

LMTS

CHILDCARE CENTER

PARENT HANDBOOK

Tabernacle of David Worship Center Church

2645 W. Holmes Rd. Lansing, MI 48911

(517) 882-6866 ext. 239

Erika Phillips, Director

INTRODUCTION

The LMTS Childcare Center (Larry Mitchell Trice Sr.) is a Christian based licensed subsidiary of the Tabernacle of David Worship Center, servicing both families of the church and those in the surrounding community.

We accept children ages 6 weeks through 12 years of age, on a full-time or part-time basis.

PHILOSOPHY

At LMTS we believe each child is a unique individual and our programs and curriculum are designed to support the developmental needs of each child in an age appropriate and supportive environment. We are committed to supporting a child's social, emotional, physical, and cognitive development, respecting a child's individuality, and helping children learn to live and play cooperatively. We strive to promote children's health, self-awareness, self-worth and resiliency.

OUR MISSION AND CORE VALUES

The LMTS Child Care Center exists to help develop the child's mind, body, and soul. Through age and developmentally appropriate curriculum and activities, indoor/outdoor recreational play, and through the reinforcement of spiritual values, LMTS seeks to develop healthy intelligent citizens of great integrity and high moral character.

COMMUNICATION

Communication is very important to us. When we accept a new family into the center, we like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar child care philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child. Sensitive issues will be discussed in private. Parents of infants & toddlers will receive a daily note. Some typical things you may find on this paper would be feedings, diaper changes, teeth cleaning, rest times, activities, meals and things to remember. Parents of preschoolers will be notified about their day either with the dry erase board, stamp sheet or a sticker chart depending on your child's classroom.

CULTURAL COMPETANSY

We welcome and embrace all cultures and ethnic backgrounds here at LMTS. We will always work hard to be sure that language is never a barrier, whether that means you require an interpreter (when available) or written language works best (such as email or written letters) we work with programs such as MDHHS and the Educational service

agency to try and facilitate all of the diverse needs of our families. As always we strive to make each and every family feel as welcome and a part of our center as possible.

NON-DISCRIMINATION POLICY

LMTS Childcare Center subscribes to a policy of non-discrimination of any type, including discrimination based on race, color, age, religion, sex, national origin, disability, veteran status, sexual orientation, marital status, parental status, genetic information, political beliefs or any other characteristic protected by law.

CHILDREN WITH SPECIAL NEEDS

In acting with compliance with the American with Disabilities Act and other federal laws pertaining to the provisions of services with children with disabilities; our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all children and teachers. LMTS works with programs such as Early on, MDHHS and the Education service agency. The staff will communicate with parents and children either verbally and or in written form when any such service is needed. If you have any concerns about your child's special needs please be sure to let the director know.

CLOTHING

We want to be sure your child has fun while playing and learning at our center; because a full day can include such activities as singing, painting, playing indoors and outdoors, dancing, and eating we recommend easy fitting, comfortable, washable clothes.

Footwear is required for walking children.

Please provide two complete sets of extra clothing according to the season.

Please note- a written authorization form is needed before we can apply sunscreen to your child.

In the winter please make sure your child is appropriately layered.

We cannot assume responsibility for lost, stained, soiled, or torn clothing. Please be sure to label all extra clothing with your child's first and last name.

ENROLLMENT POLICY

Normal hours of operation are Monday through Friday from 6:30 a.m. to 6:00 p.m.

There are several forms that we must have completed and in our possession before we can assume the responsibility of caring for your child. **NO EXCEPTIONS.** This is to ensure that your child will get the very best care possible. The forms are as follows:

*Registration Form

*Information Card

*Health Appraisal Form

*Vaccination Record (proof of up to date vaccines with infants on an infant schedule or a valid waiver form)

*Food Program Form

You are required to keep us informed of any changes in addresses, telephone numbers, and other pertinent information listed on all forms. If you have questions regarding the completion of these forms, please let us know. *We review and update all health records annually*

LICENSING NOTEBOOK

LMTS Childcare has a Center Licensing Notebook. The licensing notebook contains all of our licensing inspections and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is on file outside our office and is available to parents during regular business hours. Licensing inspections and special investigation reports from at least the past 2 years are available on the child care licensing website at <http://www.michigan.gov/michildcare>

OPEN DOOR POLICY

We maintain an open door policy for parents. You are always welcome to call or stop in to see your child at any time. Open door policy does NOT mean that the doors will be kept unlocked. We believe that it is extremely important to keep the doors locked for the safety of the children. We do not want unwanted or unexpected visitors to enter without permission. Your child's safety is our first priority.

