



Warren Consolidated Schools

Latchkey

**2018-2019
Parent Handbook**



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MISSION STATEMENT

The mission of the Warren Consolidated Schools (WCS) School Aged Child Care Program (Latchkey) is to provide a quality program in a safe, nurturing, and familiar environment. The WCS Latchkey Program supports all students and their interests in physical, emotional, social, and cognitive development. Latchkey staff members provide students with the opportunity to play independently and participate in structured enrichment activities when school is not in session.

CONTACT INFORMATION – LATCHKEY DEPARTMENT

For questions, concerns or comments regarding latchkey services, caregivers, or billing, contact the WCS Child Care Office at:

WCS Child Care
31300 Anita
Warren, MI 48093
586-698-4046

wcschildcare@wskids.net

LATCHKEY PROGRAM GENERAL INFORMATION

Latchkey Caregiver(s) promote a safe and pleasant experience for students while maintaining compliance with all State of Michigan Licensing Rules for Child Care Centers. In addition, your child has the opportunity to participate in organized activities during latchkey hours. Please review the important program information below:

- ✓ Latchkey is available Monday through Friday on school days
- ✓ Latchkey is available from **6:45 AM** to the beginning of the school day
- ✓ Latchkey is available from the end of the school day to **6:00 PM**
- ✓ Half-Day Latchkey Program is available
- ✓ Program supports open communication – To ensure the success of your child, please discuss any concerns you have with your child’s caregiver
- ✓ Daily AM Flat Rate - \$5.00*
- ✓ Daily PM Flat Rate - \$7.00*
- ✓ Half-Day PM Flat Rate - \$15.00*
- ✓ Late Pickup Rate - \$1.00* for every minute after 6:00 PM (**services are not available prior to 6:45AM**)

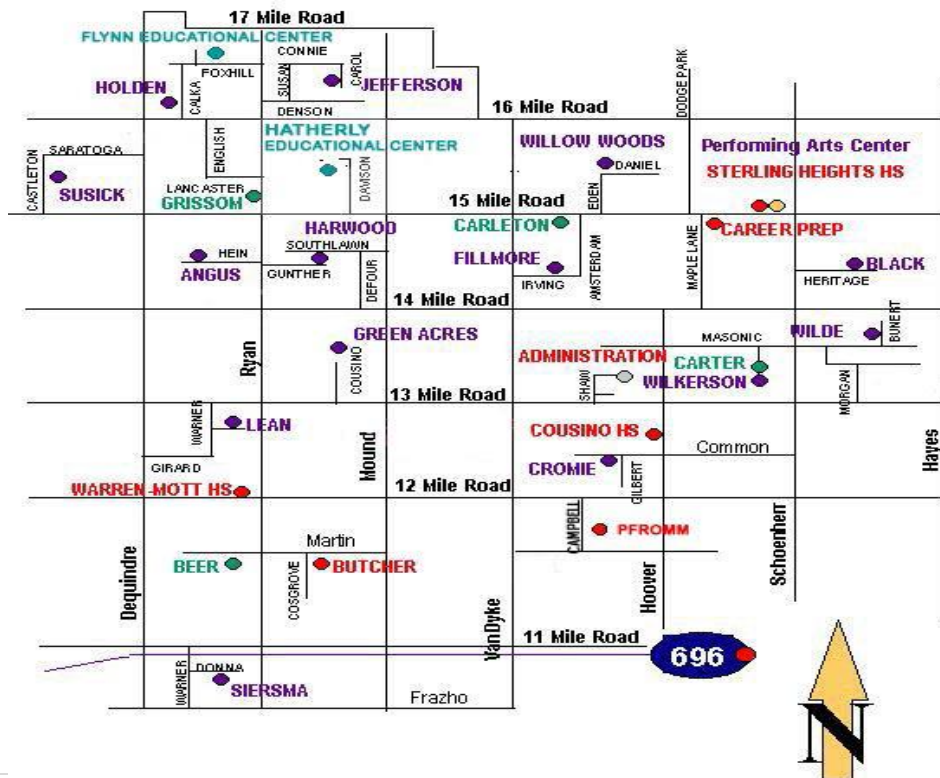
*Current rates are subject to change

LATCHKEY LOCATIONS

AM Latchkey (before school child care) is available at every Warren Consolidated elementary school **beginning at 6:45 AM** until the start of school.

