

**ST. MICHAEL'S
COMMUNITY CHILD CARE CENTER**



*"Let the
little children
come to me"*

MATTHEW 19:14

CHILD CARE PARENT HANDBOOK

9444 W. Saginaw Rd.

Reese, MI 48757

Phone: 989-868-3830

Fax: 989-868-4288

Email: ecc@stmichaelsrichville.org

St. Michael's Lutheran Preschool

Four Year Olds – Option 1 Mondays, Wednesdays, and Fridays

Option 2 Monday, Tuesday, Wednesday, and Friday

Option 3 all 5 days

All day class – 8:00 to 2:30 p.m.

Child Care & Preschool Administration

Administrator: Charles Chaveriat cchaveriat@stmichaelsrichville.org

Program Director: Lori Powell lpowell@stmichaelsrichville.org

Assistant Director: Alyssa Lozano ecc@stmichaelsrichville.org

St. Michael's Lutheran School

Grades K-8

989-868-4809

Principal – Mr. Charles Chaveriat cchaveriat@stmichaelsrichville.org

St. Michael's Lutheran Church

3455 S. Van Buren Rd.

Richville, MI 48758

989-868-4791

Pastor Wes Gillaspie

Service Times

Sunday – 7:45 a.m. and 10:30 a.m.

Wednesday – 7:00 p.m.

Bible Study

Sunday Adult Education Hour – 9:15 to 10:15 a.m.

Kidz Ministry for ages 3-12 (during school year) – 9:00 a.m. to 10:00 a.m.

WELCOME TO ST. MICHAEL'S COMMUNITY CHILD CARE CENTER & PRESCHOOL

Thank you for enrolling your child in one of our programs! This parent handbook is designed to familiarize you with our center policies, guidelines, procedures, and programs. Parents are expected to be aware of its content. Please take the time to carefully read through the handbook entirely and then keep it in a handy place for reference during the year. This handbook will help to answer many of your questions. However, please contact the Program Director, Assistant Director or your child's lead teacher with any questions or concerns. The ECC Board reserves the right to make changes to this handbook as well as center policies, guidelines, procedures, and programs without prior notice. Changes will be announced in the Center's monthly newsletter and/or in special written center announcements, notes, and email blasts. Please be sure to sign the last page of this handbook and return it to the center.

MISSION STATEMENT

Our purpose as a part of the total ministry of St. Michael's Lutheran Church is to serve families of the church, school, and community who desire Christ-centered care for their children. It is our intent to work in partnership with parents who have the primary and most critical role in the nurturing of their children. Our goal is to provide a safe, caring, educational, and uniquely Christian environment for children in which they can grow and experience the love of Jesus. It is also St. Michael's ECC intent to work together with parents to strengthen the family unit according to God's plan and purpose.

Bring them up in the nurture and admonition of the Lord. Eph. 6:4

PHILOSOPHY STATEMENT

We at St. Michael's Community Child Care Center strive to provide a safe and nurturing environment, to meet the needs of children, to lead them to know their Savior, to grow in their faith in God, and to provide for parents the confidence that their children are being given loving, Christian care.

1. Spiritual Needs – children will develop a firm foundation in the knowledge of their Savior.
2. Cognitive Skills – children will gain knowledge through experience and exploration.
3. Physical Skills – children will be expressing themselves in creative and stimulating activities that help to develop their motor skills.
4. Social Skills – children will be interacting with other children and adults to nurture self-confidence.
5. Emotional Needs – children will be provided with opportunities for sharing dreams, fears, and helped to distinguish between real and make-believe.

GOALS

Our goals at St. Michael's Community Child Care Center are to provide daily opportunities for growth in every aspect of a child's development, to encourage the child to develop and use God-given talents and abilities, to enable parents to confidently place their child in the care of well-trained Christian child care personnel and to offer the opportunity for a positive start in the development of the child's education that can and may be continued at St. Michael's Lutheran School.

LICENSING

St. Michael's ECC is licensed by the State of Michigan, Department of Licensing and Regulatory Affairs, Child Care Licensing Division. The Center is inspected annually to ensure a high quality of child care and education.

St. Michael's also has earned a 2-star rating on the Great Start to Quality tiered system.

LICENSING NOTEBOOK NOTIFICATION

The center maintains a licensing notebook of licensing inspections and special investigation reports and related corrective action plans. This notebook is on the shelf under the parent information board in the main entrance. You can also find reports from the past two years on the licensing website at www.michigan.gov/childcare.

ENTRANCE POLICIES

St. Michael's ECC is open to any family regardless of church affiliation and admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the center. Admission consideration will be given to those families belonging to St. Michael's Lutheran Church. This center will accommodate children ages 2 weeks to 12 years of age. This center does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational and admission policies.

Children that enter the center with special needs or are diagnosed with special needs after initial entry will be evaluated periodically. As children grow and change age groups and classrooms, the ratios of adults to children change. As infants and toddlers (ages 1 - 2), the children receive loving care by an adult primary caregiver for every 3-4 children. When they turn three years old and enter the preschool child care room, the ratio is one teacher to every ten children. If the child with special needs is still in need of significant individualized care, is a direct threat to the other children, imposes an undue burden, or fundamentally alters the nature of the program, we will make every effort to help the parent find a more appropriate program for their child.

At the time of entrance, a CHILD INFORMATION RECORD form shall be on file and an up-to-date immunization record based on the EPSDT immunization schedule shall be submitted no later than the first day of attendance. In addition, a current physical health appraisal form must be on file within 30 days of attendance and updated each year thereafter until the child enters kindergarten. Immunizations received during the year must be reported to the Director in written form. All immunizations will follow County Health Department requirements.

ADMISSION AND WITHDRAWAL POLICIES

Students are accepted during the course of the year as vacancies occur. The center should be notified two weeks in advance to withdraw a child from the center. This provides the Center with the opportunity to admit another child to the program and/or to adjust staff if necessary. If a two weeks' notice is not given, then the parents may be charged child care fees for those two weeks.

St. Michael's ECC reserves the right to remove from the center any child, who is determined to be detrimental to other children, center staff, or the program. We first make every effort to work with the parents for the benefit of their child. Center staff will schedule meetings with parents to discuss the concerns with the child and decide on a course of action or strategies to correct the situation. If the course of action or strategies is not workable, then, upon the recommendation of child care personnel, the director, and the ECC Board, parents will be given a two-week notice for withdrawal of their child. All fees must be paid at the time of withdrawal.

ENROLLMENT PROCEDURES

To be enrolled into St. Michael's ECC you will need to complete and submit to the Center the following forms and fees:

1. Completed registration form.
2. Non-refundable registration fee.
3. Arts and Crafts fee (annually in September)
4. Completed Child Information Record
5. Up-to-Date immunization record based on the EPSDT immunization schedule (must have on file on the child's first day in attendance). You will be required to bring in new record each time your child receives a new shot.
6. Annual Physical Health Appraisal Form completed and signed by your physician (must have on file within 30 days of child's first day). You will be required to update this annually until your child enters kindergarten.
7. Topical Medication form
8. Media Release Form
9. Licensing Notebook Notification Form
10. Parent Handbook Receipt Form

Noncompliance to the above will require removal of the child(ren) until compliance is achieved.

DAILY OPERATION

The ECC is open Monday through Friday, from 6:00 am to 6:00 pm, 12 months of the year. The following holidays are the days in which the center is closed. Tuition will not be charged for these days.