ARRIVAL AND DEPARTURES

It is the policy of our program that students must be escorted into and out of the building and signed both into and out of our program by their parent, guardian, or authorized adult listed on the emergency card. This procedure is non-negotiable and required to assure the safety of all participating children.

If your child will be arriving after 10:00am on any day, please call us at 517-882-6866 by 10:00 am to ensure proper staffing and for courtesy purposes. Failure to call before 10am may result in us being unable to provide care for your child that day.

The program operates on a contract basis, which means there is no reduction in cost for illness or absences. Failure to notify the Center of an unexpected additional day may result in us being unable to provide care for your child that day. Special circumstances are allowed and can be granted by the Director.

After 6 months of continuous attendance in our program families will receive 5 "free" days for a prearranged vacation. The "free" days do not carry over from year-to-year. And these days have to be taken in consecutive increments.

5 consecutive days of a child's absence not due to a pre-arranged vacation or an illness that we are notified of, will be considered as a voluntary withdrawal from our center.

CUSTODY AND VISITATION

Some families have legal custodial orders that address whether an individual is permitted to pick up or visit a child. If custody orders relating to your child exist, a copy must be provided to the director. This information is kept confidential and solely for the safety and well-being of your child. Families are responsible for updating custody information. Please discuss questions or concerns about custody and visitations with the director.

PICK UP POLICY

It is your responsibility to have your child picked up on time. If you know you will be unavoidably late, it is your responsibility to have an authorized alternate person to pick up your child. The late fee rate is \$1.00 per child, per minute, until 6:10pm. Then the rate is \$20.00 plus \$2.00 per minute per child. All late fees must be paid before attending the following scheduled day.

PAYMENT PROCEDURES

All weekly accounts must be paid one week in advance. If the bill remains unpaid for more than two weeks, you could lose the privilege of our services. Payments are made at the site and are due by the end of the business day.

A \$30.00 fee will be collected for any returned checks due to non-sufficient funds.

Child care fees are paid in advance on a weekly basis - Friday before the week begins.

Payment obligation is based on the weekly rate outlined and agreed upon for child care services to be rendered, not on actual attendance. There is no reduction in fee due to your child's absence, including those absences due to illness.

A \$25 late payment fee (per child) applies for any payment that is not received on Friday prior to the beginning week, or by the due date noted for copayments. If payment is not received by Monday of the current week, an additional \$10.00 fee per day will be charged.

If you carry an outstanding balance for more than 5 days, your child will not be permitted to return to care at our center until both the tuition payment and the late fees are paid in full.

A personal check, money order, cash, and credit/debit cards are all accepted for payment.

If a check is returned for any reason, a \$30 fee will be charged and further payments must be made using alternate means. Non-payment or consistent late payment is cause for immediate termination without prior notice.

DHS (FIA) Payments, and scholarships awarded through Office of Yong Children, Great Start Readiness Program, Lansing Community College, and Michigan State University are also accepted for payment. The portion of the child care balance remaining after scholarships are applied will then be billed as copay to you.

MEALS

LMTS Childcare participates in the CACFP food program which helps us ensure to provide a nutritious breakfast, lunch, and morning snack. Parents **MUST** provide an afternoon snack if your child will be attending between the hours of 2:00pm to 3:00pm, some examples of snacks to bring would be: banana, apple, snack packs, crackers, pudding, etc. Menus are provided monthly and are created with children's tastes in mind. Well balanced meals are necessary for children to meet their daily energy needs and develop healthy bodies and strong minds. Parents of infants may provide formula and or breast milk. Bottles must be prepared in advance of your child's arrival at the center. Solid food must be in the original unopened container. Food and formula will be heated in a bottle warmer to insure safe temperature. Infants are fed Age appropriate baby food and cereals. Older children are provided breakfast, morning snack, and lunch. We will practice proper table manners. The teachers will encourage the children to taste every food item. Picky eaters usually eat better at school because they see the other children eating. All foods are talked about in a positive way. We celebrate holidays and birthdays during afternoon snack time. You are welcome to share party cookies, cupcakes, or some other food. If you plan to bring treats in celebration of your child's birthday, please schedule the date with your child's teacher. Please keep in mind that we are a nut free facility. It is our goal to teach children at a young age that healthy eating is important, this may include serving as much fresh fruits and vegetables as possible to encourage lifelong healthy choices!

