

GraceSterling Little People Daycare Center Responsibilities to Children and Families

Introduction

The Bible states in Jeremiah 1:5 “before I formed you in the womb, I knew you...” God knows and loves each of us before we are even born. GraceSterling Little People (GLP) Daycare Center recognizes that every child is an individual with a variety of individual needs that must be acknowledged. The early years are critical in a child’s development and the quality of care and service they receive at this time in their lives will be of lasting importance.

Non-Discrimination Policy

GLP Daycare Center will maintain and conduct all practices relating to enrollment, discipline and other terms of childcare services provided in a manner which does not discriminate against any child, parent, or family on the basis of color, race, religion, national origin, sex, handicap, or any other protected cataloging.

Privacy

GLP Daycare Center respects the privacy of the families enrolled in the program. Information concerning children, parents, and families will be kept strictly confidential.

Advocacy

It is the duty of GLP Daycare Center to maintain its role as an advocate for every child attending the center.

Right to Modify

GLP Daycare Center reserves the right to modify policies, procedures and fees. Parents will receive advanced written notice of any changes.

Program Goals

To provide quality childcare to children of parents that work or need to be away from home:

- A. To provide a Christian atmosphere where a child can play, learn, and grow as an individual.
- B. Instill Christian attitudes and values through example.

To promote spiritual growth:

- A. To know that God loves them and how to please Him.
- B. To know that the Bible is God's Word and that the stories in the Bible are true.
- C. To know that God is our heavenly Father and that Jesus is God's Son who died and rose again for us.

To promote emotional growth:

- A. Build self-confidence and a sense of self-worth.
- B. Provide a warm and accepting environment.
- C. Encourage curiosity.

To promote social growth:

- A. Instill a sense of "caring for" – recognizing group needs, as well as individual needs.
- B. To form good habits of health and safety.
- C. To respect the rights of others.

To promote intellectual growth:

- A. Provide an atmosphere where children can discover and explore.
- B. Provide a wide variety of activities and experiences (within a routine) that will foster an interest in areas such as art, math, science, music, large and small muscle development, practical life, dramatic play, language arts, sorting, matching and manipulative activities.
- C. To develop an interest in books.

To promote physical growth:

- A. To train hand-eye coordination.
- B. To develop visual motor perception and auditory perception.
- C. To develop a sense of balance.

CURRICULUM

In planning our curriculum, we chose age appropriate themes taught through books, poems, songs, dramatic play, art projects, group activities and real life experiences.

Our daily activities and relationships offer opportunities for the developmental growth of each child in all of the following areas:

- Spiritual development
- Emotional development, including positive self-concept
- Social development, including communication skills
- Intellectual development
- Physical development, including large and small muscle

PARENT RESPONSIBILITIES TO GLP DAYCARE CENTER

ATTENDANCE:

According to licensing, the center is responsible for knowing when a child is not in attendance. We request that you call in and leave a message when your child will not be attending that day. If we do not hear from you, we will call to confirm. Parents are to notify the center as soon as they realize a change in the scheduled drop-off time and/or pick-up time. **Changes in your child's schedule are only possible if there is room in your child's classroom. All schedule changes need to be given in writing on this form at least one week in advance in order to properly staff your child's room.**

CHILD INFORMATION FILE:

The following forms need to be completed and on file by your child's first day of attendance:

- Application
- Emergency Card
- Health policy acknowledgement
- Licensing Book acknowledgement
- Nutrition Lunch Awareness
- State Health Appraisal

Changes in any of the above information on the required forms should be given to the center in writing. Please provide the names of at least three individuals on your emergency card of people who we are allowed to release your child to in case of an emergency. Inform your pick-up persons, that for identification purposes only, they must show a valid Driver's License before your child will be released to them.

If a separation occurs between parents, until custody has been established by a court order, neither parent may limit the other parent from picking up your child. Please do not put the center in the middle of your personal business (Under Michigan law, non-custodial parents have rights to obtain information about the child's care if a court order does establish custody in favor of one parent and visitation rights in another).