- Labor Day
- Thanksgiving Day, and the Friday after (updated yearly based on school schedule)
- Week from Christmas Eve Day, December 24, to New Year's Day, January 1 (exact dates are based on St. Michael's school schedule and are published annually but dates would be approximately December 24-January 1)
- Good Friday
- Memorial Day
- Week that surrounds July 4th (approximately 6 days; exact dates are published annually)
- Early Childhood Conference Days in August (exact dates are posted annually)

CENTER CLOSURES

St. Michael's ECC may have to close due to certain uncontrollable situations such as extreme weather, power outage, water outage, heating or cooling outage, and other emergency situations. Closure is at the discretion of the administrator, director, assistant director, and/or ECC board chairperson. If the center closes during the day, parents will be expected to have their child picked up within one hour of closing. If the center is closed due to an extreme weather or emergency situation, the parents will receive a phone call from St. Michael's School Reach automated calling system. The closure will also be posted on television channel 5 (WNEM) and channel 12 (WJRT). If the center closes due to an extreme or uncontrollable situation, child care fees will not be charged for the closure period.

Extreme Weather

We make every effort to be open on extreme weather (snow storms, ice storms) days as long as child care staff can safely get to the center. If there is heavy snowfall, heavy icing, closure of state highways or a declared state of emergency due to extreme weather, the Center will close. Child care fees will not be charged if the center closes due to extreme weather conditions.

Power Outages & Other Building Emergencies

The Center is not allowed to operate for more than one hour without power, water, heat, and/or emergency alarms in order to be in compliance with licensing rules. The center will close or will not open if a power outage or building emergency situation occur.

CHILD CARE RATES AND FEES

Based on the information you provide on the monthly contracts; your child will be registered in our program for the days and times you select. We will limit enrollment for other students based on your child's scheduled times. Per program rules, you will be billed weekly for the days your child is in our care. If you have to cancel any of the scheduled days, you will have 12 free days of cancellation within the year with no charge.

The current child care rates and fees are provided on the monthly contract.

Registration Fee

A \$100.00 registration fee is due with the enrollment application for child care.

Arts and Crafts Fee

A \$25.00 arts and crafts fee is charged annually in September for each child enrolled at that time.

Child care fees, lunch fees, and other fees

These fees are billed on Monday for the previous week and are due by Friday of that week. In order to meet our financial obligations for payroll, supplies, food, and general operating costs, payments for child care fees must be kept current. If payment is not received by the last day of the week, a child care space for your child cannot be guaranteed for the following week. Child care enrollment may be terminated, with or without notice, temporarily or permanently, for nonpayment of child care fees. If special circumstances occur that may require a delay in payment, arrangements must be made with the Director and submitted in writing to the ECC Board.

Payments:

- Parents must designate a responsible party for their child's tuition account. St. Michael's ECC will not divide accounts among parents or guardians.
- For payments by check or money order, please indicate on the memo line the days or week for which you are paying. This enables us to make sure we are crediting the proper account. Check payments may be given to the director or lead teacher.
- Cash payments must be given to one of the directors in the office.
- Credit and debit card payments may be made through Brightwheel.

Returned check fee

A \$20.00 fee will be charged for a returned check. Repayment of the child care fees must be paid in cash or by money order.

Late Pick Up Fees

If you pick up your child after 6:00 p.m., you will be charged additional late pick up fees. Late pick up is determined by St. Michael's clock.

- A \$1.00 per minute per child fee is charged for every minute a parent is late to pick up their child.
- If we have not been contacted by you by 6:00 p.m., we will try your emergency numbers, so that your child will be picked up with the least amount of late pick up fees charged to you.
- After 6:30 p.m., if we have not been in contact with you, the police and social services will be notified as suggested by Family Independent Agency.
- After three late pick-ups, the situation will be reviewed by the ECC Board to determine if other actions may be necessary.
- Frequent and repeated late pick up occurrences may result in the termination of your child's enrollment in our center.

Schedule changes

If your child's child care schedule changes for any reason, please provide notice on Brightwheel or in writing. We must have proper notification to adjust child care personnel to the required adult-child ratios. If you are wishing to add a day, please contact the director in advance to see if we have space available for your child. Please know that we are here to serve you and want to make every possible effort to accommodate your child care needs. With all schedule changes (added days or removed days), letting us know as soon as possible will better enable us to accommodate your child care needs and schedule if at all possible. Each child will receive 12 personal days on their account that can be used to help alleviate vacation and sick day concerns. These personal days will reset every July 1 with our fiscal year.

Absence/Illness

Parents must contact one of the center's directors by 8:00 am on days that their child will be absent because of illness or last-minute schedule changes in order to us a personal day. Contact may be made by phone or Brightwheel. We also have an answering machine in the Center's office so you may call and leave a message during the hours the center is closed.

- No child care fee adjustments are made for illnesses or absences for which the center's directors did not receive notification by 8:00 a.m. on the day of the illness or absence.

Extended Leave of Absence

An extended leave of absence is an absence of one week or more during the year. An extended leave of absence from the center will require a non-refundable holding fee of \$10.00 per week per child (up to 12 weeks) to guarantee a place for your child when they return to child care. The exception to the holding fee is the School-Age program. The School-Age program will not have a holding fee, as the ratio and licensing requirements are so different from the other programs in our center.

DROP OFF AND PICK UP PROCEDURES

The center opens at 6:00 a.m. and closes at 6:00 p.m. When you drop off your child, please sign your child in on the Brightwheel iPad. Please let the teacher know if your child brought their lunch or will need a hot lunch purchased through the school lunch program. When dropping off your child a teacher from their room will greet you in the hallway. When picking your child up, please sign your child out on the Brightwheel iPad, and your child will be called and they will meet you by their classroom door in the hallway. Please ask any questions you have to the teacher at that time or send a message through our Brightwheel system.

Release of child to Someone other than a Parent

In order for your child to be released to someone other than a parent, the individual must be listed on the center's child information record (completed and signed by the parent) OR the center must have a note written, dated, and signed by the parent stating that the parent gives permission for the center to release the child to the individual (full name). Please let the child care personnel know when another person is going to pick up your child. The center staff have been trained to ask to see a driver's license or state ID card when anyone they don't recognize arrives to pick up a child. This is a state licensing rule. If parents are separated or divorced, the center must have a copy of the court ordered custodial agreement in order to refuse to release a child to a parent. Remember that your child is your responsibility until they are signed in and after you sign them out. Keep them in your eyesight at all times.

PARENT INFORMATION AND COMMUNICATION

Communication is vital to the success of our family-staff and home-center relationship. This helps us to better meet the needs of your child and family.

Center Newsletters

A monthly center informational newsletter is sent home via Brightwheel. This newsletter helps parents to know what is going on in the center. Please be sure to read it each month and keep it in a handy place for referral. Often your questions will be answered in the letter.

Classroom news

Classroom notices, notes and letters are sent home periodically to keep you informed of events and items of interest in your child's room.

Emails

Center directors and staff may email parents with information or news that they need to know. This may be sent through our Brightwheel system or through individual email accounts. Likewise, parents are welcome to email the center directors or staff about information or news you want us to know.

Brightwheel Messages

The center director and staff may send a Brightwheel message and/or photo to parents to inform them of activities their child did or developmental milestones achieved that day as well. In addition, Brightwheel messages may be used to inform parents of information the center needs. Likewise, parents may Brightwheel messages to the center staff as well.

Parent Information Board

A parent information board is located in the main entrance hallway between the infant room and preschool child care room. This board posts current letters that have gone home to parents, educational information for better parenting, and community opportunities for parents.