*****In accordance with Federal Law and U.S Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA**

**Director, Office of Civil Rights, 1400 Independence Ave SW Washington D.C
20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY) USDA is an equal
opportunity provider and employer.**

SUPPLIES & ITEMS BROUGHT FROM HOME

You are responsible for diapers, wipes, a full change of clothing (including socks and underwear) appropriate for the weather, an afternoon snack and any other supplies that your child may need. You may bring a whole package of diapers to be stored in the classroom (we will let you know when your supply runs low). You are required to supply a blanket for your child to be kept at the child care. All blankets and bedding will be sent home to be laundered every Friday and must return on Monday for continued use. All items need to be labeled with your child's initials. If we have to provide any of the above items the following fees will be applied to your account: Diapers-\$1.50ea, wipes-.25ea, and snack-\$2.00ea.

You are to provide your child with a complete change of clothes to be kept in your child's cubby. If your child uses additional clothes, the soiled clothes will be placed in the cubby to go home. Please provide an extra change of clothes the next day. Please DO NOT send the following from home: Candy, Toys (show & tell only), Toy Weapons, Money and Small Items. We will not be responsible for items lost or broken.

POSITIVE DISCIPLINE

We take a proactive and preventative approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors. To do this, our staff is trained to use various techniques including redirection, some praise, and distraction. In this positive guidance atmosphere, most inappropriate behavior is avoided. However, in extreme situations and as a last resort, a child may be guided to an alternate activity away from the group for the benefit of the child and the rest of the children. Teachers use this as a strategy not as a punishment. The child is allowed to return to the group activity when he or she feels ready to do so. This strategy is not used with infants or toddlers. In accordance to state child licensing and our own personal belief corporal punishment is never used by staff members.

We welcome families to partner in teaching children about socially appropriate behaviors. As your child's most influential teacher, we may ask you occasionally to work with us to help extinguish an inappropriate behavior. We understand these issues are sensitive and many different parenting styles are reflected among our families.

HEALTH, ACCIDENT & INJURY POLICY

At LMTS we only want what is best for all the children and staff within the school. This policy is to protect other children and teachers. A child who is not feeling well at day care is typically miserable and therefore requires more attention leaving an unbalanced setting. Furthermore, we do not want to get other children and or teachers sick. At the 1st sign of any of these symptoms parents will be notified via a phone call to let them know the child may not be feeling well. If the child's symptoms meet the criteria for being sent home, we respectfully ask that parents pick their child up within 30 minutes. If for any reason the parents are unavailable we will refer to the emergency contact page of the Registration Form.

Children may be sent home for the following reason(s):

- Fever of 100 degrees or higher regardless of teething or shots. (A child with a fever in most cases means an infection is present).
- The child is in pain & is uncomfortable. A child may signal pain by crying, pulling at the ears, refusing to eat or drink and saying that areas of the body hurt.
- Vomiting - 1 instance of vomiting.
- Diarrhea - 2 bowel movements that are runny or watery.
- Rash - anywhere on the body.
- Pink eye.
- A child who has lice AND/OR eggs present in their hair.
- A change in behavior - a happy, active child becomes tired, irritable and refuses to play.

A child is well enough to return to child care when:

- A child has been seen by a doctor and a doctor note is provided with the exact reason the child was seen and treated.
- A contagious disease is no longer communicable.
- Fever free for 24 hours WITHOUT medication. If your child returns to day care and develops a fever they will be sent home.
- Pink eye, on medication 24 hours with no drainage.
- A child feels well enough to participate in group activities.
- A child has been on an antibiotic for at least 24 hours and has no fever.
- Vomiting, diarrhea and rashes have not been present for 24 hours.
- Lice and their eggs have been completely removed.

ACCIDENT, INCIDENT, INJURY NOTIFICATION POLICY

Anytime there is a minor accident, incident or injury you will be notified at the end of the day with our owie report. You will need to sign the form and it will be placed in your

child's file. We are more than happy to make a copy of the report so you have a record of the accident, incident or injury. When it comes to any accident, incident or injury we will use our best judgment to determine if a phone call needs to be made to the parents. If we determine that a phone call needs to be made, it will be done so immediately. Generally, the Lead Teacher will call to notify you but occasionally it may be the Director or Administrative Assistant. If for any reason either parent is unavailable we will refer to the emergency contact page of the Registration Form.

