

Family Handbook

revised 8.23.2020

Dear Eagle Creek families,

One key to a strong relationship between families and school is regular communication. This handbook is one of many ways in which we will communicate with you.

Please note that all sections in this handbook apply to our summer programs and our school-year programs unless otherwise noted.

Also, all items in this handbook are Eagle Creek's rules, whether they are stated as rules, requests, or suggestions. When we make changes, we will send you an email with an updated statement. This handbook and its updates are part of the contract you sign upon enrollment.

Thank you for the opportunity to share in your children's lives. We will do our best to make it a great experience.

Sincerely,
Cathy Hammond
Principal

Communication

- During the summer, we use email to communicate with families.
- During the school year:
 - Our teachers use Seesaw to share private and group messages, updates, photos, videos, and documents.
 - All teachers offer parent conferences three times.
 - Preschool and young fives teachers write report cards two times.
 - K-6 teachers write report cards four times.
 - 3-6 parents may also check their children's Google accounts for homework assignments and teacher assessments.
 - The teachers also write individual progress reports from time to time.
 - Our administrative team sends occasional informational emails.
 - We do Meet the Teacher Night in the fall and Open Houses throughout the year.
- We are always happy to set up private meetings. Just let us know.
- All forms are on our website at <https://www.eaglecreekacademy.com/office-forms.html>.

Contacting Us

Please contact us!

- Cathy Hammond, Principal, chammond@eaglecreekacademy.com, ext. 169
- Kim Kasal, Assistant Principal, kkasal@eaglecreekacademy.com, ext. 161
- Melissa Brown, Business Manager, mbrown@eaglecreekacademy.com, ext. 168
- Jen VanHowe, Secretary, jvanhowe@eaglecreekacademy.com, ext. 162
- Julia Casadei, Rental Manager, jcasadei@eaglecreekacademy.com, ext. 162
- Chris Kulp, IT, ckulp@eaglecreekacademy.com, ext. 139.
- Shelly Karl, Counselor, skarl@eaglecreekacademy.com, ext. 166.

Our Mission

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

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

Ratios

- For three-year-olds, each teacher has a maximum of ten children.
- For four-year-olds, each teacher has a maximum of twelve children.
- For young fives, each teacher has a maximum of twelve children.
- For kindergarten to 6th grade, we usually have one teacher for every sixteen children.

To Enroll

To start the enrollment process for summer camp or summer tutoring, send us an email. To start the enrollment process for the school year, send us an email or submit the application on our website: <https://www.eaglecreekacademy.com/application.html>. When we accept your child, we will send you an email with a link to the FACTS online program where you will complete the info forms, sign the contract, and link your bank account. Please complete the enrollment process within a week, so you do not lose your child's spot.

Health Appraisal

- The Health Appraisal is for children:
 - Who are three years old
 - Who are four years old
 - Who are new to ECA
- If your child has attended ECA in the past, you may not need to submit this form again. Please contact the office to find out.
- This form is due before your child's first day.
- If your child is current on his shots and well visits, your doctor will probably complete the form and return it to you without an appointment.
- The hearing section is not required.
- The vision section is required only when children start kindergarten. Usually, your child's regular pediatrician will sign this part.

Immunizations

- If you do not immunize your children, please follow MI state law to obtain a waiver.
- If the waiver is for medical reasons, your child's doctor must provide and sign it.
- If the waiver is for religious reasons, a nurse from Oakland County must provide and sign it.
For more info, call 800-848-5533 or go to www.oakgov.com/health.

Other Required Forms

- Summer and school year:
 - **Anaphylaxis Emergency Action Plan**: submit this form if your child has an allergy for which he may have anaphylactic reaction, or if he may need Benadryl, an Epi-Pen, or an Auvi-Q. The form must be signed by you and your child's doctor. You must turn in the signed form and the medicine before your child may start school.
 - **Medical Action Plan**: submit this form if your child has any medical condition that we should be aware of, if he takes medication on a regular basis, or if we must take special steps. For example, if your child uses an inhaler, you should submit this form. The form must be signed by you, your child's doctor and the school principal. You must turn in the signed form and the medicine before your child may start school. (This form is not on the website; please contact us.)
 - **Note about hospitals**: we cannot guarantee that we or an emergency medical service will take your child to any particular hospital. Therefore, please register your child at Crittenton Hospital in Rochester, St. Joseph Mercy Hospital in Pontiac, and Beaumont/Henry Ford Hospitals.
 - **Volunteer Release**: if your family or friends volunteer at the school, they must turn in this signed form.
- School year only:
 - **Records Request**: this form is for children who are new to Eagle Creek and entering grades 1 to 6. Please sign it and give it to us. We will send it to your child's previous school, so they will send over his official records.
 - **Field Trip Driver Form**: submit this form if you will ever drive children (other than your own) on a school field trip. Also turn in a copy of your driver's license and your vehicle's insurance, and update them as they expire.