In addition, PM Latchkey (after school child care) is available after school **until 6:00 PM**. For PM Latchkey, students will be bussed to the appropriate elementary as indicated below:

- Students who attend Jefferson, Harwood, and Susick will be transported to Angus
- Students who attend Willow Woods will be transported to Black
- Students who attend Pearl Lean will be transported to Green Acres
- Students who attend Cromie and Wilde will be transported to Wilkerson



REGISTRATION

Students must be pre-registered to attend Latchkey. Registration for Latchkey is a three step process and must be completed each year. A valid e-mail address is required to register.

Please be advised that accounts from previous years must be paid in full prior to registering. If your account has been sent to collections, you will be responsible for paying your balance plus the collection fees assessed to Warren Consolidated Schools prior to starting Latchkey.

Step 1 Complete the District's on-line registration forms from your home at www.wcskids.net or use the computers in the front lobby of the WCS Administration Building. For assistance call 586-698-4046.

- You will be prompted to list the days you will need AM and/or PM Latchkey. Please place an "x" in the days/times you may use services
- Registration fee is the only amount you will be charged at this time
- Emergency phone numbers must be for a person in the near proximity of the site your child is attending. Your child will be released only to those you have listed on the Child Information Record
- Once the online forms are completed and the registration fee (\$40) is paid you can proceed with Step 2

Step 2 Download, print, and complete, the required Latchkey Registration Forms. The following required forms may be found at www.wcskids.net under Latchkey:

- Completed "Child Information Record" Form
- Signed "Parent Notification of the Licensing Notebook" Form
- Signed "Latchkey Program Policies" Form

Step 3 On the first day of Latchkey, submit all completed forms listed above to the Latchkey Team Leader. Once you have submitted the completed forms, you will receive a PIN NUMBER for signing your child(ren) in and out of latchkey. Please do not share your PIN Number. All required forms must be submitted prior to the student(s) attending Latchkey.

REGISTRATION TIMELINE

YEAR- ROUND SCHOOLS (Holden, Siersma) REGISTRATION:

Registration on or before August 2, 2018 – Latchkey services will be available the first day of school. Please meet with your Latchkey Team Leader on the first day of school to finalize the registration process and submit all required forms.

Registration after August 2, 2018 - Latchkey services will be available 3 business days following the completion of online registration. Please meet with your Latchkey Team Leader to finalize the registration process and submit all required forms.

TRADITIONAL SCHOOLS REGISTRATION:

Registration on or before August 30, 2018 – Latchkey services will be available on the first day of school. Please meet with the Latchkey Team Leader on the first day of school to finalize the registration process and submit all required forms.

Registration after August 30, 2018 – Latchkey services will be available 3 business days following the completion of online registration. Please meet with the Latchkey Team Leader to finalize the registration process and submit all required forms.

HOURS OF OPERATION

Each Latchkey site opens at 6:45AM and closes at 6:00PM (per site clock). **Latchkey is not available before 6:45AM or after 6:00PM.**

SIGN-IN / SIGN-OUT PROCEDURES

The State of Michigan Department of Human Services **requires** that children be signed in and out of the program by a parent or person designated on the Child Information Card. Once registered, you will be given a PIN number to use to sign your child in/out electronically. Please do not share your PIN number. The parent or designee is required to enter the Latchkey site every time to sign the child in or out electronically. Identification will be checked for those persons with whom the Latchkey staff is unfamiliar.

CHILD RELEASE NON-CUSTODIAL PARENT

Warren Consolidated Schools requests that a copy of the Judge's order establishing custody be on file in order to prevent a non-custodial parent access to their child. According to the Michigan Department of Child Day Care Licensing, "Until custody has been established by a court action, one parent may not limit the other from picking the child up from your (latchkey program) care. It is not within your (latchkey program) legal right to withhold a child from a parent unless there has been court action which limits one parent's right to the child."

