywhere else.
- We may suspend or expel any child who, in the administration's sole discretion, interferes with the smooth operation of the school. We may also suspend or expel any child whose parent or other family members, in the administration's sole discretion, interfere with the smooth operation of the school.
- We do not allow our staff to hit, shake, bite, pinch, bind, confine, deprive, humiliate, threaten, neglect, abuse, molest or inappropriately touch children. However, our staff may use force for self-defense; to protect property; to prevent children from hurting themselves or others; to prevent children from threatening to hurt themselves or others; or to obtain possession of a suspected weapon or other dangerous object.
- If we cannot meet your child's needs, we may contact you to pick up.

Observations

- Families may not come to lunch or make unscheduled visits.
- Families must make an appointment with the school principal for an observation.
- An observation may last up to 25 minutes.
- Only one person may observe at a time.
- Observers may not use cell phones or any other electronics.
- Observers may not make recordings.
- Observers may not discipline any child (including their own children).
- Observers may not help children (including their own children) with their class work.

No Nuts

- School Year
 - K-5 children may not bring nuts, peanuts, tree nuts or products made with such items.
 - If a child in preschool or Young Fives has a nut, peanut, or tree nut allergy, we may inform you of restrictions for that child's class.
- Summer Camp
 - If a child has a nut, peanut, or tree nut allergy, we may inform you of restrictions for that camp.

Food and Drink

- All children should bring lunch, snacks, and drinks.
- We send leftover food and drink home (or throw it away) each day.
- Children may not bring popcorn, gum, soda, coffee, or any hot drinks.
- No glass containers.
- For health reasons:

- Send items that your child can open independently.
- Send drink containers that children may open without touching the top.
- Prepare food and drink in advance. For example, we will microwave pre-made mac n' cheese, but we will not mix the ingredients.
- Preschool and Young Fives: please label all lunch bags, Tupperware, sippy cups, etc... with the child's full name.

Potty-Training

- Children in summer camps and summer tutoring must be able to use the bathroom completely by themselves.
- During the school year, children in Young Fives, kindergarten and grades 1 to 5 must be able to use the bathroom completely by themselves.
- During the school year, children in preschool do not need to be potty-trained. If your child is potty training:
 - Talk to the teacher to plan a routine.
 - Send disposable pull-ups and wipes in a disposable plastic bag.
 - No plastic pants.
 - No potty seats. We have kid-size toilets.
 - Bring spare undies, pants, and socks.

Nap

- We do not require any child to nap; however, children under five years old always have the opportunity.
- If you have a specific request, please talk to your child's teacher.
- If your child naps or rests, you may bring a small blanket. Please wash it once a week.

Clothing

- We prefer that the children are ready for messy projects and muddy days.
- For all ages, please bring spare pants, shirts, and socks.
- Put spare clothes in disposable plastic bags. Label the clothes and the bags.

Dress Code (School Year Only)

- All children dress in appropriate, neat and clean clothing that fits.
 - No holes, rips, etc...
 - Undergarments must not be visible.
 - Shoelaces must be tied.
 - No sleeveless or tank tops. No showing the midriff.
 - Shorts and skirts must drop no more than 4" above the knee.
 - No sports shorts.
 - No sweat pants, fleece pants, flannel pants, or pajama pants.
 - For children who are potty-training, we are happy to bend this rule a bit. Please talk to your child's teacher.
- Decor on clothing
 - Clothes may have decorations (such as a unicorn or a tractor).
 - Clothes may not have letters, words, sayings, symbols, etc...
 - Clothes may not advertise any company, such as the Gap or a family business.
 - Exceptions:
 - Names and logos for universities and sports teams are okay.
 - Very small logos such as a Nike swoosh or a Polo man are okay.
- Footwear
 - Children should not wear Crocs, flip flops, or flimsy sandals.
 - Sneakers are best.

- Children who cannot tie their shoes independently should wear Velcro.
- Inappropriate clothing
 - There are no warnings.
 - A child who wears inappropriate clothing (and does not have appropriate clothing in the locker) will wait in the office until the family brings appropriate clothing.