Calendar

- First semester is Sept. 8 to Dec. 17, 2020.
- Second semester is Jan. 4 to May 28, 2021.
- May 28, 2021, is a half-day.
- We are closed on the following days during the 20/21 school year:
 - Oct. 19 for fall break
 - Nov. 13 for parent conferences
 - Nov. 26 to 27 for Thanksgiving
 - Dec. 18 to Jan. 1 for holiday break
 - Jan. 18 for MLK Day
 - Jan. 29 for parent conferences
 - Feb. 15 to 19 for winter break
 - March 29 to April 2 for spring break
 - April 30 for parent conferences
- In the case of inclement weather or other closings, we may post to popular news sites, send an email or send a Seesaw message.
- At any time, we may change the days we are open and closed.

Permission to Walk Out at Dismissal Time

- When you enroll online, you have the option to give your K-6 child permission to walk himself out at dismissal time.
- If you would like to change your choice, please send an email to the school secretary saying that you now “rescind” or “give” your K-6 child “permission to walk himself out unattended at dismissal time.” Please include your child’s name and his teacher’s name.
- Please do not wait for your child in the loop. Use the parking lot.

Pick-up Policies

- If your child does NOT have permission to walk himself out at dismissal time, only the parents, legal guardians, and people listed as pick-up people on the enrollment paperwork may pick up the child.
- Any parent listed as “father” or “mother” on the enrollment forms will be allowed to pick up your child unless you provide a current court order which specifically denies this right.
- If you want to change your list of pick-up people, please send an email to the school secretary with your child’s name, his teacher’s name, the authorized person’s name, the authorized person’s phone number, and your phone number. State clearly that this person “has permission to pick up my child.”
- Parents and all other pick-up people must be prepared to present valid photo identification every day. Even after we get to know you, you should continue to bring it.
- Our staff is not trained to make assessments regarding intoxication or impairment of judgment. We are not responsible for assessing the competency or condition of any individual picking up a child.

Loop Privileges for Families with Infants and Sleeping Toddlers

- If you are picking up at 3 p.m. from summer camp or at 3:30 p.m. during the school year, and you have an infant or a sleeping toddler in your vehicle, please let your child’s teacher know that you would like to use the loop.
- In this case, the plan is for your child’s teacher to wait until all the other children have been picked up from the classroom, then walk your child to the front door.
- You may then roll down your window and wave at the teacher to send your child out, or you may get out of your vehicle and meet your child at the front door.

School Schedule

- K-6 Morning Only In-person
 - Arrive between 8 and 8:25 am
 - Be in your seat working by 8:25 am
 - Dismissal is at 11:30 am
 - There is no snack time or lunch time.
 - Children also get homework
 - K, 1, and 2 = up to 40 minutes
 - 3, 4, 5, and 6 = up to 60 minutes
- K-6 All Day In-person
 - Arrive between 8 and 8:25 am
 - Be in your seat working by 8:25 am
 - Bring lunch. Lunch is around 11:45 am
 - Dismissal is at 3 pm

- Children also get homework
 - K, 1, and 2 = up to 40 minutes
 - 3, 4, 5, and 6 = up to 60 minutes
- K-2 Distance Learning
 - Each child has 30 minutes of live online time per day. The teachers will tell you the exact times.
 - Children also receive work packets and accompanying teacher-made videos to work on during the week.
 - Total expectation
 - Kindergarten = 2 hours per day
 - 1st and 2nd grade = 3 hours per day
- 3-6 Distance Learning
 - Each child is live online every day for three hours. The teachers will tell you the exact times.
 - Children also get homework
 - 3rd and 4th grade = up to 40 minutes per day
 - 5th and 6th grade = up to 60 minutes per day
- Preschool and young fives - Morning Only
 - Arrive between 8 and 8:25 am
 - Be in your seat working by 8:25 am
 - Dismissal is at 11:30 am
- Preschool and young fives - All Day
 - Arrive between 8 and 8:25 am
 - Be in your seat working by 8:25 am
 - Bring lunch. Lunch is around 11:45 am
 - Dismissal is at 3 pm
- We may change the start time, drop-off time, end time, and pick-up time at any time during the school year.