LATE PICK-UP POLICY

If a child is not picked-up by closing time (**6:00pm**), regardless of weather conditions, a late charge will be assessed at a rate of \$1.00 per child for every minute. If after 6:10 PM the child has not been picked up, the caregiver will contact the person whom you have designated on the emergency card to arrange for pick up. The police may be called if the child has not been picked up by 6:30 PM. **Please note that repeated late pick-up and/or excessive late charges may result in dismissal from the program.**

PM LATCHKEY/IDENTIFICATION BADGE/BUS RIDE

Students using PM Latchkey will receive an ID badge with a break-away lanyard upon completing the registration process. Students going to PM Latchkey must wear the badge while in line at the home school, while on the bus to the PM Latchkey site, and at PM Latchkey. Parents will be billed a \$5.00 replacement fee if the ID is lost or damaged.

Latchkey students should follow all building procedures in regards to dismissal for attendance in PM Latchkey. Students who attend PM Latchkey at an alternate site will be transported by bus. Students are expected to wear their ID badge, and line up in the Latchkey Bus line at their home school.

Upon arrival at the PM Latchkey site, students must remain on the bus until a caregiver greets them and escorts them to the designated Latchkey room upon arrival at the PM Latchkey site. The parent or designee is responsible to follow all sign-out procedures for those students that ride the bus to the PM Latchkey site. As a friendly reminder, transportation is a service provided for those utilizing Latchkey services; therefore, parents/guardians will be charged the afternoon rate of \$7 for all students who ride the PM Latchkey bus from the home school to the afternoon PM Latchkey site.

PERSONAL HYGIENE: TOILET TRAINED

Your child must be toilet-trained and independent in taking care of bathroom needs. We understand that children may have accidents; therefore, in the event that your child has an accident and dry clothes are accessible, then your child will be sent to the restroom to change their clothes. If dry clothes are not available or additional clean-up is needed, parents will be called for immediate pick up from latchkey.

SCHOOL CLOSING

If Warren Consolidated Schools are closed due to inclement weather, all Latchkey sites will also be closed. Listen to local TV or radio stations for news of such closings.

HALF-DAY SERVICES

Latchkey Services are available on each day that school is in session. The WCS District Calendar can be found at www.wcskids.net.

On half-days of school, Latchkey will be available at all afternoon sites from the time school is dismissed until 6:00 PM. Due to licensing capacity limits, sign-up sheets will be posted at each site a minimum of two weeks in advance. Parents **MUST** notify the caregivers if their child has been signed-up and will **not** be attending. This enables children on the waiting list to attend. A \$5.00 charge will be applied to your account for the following:

- Dropping off a child who is not signed up for the half-day
- Having a child signed-up who does not attend (Parent must notify the caregiver by 9:30 a.m. the Tuesday prior to the half-day to remove your child's name from list.)

Please note the half-day schedule for the **YEAR ROUND** schools (Holden & Siersma) for the 2018-2019 school year is as follows: 8/6/18, 8/17/18, 9/21/18, 10/12/18, 10/26/18, 11/20/18, 12/21/18, 1/18/19, 2/15/19, 3/8/19, 3/14/19, 3/29/19, 4/18/19, 5/3/19, 5/24/19, 6/19/19

Please note the half-day schedule for the **TRADITIONAL** schools for the 2018-2019 school year is as follows: 9/4/18, 9/21/18, 10/12/18, 10/26/18, 11/9/18, 11/20/18, 12/21/18, 1/18/19, 2/15/19, 3/8/19, 3/14/19, 3/29/19, 4/18/19, 5/3/19, 5/24/19, 6/13/19

SAMPLE DAILY ROUTINE

Latchkey provides a safe, nurturing, and familiar environment for all students. In addition, Latchkey engages students in ongoing physical, emotional, social, and cognitive development.

