



Warren Consolidated Schools

Latchkey Parent Handbook



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PROGRAM 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:

Office of Assessments, Latchkey, and Preschool
31300 Anita
Warren, MI 48093
(586)698-4046
lknight@wcskids.net

GENERAL INFORMATION & HOURS OF OPERATION

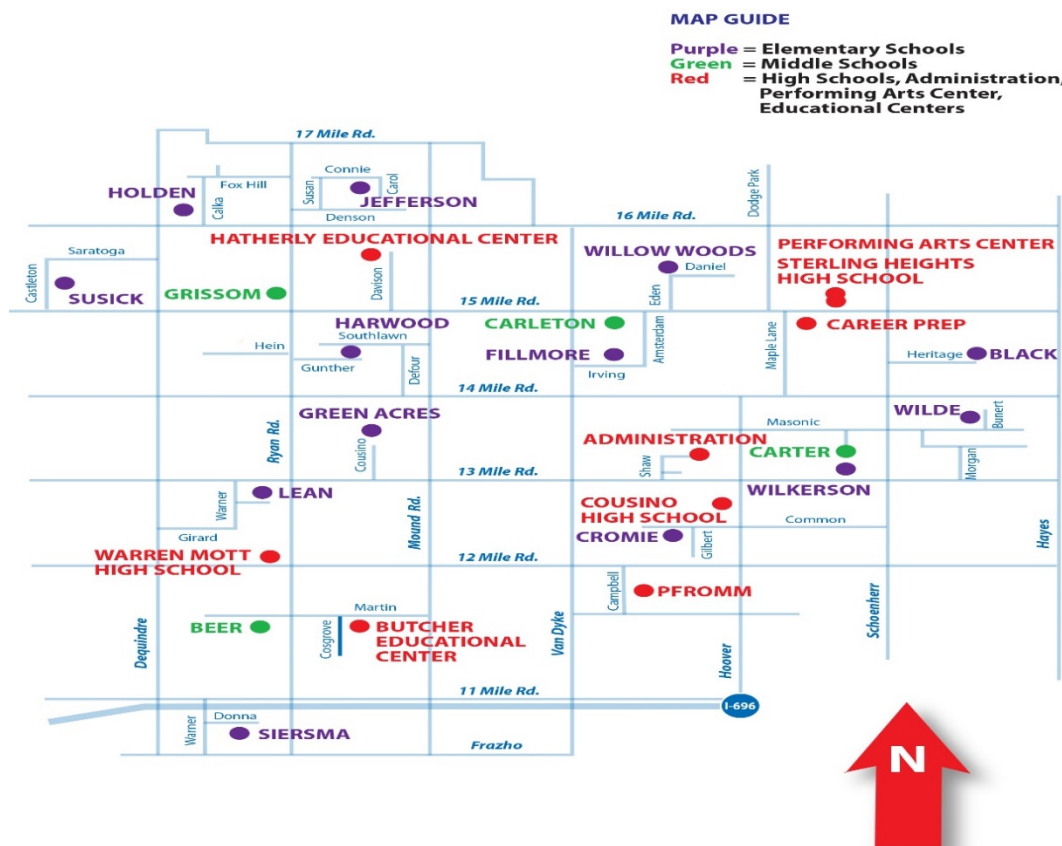
Latchkey Caregivers promote a safe and pleasant experience for students while maintaining compliance with all State of Michigan Licensing Rules for Child Care Centers. In addition, your child has the opportunity to participate in organized activities during latchkey hours. Please review the important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

- ✓ Latchkey is available Monday through Friday on school days at every elementary school.
- ✓ 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.
- ✓ AM Latchkey is available from 6:45 AM to the beginning of the school day.
 - Daily AM Flat Rate = \$5*
- ✓ PM Latchkey is available from the end of the school day to 6:00 PM.
 - Daily PM Flat Rate = \$7*
- ✓ Half-Day & Early Release Latchkey Program is available.
 - Half-Day Flat Rate = \$15*
- ✓ Late Pickup Rate = \$1 for every minute after 6:00PM.

In order to ensure that all WCS families have the opportunity to participate in quality before and after school care, students must be registered in Latchkey and families must pre-select Latchkey dates of attendance a minimum of 2 weeks in advance (as space is available). Same day registration and “Drop-In” Latchkey Services are not available.

*Current rates are subject to change.

