



# Shield Childcare and Preschool

Parent Handbook  
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## **Our Mission**

Shield Childcare and Preschool exists to serve Christ while providing exceptional childcare and preschool while ministering to the children and families in our care.

## **Our Philosophy**

Our childcare philosophy at Shield Childcare and Preschool is to provide healthy, safe, Christ centered, exceptional childcare for Redford Township and the surrounding areas. We believe that we are here to serve Christ and the children and families in our community. We provide a loving and stimulating environment that encourages children to use their imagination and creativity while using a program with developmentally appropriate practices and activities. Daily routines which provide structure with opportunities for free play allow a child to function independently, while gaining the social skills necessary to be a well-balanced member of society. Through playtime experience and positive adult interactions a child will develop self-awareness, self-regulation and learn how to develop relationships with others. We will also keep in mind the four developmental domains of development as we utilize the curriculum and plan developmentally appropriate lessons, activities and events.

## **Our Staff**

All our staff is CPR/First Aid certified and have taken the required Health and Safety course through MIRegistry. Our staff, as required by Child and Adult Licensing of Michigan, is required to take 21 clock hours of training every year.

## **Our Facilities**

Shield Childcare and Preschool is located inside Covenant Community church of Redford.

## **Enrollment**

We provide care for infants as young as six weeks old and children up to the age of 12. We do not require a registration fee to enroll your child. Your child is enrolled once we receive a completed enrollment packet with all the required documents filled out and signed.

## **Childcare Hours and Holidays**

Our hours of operation are 7:00 a.m to 6:00 p.m Monday through Friday. We are open all year around with the exception of the following major holidays:

New Years Eve  
New Years Day  
Memorial Day  
Independence Day  
Labor Day Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day

The rates remain the same during the week in which a holiday falls. If the holiday falls on a Sunday, then we will be closed on the Monday after the holiday.

## **Birthdays**

We will have a birthday party for each child on his/her birthday or as close as possible to the actual day. You may bring in a treat for your child and their class but ask that you inquire of his/her teacher beforehand so you are aware of any food allergies there may be. Otherwise, the center will provide cupcakes/snack cakes.

## **Tuition rates**

### **Infants and toddlers (6 months to 2 years):**

Full Time-\$250.00 per week    Part-time: \$70 per day

### **Half Days (less than 5 hours)**

Full-time (5 days under 5 hour per day): \$170 per week    Part-time: \$50 per day (under 5 hours):

### **Toddlers (2 ½ years to 3 years)**

Full-time: \$225    Part-time: \$65

Half Days (less than 5 hours).

Full-time (5 days under 5 hours per day): \$150    Part-time: \$45

**Preschoolers 3 to 5 years**

Full-time: \$200    Part-time: \$55

Half Days (less than 5 hours).

Full-time: \$135    Part-time: \$35

We have added a copy of the *Childcare Staff Member to ratio chart* for licensing R.400.8182 so you are aware of the teacher to child ratio.

**Full-time-** the full weekly tuition will be due whether your child attends one day or all days he/she is scheduled to attend.

**Part-time-** this tuition is paid based upon your individual child's schedule. The full schedule tuition is due whether your child attends one day or all days of his/her schedule. (e.g. if your child is scheduled for Tuesday and Thursday and he/she does not come on Thursday, you still owe the tuition for Thursday). If you only need childcare part-time but your schedule changes from week to week, the full-time rate would be required as you would be using a full-time slot.

**Absence and Illness Policy**

In order to maintain an exceptional program and comply with licensing regulations, we must employ a staff that is based on the number of children enrolled in the childcare center. Therefore, we are unable to reduce or refund tuition for daily absences caused by illness, your vacation, holidays or poor weather conditions. Please notify us if your child will be absent. **You will be charged full tuition whether or not your child is in attendance.** You are paying for your spot at the center.

In order to maintain a star rated program and comply with licensing regulations, we must employ a staff that is based on the number of children enrolled in the childcare center. Therefore, we are unable to reduce or refund tuition for daily absences caused by illness, your vacation, holidays or poor weather conditions. Please notify us if your child will be absent. You will be charged full tuition whether or not your child is in attendance.

Healthy guidelines are especially important, not only for a child who is not feeling well, but also for all others who are present. Please do not bring your child if you notice any of the following symptoms: fever, diarrhea, vomiting, a severe cold evidenced by a profuse nasal discharge that is any other color besides clear, persistent cough,

undiagnosed rash or inflamed eyes. When any of these symptoms develop during the day, you will be notified to arrange for the pick up of your child. Your child should be symptom free for 24 hours before returning to childcare.

## **Medications**

According to the licensing rules for childcare centers, if we administer medication, then the following provisions shall apply. Medication shall be given or applied only with prior written permission from the doctor. Medication shall be in the original container, prescribed, stored according to instructions and clearly labeled with the child's name. We will give or apply the medication according to the instructions provided. We shall maintain a record as to the time and the amount administered.

## **Accident or injury**

In the event of a serious accident or injury. Parents will be notified immediately. We will then make a verbal report to the Department of Licensing within 24 hours of the incident/accident and we will submit a written report to the department within 72 hours of the verbal report.

## **Outdoor play**

We believe it is important for children to spend some time outside everyday, weather permitting. We will go outside if the temperature is above 20 degrees fahrenheit and no heat advisories.

## **Closure from inclement weather**

We will try and remain open for our working families regardless of the public school district decisions. As long as we are able to get to the center we will be open. If, for any reason this changes and there is an unforeseen circumstance, we will send out a message to notify all parents as soon as possible.

## **Nutrition Policy**

### **PLEASE LET US KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES**

Eating nutritious food is an important part of each child's day at Shield Childcare and Preschool. We offer a clean, well-balanced, safe-environment with nutritious food for breakfast, lunch and snacks, while being mindful of the four basic food groups. We participate in the *Mid Michigan Food Program* and we follow their healthy guidelines.

## **Discipline**

We maintain simple, reasonable and consistent rules depending on the age and abilities of the child. We encourage the use of reasoning skills when faced with conflict and try to help the child through any situation that arises. We explain what behavior is acceptable or unacceptable. We try to phrase requests in a positive manner; for example, “please sit on the chair” instead of “don’t stand on the chair.” Sometimes the use of the *calm down corner* is needed so the child can come to terms with their emotions and “talk it out” if possible. Guidance and discipline are an ongoing process and sometimes redirection, a change in the activity or environment, helps to deescalate the situation. **We will never use physical or verbal punishment.**

## **Diapering and Toilet training**

Each child’s diaper is changed as soon as possible after becoming wet or soiled. We use the proper disinfecting techniques required by licensing. Toilet training will be handled cooperatively between parents and the center. We use praise when a child goes on the potty and positively encourage them when they have success or failures. We believe toilet training should always be spoken about and handled positively.

## **Curriculum**

Shield Childcare and Preschool uses *Teaching Strategies Creative Curriculum*.

## **Communication**

Close communication with parents is viewed as a vital part of the program. This helps to ensure that childcare is more of an extension to the home learning environment rather than a fragmented part of the child’s day. Noticing changes in your child at home and at childcare are a part of the responsibility we share regarding the care for your child. Any

insights, information, observations or concerns should be mentioned and when needed, discussed.

**Welcome to Shield Childcare and Preschool, we look forward to serving you and your child!**