Winter Days (School Year Only)

- During Winter Days:
 - Children must wear closed-toe shoes.
 - Children wearing shorts, skirts and dresses must wear warm tights or leggings.
 - Every day, children must have a heavy coat, a hat that covers the ears, gloves or mittens, boots, and snow pants.
- We recommend pull-on boots (with no ties) for younger children.
- Children who do not have the required winter clothing may not be allowed to play outside.

Gym Shoes (School Year Only)

- To protect our gym floors, we require every child to keep a pair of gym shoes at school (to be used in the gym only).
- Children who do not know how to tie their shoes must have Velcro or slip-on gym shoes.
- Please replace these shoes as your children's feet grow.

Topicals

- Please apply sunscreen before drop-off.
- If you would like us to apply sunscreen later in the day, please label the bottle and let the teacher know.
- We do not apply lip balm and bug spray.

Lost & Found

- We throw away or donate all unclaimed items to charity on the first of every month.
- We are not responsible for lost, stolen, thrown away or donated items.

Parties

- We do not allow face paint, masks or weapons.
- Families may not distribute invitations to private parties while at school unless every child in the class is included.
- Families may not give or exchange gifts at school unless every child in the class is included.

Field Trips (School Year Only)

- For children who must sit in a car seat or booster seat, their parents must supply the seat and lock it into place in the driver's vehicle.
- Children must wear seat belts.
- Children may not ride in the front seat unless they are with their parents and their parents allow it.
- Eagle Creek does not reimburse families for tolls, gas, or mileage.
- Even if you are not a chaperone for the event, you may drive your child.
- Children who do not attend a field trip may not stay at school; they must stay home and be considered absent.
- Do not stop anywhere else, such as drug stores, fast food restaurants, gas stations, etc...
- Do not have weapons in your vehicles, even if you have the proper government permits.

Technology

- Allowable Devices

- Children may bring phones, iPads, laptops, Chromebooks, and similar devices.
- Children may not bring gaming devices, gaming consoles, laser pointers, televisions, modems, routers, or similar devices.
- Permissible uses
 - Children should use devices for school work only.
 - Unless approved by a school staff member, children may not listen to music, send text messages, make phone calls, go to Facebook, check personal emails, play personal games, or use devices for any non-school reasons.
 - Exception: during the school year, during before-care and after-care, children may listen to music and play games on their devices.
- Respect
 - Be respectful.
 - This includes turning the volume off, lowering the volume, using headphones, closing the screen, turning off the device, or putting away the device when it would be polite or when asked.
- Privacy & Safety
 - Children should not take their devices into a bathroom or locker room.
 - Families and children should not attempt to bypass, alter, damage, destroy, infiltrate or hack into the school's systems.
 - When your child brings a device to school, your family is giving up some privacy. Thus, we recommend that you keep your family's personal data off all devices that come to school.
 - While at school, children may access the internet. Eagle Creek is not set up to protect the children from all disagreeable content.
 - Families will not consider the school or its staff negligent or responsible for unwanted use of devices or the internet.
- Some inappropriate uses of devices:
 - Cyber-bullying
 - Recording or posting voice, photos, or video of people without written permission
 - Transmitting or viewing offensive materials
 - Downloading or using unauthorized games, programs, files, music, etc...
 - Damaging equipment
 - Sharing or using other peoples' passwords
- Consequences for inappropriate use may include:
 - Asking the child to turn the device off or put it away
 - Limiting the use of the device
 - Confiscating the device
- Families are responsible for all damages, repairs and losses.

Technology (School Year Only)

- Every day, each K-5 child should bring a fully-charged Chromebook in a protective case along with a charger and headphones.
- Please tell the STEM teacher your child's Chromebook password, so we have it when your child forgets it.
- Children should not tell their friends their passwords.
- We may assign Gmail accounts to your children to help with quickly accessing certain educational websites.

Developmental Delays and Special Needs

- Please share your concerns with us. We are eager to work with you.
- You may want to read the document called "Developmental Delays and Learning Disabilities" on the "Forms" page on our website.

- If your child needs speech therapy, occupational therapy, or social work, Rochester Community Schools (RCS) will probably send a specialist to our building to work with your child throughout the school year. The sooner you contact them to organize it, the sooner services will start. Call them at 248-726-3195. If you would like help with the process, let us know.

