

# Early Impressions Preschool & Childcare Centers Parent Handbook



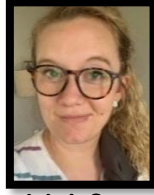
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# Meet our Leadership Team



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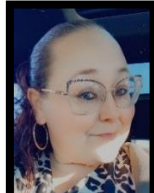
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## Early Impressions' Mission

It is the mission of Early Impressions Preschool and Childcare Center is to provide children with a safe, fun, learning environment where their development is encouraged and supported by educated and compassionate caregivers.

We strive to provide children with a safe environment that promotes learning and creativity. Our focus is not only an education, but building strong character values that will serve as the foundation for each child's developing social skills. We work with the parents to understand the child's educational, emotional and physical needs and strive to create the most effective learning environment for that individual child.

## Early Impressions' Staff

Our staff consists of experienced, trained individuals who strive to provide each child with the most beneficial learning environment. All staff attend a variety of seminars, conferences and other training opportunities to further their knowledge and stay informed of new research regarding early child development. Some areas of study are: (a) Child development and learning. (b) Health, safety, and nutrition. (c) Family and community collaboration. (d) Program management. (e) Teaching and learning. (f) Observation, documentation, and assessment. (g) Interactions and guidance. (h) Child care center administrative rules.

All staff are trained in Infant, Child and Adult CPR, First Aid, as well as Blood Borne Pathogen Procedures. They are also educated in regards to compliance standards with the Child Protection Law. All staff have passed a Michigan Department of State Police criminal history check and a Department of Human Services check for any history of substantiated abuse and/or neglect.



## Days and Hours of Operation & Site Contact Information

### **Early Impressions**

3505 E. Michigan Ave  
Jackson, MI 49202  
517-764-4950

Monday - Friday

6:00 AM - 6:00 PM

(Preschool, GSRP, Latch Key)

### **Northwest Site**

6900 Rives Junction Road  
Jackson, MI 49201  
517-817-4741

Monday - Friday

6:45 AM - 6:00 PM

(Infant, Toddler, Preschool,  
GSRP, Latch Key)

### **Hanover-Horton Site**

131 Fairview Street  
Hanover, MI 49241  
517-867-6417

Monday - Friday

6:00 AM - 6:00 PM

(Preschool, GSRP, Latch Key)

### **Parma Site**

100 E. Main Street  
Parma, MI 49269  
517-768-5004

Monday - Friday

8:30 AM - 3:30 PM

(GSRP Only)

### **Woodville Site**

3950 Catherine Street  
Jackson, MI 49203  
517-841-8703

Monday - Friday

6:00 AM - 6:00 PM

(Infant, Toddler, Preschool,  
GSRP, Latch Key)

### **Michigan Center Site**

133 Broad Street  
Michigan Center, MI 49254  
517-867-5789

Monday - Friday

6:00 AM - 6:00 PM

(Preschool, GSRP, Latch Key)

### **Springport Site**

300 W. Main Street  
Springport, MI 49284  
517-867-7940

Monday - Friday

6:45 AM - 6:00 PM

(Preschool, GSRP, Latch Key)

Early Impressions sites will be closed the following holidays; New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve and Christmas Day. Additionally, we will close for a full day, quarterly, in order to allow entire Early Impressions faculty to attend Professional Development. If your child(ren) is/are scheduled to attend on any of these days, you will still be charged the standard tuition rate.

## Programs Offered

### Infant/Toddler

Our Infant/Toddler Program cares for children ranging in age from 6 weeks to 2.5 years old. Our Infant/Toddler rooms are arranged in several activity centers, allowing children to choose freely between a variety of interesting, age-appropriate activities. There is open space for large group activities and smaller areas for individual or small group play. One caregiver for every 4 children is

required for this program. Children in this program will begin preparing for potty training, using utensils, regular cups, and more.

### Preschool

Our Preschool Program cares for children ranging in age from 2 ½ to 5 years old. Our preschool rooms are arranged in several activity centers, allowing children to choose freely between a variety of interesting, age-appropriate activities. There is open space for large group activities and smaller areas for individual or small group play. One caregiver for every 8 children is required for this program. Children in this program will begin preparing for kindergarten.

### Great Start Readiness Program (GSRP) Preschool

This classroom is for children 4 years or older by December 1<sup>st</sup> of that school year. Teachers in this program use a GSRP approved curriculum (Creative Curriculum) and participate in all GSRP requirements. The classroom set-up is very similar to our other preschool classroom. Because we find the parent/teacher partnership so valuable, the GSRP program also involves two home visits, one before the beginning of the school year and one at the end, and two conferences, one in November and one in February. During these meetings (lasting on average one hour), we will cover information on the curriculum and also start to develop a relationship with your child. We will also discuss his or her assessment to accurately evaluate your child's progress and transition into the next school year.



### Parent Notice of Program Collaboration & Information Sharing (GSRP)

The Michigan Department of Education (MDE) distributes funds to Intermediate School Districts throughout the state for the purposes of implementation of the Great Start Readiness Program (GSRP). The Jackson County Intermediate School District (JCISD) collaborates with school districts and community-based partners to oversee the operation of the Great Start Readiness Program for the children and families of Jackson County.