Dropping off and Picking Up

- Drop off and pick up children who are three years old at the classroom door.
- Drop off and pick up children who are four years old, in young fives, and in kindergarten at the classroom door or at the front door.
- Drop off and pick up children who are in grades 1 and 2 at the front door, or sign the document allowing your child to walk out by himself.
- Drop off and pick up children who are in grades 3 to 6 at the front door, or sign the document allowing your child to walk out by himself.
- If you have children in both of the above categories, they should use the front door.
- Only one adult at a time from each family should drop off and pick up.
- Our teachers do not go outside to help children find or get in their cars.

The Parking Lot and the Loop

- Only families with infants and sleeping toddlers in their cars may use the loop. They must stay with their cars.
- All other families should park in the parking lot.
- Please do not leave any vehicle unattended in the loop. The fire department or sheriff's department may ticket you. We will not be responsible for tickets.
- Loop speed limit is 10 miles per hour.
- No walking or playing inside the loop (or near the pond).

- No balls or other toys in the front yard.
- Please do not park at the north end of the parking lot (near the basketball hoops) before 3 p.m. We may want to use the basketball hoops for recess.

Extended Care

- Extended care is available for all ages.
- Only children who sign up for the semester may use it.
- Before-school care starts at 7 a.m.
- After-school care is from 3:30 p.m. to 6 p.m.
- We may change the extended care times at any time during the school year.
- When you drop off your child for before-care, please stay outside or in the vestibule (with the big eagle statues). Call us to let us know you are there, and we will come get your child.
- To pick your child up from after-care, please stay outside or in the vestibule (with the big eagle statues). Call us to let us know you are there, and we will bring your child to you.

Tardiness

- For children in preschool and young fives, we do not count tardies or give consequences for being tardy.
- K-6 children who are not in the building by 8:23 a.m. or who are not in their seats working at 8:25 a.m. are tardy.
- If you arrive after 8:23 a.m., please call the office and wait by the front door. We will greet your child at the front door and make sure he gets to class.
- Each K-6 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 his seat working by 8 a.m. the next morning. On the fourth tardy, we will contact you and expect your child to be in his seat working at school by 7:50 a.m. the next morning. And so on in ten-minute increments.

Late Arrivals & Leaving Early

- 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. Please give us advance notice. When you arrive in the loop, call the office, and we will greet your child at the front door and make sure he gets to class.
- If your child must leave school early, please give us advance notice. When you arrive to pick him up, please call the office and wait in the loop, and we will bring him to the front door.
- When your child arrives late or leaves early, he must turn in all homework or projects that were due that day and take all quizzes or tests that were given that day. He should communicate with his teachers in advance to make arrangements.

Absences

- When your child is going to miss school, please contact his classroom teacher and the school secretary as soon as possible.
- If your child is absent for up to 3 hours, it will be counted as a half-day absence.
- If your child is absent for 3 hours or more, it will be counted as a full-day absence.
- When your child returns, he must turn in any homework or projects that were due and take any quizzes or tests that he missed.
- 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.

School Year: Requesting Homework

- If your child has been or will be absent, and you would like a teacher to gather his homework, please make the request to the teacher through email or Seesaw by 8 a.m. on the day you would like the homework. Please do not contact the office to request homework.
- The teacher will send the materials to you electronically OR make sure the materials are in the office at 3:15 p.m. When you arrive to pick up the homework, please call the office and wait in the loop. We will bring the homework to the front door.

School Year: Family Vacations

- We discourage family vacations that require children to miss school. Children learn best when they have uninterrupted study. In addition, we do a lot of group work, so when one child is absent, it disrupts the class.
- If your child will miss school for a vacation, please make arrangements at least two weeks in advance with your child's teachers for making up any assignments, quizzes, tests, and projects.