MEDICATIONS

Both nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. All written instructions shall be valid for no more than 30 days unless a shorter time period is designated by the physician, dentist, or parent. These medications either prescription or over the counter must be labeled with the child's name, physician's name (if applicable), date, instructions and strength of medication to be given. NO EXCEPTIONS! We may not exceed the manufacturer's recommended dosage unless with written physician's instructions when administering nonprescription medication.

MEDICAL EMERGENCIES

LMTS Childcare Center will contact the parents of a child in case of an emergency. In the event parents cannot be reached we will refer to the child information card as to other emergency contacts. If any emergency contacts are not available and emergency treatment is needed, the child will be taken McLaren Hospital unless otherwise noted on the child information card. The medical section of the information card is critical in making these decisions. It is the responsibility of the parent for any medical treatment expenses. Parents have the primary responsibility in transporting their children for medical services unless an ambulance is necessary. A written incident/accident report will be filled out in the case of an emergency with a copy given to the parent. All Lead Teachers at LMTS Childcare Center are fully trained in CPR and First Aid.

CLEANLINESS & HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed with soap throughout the day but mostly importantly before and after meals and after toileting. Infants sleep in separate cribs, with clean sheets used only by them. All cribs and mats are sanitized between uses. Children use separate cups, plates, bowls and eating utensils. Tables, toys, etc. are disinfected with a bleach water solution after each use.

DIAPERING AND TOILET TRAINING

High collaboration between you, your child, and your child's teacher makes for more successful toilet learning. When your child shows interest, you and your child's teacher will discuss and work together to encourage toilet learning. We are committed to working with your child consistently, so toilet learning can be accomplished in a developmentally appropriate manner and with minimum stress for you and your child.

Until your child shows an interest in toileting, we will continue to provide diaper changes on an as needed basis. Diaper changing procedures are posted in each classroom.

NAPS & QUIET TIME

The State of Michigan requires all children in child care to have a designated rest period each day. All children must nap, rest, read or play quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not really happy when they go home in the evening. Nap time is our only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes, and do activity planning. We provide nap mats or cots for all children. Please send your child his or her special blanket and pillow that he/she sleeps with. These will not be provided by the center. All blankets and other nap time items will be sent home weekly for cleaning and be expected to return the following week.

TYPICAL DAILY ROUTINE

The below daily routine will vary between the classrooms but this will give you a good idea of a daily schedule.

- 6am-8am arrivals and free play
- 8am-9am clean up, hand washing, breakfast, hand washing
- 9am-10am circle time, group activities, music & outdoor time
- 10am-11am snack, art activities, computers, reading & gym time
- 11am-11:30 clean up, put out nap mats, hand washing
- 11:30-12pm lunch
- 12pm-12:30pm bathrooms, hand washing
- 12:30pm-3pm nap time
- 3pm-3:30pm put nap mats away, bathrooms, hand washing
- 3:30pm-4pm snack, hand washing. Transition to afternoon activities
- 4pm-5pm table toys, group activities, outside time
- 5pm-6pm gym time, clean up, departures

PARENTAL INVOLVEMENT

There will be times and ways you can get involved in your child's child care experience. You are welcome and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Volunteering during fundraising events
- Helping your child at home with the concepts we are studying here
- Helping to provide treats or other items for our parties
- Chaperone on a field trip

PARENT TEACHER CONFERENCES

We hold parent teacher conferences twice a year. During which we will go over how your child is doing in class, we will talk about if there are any special recommendations and give an opportunity for parents to talk about or express any concerns of theirs.

FIRE & TORNADO SAFETY

We have a written fire evacuation plan and practice a fire drill with the children every quarter throughout the year. In addition, we incorporate fire safety into our curriculum. The center is inspected regularly for fire safety. We also keep a written tornado plan and perform drills in the spring, summer and fall months.

TERMINATION POLICY

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the child care after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations
- Serious illness of child or provider
- False information given by parent either verbally or in writing

We appreciate as much advance notice as possible when terminating. You are required to give two-week's written notice when you decide to terminate child care. The two weeks must be paid in full either at the time the notice is given or at the start of the final 2 weeks, regardless of whether or not your child is in attendance. Scribbles & Giggles will give two-week's written notice of termination for which full tuition is due, whether or not your child is in attendance. We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of staff

or other children in attendance. In this situation, the two-week's payment is not required.