Early Impressions Preschool & Childcare is required to work with the Jackson County Intermediate School District to fully implement the GSRP program in which your child is enrolled. As a result, select, authorized employees of the JCISD have access to children and family information for the purposes of:

- Meeting program meeting requirements with the MDE.
- Child and family support which may include:
- Child program placement
- Assisting families with coordination of services
- Providing individual child classroom support

Questions? Please contact our  
Jackson County Early Childhood Contact:

Kelly Sheppard  
[Kelly.Sheppard@jcisd.org](mailto:Kelly.Sheppard@jcisd.org)  
6700 Browns Lake Road  
Jackson, MI 49201  
(517)765-5281

## Jackson County ISD Great Start Readiness Program Educational Philosophy Statement (GSRP)

All preschool age children enrolled in the Jackson County ISD GSRP programs are entitled to early childhood experiences and settings that will prepare him/her for success. This is to ensure that each child is healthy, thriving and developmentally on track thus ready to succeed in elementary school at the time of entry.

Critical components to achieve include:

- Nurturing partnerships and responsive relationships between program staff, children and their families.
- Providing qualified staff members who understand and follow Michigan's Early Childhood Standards of Quality for Prekindergarten (ECSQ-PK).
- Enhancing each child's social, emotional, physical health and overall wellbeing.
- Creating a warm, stimulating and multi-sensory environment filled with culturally, linguistically and developmentally age-appropriate materials and activities.
- Providing ongoing coaching, communication and staff development reflective of the most current information, data and research available.
- Creating and then maintaining a continuous assessment and evaluation system that regularly monitors the individual child's development and the important aspects of the program's quality to support their development and learning.
- Fostering collaboration with the community and ensuring appropriate recruitment, enrollment, support, referrals and transitions are maintained.

This philosophy statement was created October 2014 by the JCISD GSRP Advisory Committee. Membership includes LEAS, CBOS, Teachers, Administrators and Owners, Child Care Network, Great Start Collaborative, Parent Coalition, Head Start, ECS and JCISD Curriculum.

### GSRP Classroom Calendar

Please see the classroom calendar provided by your teacher at enrollment. In the event you did not receive a calendar or need another copy, please reach out to your child's teacher.

### GSRP Attendance Policy

Research shows that attendance is the most important factor in school success. Children feel more secure at school when they attend regularly and can gain independence and learn the skills they need for kindergarten. Most importantly, your child needs to attend whenever possible to receive the full range of benefits the program offers. We want to work with you to help resolve any issue that may prevent your child from regularly attending so we do not have to drop them from the program due to attendance issues. Your child's teacher will contact you if your child's attendance needs improvement. If your child is absent, we ask that you please call and let us know the reason. If we do not hear from you, we will call to inquire about him/her.



### GSRP Classroom Recruitment and Enrollment

Children will be enrolled in the GSRP slots by the Jackson County ISD. Additional spots in the classroom will be given to children who meet the age requirements and are willing to participate in the program requirements on a first come first served basis. Children will not be excluded or expelled because of the need for additional developmental, medical, or behavioral support, assistance with toileting or other concerns from the staff. We use social media advertisement, yard signs, door hangers, advertisement at local events, and great referrals from past parents in the recruitment process. We have had discussions with local marketing agencies who are interested in assisting with marketing the program if additional steps are necessary. If the site is part of the school district, using school communication, events, and other school community resources can aid in this process. We will assist the ISD in the community events planned in hopes of recruiting new families to the program. Our administrators handle all communication and documentation required for the enrollment of new students.

### School-Age Children

Our School-Age Program offers children ages Young 5's/Kindergarten to 5<sup>th</sup> grade care before and after school, during school holidays, in-service days and during the summer if space allows. Before and after school care offers assistance with homework, as well as a variety of indoor and outdoor activities. School-Age children may use the school district playground, which is not inspected by a Certified Playground Safety Inspector, when and where available. During school holidays, in service days and summer, children are offered a number of fun and exciting activities. Each week is a new adventure as activities are geared toward weekly themes. Our staff strives to develop new and creative activities to keep the children engaged and active.

### General Attendance Policy

Children who are ill should not come to School or Childcare. Children should not be dropped off more than 10 minutes before their contracted time. Included in the Parent Handbook is a detailed Illness Policy for you to review. If your child will not be in attendance on a regularly scheduled day, please call the center or email your child's teacher and/or the Program Director or Center Management. Tuition Rates will not be reduced due to absences, appointments, illnesses, no school days, and Holidays.

### Late Pick-Up Policy

Children should be picked up at their scheduled time unless the parents/guardians have made separate arrangements in advance with the Program Director or Supervisor. Parents/Guardians should notify the center immediately if there is an emergency, and you cannot pick up your child on time or send one the Emergency Contacts listed on your Child Information Record Form. In the absence of a phone call, emergency contact or parent/guardian, we will attempt to call all numbers listed on the "Emergency Contact & Release of Child." Child Protective Services will be called if we



are unable to reach you or an emergency contact after one hour. For all non-emergency related instances, an additional fee of \$3/minute past 6:00 pm will be charged. This payment must be paid in cash either before leaving on the day of the late occurrence, or within 24 hours, to the Site Director. If this is not paid within 24 hours, care will be paused until this payment is made.