Food and Drink

- Please have your child eat breakfast!
- K-6 Morning Only In-person
 - No snack or lunch
 - Bring drinks
- K-6 All Day In-person
 - No morning snack
 - Bring lunch and drinks
 - No afternoon snack
- Preschool and young fives - Morning Only
 - Bring snack and drinks
- Preschool and young fives - All Day
 - Bring snacks, lunch, and drinks
- Please put all food in a lunch box or bag.
- We send leftover food and drink home at the end of each day. We may throw away anything that did not go home at the end of the day.
- If an ECA child has allergies, we may limit what foods and drinks the other children in that classroom (or in the building) may bring. For example, if a child has peanut allergies, your child may not be allowed to bring peanuts (or products containing peanuts) to school. We will let you know through email and/or Seesaw.
- Children may not have gum, soda, coffee, or any hot drinks.
- Please do not send glass containers.
- Please prepare all food and drink in advance. For example, we will microwave pre-made mac n' cheese, but we will not mix the ingredients.
- For health reasons, please send items that your child can open by himself. For example, avoid juice boxes with straws that the teacher must open and insert.
- Send sippy cups or drink containers that children may open without touching the top with their fingers.
- Please label all lunch bags, Tupperware, sippy cups, etc... with the child's full name.

Potty-Training

- Children in preschool do not need to be potty-trained.
- Children in Young Fives, Kindergarten and grades 1 to 6 must be able to use the bathroom completely by themselves.
- 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.
 - Label all items and leave them at school; have a different set for home use.
 - No plastic pants.
 - No potty seats. We have kid-size toilets.

Nap

- We do not require any child to nap; however, children 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 and/or a very small pillow. Please wash them at least once a week.

Clothing

- We prefer that the children are ready for messy projects and muddy days.
- Please bring spare socks, undies, pants, shirt, and sweaters or sweatshirts.
- For health reasons, all children should bring several extras of everything.
- Potty-trainers should bring even more undies, pants and socks.
- Please bring all spare clothes in disposable bags. Please label the clothes and the bags.

Dress Code

- All children dress in appropriate, neat and clean clothing that fits.
 - No holes, rips, etc...
 - No sleeveless or tank tops. No showing the midriff.
 - No sport shorts, sweat pants, fleece pants, flannel pants, or pajama pants.
 - Shorts and skirts must drop no more than 4" above the knee.
 - Undergarments must not be visible.
 - Shoelaces must be tied.
- Decor on clothing
 - Clothes may not have letters, words, sayings, symbols, etc...
 - Clothes may not advertise any company, such as the Gap or a family business.
 - Names and logos for universities and sports teams are okay.
 - Very small logos such as a Nike swoosh or a Polo man are okay.
- For children who are potty-training, we are happy to bend the rules a bit. Please talk to your child's teacher.
- Footwear
 - Children should not wear Crocs, flip flops, or flimsy sandals.
 - Sneakers are best.
 - If your child can not tie his shoes completely by himself, he should wear shoes that slip on or close with Velcro.
- Inappropriate clothing
 - There are no warnings.
 - Many children keep a change of appropriate clothing in their lockers.
 - A child who wears inappropriate clothing (and does not have appropriate clothing in his locker) will wait in the office until his family brings him appropriate clothing.
 - Children who wear inappropriate clothing may receive other consequences as well.

School Year: Winter Days

- Each classroom teacher will announce when Winter Days starts and ends.
- During Winter Days:
 - Children must wear closed-toe shoes.
 - Children wearing shorts, skirts and dresses must wear warm tights or leggings.
 - Children must have every day:
 - Heavy coat
 - Hat (must cover ears) (no strings attached)
 - Gloves or mittens (no strings attached)
 - Boots (pull-on style for younger children)
 - Extra sweater or sweatshirt
 - Snow pants
- Children who do not have the required winter clothing may not be allowed to play outside.

School Year: Gym Shoes

- 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 totally independently must have Velcro or slip-on shoes for gym shoes.
- Please replace these shoes as your children's feet grow.

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.

Outdoor Play

We take the children outside every day, weather permitting. We do not usually go outside when it is raining, very cold, or very hot.

Playgrounds

- The U.S. Consumer Safety Product Commission (CSPC) recommends that children do not wear strings in their clothing or winter gear when on a 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 in our program allows his 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 ECA Kindergarten program thereby allows his child to play with and on our kindergarten playground equipment and will not consider the school or its staff negligent or responsible.