Art – Creation Station * Science – Discovery Zone * Homework – Think Tank * Building – Hard Hat Zone
Gym – All-Star Athletes * Computer – Techno Wiz * Snack – Nutrition Station * Drop Everything & Read

- 6:45 – 7:00 AM Free choice time (games, coloring, reading, computer)
- 7:00 – 7:45 AM All-Star Athletes (outside play weather permitting)
- 7:45 AM Breakfast in the Café (where applicable)
- 7:45-8:00 AM Get ready for school (cleanup)
- 8:02 AM Dismiss children for school
- 3:16 PM Latchkey re-opens for the afternoon
- 3:20 – 3:45 PM Wash hands and Nutrition Station
- 3:45 – 4:15 PM Free choice time (art, games, etc.)
- 4:15 PM Children arrive from other schools
- 4:15 – 4:30 PM Bussers wash hands, Nutrition Station, etc.
- 4:30 – 5:00 PM K - 2 Outside Play (weather permitting); 3-5 Gym or Computer Lab
- 5:00 – 5:30 PM K-2 Gym or Computer Lab; 3-5 Outside Play (weather permitting)
- 5:30 – 6:00 PM Open activities (games, projects, homework)
- 6:00 PM Latchkey closes for the day

MANDATED REPORTER

All staff members are mandated by law to report any suspicious behaviors as related to child abuse or neglect.

INVOICES AND PAYMENTS/DEPARTMENT OF HUMAN SERVICE (DHS) PAYMENTS

Invoices are sent electronically to the e-mail you specify on your registration form. Please note you must maintain a valid e-mail address to remain in the program. Invoices are e-mailed within the first week of each month beginning with September for August services (Year Round) and October for September services (Traditional). Payments are due by the 10th of each month and must be paid in full to continue Latchkey services. Failure to pay by the 10th will result in a \$10 late fee. If you make a late payment, you will be required to show proof of payment to your Latchkey Caregiver in order to resume attendance.

Payments are only accepted on-line. To access our on-line payment processing system:

- Open the invoice sent to you via e-mail
- Click blue link on top of invoice “Pay Your Bill Online”
- Follow the prompts to make your payment
- Print your receipt upon completion as you will not have another opportunity to do so

If you do not receive an invoice via email, please contact the Early Childhood Office at (586) 698-4046. Please note you are responsible to ensure all payments are made on-time.

For all **Department of Human Services (DHS) payments**, parents are responsible to:

- Contact DHS for qualifications and payments
- Confirm that Latchkey billing office has received DHS notification
- Pay the following:
 - Percentage or co-pay not covered by DHS
 - Registration Fees
 - Late Charges

A \$35.00 NSF fee will be charged for each electronic payment (check) returned for any reason. We do not re-submit payments to the bank a second time. If your account is sent to collections and you wish to pay your balance to continue services, you will be responsible for the 25% charge incurred by the collection agency.

YEAR END TAX STATEMENTS

Please keep a copy of each invoice for tax or flexible spending purposes. Understand that you will be charged \$20 for requesting this information at any time throughout the year. Please seek the advice of a tax advisor in claiming this information.

EMERGENCY PROCEDURES

To ensure the safety of all students, emergency/crisis procedures will be followed as identified below:

- Fire - staff will lead students to designated safe zone away from the school; emergency procedures will be followed.
- Severe Weather - staff will lead students to designated safe locations in the school; emergency procedures will be followed.
- Lock Down - staff will follow emergency procedures

In the event of an emergency requiring evacuation from a school, WCS District Procedures will be followed. In the event that students are not sent home prior to regular latchkey dismissal time, the following procedures will be followed:

- Elementary students will be bussed to a nearby site that has instructional space available
- If the situation allows, students will be returned by bus to the normal PM Latchkey site for dismissal at their regular time
- In the event that an alternate PM Latchkey site is necessary, Latchkey Caregivers will be responsible for informing parents as to where your child(ren) can be picked-up after school hours if an alternate PM site is utilized

HEALTH PLAN

The goal of the Health Plan is to create a healthy school environment that enhances the development of lifelong practices that promote healthy eating and physical activity. Latchkey recognizes that good nutrition and regular physical activity affect the health and well-being of all and supports the development of good eating habits and increased physical activity both in and out of school.