## **Vacation and Sick Day Allowances**

Due to licensing rules, the center is required to schedule staff according to the number of children registered to attend. Therefore, we are unable to refund payment for days a child is absent. We do ask that parents inform the center when a child will be absent, as it will assist in planning for the day. (This policy does not pertain to GSRP school days. GSRP parents will only be responsible for payment for non-GSRP days when their child does not attend.) Each child will be given 5 days of scheduled vacation, per calendar year that can be used to replace a week they would normally attend the center. Each child will also be given two days, per calendar year, of unscheduled sick time that can be used to replace two days that the child would normally attend the center. These two days will be received as “credits” on the following payment cycle.

## **Curriculum**

Our Preschool Programs utilize best practice instruction, allowing children to learn through play. We offer hands on activities, designed to develop both social and academic skills in order to best prepare children for kindergarten and beyond. We utilize Creative Curriculum, as well as working closely with our local Elementary Schools. Creative Curriculum is a research-based curriculum that focuses on developmentally appropriate activities to prepare young children for success. Main components of the curriculum are active learning, adult-child interactions, learning environment, daily routine, and assessment. These experiences help to develop and reinforce children’s skills throughout the developmental domains in the following ways:

- Approaches to Learning
- Intellectual Development
- Creative Development
- Health, Safety and Nutrition
- Early Learning in Science
- Early Learning in Using Technology
- Social and Emotional Development
- Language and Early Literacy Development
- Physical and Health
- Early Learning in Mathematics
- Early Learning in Social Studies

Both use developmentally appropriate methods and create opportunities for exploration, experimentation, problem solving and use of the imagination. Each child and their family is supported in recognizing talents, strengths, abilities and differences that contribute to making the classroom or home visit culturally affirming,

## **Confidentiality/Non-Discrimination Policy**

Early Impressions Preschool and Childcare is structured to support, facilitate and nurture children’s growth. Any information regarding a child, or their family, or personal matters discussed with

employees will be held in the strictest confidence. Our program encourages children of all backgrounds to attend and offer each program to all children ages 6 weeks up through grade 5 without regard to gender, race, color, creed, national origin, or ethnic background.

## **Toilet Training Policy**

The center will work with the parents to develop a plan for toilet training while at the center. Parents are expected to bring diapers and wipes for their child. Once your child is toilet trained, they are responsible for wiping their own bottom. Staff will supervise, if necessary, but will not be responsible for physically assisting in this task on a regular basis.

## **Rest Period**

Each site will provide a crib for infants and cot for all children toddler age to 5 years and for older children who request one. Infants will sleep on demand. Other age groups will rest from approximately 1-1.5 hours daily in the tuition preschool classroom and from for 45 minutes in the GSRP classroom. Cots are disinfected after each use. Children are welcome to bring their own blanket or pillow from home as comfort items during their rest period. These will be sent home weekly to be laundered. Blankets and pillows should be small enough to fit in your child's locker. In the event your child does not nap, quiet activities will be provided for them during their classroom's rest period.

## **Children's Personal Records**

All information in your child's record is considered confidential information. Only those directly related to the care of your child, regulatory agencies (Licensing, CPS, the State of MI, and Law Enforcement) or Program Management will be able to access your child's personal record. The Parent/Guardian may access their child's personal records by requesting to do so. Our Program will provide the record within a reasonable time upon request. You may delete, amend, make changes or add any information or data within your child's personal record. If you choose to withdraw from our Program, we will maintain your child's personal record for four years. Copies of any or all information will be offered if requested.

## **Registration Procedures**

Children who meet the age requirement will be accepted according to space availability. Children with special needs will be accepted as long as reasonable accommodations can be made. This determination will be left to the site director. In the event there are no openings available at the time or inquiry, the child(ren) will be placed on a waiting list and contacted once space becomes available. Payment of the registration fee (\$25.00), along with all of the completed forms is required at the time of registration. The center is unable to hold a child's space until all fees are

paid and completed forms are returned. Parents/Guardians are required to have a final meeting with the Site Director to review paperwork prior to the child(ren)'s first day.

- Enrollment Packet for all Programs Includes:
- Child Information Record Form (needs to be updated or replaced annually)
- Allergy/Food Form
- Photography/Video permission Form
- Offsite Permission Form
- Medication Permission Form
- Health Appraisal for children 3-5 years old (or before entering Kindergarten)
  - Or Health Statement for School-Age children (K-5<sup>th</sup> grade)
- Written Information Packet Documentation
- Parent Notification of the Licensing Notebook
- Tuition Express Form
- A copy of your child's birth certificate (GSRP Program only)
- Contract (Tuition or Wrap Around Care Only)

## **Withdrawal Procedures**

Parents may withdraw their child from the center at any time; however, a two-week written notice is required. If a two-week notice is not provided, the parent will still be responsible for the additional two-week tuition. If a child is withdrawn from the center and then wishes to re-enroll, an additional registration fee may be required. A child must be absent for 30 days, or have submitted a written advance notice to the center, to be considered withdrawn. Children who are absent for less than 30 days or who have not submitted written notice will be billed at their regular contract rate. Special arrangements will be required for withdrawn children who have outstanding tuition balances, who wish to return to the center. If the center feels as though the environment is not a good fit for a particular child or family, it is the center's prerogative to terminate the contract immediately. We work very hard with the family to prevent these types of situations from happening, however, sometimes it is simply not a good fit and it is best for the family to seek care elsewhere. (This procedure is different for GSRP students. If there are concerns from the center, it will be addressed with the assistance of the ISD.) If you no longer need child care services, you must turn in a written notice two weeks prior, noting the date of your child's last day and reason for leaving the Program.