Sunscreen, Lip Balm & Bug Spray

- Please apply sunscreen to your child before dropping him off.
- If you would like us to apply sunscreen, please label the bottle and send it in a disposable plastic bag. Leave the bottle at school; have a different bottle for home use.

- During the summer, we strongly recommend sending sunscreen.
- You may apply lip balm and bug spray to your child before you drop him off. We do not apply lip balm and bug spray.

Parties

- Preschool and young fives: if a child wants to wear a costume (or any special clothing), please put it on before he arrives and bring a change of clothing.
- Grades K and up: if a child wants to wear a costume, please bring it to school, and we will change clothes at the appropriate time.
- 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.

FACTS

- All families must enroll through FACTS online.
- All families pay all fees through FACTS online.
- There is an annual FACTS enrollment fee.
- If you do not use FACTS, there is a 3% handling fee for all charges.

Rates & Payment

- Your family's rates, payment details and payment schedule are explained in your family's contract.
- Options and details are available on the website at www.eaglecreekacademy.com.
- If your child joins us after the school year has started, we will prorate the tuition and the extended care.

Other Fees

- There is a \$225 registration fee per child.
 - For each child, it is due his first year at ECA only.
 - It is due the same day as his 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 \$30 to \$90, depending on how often they try to collect.
 - If you pay any bill late, ECA may charge you \$30 per month until you are current.
- If a hard copy check is returned to ECA due to insufficient funds, there is a one-time \$25 returned payment fee in addition to any late fees.
- If you wire money to ECA, we will charge you a wire fee of \$30.
- If you drop off your child too early, we may have him wait in the office until drop-off time (8:05 during the school year & 8:50 during the summer) 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:
 - In the summer, this starts ten minutes after the class ends.
 - During the school year, for morning-only preschool and young fives, this starts at 12:10 p.m.
 - During the school year, for all children whose classes end at 3:30, this starts at 3:40 p.m.

- During the school year, for children who are in steady after-care, this starts at 6 p.m.
- If you do not send enough food or diapers, we may use our supplies and bill you for it.
- Books:
 - Spare or replaced 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, the host organization waives the chaperones' fees. If not, we may spread that cost across all students who are attending the field trip.
 - If a child misses a field trip, in most instances, a refund will not be possible.
- Random extended care (when available) costs \$10 per hour (or portion of an hour) per child.
- There may be fees for guest speakers, graduation caps, recorders, class novels that children write in and keep, yearbooks, or other incidentals.

Past Due Accounts

- If successive attempts to collect fees fail, we may require you to remove your child until we have received all past due payments and late fees. In this case, you are still responsible for all financial obligations. In addition, we may not forward your child's records.
- If your family has received any scholarship or financial aid, a late payment on any financial obligation may result in loss of the scholarship or financial aid.

Complete Obligation

- We do not excuse financial obligations or refund money for any reason, with the following exceptions:
 - Summer: if we close the building for health reasons during your summer camp or tutoring time, we will refund 95%, prorated to the day we close the building.
 - If we close your class for more than 2 weeks due to health reasons, we will refund 100% of your tuition for every day (after the 2 weeks) that your class is closed.

No Guarantees

We do not promise that your child will have a specific teacher, be in a specific group, be with a particular friend, have a certain number of boys or girls in any group, have a certain number of children in any group, be in a certain classroom or any classroom, have any particular elective classes, or do any particular activities.

Health

- 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 pick him up early.
- 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 his name, the name of the illness, the symptoms, and the dates of the symptoms (especially fever).

COVID-19, Masks, Distancing, Etc

- Please follow the rules on the Health page (and on the links provided) on Eagle Creek's website.
- Check back often for updates.

More on Health

By enrolling your child at ECA contract, you are guaranteeing:

- Your child is current on all immunizations (or has a waiver) as required by the state of Michigan.
- You will keep his immunizations current (or have a waiver) as long as he is attending 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.
- You will check your child's temperature with a thermometer each day 30 to 60 minutes before bringing him to Eagle Creek. If his temperature is 100.4 F or above, you will inform Eagle Creek immediately through email to the school principal; you will follow the guidelines on the document called "When to Stay Home and When to Return to School" which can be found on the school's website; and you will follow the school's request keep your child home longer, if necessary.
- If your child exhibits a fever of 100.4 F or above AND other symptoms of COVID-19 (or any contagious disease similar in scope to COVID-19), you will inform Eagle Creek immediately through email to the school principal; you will follow the guidelines on the document called "When to Stay Home and When to Return to School" which can be found on the school's website; and you will follow the school's request keep your child home longer, if necessary.
- If your child has been in close contact with anyone who has or develops COVID-19 or any contagious disease similar in scope to COVID-19, you will inform Eagle Creek immediately through email to the school principal; you will follow the guidelines on the document called "When to Stay Home and When to Return to School" which can be found on the school's website; and you will follow the school's request keep your child home longer, if necessary.
- If your child tests positive for COVID-19 or any contagious disease similar in scope to COVID-19, you will inform Eagle Creek immediately through email to the school principal; you will follow the guidelines on the document called "When to Stay Home and When to Return to

School” which can be found on the school’s website; and you will follow the school’s request keep your child home longer, if necessary.

- If anybody in your child’s household has close contact with anybody who has COVID-19 or any contagious disease similar in scope to COVID-19, you will inform Eagle Creek immediately through email to the school principal. Depending on the situation, your child may not be able to attend school for some time.
- If Eagle Creek asks you to take your child home, you will do so immediately (if you are present) or within 30 minutes (if you are not present).

Possible Pick-up

- When you enroll, and any time after that, please give us contact phone numbers through which we will be able to contact you within ten minutes.
- Please have a plan for picking up your child within 30 minutes of being contacted.
- If we contact you to pick up your child because he seems ill, or for any other reason expressed or not expressed, please pick him up within 30 minutes.

Being Excused from Activities

- If your child has a medical condition that prevents him from participating in a school activity, please provide a note from his doctor.
- The note must say specifically what your child cannot do and the dates he cannot do it. For example: He cannot play in Gym class on Thursday.
- Please give the note to your child’s classroom teacher.
- Children who do not have a doctor’s note are expected to participate in all activities, including gym, recess and outdoor play. If you believe your child is too sick to participate, please keep him home.

Head Lice

- Even when a family maintains a spotless home environment, individuals can catch head lice.
- The school may send home any child or family member who has active head lice or nits (lice eggs) in his hair or belongings and ask him not to return to school or school-related events for at least 24 hours.
- The family should immediately check and treat the individual, all family members, their clothes, outerwear, bedding, furniture, floors, and cars and follow the other guidelines set forth in the Oakland County lice care sheet.
- If your child has head lice, please notify the school secretary through email immediately, so we can check the other children at school.
- When the individual has no live lice or nits (lice eggs) in his hair, he may return to school.
- We may then check the individual every morning for two consecutive weeks. If we find live lice or nits again, the individual may have to miss school and all school-related events for up to five school days. To return, we may ask for a letter from a doctor or lice specialist saying that he has been treated and has no live lice or nits.

Medicine at School

- If you would like us to give your child medicine, please:
 - Complete and sign a Request to Administer Medication.
 - A doctor’s signature is not required.
 - Give the form, the medicine, and the dispenser (such as a spoon) to the school secretary.

- If you have already given us an Anaphylaxis Emergency Action Plan or a Medical Action Plan, do not do this form for the same medication. (The other forms are sufficient.)
- Pick up the leftover medicine from the office.
- If your child needs to store medication at school for 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.
 - For children in preschool & young fives, leave all medication on top of the refrigerator in your child's classroom. (It's not too hot up there.)
 - For K to 6 children, leave one set of medications in the office backpack.
 - For K to 6 children, your child may also keep a second set of medications on top of the refrigerator in his classroom. If a child has two teachers, use the classroom where your child has science classes.
- 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 of medication and the expiration dates. We are not responsible for keeping track of how much medication your child has available, making sure it is not expired, or sending medication home.
- 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 manage ECA children's medical situations and have access to their medications:
 - During the regular school 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 supervising and running on campus
- Eagle Creek's staff members are not responsible for children's medical situations and do not have access to their medications:
 - During clubs or sports that are supervised or run by somebody who is not on Eagle Creek's staff, even if the club or sport is happening on campus
 - During all events (except field trips) that are off campus
- Eagle Creek does not have a trained nurse on staff and is not responsible for the consequences of administering or not administering care or medication to children.

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.

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 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, interferes 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 a child from hurting himself or another person, to prevent a child from threatening to hurt himself or another person, 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 him up.