Snacks and meals served during Latchkey meet all Child and Adult Care Food Program (CACFP) nutritional standards for schools K-12. Nutritional standards include: focus on Smart Snacks in school, offering fruits and vegetables, reducing sodium, and serving whole grain-rich. Additional information regarding healthy eating, menus, as well as parent engagement activities may be found at www.wcskids.net and www.fns.usda.gov/school-meals/school-day-just-got-healthier-parents

In addition to healthy eating, Latchkey provides a variety of both outdoor and indoor physical activities to promote life-long wellness. Students will engage in outdoor play daily (weather permitting).

Moreover, immunizations must remain up to date to participate in Latchkey. If you have any questions regarding immunizations, please contact the Macomb County Health Department (586) 469-5372 or Oakland County Health Department (248) 424-7046.

HALF-DAY LUNCH/ SNACK

Your child must bring a lunch on half-days of school. Please note that our Latchkey sites are **nut-free zones**; please do not send foods containing nuts or nut products to Latchkey. Be sure your child's name is on his/ her lunch. There is no hot lunch program available in Latchkey on half-days.

In support of the link between healthy eating and academic achievement, parents are encouraged to send a healthy lunch (half-day) snacks to Latchkey. Additional information for considering healthy lunch and snack selection may be found at <https://www.choosemyplate.gov>

COMMUNITY RESOURCES

AGENCY	LOCATION	PHONE #
Department of Human Services	Sterling Heights	586-254-1500
Department of Human Services	Warren	586-573-2300
Department of Human Services	Oakland County	248-975-4800
Immunization Clinic	Warren	586-465-8537
Immunization Clinic	Oakland County	248-424-7000
Health Department	Macomb County	586-469-5235
Health Department	Oakland County	248-424-7000
MSU Extension	Macomb County	586-469-5180
MSU Extension	Oakland County	248-858-0880
Poison Control Center	Children's Hospital	1-800-222-1222
WIC (Women, Infants & Children)	State	1-800-225-5942

CULTURAL COMPETENCY

The purpose of Cultural Competency is to ensure the cultures of all families are respected and valued. Latchkey regularly integrates cultural competence through the materials and activities which reflect the diversity of the families in the program and local community. In addition, staff members are trained on culture and diversity.

INCLUSION POLICY

The purpose of the Inclusion Policy is to ensure all families are treated with dignity and respect regardless of special health care needs or disability. Inclusion of children with special needs enriches the experience for all staff, students, and families of those enrolled. Children with special needs may be accepted into our program under the guidelines of the American with Disabilities Act (ADA) and in keeping with the State of Michigan Licensing Rules for Child Care Centers.

As such, the parents must report specific health/medical needs and/or any special needs that require additional support on the on-line registration form as well as to the Latchkey staff directly.

In order to plan appropriately for the child, parents are also required to contact the Latchkey Supervisor at (586) 698-4046, to schedule a planning meeting with the parents, Latchkey staff, and the WCS nurse (as appropriate) in support of severe health/ medical conditions (diabetic care, asthma, severe allergies, etc.) or special needs that require additional support. The planning meeting must be held prior to the student's first day of Latchkey attendance.

Parents are to provide a photo of their child for the Latchkey health record/plan. The Latchkey ID badge may be tagged with a special sticker to inform staff of special health/medical needs.

MEDICATION

In the event of an emergency, WCS Latchkey Staff will dispense medication to a child as needed only when the following conditions exist:

- All special health/ medical needs policy guidelines are followed
- A current medication form signed by both doctor and parent or guardian is on file
- Medication is in its original container, labeled with dosage amount and additional directions. The prescription medication must be left on site in the original container and packaging, clearly marked with the child's name, the expiration date, and a photograph of the child
- There is another adult to witness the dispensing of the medication

Any medication that has been dispensed will be logged on a Medication Permission and Instruction Form, (BCAL 1243), listing date, time, dosage amount, and witness signature.