Licensing

Eagle Creek is licensed by the state of Michigan. Parents may consult the preschool and young fives licensing notebook, which shows licensing reports and action plans for the last 3 to 5 years, in the office during school hours or online at www.michigan.gov/michildcare.

Grades (School Year Only)

- Children in grades 4 and 5 receive grades.
- If a teacher suspects that somebody else (parents, siblings, friends, etc...) has done the work, the teacher may give the child partial or no credit for that assignment.
- A child may receive zero or partial credit for work he did not turn in on time.
- The grading scale is:

A	92-100	B-	80-81	D+	68-69
A-	90-91	C+	78-79	D	62-67
B+	88-89	C	72-77	D-	60-61
B	82-87	C-	70-71		

Discrimination

Eagle Creek does not allow discrimination in the administration of its admission policies, educational policies, scholarship programs, financial aid programs, athletic programs, awards programs, school activities or other privileges. Report all concerns in writing to the principal within forty-eight hours.

Loyalty

- We do not allow children or their families to exchange, trade, or sell personal or business merchandise or services on school property or at school-sponsored events. Please do not hang or distribute flyers.
- Please do not share our class lists or family contact information with any person, business, or entity outside our school community.
- Our staff members are not allowed to tutor, babysit, nanny, chauffeur, clean house, mow grass, snowplow, or do any similar work, paid or unpaid, for any past or current Eagle Creek family. In addition, they cannot refer you to other people or businesses for such services. Doing so is grounds for their dismissal. Please respect their situation.
- Our music teachers give private lessons. You may contact them directly to set up times and payment.
- Our teachers are not allowed to accept gifts of more than \$100 in value from any one family during any one school year. If you would like to give the teachers gifts, please keep this in mind.

Renting Our Building and Grounds

We rent our gym, cafeteria, library, soccer fields and baseball field. If you are planning a birthday party, wedding, baby shower, graduation, card party, sports event, or anything fun, please check the "Rental Our Building" page on our website for information and contact us.

Fundraising

We use money raised through the following programs to purchase items on the Teacher Wish Lists:

- **Pizza Lunch**
 - Families choose pizza lunches on designated days, and Eagle Creek retains any profits. To see the days, refer to the school calendar on the "Forms" page on our website.

- **Loop-a-Thon**
 - Families and friends pledge money to the children for walking, riding their scooters, or riding their bikes around the loop.
- **Amazon**
 - Navigate to Amazon through the “Amazon” page on the Eagle Creek website, and they will donate a percentage of the money you spend to Eagle Creek.
 - To enroll, go to https://smile.amazon.com/gp/chpf/homepage/ref=smi_chpf_redirect/141-8239832-9061014?ie=UTF8&ein=76-0764185&ref_=smi_ext_ch_76-0764185_cl.
- **Kroger**
 - If you have a Kroger card, enroll in the Community Reward Program, so every time you shop, Eagle Creek will get a percentage of the money you spend.
 - To enroll, go to <https://www.kroger.com/i/community/community-rewards>.
- **Rite Aid**
 - Sign up as an Eagle Creek Academy supporter, and Rite Aid will donate money to us based on the number of supporters we have.
 - Also, when you shop, give them your registered phone number, and we will get a percentage of the money you spend.
 - To enroll, go to <https://rxfundraising.com/start/>.
- **Lands End**
 - Use our school code #900114679, and we will receive a percentage of each qualifying clothing purchase.

Volunteering

We love family volunteers. Please ask your child’s teacher about:

- Help children choose library books
- Help children check books out of the library
- Help a teacher decorate a display case
- Be a guest speaker
- Read to the class
- Supervise a center during center time
- Help with a messy science experiment or art project
- During the winter, arrive early to help the preschool children get dressed to go home
- Plan a class holiday party
- Drive for and/or chaperone a field trip
- Help with kindergarten graduation
- Clean up after a school event

Donating

- We appreciate gently used books, toys, electronics, and puzzles.
- We also collect household items for our Maker Space.
- To drop off your donations, please talk to any teacher or the school secretary.
- If you would like a tax donation receipt, please contact our business director with an approximate value. Thank you!

We love your kids!