## **Weather Closing/Cancellations**

While the center rarely ever closes, there are some instances when it is absolutely necessary, for example, in the case of a power outage. In these instances, announcements will be made on the appropriate Early Impressions Facebook page and via ProCare Notification. In the case of school cancellations due to weather, if the school district, in which the center is located, is closed or has a two-hour delay, the center will remain open.

## **Daily Activities**

The following activities are a part of our daily program and allow children a variety of ways to develop new skills and knowledge:

- **Large Group Activity:** Children spend time each day in a teacher led activity with other children. Large Group Time will allow the children to share ideas, observe and listen to other children's ideas to further develop social skills.
- **Small Group Activities:** Children work in smaller groups with a teacher and a handful of other children. This allows your child to get more individualized attention, in return allowing our staff to observe the children interact together. It provides a more intimate setting for children to interact and share ideas.
- **Child's Choice:** During this time children are provided with developmentally appropriate equipment and materials to explore and discover on their own and with their classmates.
- **Large Motor Activities:** These will take place both outside and inside. Children will be outside every day unless the wind-chill/temperature is below 10 degrees in the winter or above 100 degrees in the summer. (Please make sure children have appropriate protection.) School-Age children may use the school district playground, which is not inspected by a Certified Playground Safety Inspector, when and where available.
- **Quiet and Active Play:** Children will have opportunities throughout the day for both quiet and active time.

Our daily activities are designed using the Creative Curriculum and TS Gold Assessment System, so that children will participate in play and learning that focuses on language and literacy development, science and math experiences, large and small muscle development, as well as to have opportunities for self-expression in art, music and dramatic play. All of our activities aim to help the child feel successful and good about themselves while developing physically, socially, emotionally, and intellectually. Our goal is not only to learn new skills and ideas, but to further develop existing ones by offering materials and activities that promote creativity.

## **Detailed Daily Routine**

Each classroom will provide parents with a detailed daily schedule at enrollment.

## **Tuition Student Meals**

The Site will provide children with a nutritious snack in the morning and the afternoon. All meals and snacks provided by the center are in accordance with the USDA Child and Adult Care Food Program. Parents are expected to provide a sack lunch with an ice pack for children in attendance during

lunchtime, as well as a reusable water bottle. Milk will be provided during lunch to those who do not bring a beverage.

## **GSRP Student Meals**

Early Impressions Schools and the GSRP program will provide two nutritional snacks (one in the morning and one in the afternoon), 100% fruit juice or milk, and a complete lunch for each child each day at no cost to the child's family/guardians. If you are interested in bringing in a special snack for your child's birthday, please talk to your child's teacher to make arrangements.

## **Payment Schedule**

Payments are due, as per your contract, regardless of a child's absence for any reason. These include: child illness, family illness, vacation, doctor appointments, etc. Payments will be pulled from your account every other Friday, per your contract, regardless of a child's absence for any reason. If the payment is unable to process due to insufficient funds, there will be a \$25 fee to reprocess the payment. If payment is delinquent for more than 10 days, your child's enrollment will be terminated.

## **Tuition Rates**

A copy of our rates sheet will be given upon request.

## **Changes to your Child's Attendance Schedule**

Early Impressions Preschool and Childcare is required to follow Michigan Licensing guidelines for all things childcare related, including adult to child ratios. In order to allow us plenty of time to accurately staff and schedule our employees, we ask that you give us a two-week written notice for any schedule changes, or additional hours or days. If the full two weeks written notice is not provided, we cannot guarantee that we will be able to accommodate the schedule changes requested.

## **Drop-Off and Pick-up Policy**

To ensure each child's safety and encourage daily communication between families and staff, parents/guardians are responsible for physically checking their child in and out of the center each day. Please note; children of all ages must be under adult supervision at all times while they are on the premises. Parents/Guardians are responsible for children once they are checked out. It is particularly important that you take the time to intentionally fill out the "Child Information Record" form, as we will release children to the Parents/Guardians listed on the form as well as anyone under the "Emergency Contact & Release of Child." If you need to change, remove or add people to the list, it must be done in person. We cannot accept changes made over the phone. **Additionally, anyone that plans to pick up your child will need to bring their photo ID to the door the first few**

times (though indefinitely is encouraged) until each team member becomes acquainted with them, that way we can match their photo to the name written on the form.

### **Legal/Child Custody Policy**

To best support the entire family, Early Impressions Preschool and Childcare does not support either side of custody issues, unless there are court documents or an active restraining order. If any of these are applicable to your situation, we will require copies of all agreements for our records. Otherwise, Early Impressions employees can ONLY speak to a child's attendance while they were in our care.

### **Clothing and Personal Belongings**

We believe that Outside time is a crucial part of every child's day. That being said, it is important to send your child in and/or with the appropriate attire for all weather options, as well as potentially messy play! We will go outside every day, including during light rain, and the winter months. At Early Impressions Preschool and Childcare, we ask that you limit personal belongings to comfort items or Rest Time items only (ie. A blanket, special stuffed animal, etc.). Toys from home, phones, tablets, iPads, laptops, etc. are only to be brought or used while in attendance under special, pre-planned circumstances. If a child does bring any personal belongings to School or Childcare, they will be asked to keep it in their locker and/or backpack for the duration of their time in attendance. Early Impressions is not responsible for lost, stolen, or damaged items.