CHILD CARE PERSONNEL

All center personnel meet or exceed the State of Michigan Licensing requirements for child care employees.

Interview, Fingerprinting, and Background Check

Before hiring, each individual completes an employment application, is interviewed, and fingerprints are taken through our Child Care Background Check system. Any individual registered on the public sex offender registry is prohibited from having contact with any child in our center.

TB test

Each employee provides evidence that they are free from communicable tuberculosis before employment.

Training

All child care personnel are trained during an orientation at the time they are hired. This training includes child abuse and neglect, blood borne pathogens, Licensing Rules, Parent Handbooks, Personnel Handbook, and center policies and procedures regarding the Health Care Services Plan, the Discipline Plan, and Emergency Procedures.

Infant and toddler caregivers receive additional training on Infant Safe Sleep Practices and Shaken Baby Syndrome. Child care personnel are also required by Licensing Rules to complete 10 hours of online training on these topics:

- Child Development
- Prevention and Control of Infectious Diseases (including immunizations)
- Administration of Medication
- Prevention and Response to Emergencies due to food and allergic reactions
- Emergency Preparedness and Response Planning
- Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment
- Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-contaminants
- Precautions in Transporting Children
- Recognition and Reporting of Child Abuse and Neglect
- Building and Physical Premises Safety

Licensing Rules require that child care workers receive 16 hours of professional development training and that the center has an ongoing professional development plan. Because of St. Michael's two-star rating, our center's staff is required to receive 24 hours of professional development training. Monthly staff meetings are scheduled and our child care personnel are required to attend. These meetings include a professional development training component. Training topics may include, but are not limited to, child development and learning; health, safety and nutrition; family and community collaboration; program management; teaching and learning; observation, documentation, and assessment; interactions and guidance; professionalism; and the child care center administrative rules. In addition, all child care personnel are required to be trained in CPR and First Aid and to keep their certification current.

Child Abuse and Neglect Report

Child care workers are considered by the State of Michigan to be Mandated Reporters of suspected child abuse and neglect and thus are required by law to report suspected child abuse and neglect. All our Center staff are trained to recognize the signs of possible child abuse and neglect. All suspected cases of child abuse and/or neglect will be reported immediately to the Director and to Child Protective Services.

ADULT – CHILD RATIOS

The child care program follows the guidelines set by the State of Michigan, Department of Licensing and Regulatory Affairs, Child Care Licensing Division, regarding the number of children allowed per adult. Below are the adult-child ratios we use and the maximum group sizes we allow.

| Ages | Adult-Child Ratio | Group Size |
|--|-----------------------------|-----------------------|
| Children ages 2 weeks to 2 years, 6 months | 1 caregiver for 4 children | Maximum – 12 children |
| Children ages 2 years, 6 months to 3 years | 1 caregiver for 8 children | Maximum – 12 children |
| Children ages 3 to 5 years | 1 caregiver for 10 children | Maximum – 30 children |
| Children ages 5- 12 years | 1 caregiver for 18 children | Maximum – 36 children |

DAILY PROGRAM AND ACTIVITIES

The daily schedule is in place to give parents a chance to see what their child is doing throughout the day. The child care personnel reserve the right to change the schedule according to how the day is going. For example, on a bright sunny day, we might stay outside a little longer than scheduled to enjoy the nice weather, and on rainy, cold days we won't go outside but instead offer more free play inside. Whatever the day might bring, you can be assured that your child will be involved in age-appropriate activities which will allow them opportunities to grow cognitively, spiritually, socially, and physically.

INFANT PROGRAM

Our infant program provides care for up to 12 infants each day. It is staffed by one or two Lead Teachers who have CDAs (Child Development Associate) and received special training in infant care. There are several assistants helping in this room too. The Lead Teachers oversee the infant program, caregiving staff, and room operation. Our program meets or exceeds the state required ratio of 1 adult caregiver to 4 infants.

Schedule

Our program believes that each infant has his or her own schedule. The day will include napping, eating, quiet play, active play, and outside time. The curriculum of our infant program includes providing the infant with a wide variety of activities and experiences that will enable them to develop new skills and learn more about their world. Each infant is fed, diapered, and allowed to sleep based on need and demand. Keeping all of this in mind, you may observe the many different types of activities in the rooms by looking at the schedule on the next page.

Infant Daily Schedule

| | |
|------------------|---|
| 6:00-9:00 a.m. | Children arrive, Free Play and Developmental Activities Breakfast served until 7:45 a.m. |
| 9:00-9:30 a.m. | Diaper Changes, Clean-Up, Wash hands |
| 9:30-10:00 a.m. | Snack/Bible Verse of the Week |
| 10:00-11:00 a.m. | Outside Play (time adjusted as necessary) Story Time and Music |
| 11:00-11:15 a.m. | Diaper Changes, Clean-Up, Wash hands |
| 11:15-12:00 noon | Lunch and Clean-Up |
| 12:00-2:00 p.m. | Nap Time |
| 2:00-3:00 p.m. | Wake Up, Diaper Changes, Clean-Up, Wash Hands Quiet Play |
| 3:00-3:15 p.m. | Snack |
| 3:15-4:00 p.m. | Outside Play (Time adjusted as necessary) |
| 4:00-4:15 p.m. | Diaper Changes, Clean-Up. Wash hands |
| 4:15-6:00 p.m. | Free Play and Developmental Activities, Pick Up, Clean-Up, Center closes 6:00 p.m. |

Free Play

Through play, infants get involved in open-ended exploration. They are not confined by rules, procedures, or outcomes. Infants at play have self-direction. They have power, make discoveries they might otherwise never make, work on problems, make choices, and they find out what interests them. The child care personnel promote free play by providing time, space, and materials. The adult role is to set up the environment and to remain available but non-directive while the infants play, intervening selectively to prevent children from hurting each other and to help them work at solving problems.

Primary Caregiving

Each infant is assigned a Primary Caregiver. Through primary caregiving interactions, attachment grows. When caregiving times are quality times, much learning takes place. Feeding, for example, not only promotes attachment between infant and child care personnel; it also provides a variety of sensory experiences, much pleasure and satisfaction, and an opportunity to learn social and self-help skills. Daily logs are kept on Brightwheel so that parents can receive a comprehensive and detailed report, about their child's physical and developmental changes and/or needs. Teams of child care personnel are created in each shift so that there is always a familiar adult present. The primary caregiver may be changed if your child becomes attached to another caregiver. Your child's primary caregiver is listed on your daily report.

Infant Daily Reports

Parents receive a daily report on how their child's day went. It informs parents on when and how much your child ate, when and how long your child slept, when your child's diaper was checked/changed, and your child's overall mood and interactions for the day.

Infant Safe Sleep & Shaken Baby Syndrome

All staff working in the infant room have been trained in Infant Safe Sleep and Shaken Baby Syndrome. Our Center will follow Infant Safe Sleep practices. If an infant falls asleep in a swing, in a bouncy seat, on the floor, or other location, the infant will be moved to a crib. Blankets and stuffed animals will not be placed in cribs with infants; thus, parents must provide sleepers for warmth. Your infant will adapt to sleeping in our infant room if you follow these same sleep practices at home.

Safe Sleep Practices

- Baby should sleep alone in a crib, portable crib, or bassinet.
- Always put baby on back to sleep even when he/she can roll over.
- No pillow, blankets, comforters, stuffed animal, or other soft things should be in the sleep area.
- Keep baby's face uncovered during sleep for easy breathing. Use a sleeper instead of a blanket.
- Don't allow anyone to smoke around the baby.
- Don't overheat the baby. Dress the baby in as much or as little clothing as you are wearing.
- Use a firm mattress with a tightly fitted sheet.
- Place baby in the same sleep position every time.