STUDENT BEHAVIOR

Our caring and concerned staff promotes positive behavior for all students by planning appropriate activities and by enabling students to become increasingly responsible for their behavior. We encourage all students to follow the rules of the classroom to provide a safe environment for all.

Students are expected to follow all program rules and engage in developmentally-appropriate behaviors at all times. If a problem occurs during latchkey, the staff will use positive and developmentally-appropriate methods of discipline to encourage self-control, self-direction, self-esteem, and cooperation. Staff may also discuss feelings with the child(ren) related to the specific problem that occurred to resolve the situation. In the event that additional parental support is needed, the information will be brought to the attention of the parent.

If chronic disruptive behavior occurs, a meeting will be held with the Latchkey Team Lead and parent. In the event that the behavior continues, the student will be dismissed from the program.

Extreme behavioral issues, including but not limited to verbal and/or physical contact with another student or staff member, will result in immediate dismissal from the program at the sole discretion of Warren Consolidated Schools.

Please note that Warren Consolidated Schools (WCS) Student Code of Conduct remains in effect during Latchkey hours.

DISMISSAL FROM PROGRAM

The following circumstances may result in your child being dismissed from Latchkey services:

- Failure to pay for services by due date
- Excessive late pick-up (after 6:00 PM) of your child
- Failure to maintain current contact information – phone, address, and email
- Failure to notify Latchkey staff of PM Latchkey schedules or deviations from schedule
- Failure to sign-in/ out child from Latchkey electronically
- Failure to follow Latchkey policies and procedures
- A child who verbally or physically harms another student or staff member
- A child who does not adjust to behavioral expectations
- A child suspended from school will not be permitted in the Latchkey program for the duration of the suspension
- A child that does not follow the WCS Student Code of Conduct

PARENT RESPONSIBILITIES

Please make sure all phone numbers are up-to-date with the Latchkey office & home school site (cell, work, home, emergency contacts).

Please make sure your child knows his/her Latchkey schedule; it is important that your child's teacher knows your child's Latchkey schedule.

Review the PM Latchkey procedure with your child. If your child attends an alternate Latchkey site, please advise your child to remain on the Latchkey bus until the Latchkey staff member arrives to greet the students.

Please make sure your child understands the behavioral expectations at Latchkey. If notified of a problem by the Latchkey staff, please review the expectations at home in support of a successful and safe experience at Latchkey.

To avoid a disruption in Latchkey services, please pay your bill on time; if you need assistance, do not hesitate to contact the billing office at (586) 698-4046.

ADDITIONAL PARENT RESOURCES

ORGANIZATION	WEB ADDRESS
Macomb County Public Health Dept.	http://health.macombgov.org
MiChild State of Michigan Health Care Insurance	http://www.healthcare4mi.com
Macomb Intermediate School District	http://www.misd.net
Macomb Great Start Collaborative Parent Coalition	http://www.greatstartmacomb.org/
Learning Resources – Starfall	http://www.starfall.com/
Michigan eLibrary	http://www.mel.org/
Learning Resources – Children Songs, Videos, etc.	http://bussongs.com/
Let's Move – Raising Healthier Generation of Kids	http://www.letsmove.gov/parents
Healthy Children/ Bright Futures – Health Promotion	https://brightfutures.aap.org/families/Pages/Resources-for-Families.aspx
CDC – Vaccines Information	https://www.cdc.gov/vaccines/parents/index.html
USDA Food & Nutrition Services Parent Information	https://www.fns.usda.gov/school-meals/school-day-just-got-healthier-parents

HEALTH CARE POLICY

Staff members are aware of the Health Policies of the State of Michigan DHS Licensing Department. New staff members receive in-service training regarding these policies. Latchkey staff members are certified in CPR, Blood-borne Pathogens Training and First Aid. Licensing rules require knowledge of and compliance with the following procedures:

- Hand Washing - the following procedures will be used:
 - Moisten hands with water (temperature between 60 and 120 degrees F) and apply soap
 - Rub hands vigorously until a soapy lather appears, continuing for 10 seconds
 - Rub areas between fingers, around nail beds, under fingernails, jewelry and back of hands
 - Rinse hands under running water until free of soap and dirt. Water will remain running while drying hands
 - Dry hands with clean, disposable paper or single-use cloth towel. Water will be turned off with the disposable paper or single-use towel
 - Dispose of the single service towel in a lined trash container
- Handling Children's Bodily Fluids – brief overview:
 - Use of disposable gloves (waterproof barrier)
 - Placing soiled objects in biohazard bags
 - Cleaning and sanitizing areas and articles
 - Centers shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. OSHA has model exposure plan materials used by the centers in addition to formal staff training
- Cleaning and Sanitizing – the following procedures will be used:
 - Surface of article will be washed vigorously with warm water and detergent
 - Article will be rinsed with clean water
 - Surface of article will be submerged in, wiped or sprayed with a sanitizing solution
 - Article will be air-dried
- Controlling Infection – the following procedures will be used:
 - Parents are notified when changes in the child's health are observed, if an accident or injury occurs, or if the child is too ill to remain with the group
 - Child is placed in a separate room under adult care until parent(s) arrives
 - Items exposed to risk are thoroughly cleaned and sanitized
 - Upon notification of communicable disease, parents are informed of the name of the disease, that exposure may have occurred, and the symptoms of the disease

A registered nurse is on staff with WCS and available by phone for consultation or evaluation. Counselors and therapists are available throughout the District to address concerns, conduct evaluations and attend to special needs as deemed necessary.

WHEN SHOULD MY CHILD STAY HOME FROM LATCHKEY?

In order to prevent the spread of communicable disease, before returning to Latchkey:

- Students should be fever free for 24 hours without use of fever reducing medications
- Students should be free of continuous coughing
- Students should remain at home until 24 hours after the last episode of vomiting or diarrhea
- Students should remain home for 24 hours after taking the first dose of antibiotic for an infection

Warren Consolidated Schools

WCS CENTRAL ADMINISTRATION

Robert D. Livernois, Ph.D., Superintendent
John Bernia, Chief Academic Officer
Sharon Irvine, Ed.S., Esq., Chief Operating Officer
Kari Elenbaas, CPA, Chief Financial Officer
Theresa Callahan, Administrator of Assessments, Latchkey, and Preschool

WCS DISTRICT MISSION STATEMENT

The mission of the Warren Consolidated Schools, in partnership with families and the community, is to achieve a level of excellence in teaching and learning which enables all students to become knowledgeable, productive, ethical and successful citizens.

WCS DISTRICT VISION STATEMENT

We're creating a collaborative culture of stakeholders committed to scholarship and creating success for our staff and students.

WARREN CONSOLIDATED SCHOOLS

31300 Anita | Warren, Michigan 48093 | 1-888-4WCS-KIDS | www.wcskids.net

Board of Education

Susan G. Trombley, President
Megan E. Papasian-Broadwell, Vice President
I. Susan Kattula, Secretary
Brian White, Treasurer
Leah A. Berdy, Trustee
Susan M. Jozwik, Trustee
Carl Weckerle, Trustee

Robert D. Livernois, Ph.D., Superintendent



Student Achievement

A focus on measurable student achievement in our Professional Learning Communities.

High Expectations

Clear expectations for every stakeholder, including students, staff and parents.

Strong Relationships

Strong relationships among all stakeholders, including: teacher-student, parent-teacher, principal-teacher, and superintendent-board member.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, the Elliott-Larsen Civil Rights Act of 1977, and the Genetic Information Nondiscrimination Act of 2008, it is the policy of the Warren Consolidated Schools that no person shall, on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Inquiries should be addressed to the Chief Operating Officer, 31300 Anita, Warren, Michigan 48093, (586) 825-2400, ext 63110.