### **Technology and Social-Media Policy**

Each site has their own Facebook group in which your child's classroom teachers will post pictures of the children, activities, events and more. Permission slips must be signed for each child before their pictures will be posted. Classroom teachers use tablets to document information for assessment of the children in their group throughout the day. This assessment aligns with the ECSQ by using data to plan learning experiences for individual children and groups. Our classrooms are "Media Free" Zones unless a special, pre-planned event or circumstance arises. In this case, the classroom teacher will send out communication to families allowing ample notice to plan for such an event. In an effort to support this policy, we ask parents to either reiterate this policy to their School-Age children, or not send these items at all.

### **Babysitting by Early Impressions Employees Policy**

In order to best prevent any conflict of interest, babysitting by Early Impressions staff is strongly discouraged. However, if an Early Impressions employee elects to babysit for a family, all such activities must occur outside of our business hours and off of School premises. There must be an understanding that such arrangements and payments for such services is solely between the employee and the child's family; Early Impressions is in no way affiliated or connected to these activities. The agreement and arrangements are not sanctioned by the School or Early Impressions

Preschool & Childcare. Babysitting should not interfere with the specific employee's working schedule, and the family may be required to complete a Babysitting Waiver as well.

### **Staff Screening, Hiring and Orientation**

All staff are subject to a rigorous screening process involving fingerprinting through IdentoGo Morphotrust fingerprinting. They have to have a negative Tuberculosis screening, completed bloodborne pathogen training, and agree to the Center's policies and procedures. Staff are only hired after all of these steps have been cleared. Staff taking a position that requires a particular level of education or training will be required to provide appropriate documentation of that education or training before being offered the position. All staff attend a new hire orientation which reviews the Center's policies and procedures as well as Licensing rules and regulations before interacting with the children.

### **Family Involvement, Visitors, Observations, and Volunteer Supervision**

As per the Early Childhood Standards of Quality (ECSQ), we offer our families multiple opportunities to participate in their child's classroom. We have regular family nights, meetings and conferences to discuss the child's development, provide parent newsletters and offer opportunities for learning at home. There are also parent advisory committee meetings held before each family night (also in alignment with the Early Childhood Standards for Quality (ECSQ)). Any volunteer who has not passed a criminal history check and been cleared by the Department of Human Services for substantiated abuse or neglect, will not be left unsupervised with children. The center's program director will inform staff of which volunteers need to be supervised. This policy includes parent, extended family, and community member volunteers.

### **Emergency Procedures**

Fire, Tornado, and Lockdown drills will be held throughout the year, following Michigan Licensing regulations. Teachers and/or Site Directors will make you aware of these drills, to the best of their abilities, after they happen so discussions can be had between you and your child(ren).

#### **Emergency/Evacuation**

In case of an intruder or possible threat, Early Impressions has lock-down/lock-in procedures that were created for each Site and its unique needs to keep your child(ren) safe. These procedures have been developed in conjunction with the local school districts. Every possible effort will be made to keep all children safe.

In case of any toxic leak, gas leak, or any disaster that may require evacuation, the children will be moved to an alternate location. The identity of the location is kept private on behalf of the relocation site and for the safety of the children in our care. The Site staff would make calls to the parents explaining the situation, and how to reunite with your child.



## Fire Drills

Fire drills are practiced monthly with all staff and children. Once all children are evacuated from the building through the nearest safe exit, they will meet at a predetermined location on the campus. Staff will take attendance once outdoors. The Site is equipped with Smoke Detectors and fire alarms.

## Tornado

Tornado Drills are practiced monthly during the tornado season. Children and staff will sit in a designated tornado-safe space within the building, farthest away from doors and windows. Staff and children will remain in the designated area until an all-clear is given.

## **Incidents and Accidents**

### Definitions

#### Accident/Injury

An unfortunate accident that happens unexpectedly and unintentionally, typically resulting in damage or injury. Examples include but are not limited to; wounds, bruises, cuts, scrapes, gash, tear, slash, gouge, scratch, lesion, sore, laceration and abrasion,

#### Incident

Likely to happen because of; resulting from. Examples include but are not limited to; Suspected abuse or neglect (review mandated reporter information), a child hurting someone else, improper or damaging behavior, destruction of property, inappropriate language, violating school rules, refusing to maintain safety guidelines and expectations, any concerning or abnormal behavior.

#### Accident/Injury

1. A team member trained in first aid will handle all injuries.
2. Minor injuries (bumps, scrapes, bruises) will be recorded via an Accident/Incident report, and it will be reported to parents at pick-up.
3. A decision will be made if the accident/illness requires an ambulance to transport your child for care or if the parents are able to transport the child. The Parent/Guardian will be contacted immediately. If they cannot be reached, we will call the next person on the emergency contact form will be contacted.

#### Serious Accident (Illness or Injury)

During a serious emergency, one team member will contact 911 while another provides care. The third team member will supervise the children. If there are only two team members present, the team member who called 911 will also supervise the children. The Parent/Guardian will be notified immediately after 911 has been called.