Infant Food

Parents will be responsible for providing formula, breast milk, baby food, snack foods, bottles, infant spoons, sippy cups, and other such items. Parents are asked to bring a daily supply of bottles for infants. Each bottle must have the child's name and date on it. As infants grow, their appetite may grow unexpectedly; therefore, please bring a can of commercially prepared formula for your child just in case. Baby food and snack containers should be clearly marked with the child's name and date. Please write down for the child care personnel how much you wish your child to eat and when. Please try all new foods 24 hours before feeding it your child at the center. Food allergies at the infant age are not uncommon. The introduction of finger foods will be coordinated between parents and child care personnel and then introduced when the child is ready for them. Whole milk will be offered with snacks when parents and child care personnel decide the child is ready for it. The center will provide the whole milk for the child.

Preparing Food/Formula

As required by state Licensing Rules, any food, milk or formula left at the end of a feeding (one hour maximum) will be disposed. A separate bottle must be used for each feeding. Child care personnel will shake bottles a few times during warming to obtain consistent temperature. The temperature of formula will be checked before giving to a child by measuring its temperature or shaking a few drops on the inside of child care personnel's wrist.

Feedings

A flexible feeding schedule will be maintained. Feedings will be stopped when the infant indicates that they have had enough (to avoid overfeeding). Independence will be encouraged by allowing use of hands and a spoon. Poor eating may be a sign of teething, minor cold or illness. If this occurs, more liquids and easily digested foods will be offered. It is normal for consumption of liquids to decrease as the consumption of solids increases. Less food will be needed around one year of age due to the slowing down of the child's growth rate.

Choking Baby

If a baby is choking, the caregiver will follow standard 1st aid procedures:

- Hold the baby over knee with head slightly down.
- Slap back between shoulder blades.
- Flip the baby over to the other knee and apply chest compressions with two fingers.
- Check mouth and throat for objects.
- Repeat until food or object is out.

Diapering

The diapering of infants will be done as needed throughout the day. Parents must provide diapers and baby wipes. Only creams and lotions, provided by the parents will be used. Parents must complete and sign a Topical Medication form. Diapering will be done on the changing table or pad. The changing table or pad will be cleaned and sanitized after each diaper change. Supplies will be kept in containers in the child's labeled cubbie. Diapers will be checked every two hours to ensure frequent changes. A record of diapering will be kept on the daily report in Brightwheel.

Please provide an adequate supply of diapers. Please watch for notes which will tell you when a new supply is needed. Parents are asked to provide common diaper bag items: baby wipes, ointment etc. The child care personnel prefer to use the same brand product that your child uses at home.

Infant Record Keeping

Daily records are kept so that parents can receive a comprehensive and detailed report about their child's physical and developmental changes and/or needs. This report includes food intake, sleeping patterns, diaper changes, urine and bowel movements, and developmental milestones for children up to 12 months of age.

Crying

Crying is the infant's most important means of communication. Causes of distress and crying include:

- Fear of strangers
- Activity to the point of confusion
- Adjustment to a new care provider
- Can be first symptom of illness
- Wet or soiled diaper
- Pain from gas
- Boredom
- Over-stimulation
- Sudden Change
- High Noise Level
- Feeding too rapidly
- Overfeeding
- Hunger
- Tiredness
- Too Hot or Too Cold
- Teething

When crying occurs, our caregivers will provide support, sympathy, and redirection. They will try to prevent crying by providing a calm atmosphere, anticipating the infant's needs and holding the infant often. They will respond to the baby when they are quiet also. If needs are met, the caregivers may ignore crying and see if it decreases. At nap time, the caregivers will intervene as little as possible so the infant learns to quiet self. Skin to skin contact can also be comforting to an infant.

Infant Record Keeping

Daily records are kept so that parents can receive a comprehensive and detailed report about their child's physical and developmental changes and/or needs. This report includes food intake, sleeping patterns, diaper changes, urine and bowel movements, and developmental milestones for children up to 12 months of age.

Infant Supply List

Your infant will need to bring the following items the first day of child care. These items need to be labeled and will stay at the center:

- Backpack or Diaper bag
- Diapers
- Disposable diaper wipes
- Diaper ointment (if needed); a completed topical medication form is required.
- One complete change of clothes appropriate for the season

TODDLER PROGRAMS (Ones & Twos)

Toddlers are considered to be children who are 1 to 2 ½ years old. At St. Michael's the Toddlers are in one room but two groups. Infants are moved to our Toddler Ones program when there is space and when they are developmentally ready (around 12-14 months of age). They remain in this program until about 24 months old. This program provides care for up to 12 toddlers.

Toddlers are moved to our Toddler Twos program when there is space and when the toddlers are developmentally ready (around 24 months of age). They remain in this room until about 33-38 months old. This program provides care for up to 12 toddlers. Both programs are supervised by one or two Lead Teachers with CDAs (Child Development Associate) and specialized training in toddler care. They are also staffed by several assistants. The Lead Teachers oversee each toddler program, caregiving staff, and the room operation. They plan special activities daily to foster toddler growth and development. The programs meet or exceed the state required ratio of 1 adult to 4 toddlers.

A Christian educational resource from Concordia Publishing House is used as a basis for our toddler curriculum.

Primary caregivers

Your child will be assigned a primary caregiver. This is a caregiver who tends to most of your child's needs during the day. The primary caregiver may be changed if your child becomes attached to another caregiver. Your child's primary caregiver is listed on your daily report home.

Toddler Daily Reports

Parents receive a daily report on how their child's day went. It informs parents on when and how much your child ate, when and how long your child slept, when your child's diaper was checked/changed, and your child's overall mood and interactions for the day.

Toddler Daily Schedule

| | |
|------------|--------------------------|
| 6:00 a.m. | Free Play and Breakfast |
| 7:45 a.m. | Bathroom Break |
| 8:00 a.m. | Gym Play |
| 8:20 a.m. | Bathroom Break |
| 8:30 a.m. | Free Play |
| 9:00 a.m. | Tactile Activities |
| 9:15 a.m. | Thematic Literacy, Music |
| 9:30 a.m. | Bathroom Break |
| 9:45 a.m. | Snack |
| 10:00 a.m. | Outdoor Play |
| 10:30 a.m. | Bathroom Break |
| 10:45 a.m. | Jesus Time, Songs |

| | |
|------------|--------------------------------------|
| 11:00 a.m. | Thematic Art |
| 11:20 a.m. | Bathroom Break |
| 11:30 a.m. | Lunch |
| 12:00 p.m. | Gym – Free Play Outside |
| 12:15 p.m. | Prepare For nap |
| 12:30 p.m. | Naptime/Rest |
| 2:30 p.m. | Wake Up/Bathroom Break |
| 2:45 p.m. | Snack |
| 3:00 p.m. | Inside Free Play |
| 4:00 p.m. | Outdoor Play |
| 4:30 p.m. | Bathroom Break and Thematic Literacy |
| 4:45 p.m. | Free Play |
| 5:45 p.m. | Clean-Up |
| 6:00 p.m. | Center closes |

Diapering

The diapering of toddlers will be done as needed throughout the day. Parents must provide diapers and baby wipes. Only creams, lotions, and powders provided by the parents will be used. Parents must complete and sign a Topical Medication form. Diapering will be done on the changing table or pad. The changing table or pad will be cleaned and sanitized after each diaper change. Supplies will be kept in containers in the child's labeled cubbie. Diapers will be checked every two hours to ensure frequent changes. A record of diapering will be kept on the daily report.