COMMUNICATION:

GLP likes to maintain an open communication policy between staff and parents regarding your child's care. Should you experience a problem that you feel is not being addressed by your child's teacher, please feel free to discuss the situation in the following order (Matthew 18):

- Your Child's Lead Teacher
- The Program Director
- The Little People Coordinator

DAILY:

Each day upon arrival parents are required to bring their children into their classrooms. Children will be checked in at the desk before entering the classroom. Please make your good-byes as short as possible, assuring your child of your return. Share with your child's Lead teacher or caregiver any event, which may cause your child to behave in an unusual fashion on any given day (i.e. illness, divorce, death in the family, etc). Parents need to check their children in upon arrival and out upon leaving, or let the center if one of the people listed on your child's emergency card will be picking or dropping off. Even if their name is on the emergency card - they will be asked for identification. Bring in and pick up your child on time, according to your contracted schedule. Remember the center closes at 6 PM sharp! The center will not be responsible for children at departure time after leaving the immediate classroom door. Please accompany your child in the hallway and parking lot. Make sure there are no children left in your car without adult supervision while you are in the building.

FOOD ALLERGIES:

If your child has a food allergy, please contact the office. You and your child's physician must fill out the Food Allergy Action Plan to be kept on file at the school.

HEALTH POLICY:

Please do not send your child to the center if he/she has any of the following:

1. Fever over 100.4 degrees (over forehead)
2. Vomiting within the last 24 hours
3. Diarrhea within the last 24 hours
4. Skin rashes or eruptions of unknown origin
5. Coughing associated with respiratory infection
6. Runny nose with a yellow or green discharge
7. Conjunctivitis (Pink Eye) which may also have colored discharge or drainage
8. Parasites – in any form of lice, mites, or ringworm. These are common but are very contagious
9. Draining ears

If your child has any of the above symptoms, please keep him/her home for at least 24 hours after he/she is free from symptoms. This will prevent the spread of disease to others and decrease the possibility of your child coming down with the original infection again. If your child contracts any of the above diseases, please contact the center so that a "Medical Alert" sign can be posted. If your child exhibits any of the above symptoms while at the center you will be contacted to pick them up as soon as possible. It is important that children who are ill are picked up for both his/her benefit as well as the benefit of the other children. Therefore, if your child is not picked up within one hour of the time you were notified, you will be assessed a \$20/hour sick pick-up fee starting after the first hour. If your child still has symptoms but you have a doctor's note explaining that he/she is not contagious, your child will be allowed to return to the center.

The center will take every precaution but cannot guarantee containment of any condition or illness to which the children may be exposed.

Medications including antibiotics, tranquilizers, sedatives, aspirins, dietary supplements, diaper ointment, or individual special medical procedures shall be given or applied only with prior written permission from parent. Prescription medication must have the pharmacy label indicating:

- Physician's name
- Child's name
- Instructions for use
- Name and strength of medication

Medications will be stored out of the child's reach. A record of the date, time, amount and administration of all medication will be kept in your child's file.

Please make sure that your child has received at least one dose of medication before you ask the center to continue said medication. This will help minimize your child's chance of having a reaction when you are not present.

INAPPROPRIATE PARENTAL CONDUCT:

GLP Daycare Center advocates the importance of parents' professional and rational behavior on the premises. The following actions or behaviors depending on the severity could be grounds for a conference with the Director and/or dismissal.

- Acts of violence – including assault and battery
- Harassment or threats against the staff, other parents, or children
- Possession of illegal substances or firearms
- Verbal or physical abuse of any child
- Profanity
- Indecent Exposure

LATE PICK UP CHARGE:

If late in picking up child at the scheduled time, there will be a charge of \$5.00 and after three (3) late pick-ups, a \$3.00 per minute will incur.

MEALS:

The parent will provide a daily lunch. All containers should be self-contained and marked clearly with child's first and last name. Children may not bring glass or sharp items to the Center. A morning and afternoon snack will be provided each day. A monthly menu will be posted in classroom.

NAP TIME:

For 3,4, and 5 year olds who nap – please send in twin size or smaller **flat** sheet, a blanket and a travel size pillow in a cloth zipper or Velcro tote bag. For Infant and Toddler room please send in a **fitted crib sheet** and blanket. **Label all nap items including the bag with child's first and last name.** Nap items must be taken home weekly and laundered.

OUTDOORS PLAY:

Spending time outdoors each day is important. Children who are well enough to attend school are considered well enough to go outside. It is expected that children have appropriate clothing to go outdoors. This includes: boots, mittens, hats and winter coats on cold days. Children will go outside when the wind chill is above zero and the temperature is 20 degrees or higher.