Protect the Children

- No smoking, vaping, drugs, alcohol or firearms in (or within 200 feet of) the building, the playground, the parking lot or the school grounds.
- ECA 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.
- ECA 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 our website.

Security: For Children

- Know who is allowed to pick you up.
- Know each morning who you are going home with that afternoon.
- 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.
- Use the front door to enter the building.

Security: For Parents

- Talk to your child about who he is allowed to go home with.
- Tell your child each morning who will be picking him 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, unless you are an official law enforcement officer.
- Do not have weapons in your car when you drive children to and from field trips, even if you have the proper government permits, unless you are an official law enforcement officer.
- 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 somebody you do not know in the school or on the school grounds, report him 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 disgruntled, distressed or depressed children. Teaching children that the school is a trusted community goes a long way towards avoiding violence in schools. Here are some suggestions for creating 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 your children or other peoples' 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.
- Organize, set up for, or clean up after a family event at school.
- Attend family events at the school.
- Organize a guest speaker or be one yourself.
- Organize, chaperone, or drive for a field trip.

Teaching Self-Confidence

Teaching children to be self-confident goes a long way towards avoiding conflict in schools. Here are some suggestions for helping your child be a confident individual:

- Know 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 child.
- Have expectations that meet your child's age and developmental level (Google "developmentally appropriate practice.")
- Give your child a specific avenue for expressing his 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 your child to stick up for himself, his friends, and people who are not his friends.
- Teach your child to tell an adult immediately when another child or adult says or does something that worries him.
- Encourage your child 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 child specific compliments for specific actions.
- Give your child a concrete award for a kind act.
- Know the early warning signs of depression in children, and contact a teacher or administrator if you see them in your child or any child.
- Encourage your child's passions in a concrete way.

Field Trips

- Parents who drive children other than their own children may not stop anywhere on the way to or from the field trip. This includes drug stores, fast food restaurants, gas stations, etc...
- The parent of a three-year-old child must drive his or her three-year-old child on all field trips.
- If a child must sit in a car seat or booster seat, his parent must supply the car seat or booster seat AND lock it into place in the driver's vehicle.
- Children must wear seat belts.
- No Eagle Creek child may ride in the front seat for a field trip unless he is with his own parent and his own parent allows it.
- Eagle Creek will not reimburse families for tolls, gas, or mileage for driving to or from field trips.
- We may limit the number of chaperones for some field trips.

- Even if you are not a chaperone for the actual field trip event, you are always welcome to drive your child to and from the field trip.
- Do not have weapons in your car when you drive children to and from field trips, even if you have the proper government permits, unless you are an official law enforcement officer.
- Children who do not attend a field trip may not stay at school while the other children are on the field trip; they must stay home and be considered absent.
- We do not issue homework in place of a field trip.

Planners

- When K-6 children are in the building, they use hard-copy planners.
- Parents sign the planners each night, unless a teacher and a parent have agreed that the child is performing well without oversight.
- Sometimes, parents and teachers write quick notes or questions to each other in the planners. Although this is a fine method of communication, be aware that writing in planners is not confidential, since the children often leave their planners open on their desks.

Grades

- In grades 4 to 6, children receive grades.
- Class work, homework, quizzes, tests, projects, writing, participation, effort and more may be factored into the 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		

Summer Reading Assignment

- The summer reading assignment is not mandatory.
- The flyer is on the website.

Technology

- What to bring
 - During the school year, each child in young fives and kindergarten should have a fully-charged Chromebook (along with a keyboard, charger, protective case, carrying bag and headphones) available to bring to school on pre-announced days.
 - During the school year, children in first through sixth grades should bring a fully-charged Chromebook (along with a keyboard, charger, protective case, carrying bag and headphones) to school each day.
 - Children may also bring phones, iPads, laptops and similar devices to school.
 - Children may not bring gaming devices, gaming consoles, laser pointers, televisions, modems, routers, or similar devices to school.
- Permissible uses
 - Children should use devices for school work only.