## **Parent Notification of Accidents, Injuries or Incidents**

### **Accidents and Injuries**

As stated above, if the child requires basic first aid for a scrape, bruise or other skin abrasion, an Accident/Incident Report will be filled out and sent home with the child at the end of the day. If we have to call 911 due to serious illness or injury, an Accident/Incident Report will be filled out and sent home or provided the next time the child is in attendance. These reports will also be kept in the child's file. If/when a child has to seek medical attention for an accident or injury, the center will provide a verbal and written report to the Department of Licensing as appropriate per rule R400.8158 in the licensing rule book.

### **Incidents**

Parents will be notified of any incidents that occur while their child is in our care via the Accident and Incident Report. If an Incident report is filled out, a verbal conversation will take place with the parent/guardian via telephone or at pick-up. If the team member will not see the parent at pick up, the parent/guardian will be notified via the ProCare app.

## **Health and Safety Policies**

Early Impressions Preschool and Childcare strives to maintain rigorous health and safety practices at all times. If your child has a known medical condition such as an allergy, asthma, seizure disorder, etc. please be sure that you inform the Program Director during the time of enrollment or as the condition is recognized. Paperwork will be required for enrolling to assist our program in the event your child has a medical emergency while in our care. For safety purposes, toys and equipment will be cleaned weekly or daily (depending on the age group and frequency of use). To control the spread of infection, regular handwashing will be required throughout the day for all age groups.

### **Child and Staff Hand Washing**

All children and staff will wash their hands immediately after using the restroom and prior to eating. Staff will wash their hands after assisting children with diapering and toileting and prior to preparing meals and snacks. Instructions on hand washing are posted in all restrooms and next to the hand-washing sink.

### **Handling Children's Bodily Fluids during First Aid**

Staff will wear rubber gloves while handling bodily fluids during first aid procedures. Staff will clean and sanitize the area properly and place any soiled materials (other than children's clothing) in a plastic bag in the outdoor garbage. Personal belongings will also be placed in a plastic bag and sent home. Staff will wash their hands following interaction with bodily fluids.

### Cleaning/Sanitizing

Staff will clean toys whenever they are dirty. Toys and equipment will be sanitized at least weekly with a bleach water solution. Tables, counters, chairs, and any other food preparation surfaces, along with restrooms will be cleaned and sanitized multiple times throughout the day.

### Infection Control/Exclusion

In order to control infection, we ask that children not attend the center when they are ill, have a fever, are contagious, or are unable to participate in daily activities. Staff and children will wash their hands numerous times throughout the day. Staff will ensure all surfaces, toys and equipment are sanitized, and will encourage children to not put toys in their mouths.

### Health-related Resources

Emergency telephone numbers are listed in a conspicuous place within the classroom for health-related emergencies. Health-related information is available at the Site including information on Communicable Diseases, Blood Borne Pathogens, and Vaccinations.

## **Illness Policy -**

Early Impressions Preschool and Childcare is committed to implementing policies that balance the needs of children, families, and staff in the event a child is sick. There is not a facility or room that sick or ill children can be taken care of, therefore, if/when children are deemed "too sick" to be at school or in our care, a phone call will be made to the first person on the child's Information Record Form under "Emergency Contact and Release of Child." We recognize that this can be a huge inconvenience to families, so we always encourage families to have a back-up plan in the event your child falls ill. We also understand that mild cases and illnesses are common among children and infections are often spread before the onset of symptoms are prevalent. In these cases, we will try to keep the children comfortable throughout the day, but will find it necessary to exclude them from the building for any of the following reasons:

- Illness that prevents the child from participating comfortably in activities.
- Illness that poses a risk of spreading harmful disease to others
- Illness that results in a greater need for care than our employees can provide without compromising the health and safety of other children in attendance.
- Fever at or above 100.4 or a low-grade fever of 99.0 (or higher) paired with an additional symptom.
- Consistent behavior changes or other signs and symptoms such as a sore throat, mouth sores, abdominal pain, vomiting, diarrhea, rash, irritability, lethargy, constant crying, or difficulty breathing.

- Diarrhea- More watery than normal stool that is not associated with a change of diet or medication the child may be on. Exclusion is mandatory when the stool is not able to be contained or controlled.
- Vomiting- More than two times in the previous 24 hours, unless it is determined that the vomiting was caused by a non-communicable condition.

We believe it is best that if a child is experiencing any of these symptoms, the child is picked up within 1 hour of notification. Until someone can be there to pick up your child, we will do our best to keep that child away from the other children and comfortable. Children that go home ill need to remain absent for 24 hours without symptoms and/or medication before they can return to the building.

Children who have been excluded from their respective program may return when:

- They are free of diarrhea, vomiting, or fever for a full 24 hours.
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual program activities, including outdoor time.
- They are free of open, oozing, skin conditions.
- In the case of head lice, when the child is Nit free. Child must be checked by Early Impressions Preschool or Childcare Personnel in order to return to the building.

If a child is excluded because of a communicable disease, a note from the child's medical provider stating that the child is no longer contagious and may return is required. Ultimately, Early Impressions Preschool and Childcare personnel will have the final decision whether a child needs to be excluded from the program due to illness or not. The details of this illness policy also apply to staff members of Early Impressions, therefore, when staff members experience illness, they will adhere to the same illness rules as outlined in the illness policy.