Please provide an adequate supply of diapers or pull ups. Please watch for notes which will tell you when a new supply is needed. Parents are asked to provide common diaper bag items: baby wipes, ointment etc. The child care personnel prefer to use the same brand product that your child uses at home. Please inform the child care personnel when you begin potty training so that we can coordinate our efforts. Your child will need to wear pull-ups. Feel free to ask child care personnel/director about when to start potty training, and any ideas or suggestions on how to handle the situation. Those children that are training may need many pairs of underwear/pullups and at least two sets of clothes each day.

Toilet Training

Toilet training will be planned and carried out cooperatively between parents and child care personnel. Training will begin when the child appears ready. A child generally does not have the muscle control needed until at least 18 months. The child must walk and talk. Children will be asked to sit on toilet for brief periods only, no longer than five minutes. Encouragement will be given for successes. Words for toileting will be chosen with the parents and used consistently. Bladder training will usually be first. Bowel training will usually be second. The child's normal pattern will be noted to determine times to attempt toileting. A child should have dry diapers for two-hour intervals before starting bladder training. Accidents will be treated matter-of-factly. We will reassure but never force. Once a child is transitioning into our child care preschool classroom, please send pull-ups with Velcro-fastened pullups. This helps a young child better able to pull up and down their pants and change accidents when they occur.

Biting Policy and Procedures

Many toddlers between the ages of 12 months to three years use their teeth as a temporary form of communication. Biting at this age is not intended to be malicious. Toddlers don't have the language skills to express how they feel so they bite to create a stir, to express excitement, or to say that they are frustrated or anxious. For children of this age, biting is a way to feel things orally and learn about the world and a source of comfort for those that are teething.

This is how biting is handled in our programs. We console the child that is bitten first and apply first aid if needed. The child that did the biting is removed from the group and given an opportunity to calm down. The teacher will tell the child firmly, "Stop biting. Biting hurts our friends. When you bit, that hurt ____."

We do not remove children from our program when they bite since it is a developmental behavior, and the children need to be taught not to bite. Instead, teachers will:

- Encourage and teach all children to use words to express how they feel.
- Offer the biter items to chew on – if this is a teething need.
- Track the biting to see if there is a pattern developing (ex. Same child, same time of day, same toy, same situation, etc.)
- Shadow the biter so that the biter is within reach as much as possible.
- Schedule a parent conference to discuss the biting and strategies that parents may be using at home.

Stopping the biting behavior may take a few weeks. The behavior may go away and then return for another reason. If you have any questions about these biting procedures, please contact your child's lead teacher or one of the directors.

Toddler Supply List

Your toddler will need to bring the following items the first day of child care. These items need to be labeled and will stay at the center:

- Backpack or Diaper bag
- Diapers or pull ups
- Diaper ointment (if needed); a completed topical medication form is required.
- One complete change of clothes appropriate for the season
- A small blanket or sheet, pillow, and soft naptime comfort toy
- New or like new pair of gym shoes

PRESCHOOL READINESS PROGRAM

While many programs focus on the basics of letter and number recognition. PreK Readiness encompasses more than a few isolated skills. We will be looking at the whole child and all the skills and strengths each child has developed. That's what makes our program unique. As an example, one child may love books and have exceptional puzzle abilities, but they struggle with shyness that prevents them from engaging with other children. Another child might be very strong socially but still has difficulty holding and using school supplies correctly. Others can do both these things, but can be very silly and wiggly and get distracted in group settings. Despite these differences, our PreK Readiness program will help all of these children be ready for school. Rest assured that your child will learn something every day. Some days they will bring it home in their hands, other days they will bring it home in their heads, but every day they will bring it home in their hearts.

This program is staffed by one or two Lead Teachers with CDAs (Child Development Associate) and training in Early Childhood Education. One or two assistants also are part of the staff in this room. The Lead Teachers plan and implement the preschool curriculum and program as well as oversee the staff and room operation. The program meets or exceeds the state required ratio of 1 adult to 10 children.

Preschool Child Care Daily Schedule

6:00 – 8:30 a.m. Free Play with Friends and Child Care Personnel

Breakfast Served Until 7:45 a.m.

8:00 a.m. PreK 4s Leave PreK Readiness Room

8:30 a.m. Clean-Up and Book Time

9:00 a.m. Letter of the Week & Thematic Literacy Time

9:15 a.m. Snack and Bathroom

9:45 a.m. Small Group Thematic Art and Tactile Activities

10:15 a.m. Outside Play

10:45 a.m. Jesus Time

11:00 a.m. Lunch

12:15 p.m. Get Ready for Nap

12:30 p.m. Naptime/Rest

2:15 p.m. Wake Up, Bathroom
2:30 p.m. Preschool 4 class Returns
 3:00 p.m. Thematic Literacy
 3:15 p.m. Small Group Thematic Art & Tactile Activities
 3:30 p.m. Outside Play
 4:30-6:00 p.m. Free Play with Friends Clean Up, Pick Up
 6:00 p.m. Center closes

Toilet Training

Some young three-year-old children may still need toilet training. Toilet training will be planned and carried out cooperatively between parents and child care personnel. Training will begin when the child appears ready. Children will be asked to sit on toilet for brief periods only, no longer than five minutes. Encouragement will be given for successes. Words for toileting will be chosen with the parents and used consistently. Bladder training will usually be first. Bowel training will usually be second. The child's normal pattern will be noted to determine times to attempt toileting. A child should have dry diapers for two-hour intervals before starting bladder training. Accidents will be treated matter-of-factly. We will reassure but never force. Once a child is transitioning into our child care preschool classroom, please send pull-ups with Velcro-fastened pullups. This helps a young child better able to pull up and down their pants and change accidents when they occur.

Preschool Child Care Supply List

Your preschool child will need to bring the following items the first day of child care. These items need to be labeled and will stay at the center:

- Back pack-large in size
- One complete change of clothes appropriate for the season
- a small blanket or sheet, pillow and soft naptime comfort toy
- one pair of new or like new shoes for gym

Preschool 4s class

3 Options Available 8:00 a.m. to 2:30 p.m.
 3-day Option: Monday, Wednesday, and Friday
 4-day Option: Monday, Tuesday, Wednesday, and Friday
 5 day Option: Monday-Friday

Children must be 4 by September 1st. Class size is limited to 24 children.

This kindergarten readiness class offers the opportunity for your child to grow socially and emotionally as well as reach their developmental milestones. The program is rich in learning and discovery with a developmentally appropriate curriculum that is faith-based. A Concordia Publishing House preschool religion resource is used as a foundation for this program's curriculum plus other resources are used to supplement the curriculum.

For more information and to enroll in one of the preschool classes, please contact one of the directors in the child care office.

ELEMENTARY SCHOOL (grades K -8th)

St. Michael's offers a quality Christian education through its elementary school for children in grades kindergarten through 8th. Children graduating from our school in 8th grade go on to perform well in high school and beyond. For more information about the elementary school, please contact the school office. Contact information is provided at the beginning of this handbook.