** Parents will pre-select dates of attendance in advance until the date is full. Families will be charged for all pre-selected dates, regardless of whether or not the student attends.



ADMISSION

Students must be pre-registered to attend Latchkey. Online registration for Latchkey must be completed each year. A valid e-mail address is required to register.

Once the registration process is complete, families may then pre-select attendance dates a minimum of two weeks in advance as long as space is available. Same day drop-in and same day registration Latchkey is not available.

Step 1 Complete the District's online registration forms from your home at www.wcskids.net. For assistance call (586)698-4046.

- The \$50 Registration Fee is the only amount you will be charged at this time.
- Please include emergency phone numbers for person(s) who reside in close proximity to the site your child is attending.

Step 2 Select the dates of attendance from the available dates as space is available. Dates are available no earlier than two weeks in advance. Please note that families will be charged for all pre-selected dates whether or not your student attends Latchkey.

If your child has a severe health/medical condition or has special needs that require additional support, please call (586)698-4046 to schedule a planning meeting. The planning meeting must be held prior to the student's first day of attendance at Latchkey.

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.

BUILDING PHONE CONTACT INFORMATION

BUILDING	PHONE	EXTENSION
Black Elementary	(586)825-2840	52541
Cromie Elementary	(586)574-3160	33976
Green Acres Elementary	(586)825-2890	34653
Harwood Elementary	(586)825-2650	74105
Holden Elementary	(586)825-2670	86102
Jefferson Elementary	(586)825-2680	79963
Lean Elementary	(586)574-3230	50910
Siersma Elementary	(586)574-3174	47915
Susick Elementary	(586)825-2665	54653
Wilde Elementary	(586)294-8490	48692
Wilkerson Elementary	(586)825-2550	55910
Willow Woods Elementary	(586)825-2850	76101



COMMUNICATION

The Latchkey Program supports open communication. To ensure the success of your child, please discuss any concerns you have with your child's caregiver. In the event that mutual resolution is not reached, please contact the building principal or the Administrator of Latchkey.

As a friendly reminder, your child's caregiver may not be able to speak freely with you about concerns during drop-off or pick-up times. We encourage you to ask the caregiver to arrange a special meeting or phone conference at a time that is convenient for all parties involved.

CULTURAL COMPETENCY

The purpose of Latchkey Cultural Competency plan is to ensure all families are treated with dignity and respect regardless of their gender, ability, ethnicity, language, or background. In support of the diversity of our children and families, Latchkey regularly integrates cultural competence through the materials and activities that reflect the diversity of the families in the program and local community. In addition, staff members are trained on culture and diversity.

DAILY ROUTINE (SAMPLE)

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

- 6:45AM Latchkey opens (morning session)
- 6:45-7:00AM Free choice time (games, coloring, reading, computer)
- 7:00-7:45AM Outside play (weather and staff permitting)
- 7:45-8:15AM Breakfast, getting ready for school, dismissal
- 3:20 PM Latchkey re-opens (afternoon session)
- 3:20-3:45PM Wash hands and snack
- 3:45-4:15PM Free choice time (art, games, etc.)
- 4:15-5:00PM K - 2 Outside Play (weather permitting); 3-5 Gym or Computer Lab
- 5:00-5:45PM K-2 Gym or Computer Lab; 3-5 Outside Play (weather permitting)
- 5:45-6:00PM Open activities (games, projects, homework)
- 6:00PM Latchkey closes for the day



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 and emergency information – phone, address, and email.
- Repeatedly pre-scheduling latchkey dates but the student does not attend and/or impeding the opportunity for other families to participate in needed child care services.
- 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.

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.
- Natural or Man-Made Disasters – staff will lead students to a designated safe zone away from school, emergency procedures will be followed.
- Lock Down - staff will follow emergency procedures.
- Serious Accident, Illness, or Injury – staff will follow emergency procedures.

In the event of an emergency requiring evacuation from a school, WCS District 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 Latchkey site for dismissal 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 site is utilized.

HALF-DAY & EARLY RELEASE LATCHKEY SERVICES

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

Latchkey will be available half-days and early release days from the time school is dismissed until 6:00 PM. You must sign up for early release/ half-days a minimum of one week in advance as space is available. Once you sign up, the account will be charged a \$15 fee (whether your child attends or not). Same day drop-in and registration services for Latchkey are not available.

HALF-DAY LUNCH

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 to Latchkey on half-days. Additional information for considering healthy lunch and snack selection may be found at <https://www.choosemyplate.gov>.