## **Medication Administration Policy**

If a child requires medication while in attendance, a parent or guardian must complete the appropriate medication form, discuss the dispensing of medication with a staff person, and both staff and parent will sign the medication instruction form. Trained staff will administer the medication and it will be stored in a secure location. If it is an over-the-counter medication, it must be in its original bottle and the appropriate dose must be given. If it is a prescription, it must be in the original bottle with the doctor's instructions and will be given accordingly. Medication will be stored out of reach of the children and will be administered as instructed and documented by staff. Medication cannot be mixed with any other substance to make swallowing easier. Medication can only be administered via the doctor-prescribed dosage instrument, or the dosage-instrument provided in over-the-counter medication.

## **Medication Guidelines:**

- All medication must be brought to the center in the original container and labeled with the child's full name, instructions, current date, and name and telephone number of physician (when applicable). Medication spoons or other proper dosage tools must be provided and labeled with the child's name; we will not be able to provide the medication without this.
- All medications must be handed directly to your child's teacher, the Program Director or Program Supervisor. Please do not leave medication- including ointments, lotions, sunscreen, lip balm- in your child's cubby, backpack or lunch box.
- Any changes in a specific medication or dosage will require a new medication permission form and an updated Doctor's note when applicable.
- Non-prescription medications as well as any type of ointment, cream, insect repellent, lip balm, etc. also requires a signed form.

## **Positive Guidance and Behavioral Management: Preschool Children**

At Early Impressions Preschool and Childcare, we consistently emphasize basic respect for the individual child. Young children strive for understanding, self-control and independence. Children learn self-control and how the world works in a relaxed, positive atmosphere of support and understanding that recognizes the potential struggle toward independence. All children that enter our program are welcomed, accepted and supported as they are as development is viewed as a process of growing. With each age and stage, comes its own challenges and needs. Through positive guidance of behavior and modeling, employees help children to feel good about themselves during every stage of learning. When conflict or a problematic situation arises, employees use the Six Steps of Conflict Resolution. The Six steps are listed below:

### **Six Steps of Conflict Resolution:**

1. The teacher will approach the situation calmly, stopping any hurtful action immediately.
2. The teacher will acknowledge the children's feelings.
3. The teacher will gather information about the situation.
4. The teacher will restate the problem as described by the children.
5. The teacher will ask for ideas for solutions to the problem from both children, and they will all choose a solution together.
6. The teacher will be prepared to give follow-up support

In accordance with our goal to promote strong character values, we encourage children to be caring, respectful and responsible when interacting with other children and staff. However, we understand that children do not always remember these values, and we look at these instances as learning experiences. When a discipline issue occurs, our teachers begin by stopping any hurtful actions. After this, the teacher discusses the issue and their feelings with the children involved. The

teacher makes sure to listen to both children's descriptions and then asks the children if they have any solutions. If necessary, the teacher will suggest a solution. The children may be asked to take a "cooling off period" away from the group. At this time, the teacher will discuss the child's behavior with them separately, making sure the child understands what type of behavior is expected. Once the child is ready, they are able to return to their activity. Any serious behavior concerns will be discussed with the parent. Early Impressions Preschool and Child Care Center will not use any of the following types of punishment and any employee practicing any of these types of punishment will be immediately terminated. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment or restricting a child's movement by binding or tying them. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child. Depriving a child of meals, snacks, rest, outdoor time or necessary toilet use. Confining a child in an enclosed area, such as a closet, locked room, box or small cubicle.

### **Positive Guidance and Behavioral Management: School-Age Children**

It is the goal of our Program to provide a supportive environment in which children can grow and develop. We know that Teachers and Parents/Guardians can work as partners to meet the needs of the family and the child both, and ask for parent support when dealing with these types of situations

### **Active Supervision in the Classroom**

Early Impressions Preschool & Childcare teachers position themselves intentionally in the classroom so that they can observe all of the children, listening, watching, and counting the children in their care frequently. While their attention is focused and intentional observation is always practiced in the classroom, teachers cannot be one-on-one with a student unless prior arrangements and external funding has been set up. Early Impressions Teachers work diligently to maintain a comfortable and safe learning environment for each child at all times, and therefore cannot be expected to keep children away from one another or segregated in any way.

### **Parent / Guardian and Community Reporting of Concerns**

Early Impressions Preschool & Childcare wants to work with our parents and community to ensure the best quality care for the children enrolled. We realize that in order to do that we must make sure that we have an easy and effective way to ensure that concerns are heard and addressed appropriately.

The following are the steps that should be taken in bringing an issue to the attention of a staff member, program director and/or supervisor:

- I. The concerned party should bring the issue to the staff involved as quickly as possible, but at least within two business days. Staff will document the conversation.

2. If the problem cannot be resolved here, it should be brought to the supervisor/director for further discussion. This should be done within two business days. The director will document the conversation.
3. The director will hold a meeting with the involved parties to find a suitable solution to the problem. The director will document the meeting and the proposed solution.
4. If the situation involves a matter that falls under the GSRP Program and a solution cannot be reached with the director and parents, the ISD will be contacted to assist. Parents are welcome at this step to contact the Jackson Intermediate School District's Early Childhood Department directly.