SCHOOL AGE CHILD CARE PROGRAM

School age child care is available for children in St. Michael's elementary school as well as for children in nearby elementary schools. Before and after school child care is offered for children ages 5-12 years in our school age child care room. Half or Full day child care is also provided on half days and no school days when the child care programs remain open as well as during our summer program. The School Age Child Care program is staffed by full time and part time assistants. The teachers plan and implement the school age child care program. A variety of interesting crafts and activities are planned for this group as well as free choice play, outside play, and gym play, especially after a long school day. The program meets or exceeds the state required ratio of 1 adult to 18 school age children.

OUTSIDE PLAY

The Licensing Rules has a ruling regarding outdoor play. The rule states, "A center operating with children in attendance for five or more continuous hours per day shall provide for daily outdoor play unless prevented by inclement weather conditions." When talking about children, this includes children ages two weeks through seventeen years, including infants and toddlers. The definition for inclement weather conditions – or guidelines would include a temperature reading with wind-chill factor of 20 degrees F. or lower or extreme hot temperatures (90 degrees F. or higher) and storms.

We will be implementing this rule using the following guidelines as minimums:

| | |
|--------------------|---------------|
| Infants | 5 minutes |
| Toddlers (1s & 2s) | 10 minutes |
| 3- 5 years | 15-30 minutes |
| Grades K-8 | 15-30 minutes |

Many parents have voiced the concern that they don't want their child to get sick, so please keep them inside. There is no medical evidence to suggest that a child, properly dressed for the weather, becomes ill from being outside. On the contrary, regular fresh air and sunlight are essential for good health and actually prevents colds. We must follow the rules that have been set by the Licensing Rules. Children are to be taken outside daily, (every day, every season), except during extreme weather conditions, very cold or very hot. If your child is well enough to come to the center, they need to be well enough to go outside.

Please see that your child has appropriate outdoor clothing, especially for winter. Your child will need: Thermal-lined, waterproof boots for all crawling and walking children, a coat with a hat or hood, waterproof mittens, and snow pants. Hoods that are buttoned at the neck may also need a scarf so that the hood stays up.

CHILD CARE DRESS GUIDELINES

We ask that your child be dressed for the day when brought to child care. Please dress your child in clothes that are machine washable. The children will be using things like glue, play dough, washable paint, markers, etc. The children will be playing on the floor as well as outside play too. Fully enclosed (no sandals or clogs), rubber soled shoes are safest and most comfortable for both inside and outside play. If your child wears a dress to child care, you may wish to have her wear shorts or tights under the dress. This eliminates embarrassing underwear incidents. We also ask that your child wears clothing that reflects the Christian nature of our programs. For example, please avoid clothing with skulls, cross-bones, violent or other negative themes.

A complete change (underwear, socks, shirt, pants, and/or dress) is required to be kept at the center. Please make sure all clothing is labeled and bring them in a Ziploc bag the day your child starts. Your child (ages 2 to 5) will also need a separate pair of tennis shoes to wear in the gym.

Toys/Personal Belongings

Please keep your child's personal toys at home. The only exceptions are an object for show and tell and "a comfort toy" for nap time. The Center has sufficient play supplies for children. We cannot assume responsibility for lost or broken possessions. In addition, guns, swords, or toys that can hurt another child or promote violence are not allowed. Cartoon-inspired toys often may encourage inappropriate play and are not encouraged for child care play. Please do not let your child bring in expensive toys or things that are fragile. Please remember to clearly label your child's possessions.

CENTER NUTRITION PLAN

Licensing Rules require that each part-time child in a center-based setting must receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs and each full-time child in a center-based program must receive meals and snacks that provide 1/2 to 2/3 of the child's daily nutritional needs. The meals and snacks must meet the meal pattern requirement as recommended by the USDA. We recognize the individual differences and cultural patterns that promote sound physical, social, and emotional growth and development.

Breakfast

The Center will provide breakfast daily from 6:00 – 7:45 a.m. only. For infants, breakfast choices may include cereal, pancakes, toast, or French toast sticks. For toddlers, breakfast choices may include cereal, French toast sticks, cereal bars, waffles, or toast. For preschool and school age children, breakfast choices may include cereal, French toast sticks, waffles, or toast. Milk is also provided: skim milk is provided for children ages 2-12 and whole milk for children ages 1-2.

Snacks

Parents must provide snacks for their child. Please pack one snack for each morning and afternoon that your child attends child care. You may send a box or package of snacks (non-perishable), with your child's name on it, for us to store; we will let you know when to send more. The snacks must consist of a fruit, vegetable, or bread product. The center provides milk for the morning snack: skim milk is provided for children ages 2-12 and whole milk for children ages 1-2. The center provides whole milk for the afternoon snack for infants only and water for the afternoon snack for toddlers, preschoolers, and school age children.

Snack Selections

These are examples of appropriate healthy snacks to provide for your child.

- Whole grain crackers with cheese, cheese spread, or peanut butter.
- Animal crackers (preferably unfrosted)
- Popcorn (children age three and older)
- Cheese sticks (Children two and older)
- Vegetable sticks
- Fresh fruit or fruit cups
- Graham crackers
- Snack crackers (Cheezits, Goldfish, Wheat Thins, etc.)
- Pretzels (children two and older)
- Cereal (ex. Cheerios)
- Granola bars or cereal bars
- Rice Krispie treats

Please avoid high sugar, less nutritious snack choices such as Fruit snacks, Fruit Rollups, candy, cookies, etc.

Lunch

Parents also provide their child's lunch. Lunches may be purchased through the school hot lunch program for an extra fee or you may send a lunch with your child. When St. Michael's School does not have school during the school year and during the summer months, parents will need to provide their child with a lunch from home. The Center will provide skim milk for children ages 2-12 and whole milk for children ages 1-2 or parents may provide a nutritious drink from home. Lunches sent from home should include at least 1 protein and 1 fruit or vegetable. Please do not send soda pop/dark colored juice (to prevent the carpet from staining), candy, gum, and fast food in your child's lunch.

We have microwaves and refrigerators available to help meet your child's lunch needs. Please only send items that require 1 minute or less to reheat; many food items requiring longer heating or cooking times can delay lunch time for the children.

Breakfast & Lunch Menus

Each week a breakfast menu and a school lunch menu are posted in your child's classroom to inform you of what is served each day. If your child has special dietary needs, please inform us at the time of enrollment so that special arrangements can be made. When St. Michael's School does not have school during the school year and during the summer months, parents will need to provide their child with a lunch from home.

Birthday treats

Children may bring a special birthday treat on their birthday. Please remind the teacher the day before and check with them on the number of treats needed as the numbers can change daily.

DISCIPLINE POLICY

Discipline is a learning process for all children. Child Care rules are in place so that children will be able to coexist in a safe, orderly environment. The child care rules are always clear and consistent for the children based on the age of the child. When a child needs correction, the child care personnel will follow these steps:

1. a friendly, yet firm reminder
2. another reminder
3. redirect the child to another activity
4. direct the child to sit alone doing a different individual activity for a short period of time until able to regain self-control and can once again play safely with others
5. talk to other child care personnel
6. talk to the director
7. call the parent and have the child go home for the day or a longer period if the behavior is interfering with the safety of the other children or child care personnel and the learning environment.

When the offense involves another child, a teacher or assistant will guide the two children involved to talk through the problem using their words, instead of their hands. We encourage talking things out and modeling for the children how Jesus would like us to show Christian love and concern for our fellow classmates. Good communication between child care personnel and parents helps to make the total area of discipline a positive, beneficial experience. If your child physically hurts another child, you will receive an incident report through Brightwheel that explains what happened and how child care personnel handled the situation. Please guide your child to understand the consequences of their choices and how their choices affect others.