IMMUNIZATIONS

The State of Michigan Licensing Rules for Child Care Centers requires that immunizations remain up to date to participate in Latchkey. The best way to protect all students from contracting serious diseases is to have all students vaccinated according to the recommended vaccination schedule found at: www.Michigan.gov/Immunize. If you have any questions regarding immunizations, please contact the Macomb County Health Department at (586) 469-5372 or the Oakland County Health Department at (248) 424-7046.

INCLUSION

The Latchkey program is committed to meeting the needs of all students. 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 the Latchkey 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. All families will be treated with dignity and respect for their individual needs and/or differences.

For students who need additional support, parents must report specific health/medical needs (diabetic care, asthma, severe allergies, etc.) and/or any special needs on the registration form and contact the Latchkey Administrator at (586) 698-4046, to schedule a planning meeting. The planning meeting, which must be held prior to the student's first day of Latchkey attendance, will be held with the parents, Latchkey staff, and the WCS nurse (as appropriate).

LATE PICK-UP

If a child is not picked-up by 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.

LICENSING INFORMATION

Warren Consolidated Schools Latchkey complies with all State of Michigan Licensing Child Care Centers requirements. Parents may access these rules at www.michigan.gov/michildcare.

The State of Michigan Department of Licensing and Regulatory Affairs requires all child care centers to provide access to a license notebook which contains licensing inspection reports, special investigation reports, and related corrective action plans (CAP) developed during the past five years until the license is closed. Warren Consolidated schools has internet available onsite to access the documents. Reports from the last three years are available at www.michigan.gov/michildcare.

For the safety of all, smoking and vaping is prohibited at all times while on school property.



MAINTAINING A HEALTHY ENVIRONMENT

Staff members are aware of the Health Policies of the State of Michigan Rules for Child Care Licensing. New staff members receive in-service training regarding these policies. Latchkey staff members are certified in CPR and First Aid. In addition, 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- 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 location 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 assessments and attend to special needs as deemed necessary.

MANDATED REPORTING

Staff is required by law to report all suspected cases of child abuse and/or neglect to the appropriate authorities. (Act No.238, Public Act of 1975 as amended Sections 722.621-772.636, Michigan Compiled Laws).

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 is signed by both doctor and parent/guardian and the form is on file. A photograph of the child must also be provided with this form.
- Prescription medication is left on site in the original container and packaging. The label contains the following information: child's first and last name, physician's name, instructions for administration, name and strength of the medication, and the expiration date.
- 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.

NON-CUSTODIAL PARENT

According to the State of Michigan Licensing Rules For Child Care Centers, "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."

For child custody cases, a court order designating a parent or guardian full custody must be on file with the program. Unless court action has established custody, one parent may not limit the other from picking up the child.

PARENT & COMMUNITY RESOURCES

ORGANIZATION	CONTACT INFORMATION
CDC – Vaccine Information	https://www.cdc.gov/vaccines/parents/index.html
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
Healthy Children/ Bright Futures – Health Promotion	https://brightfutures.aap.org/families/Pages/Resources-for-Families.aspx
Immunization/ Health Department – Macomb County	(586)469-5235
Immunization/ Health Department – Oakland County	(248)424-7000
Learning Resources – Children Songs, Videos, etc.	http://bussongs.com/
Learning Resources – Starfall	http://www.starfall.com/
Macomb Great Start Collaborative Parent Coalition	http://www.greatstartmacomb.org/
Macomb Intermediate School District	http://www.misd.net
Michigan eLibrary	http://www.mel.org/
MiChild State of Michigan Health Care Insurance	http://www.healthcare4mi.com
Poison Control Center	(800)222-1222
USDA Food & Nutrition Services Parent Information	https://www.fns.usda.gov/school-meals/school-day-just-got-healthier-parents
WIC (Women, Infants & Children)	(800)225-5942

PARENT RESPONSIBILITIES

- ✓ Please make sure all contact information is up-to-date with the Latchkey office & home school site (cell, work, home, emergency contacts).
- ✓ Please make sure both your child and the teacher knows his/her Latchkey schedule.
- ✓ 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.
- ✓ Please adhere to all Latchkey Program Policies as outlined in this handbook.
- ✓ 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.

PAYMENTS & BILLING

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 October for September services. 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 the link on the invoice.
- Follow the prompts to make your payment.
- Print your receipt upon completion.

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.

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.

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

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.