- Unless approved by a school staff member, they 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 other non-school reasons.
 - Exception: during before-care and after-care, children may use devices for non-school reasons.
 - We may assign email accounts to the children in young fives through sixth grade, so they may easily access important websites.
- Passwords
 - Families and children should tell the STEAM teacher the passwords to their devices, so the teacher can give them their passwords when they forget.
 - Children should not tell their friends their passwords or write their passwords in obvious places.
- 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 filters, fire walls, or other 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, whether using Eagle Creek's devices or their own devices, 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.
- Respect
 - Children should be respectful with their devices. 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.
 - Children should not record, transmit, or post voice, video or photos that were recorded while on school grounds or at school-sponsored events unless they have a school staff member's specific written permission.
- Some inappropriate uses of devices:
 - Cyber-bullying
 - Posting voice, photos, or video of other people without their written permission
 - Transmitting or viewing offensive materials
 - Downloading or using unauthorized games, programs, files, music, etc...
 - Damaging computers, monitors, headphones, cameras, video cameras, the green screen, or other equipment
 - Sharing or using other peoples' devices or 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
 - Other consequences, depending on the situation
- Families are responsible for all damages, repairs and losses.

Fundraising

Money raised through the following programs goes towards purchasing items on our Teacher Wish Lists:

- **Loop-a-Thon** is our big fundraiser. Family and friends pledge money to the children for walking, riding their scooters, or riding their bikes around the loop. It is a popular event; many families come to cheer the children on!
- **Pizza Lunch**: buy pizza meals for your child on certain days throughout the school year.
- **Amazon Smile**: if you navigate to Amazon through the Eagle Creek website, you will find the same selection, prices, cart, and Prime account you always see, and Amazon will donate a percentage of the money you spend to Eagle Creek. Go here to get started:
https://smile.amazon.com/gp/chpf/homepage/ref=smi_chpf_redirect?ie=UTF8&ein=76-0764185&ref_=smi_ext_ch_76-0764185_cl
- **Kroger**: If you have a Kroger card, please enroll in the Community Reward Program, so every time you shop, Eagle Creek will get a percentage of the money you spend. Go to www.eaglecreekacademy.com/SupportUs/Kroger.
- **Lands End**: If you order clothes from Lands End, please use our school code #900114679, because we receive money back on each purchase.

All monies raised by children, parents, and teachers in association with the school belong to the school.

Volunteering

We love family volunteers. Normally, we offer parents the following options. This year, please ask your child's teacher about the options:

- Help children choose library books.
- Check books in and out of the library.
- Help your child's teacher decorate her display case.
- Help the art teacher decorate her display cases and the hallway.
- 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 children get dressed to go home at 12 or 3:30 p.m.
- Plan a class party for Halloween, Christmas, Valentines, spring, or another holiday.
- Plan, drive for, or chaperone a field trip.
- Help your child's teacher with Loop-a-Thon, Grandparents Day or Field Day.
- Help with kindergarten graduation.
- Help plan, set up, or clean up for Trunk or Treat, Santa Breakfast, Father Daughter Dance, Mother Son Bowling, or the Talent Show.

If Your Child May Have Developmental Delays or Learning Disabilities

Please share your concerns with us. We are eager to work with you. You may also want to read the informational documents we have posted to our website.

Speech Therapy, Occupational Therapy and Social Work

If your child needs speech therapy, occupational therapy, or social work consultation, Rochester Community Schools (RCS) will probably send a specialist to our building to work with your child. The sooner you contact them to organize it, the sooner services will start. Call RCS at 248-726-3195. Let us know you have made contact, and we will help you with the process.

Please Donate

You name it, and we want it! We especially like gently used books, toys, electronics, and puzzles. We also collect all kinds of “junk” and household items for our Maker Space. To drop off your donations, please talk to any classroom teacher or the school secretary. If you would like a tax donation receipt, please contact our business manager with an approximate value. Thank you!

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 use the school’s Family Directory to send mass mailings.
- Please do not share the school’s Family Directory 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 for any past or current Eagle Creek family whether they get paid for it or not. In addition, they cannot refer you to other people or businesses for such services. Please do not ask our staff members to do these things. 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.

Marketing ECA

Please consider including the following blurb in your company or neighborhood newsletter, or simply forward it to everyone on your email list: “Eagle Creek Academy is a private school in northern Oakland county for children in preschool through sixth grade. Eagle Creek’s mission is to prepare children for a global, technological and compassionate future by providing small learning groups, customized academics, challenging lessons, advanced math and technology, hands-on learning, and all kinds of diversity. Please go to www.eaglecreekacademy.com or call 248-475-9999 for more information.”

Rent ECA’s Building

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 go to www.eaglecreekacademy.com for information, or contact our rental manager.