Child Care Personnel will be prohibited from using the following as a means of punishment:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of punishment.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

HEALTH AND SAFETY POLICIES AND PROCEDURES

Health Forms and Resources

At St. Michael's our center child care personnel make every effort to provide a healthy and safe environment both indoors and outdoors for your child. The State of Michigan requires that a completed Health Appraisal (with an up to date immunization record) and a completed child information record be on file before the first day of attendance.

- Parents are kept informed of health information and community resources on the Parent Information Board as well as through letters and notices sent through Brightwheel.
- Child care personnel follow daily, weekly, monthly and yearly cleaning procedures as part of our center Health Care Plan.
- Ongoing consultation has been established with a registered nurse.
- Weekly health reports are made to the Tuscola County Health Department.
- Compliance with state requirements regarding health appraisals and immunization records are maintained and on file at the center.
- Immunization reports are filed on the MICR system for the State of Michigan.
- Children and staff are taught proper handwashing and other healthy hygiene procedures.

Staff Health Training

Staff also receive specialized training on health-related topics, including the following:

- Center personnel receive 1st aid and CPR training and receive updated training every 2 years.
- All Child Care personnel are trained in Bloodborne Pathogens and their Transmission upon employment. This training is also reviewed annually with center personnel.
- Other staff training resources include speakers, written materials, videos, local hospitals, medical professionals, the local Tuscola County health dept and the Red Cross/American Heart Association.

Handwashing

Handwashing has been proven to be one of the most effective means to reduce the spread of germs and diseases. Thus, child care personnel and children will be taught proper and effective handwashing procedures. Frequent hand washing will be done by all children and child care personnel of this child care facility.

Handwashing Procedures:

1. Turn the faucets on – adjust water temperature.
2. Wet hands and apply soap.
3. Using friction on hands, making lather, pointing fingers down.
4. Wash top, palm, and all four sides on your fingers for 10 seconds.
5. Rinse hands – allowing the water to run off your fingertips.
6. Take paper towel/towels and thoroughly dry hands.
7. Use paper towel to turn off faucets – dispose of the paper towel.

Daily Health Check

Child Care personnel will examine each child daily at the time of arrival at the center for signs of illness. Children showing signs of illness or lice will not be allowed to remain at the center. Teachers will examine cuts, scratches and under bandages. Parents are encouraged to tell teachers if the child had any out of the ordinary events the night before (i.e. being up late).

General Health Information

- Fluids - Water will be offered and encouraged every few hours. Extra water will be encouraged during physical activity, very warm or hot weather and illness.
- Allergies - Any allergies, as noted by parents, will be posted on the inside of the cabinets by the sink.
- Teething - Symptoms of teething are irritability and crankiness, loss of appetite, crying more, sleeping less. Teething generally starts about six to seven months. A cold teething ring may be given to the child. The gums may be massaged. Tylenol may be given for comfort and pain relief at the instruction of the parents/doctors. Teething anesthetics will only be used if provided by the parents. A medication permission form must be completed and signed by a

parent before center child care personnel will administer Tylenol or teething anesthetics. Parents will be notified if fever or diarrhea occurs.

- Immunizations – A child may have slight fever and be cranky for a day or two after receiving an immunization. Soreness and swelling may appear in the area of the shot.
- Childs Records - The Director will make sure that a child information record, including consent for emergency medical care, and immunization, according to the EPSDT Schedule, information is on file before the child's first day of attendance. A statement of the child's health (Health Appraisal) must also be on file within 30 days and updated annually.

Sick Child and Child Care Personnel Policy

At St. Michael's, we want to help all children and child care personnel achieve and maintain a good state of health. Therefore, we request parent's cooperation and compliance with the following health policy.

If the child or child care worker displays any of the following symptoms, they will be sent home:

1. a temperature of 100 degrees or higher, without medication, within the past 24 hours
2. diarrhea or vomiting within the past 24 hours
3. an undiagnosed rash.

A doctor's note is required before returning to child care.

4. eye infections (conjunctivitis or pink eye) with or without discharge.

A doctor's note is required for your child to return to child care.

5. diagnosed ear or throat infections
(24 hours of antibiotics required before return)
6. severe cold or bronchitis with sneezing, nasal drainage, hoarseness, or coughing
7. any contagious disease or condition (measles, mumps, chicken pox, scarlet fever, whooping cough, head lice, fifth's disease, etc.). If your child is exposed to or develops a contagious disease, please inform the director so that we can inform other parents.

Parents are asked to call the center if their child will be absent due to illness. Children must return with a doctor's note for any suspected or confirmed contagious or communicable disease. We understand that sometimes a child may show symptoms that appear contagious but are not; under those circumstances, we will need a note that states that the child is not contagious before the child can return.

Child Illness During the Child Care Day

When the child care personnel determine that a child is sick or contagious, parents will be notified that their child needs to be picked up. We will use the names and phone numbers provided on the child information record and Brightwheel if a parent is not available. Parents will need to have the child picked up from the center as soon as possible. A sick child waiting to go home will be isolated on their cot, mat, or crib away from the other children. All items and facilities used by such a child will be thoroughly cleaned before being used by any other child.

Signs of Illness include:

- Water filled blisters (possible impetigo)
- Red raised scaly areas (possible ringworm)
- Rectal itching (possible pinworm)
- Ear pulling (possible ear infection)
- Red, watery eyes, and crusted lids (possible pink eye)
- Cracks and itching between toes (possible athlete's foot)
- Rash
- Runny or blurry eyes
- Fever (except low grade after immunizations or during teething)
- Diarrhea (2 or more)
- Change in appearance of stool (brown, green or yellow can be normal)
- Blood or pus in the stool
- Blood or pus coming from any body opening, including mouth, nose, vaginal or urethral
- Change in frequency of bowel movements
- Vomiting (projectile or spitting)
- Thick discharge from nose
- Cough, harsh or deep
- Child who looks or acts different
- A usually active child who is suddenly lethargic
- A usually quiet child who is suddenly restless
- Wheezing/labored respiration; crowing, barking
- Color change to pale, blue, cyanotic
- Easy bruising or skin hemorrhage

Any of the above symptoms will be noted and reported to the Director and then to the parents.

Measuring Temperatures

The temperatures of children exhibiting any of the aforementioned symptoms will be monitored using the axillary (under the arm) method as follows:

- Turn on the digital thermometer.
- Wipe one armpit dry.
- Place the covered bulb end under the dry armpit
- Hold the child's elbow close to his side and place his hand on the opposite shoulder to keep the thermometer in place. The child may be held in a caregiver's arms or on their lap, and they may feed the child or read to them during the time their temperature is taken.
- Keep their arm in this position until the digital thermometer beeps, before removing the thermometer.
- Write down the reading. Remember that the normal body temperature under the arm is 97.6 degrees.

Parents will be notified if the temperature reaches 99 degrees axillary. Thermometers will be washed with soap and cold water, rinsed and wiped with rubbing alcohol after use. Temperatures will be measured and documented at least every three hours during periods of observation.

Health Alerts

Child care personnel working with infants, ones, and twos will write down comments on the child's health, or health changes, on daily record forms in Brightwheel. Child care personnel working with preschoolers will complete a sick child form if health changes occur. Child care personnel may also make courtesy calls to parents when the child is displaying symptoms that an illness may be developing.

Medication

Prescription and Over-the-Counter medication may be administered at the Center.