It is important to us that we are working together with our families to meet the needs of the children. We will handle each concern with respect and do our very best to find a suitable solution for all parties involved. As a sub-recipient of the GSRP grant, in addition to the MDE reporting requirements, programs such as ours may be selected to participate in national, regional, and/or statewide GSRP data collection efforts. If selected, programs must cooperate with MDE, its designated evaluation contractor(s), and any of MDE's other research partners. Cooperation includes, but is not limited to:

- Making classrooms available for observation.
- Providing non-classroom space on site for child assessment.
- Allowing administrators and staff to take time to complete surveys and questionnaires (via telephone, internet, paper, and/or in person; as necessary).
- Returning completed surveys and questionnaires promptly and regularly.
- Providing program information to the contractor; including children's unique identification numbers, as recorded in the MSDS.
- Participating in project informational webinars, conference calls, and in-person meetings; and
- Distributing parent information letters.

### **Suspending a Child from the Tuition or School age Program Policy**

Given the diversity of families and communities we serve, we recognize and appreciate the characteristics and behaviors that each child brings to our different programs. We strive to build a program that is responsive to a wide range of individuals with different learning styles and needs. While our child-centered approach seeks to accommodate a wide range of individual differences, on occasion a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child cannot participate safely in our program or appears to be a danger to him or herself or others, despite our best efforts to reasonably reduce the risk of harm or injury.



- Medical, psychological, school district, or social service personnel working with the center or child determine that continued care at the center could be harmful to, or not in the best interest of the child or other children.
- Any type of situation in which the accommodations needed for the child's success in the program conflict with the fundamental nature of our group environment, or when a different environment is in the best interest of the child or the center.
- At any point that a child's behavior/circumstance is a concern to a teacher or administrator, written documentation and family/teacher communication will begin as the first steps to understanding the child's individual needs and challenges.

### **Process of Discharging a Child from the Tuition or Childcare Program Policy**

Our Programs are based on developing partnerships and supporting families, however, despite our best efforts, on rare occasions a child's or parent/guardian's actions or requests may warrant the need to find a more suitable setting for themselves and their child. Examples of such instances include:

- The parent/guardian fails to abide by the center policies or those requirements imposed by the appropriate Licensing Agency.
- A parent/guardian requests special services that are not provided to other children or their family and that cannot reasonably be delivered by the program (including requests that are outside of our Program Philosophy or dictated by our Licensing Agencies).
- A parent/guardian is physically or verbally abusive to center staff, children, or anyone else at the center, including any communications that may have been posted on social media sites, etc.
- Children or parents/guardians that display chronically disruptive behavior. Chronically disruptive behavior is defined as a verbal or physical activity which may include but is not limited to; Behavior that requires constant attention from employees, inflicting physical or emotional harm on other children, verbally or physically attacking employees, ignoring or disobeying the rules repeatedly, etc. If a child or the parent/guardian cannot adjust to the rules of the program setting, dismissal from the program will be considered.

### **Kindergarten Transition Plan**

Those Children who will be starting Kindergarten the following fall, including those in GSRP, will take part in our Kindergarten Transition Plan. We will offer a variety of opportunities for children and parents to learn about the Kindergarten classrooms in our area including: visits to local Kindergarten classrooms, Family Nights with Kindergarten and Young 5's teachers available for questions, correspondence with Kindergarten classrooms to allow children to ask questions, providing parent with dates of upcoming Round-ups and teacher attendance at local Kindergarten Round-ups.

## **Procedures Related to Parental Questions or Concerns**

If you ever have questions or concerns that you would like addressed, please feel free to reach out to any employee in person, over the phone or via email. If you would like to speak to the Program Director or Supervisor directly, you may call the direct lines at the numbers listed at the beginning of this handbook. If it is not something that is urgent or requiring immediate attention, feel free to relay the information to one of the employees and someone will follow up with you within 24 hours.

## **Child Protection Law**

All caregivers are required under the Child Protection Law to report any sign of abuse or neglect. The caregiver must immediately make a verbal report to Child Protective Services by calling (855) 444-3911. The caregiver must also file a written report (DHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The written report may be faxed to (616) 977-1154 or (616) 977-1158 or emailed to [DHS-CPS CIGroup@michigan.gov](mailto:DHS-CPS CIGroup@michigan.gov). Copies of this form are kept in the director's office at each site

## **Referrals for Additional Assessment**

When staff and parents agree that additional assessment is necessary for a child, the teacher will assist the parent by making contact with the ISD to initiate the referral process. This could be for a variety of services including: hearing, speech, mental health, and other needs that the family may request. Staff will assist the parents in any way possible to ensure that the child and family receive the services they require.

## **Special Needs and Cultural Accommodations**

We are committed to the principle of inclusion and our staff receives annual training regarding the inclusion of special needs children and the consideration of each family's cultural diversity. The center provides a barrier free environment to meet the needs of children with physical challenges and will work with parents, therapists and other resources to make appropriate referrals for services and create or follow a plan for the appropriate care and education of each child with special needs.

Early Impressions respects each child's culture and diverse needs. We strive to introduce children to a wide range of cultural experiences and encourage parents from diverse backgrounds to educate our staff and children about their culture. We believe that families are the root of the educational experience and we want to meet with them to ensure that our services are meeting their child's diverse cultural needs.