PAYMENTS AND FEES:

Tuition and fees are posted to your account every Friday by 10 AM. You will receive your invoice in classrooms – email invoices are available upon request. Payments are due by Monday the week of care. Payments are posted to your account by 6 PM each day. You will be charged a \$5 per week late fee if your balance is not paid in full according to your pre-arranged contract. When the center is closed for certain holidays on a Friday or a Monday, payment is expected the next school day. If

your account becomes 2 weeks past due, you will receive a letter in the mail requesting payment in full.

Vacations will not be charged to your account as long as GLP receives at least a week's notification. Sick days will also not be charged as long as we are notified ASAP. You may call in and leave a message at (586) 258-5390 ext. 172 when you know your child will not be attending the next day.

SCHEDULE OF OPERATIONS:

The center is open year around from 6:30 AM – 6:00 PM Monday through Friday. The center will be closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Week
- New Year's Eve Day

No payment for childcare will be expected for center closed holidays nor center initiated closings.

SNOW DAYS:

Any closures due to inclement weather will be posted on our Facebook page and/or WDIV TV. We urge you to check those sources if you have questions regarding closure. Our Facebook page is Grace Sterling Little People Daycare). No tuition will be charged if the school is closed due to weather conditions.

WITHDRAWAL:

If it becomes necessary to withdraw from GLP during the year, the following procedure must be completed:

- A one week notice is required
- Tuition will be pro-rated

- Enrollment fee is non-refundable
- If the center dismisses the child, the one week notice is waived, and the tuition will be pro-rated
- A meeting with an administrator is requested

All balances must be paid in full upon withdrawal from the center. If your child has not been in attendance for two consecutive weeks and the office or director has not been notified as to the reason of your child's absence, your family status will become "inactive". If you wish to return after the two weeks, you will be required to pay a new registration fee. Because of waiting lists for the center, we cannot hold unused spots in a classroom.

GLP Daycare Center reserves the right to withdraw a child from the program without notice if the child's continued participation in the program creates a direct threat to his/her safety, the safety of the other children or the safety of GLP staff. Arrangements will be made concerning any balance that is due.

INFANTS/TODDLERS FORMULA AND FOOD

Parents are to provide formula and/or baby food for their children:

- Formula should be prepared at the child's home and placed in an assembled bottle unit before being brought to the center.
- Bottles are to be labeled with child's first and last name.
- Formula, milk and perishable foods needing refrigeration need to be given to the child's caregiver upon arrival to nursery.
- Foods will be covered and labeled as to the contents, date of opening and specific child for whom its use is intended.
- Foods other than formula will be used or discarded within 36-hour period after opening or sent home previous to this time per request.
- Each bottle and nipple supplied by the parent shall be used for a single feeding only.
- Formula and milk left in a bottle at the end of a feeding will be discarded.
- Mothers are welcomed to come to the center to breastfeed their child.
- Parents are welcomed to pack nutritious sack lunches for their toddler. Your child's first and last name need to be written on container.

RECORDS:

Parents of children in the Infant/Toddler rooms will be given a "Parent/Staff Information Sheet" on a daily basis. This sheet will be a documentation of critical information concerning your child's day.

The center will maintain a continuing record for children up to 12 months of age in the following areas:

- Food intake
- Sleeping patterns
- Bowel movements and voiding (wet diaper)
- Developmental milestones (such as sitting, focusing on objects, smiling, rolling over, etc)

DIAPERING AND TOILET TRAINING:

Parents shall supply wipes and diapers for their children. We will inform you on your daily sheet when your supplies are getting low. Diapers shall be disposable. When a child's health condition necessitates that disposable diapers cannot be used, an alternative arrangement may be made according to the parent's or a licensed physicians' instructions. Diapers shall be changed when wet or soiled. Diapering shall be documented on the daily information sheet.

Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is constant between the center and the child's home.

PLEASE SIGN AND RETURN THIS PAGE WITHIN 30 DAYS OF YOUR ENROLLMENT DATE:

I have carefully read through the parent handbook of Grace Little People Daycare Center of Sterling Heights MI. I understand that I will be notified with any updates or changes to this information. I am responsible for the knowledge provided and will bring any concerns or questions I have to the Program Director.

Child's Name: _____

Parent's Signature: _____

Date: _____