- Prescription medication must be brought in the original container provided by the pharmacy with the child's name, pharmacy label, and original directions clearly marked.
- Over-the Counter medication must be brought in the original medication container. The expiration date must not be expired. Dosage instructions must be exactly the same as on the medication label. Infants must have doctor prescription stating how much and how often they may receive medication.
- Parents must complete and sign a medication form when they drop off the child. If this form is not signed, the medication will not be given.
- Make sure to give all medications to the child care personnel at drop off. Do not leave medication in the child's backpack.

- Because some children may experience a reaction to medications, we ask that the parent administer all first doses of a medicine at least 12 hours before the child attends the center.
- The teacher to whom the child is assigned will see that all necessary forms are completed, administer the medication, and record dosage of medication given to the child.

Accidents or Injuries

The Center staff make every effort to prevent accidents or injuries to children; however, these do occur sometimes.

- **Falls, Bumps, Bruises, or Minor Cuts**

If the child is easily consoled and there are no other symptoms, the child will be considered okay. Bumps and bruises will be watched for swelling or redness, if swelling or redness occurs ice will be administered. Minor cuts will be washed with soap and water and a bandage will be used if needed. If the child vomits, appears drowsy, loses consciousness or body tone after a fall, the parents and doctor will be contacted.

- **Burns**

If the skin is unbroken and there are no blisters, we will immerse the area in cold water or towels soaked in cold water. For more serious burns, we will cover with sterile gauze or a clean cloth. The burn will not be cleaned or covered with ointment. Parents will be contacted.

- **Vomiting**

Children who vomit in the center will be sent home. If vomiting occurs after a bump on the head, the child will be watched for signs of paleness, drowsiness or loss of consciousness. A child who has vomited will not be given another feeding unless they act hungry. A child who has vomited will be placed on their stomach or side to avoid choking.

- **Convulsions or Seizures**

If a child has a convulsion or seizure, we will lay the child on their side, with head to one side. Parents and/or emergency workers (911) will be contacted. If the child has a fever, caregivers will sponge the child with cool water to lower the body temperature.

Serious Accident/Injury and Emergency Procedures

In case of a serious accident or health emergency, the procedure is as follows:

1. First aid is given by authorized child care personnel. (All personnel are trained in first aid/CPR).
2. If it is considered serious or if the child is uncomfortable, a parent is called. In all cases of accident or illness at child care, every effort is made to contact the parents first. If unsuccessful and the child needs more than simple first aid, the center will follow the directions specified by the parent on the registration and child information record.
3. All accidents are recorded in the center's accident log and an accident report will be added to Brightwheel for the parents to see.
4. For minor injuries in which the child may need medical attention, the child will be placed on an isolated cot, and parents will be contacted. If we cannot reach the parents, then the emergency contact persons will be called.
5. For major injuries or health emergencies, 911 will be called. The injured child will be attended to as needed by child care personnel until emergency workers arrive. Parents will be notified immediately after 911 is called. Child care personnel will accompany the child until parents arrive.

Parents will be notified with a phone call immediately and followed up with a written accident report for all head injuries. All other minor injuries will be followed by a written accident report given to parent at the end of school day. Accident reports and phone calls will be made by the lead teacher, assistant director, or director.

Update Emergency Contact Information

Because accidents, injuries, and emergency health situations do sometimes occur, parents must keep the center informed about the following:

1. Changes in their name, address, home, work, cell or pager phone numbers, and family physician.
2. Changes in the names of persons to be contacted in case a parent/guardian cannot be reached (and changes in their name, address, home, cell or pager phone numbers)
3. Any absence from home or work (out of town, day off, etc.) and contact information for the day

Licensing Rules requires that the center make a verbal report to the department within 24 hours and a written report within 72 hours of the occurrence of any of the following:

- Notification by a parent that a child received medical treatment or was hospitalized for a major injury, accident, or medical condition that occurred while the child was in care. (broken bones, stitches, concussions, seizures, serious allergic reaction, etc...)
- Incidents – An incident includes, but is not limited to, the following:

- a. A child is lost or left unsupervised
- b. Alleged sexual contact between two or more children, or a child and an adult.
- c. Physical discipline of a child by a staff member or volunteer.

Parents names and phone numbers will be written on the report and the center's licensing consultant will contact you.

Parents will be notified with a phone call immediately and followed up with a written incident report for all incidents. All other minor incidents will be followed by an incident report added to Brightwheel. Incident reports and phone calls will be made by the lead teacher, asst. director, or director.

Safe and Healthy Environment

In order to maintain a safe and healthy environment, child care personnel implement the following cleaning procedures.

Sanitizing Toys and Sleeping Equipment

Heavily soiled or mouthed toys will be set out of reach, washed and disinfected before being used by another child. All toys will be washed and disinfected daily in the infant/toddler room and weekly in the preschool/kindergarten room. Sleeping equipment will be kept in a sanitary manner and bedding will be sent home to be washed weekly. Cots will be washed and disinfected daily. Bedding will be kept in sealed bags and will be used exclusively by one child.

Center Cleaning

- Daily cleaning tasks include cleaning bathrooms and sinks, mopping tile floor areas, sweeping carpeted areas, washing microwave ovens, counter tops, table tops and chairs, and washing door knobs and phones.
- Weekly cleaning tasks include cleaning refrigerators, shelves, toys, cribs, cots, and mats, and other areas when needed.

Annual cleaning tasks include stripping and waxing of floors and carpet cleaning.

Broken Equipment

Broken toys and equipment are removed from children's access by child care personnel. Toys and equipment in need of repair or replacement is reported to the Director. The Director either has the equipment repaired or replaced as quickly as possible

Center Security

For the safety of our students, St. Michael's doors are kept locked. A doorbell and security camera allow staff to safely admit people into the building.

Parents and children should be mindful about letting others whom they don't know into the building as this may compromise the security of all children and staff. Either escort them to the office or ask the unknown person to ring the buzzer and wait for a staff person to let them in the building.

Safety drills are held throughout the year for the entire building. We practice in order to be prepared for fire, tornado, lock down, and special emergencies.

Lockdown Procedures

Center lockdowns may occur because of a danger that is outside of the building (for example, a stray dog is running in the area) or one that is inside the building (an armed individual making threats inside the school.) Our lockdown procedures vary, depending on the type and location of the threat. For security purposes, details about those procedures will not be made public, but parents may be assured that the staff is well-trained and the children are well-prepared to respond.

DURING A LOCKDOWN EMERGENCY, PARENTS SHOULD:

- Remain calm as school, center, and local authorities manage the situation.
- Not call the center, school, teachers, or your children during a lockdown. To the extent possible, information will be shared via our automated phone School Reach system
- Know, that during a lockdown, children will NOT be allowed to leave, even if a parent comes to the center and school grounds, until recommended by the appropriate authorities.
- Have photo identification as they may be required to present identification.
- Know that, if the center and school property is evacuated, an offsite meeting place for parents, students and staff will be determined and announced in consultation with public safety officers.

Lockdown practice drills will be conducted periodically to ensure center staff and children readiness. During these short drills, parents may be denied entry into the building. Thank you for your understanding

St. Michael's Community Child Care Center & Preschool

9444 W. Saginaw Rd.

Reese, MI 48757

Phone: 989-868-3830

Fax: 989-868-4288

FAMILY NAME: _____

Parent: Please sign and return this agreement to the Director in the Child Care office. Thank you.

PARENT HANDBOOK AGREEMENT

I have received and read the Child Care Parent Handbook for St. Michael's ECC. I agree to abide by the policies and procedures stated in this Handbook.

Parent Signature

Date

Parent Signature

Date