PUBLIC SEX OFFENDER REGISTRY (PSOR)

All staff and volunteers are screened to ensure that they are not registered on the Public Sex Offender Registry. Individuals registered with the Public Sex Offender Registry (PSOR) are prohibited from having contact with any child in care.

SCHOOL CLOSING

If Warren Consolidated Schools is closed due to inclement weather, all Latchkey sites will also be closed. Listen to local TV or radio stations for news of such closings or check the WCS website at www.wcskids.net.

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, the parent or designee (as listed on the emergency contacts) will be required to sign the child in/out electronically. Identification will be checked for those persons with whom the Latchkey staff is unfamiliar.



SNACKS

Snacks will be served during Latchkey and 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 foods.

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 program to provide a safe environment for all. The Warren Consolidated Schools (WCS) Student Code of Conduct remains in effect during Latchkey hours.

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 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. In addition, 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. Non-severe and developmentally appropriate restraint may be used to prevent the student from harming others.

STUDENT WELLNESS

A healthy environment 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 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).

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 48 hours without use of fever reducing medications.
- Students should be free of continuous coughing.
- Students should remain at home until 48 hours after the last episode of vomiting or diarrhea.
- Students should remain home for 48 hours after taking the first dose of antibiotic for an infection.
- Additional COVID requirements for school participation may be in effect. Please follow the requirements as outlined.



YEAR-END TAX STATEMENTS

A copy of the Year-End Tax Statement is available online. Please seek the advice of a tax advisor in claiming this information.

WCS LATCHKEY PROGRAM POLICIES

- ✓ I understand that Warren Consolidated Schools (WCS) Latchkey complies with all State of Michigan Licensing Child Care Center requirements.
- ✓ I understand that the payment is due on the 10th of each month. Failure to make payments in a timely manner may result in the child be removed/dropped from the program.
- ✓ I understand that all payments must be made online.
- ✓ I understand that students must be pre-registered to attend Latchkey and I must pre-select the dates of attendance at least one week in advance, pending space availability. Student same day/"drop in" for Latchkey is not available. I also understand that I am responsible for payment for all the pre-selected attendance dates, regardless of the child's attendance.
- ✓ I understand that if I am late picking up my child, I will be charged a \$1.00 late fee for every additional minute after 6:00PM. The fee will be added to the monthly invoice. Repeated late picks up may result in the child being removed/dropped from the program.
- ✓ I understand that I am responsible to provide the child's caregiver with any changes in writing to parent/student information including: phone numbers, addresses, email addresses, emergency contact information and pertinent information pertaining to the child.
- ✓ I understand that I must complete the entire online registration form and include all parent and student information, local emergency contact information, physician and hospital information, as well as allergies, special needs, and special instructions.
- ✓ I understand that my child may be photographed or videotaped during their time in the program. These photos or tapes may be used in newsletters, the WCS District Website, and/or the WCS TV channel.
- ✓ I understand that my child's immunizations must be up to date and the appropriate immunization record or waiver(s) are on file with the school.
- ✓ I understand my child must be in good health to attend Latchkey. In addition, I understand that I am required to notify Latchkey if my child has any activity restrictions.
- ✓ I understand that I must provide my child with a lunch and beverage on half-days. Please remember that latchkey sites are nut-free zones.
- ✓ I understand that all employees of Latchkey have been cleared LARA (Licensing and Regulatory Affairs) via a Comprehensive Background Check.
- ✓ I understand that personal items are not allowed in WCS Latchkey. I will not send personal items to Latchkey.
- ✓ I understand that Latchkey Services will not be available if my child stays after school for academic support with a teacher or other support personnel.
- ✓ I am aware that access to licensing inspection reports, special investigation reports, and related corrective action plans are available for review at each Latchkey location via onsite internet access. Reports from the last three years are available at www.michigan.gov/michildcare.

WARREN CONSOLIDATED SCHOOLS

WCS CENTRAL ADMINISTRATION

Robert D. Livernois, Ph.D., Superintendent
John Bernia, Ed.D, Chief Academic Officer
Jennifer Grigg, Chief Human Resources 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, Ed.D., Vice President
Carl Weckerle, Secretary
I. Susan Kattula, Treasurer
Leah A. Berdy, Trustee
Susan M. Jozwik, Trustee
Brian White, 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 Human Resource Officer, 31300 Anita, Warren, Michigan 48093, (586) 825-2400, ext 63110.