

## **Payments**

We use the Brightwheel app to complete payments - parents simply input information a checking account or credit card, set to autopay and payments are deducted from your account on Monday of each week!

## **Program Philosophy**

### **Early Childhood is the time to build the habits that create healthy bodies and healthy minds!**

Our teachers play an important role in igniting a passion for learning by providing a creative environment that supports the natural curiosity and the need for MOVEMENT in young children. Your little one needs lots of space to explore! In addition to our bright home-like indoor classrooms, we have a beautiful outdoor classroom where we spend as most of our mornings weather permitting.

We also provide a well balanced menu with lots of fresh fruits, vegetables, lean protein and whole grain carbs. We are committed to providing your child with the building blocks for healthy habits they will carry with them throughout life.

Our teachers are trained in attachment style teaching practices. We know that young children experience a wide range of emotions as they are learning to navigate their day. Our teachers support emotional development by sitting with your child when they need emotional support or teaching age appropriate communication skills and grounding activities such as deep breathing to bring them back into a calm, happy state of mind.

## **We love to learn about your child's traditions!**

Our goal is to create a multicultural learning environment for our students. We believe that by understanding and respecting differences in cultures, beliefs and backgrounds our children can become good global citizens. Our curriculum and classroom environment are structured to include a variety of resources / books and activities reflecting a wide range of holidays, customs and traditions. We encourage you to share any special traditions relevant to your family so that we can share them with our classroom family.

## **Curriculum**

Children learn best in an environment that encourages curiosity and capitalizes on the opportunities it provides. Our learning experiences are child directed teacher framed activities that allow the children to fully engage in hands on learning. Children of various ages and developmental stages are encouraged to work together to develop critical thinking skills in math science and language/ literacy areas. Daily activities are readily available from a variety of interests which enables the children to benefit from a more fluid transition between developmental levels.

We share all of the fun things your children are doing on our Brightwheel app where we track development and document the work we're doing everyday! Also be sure to scroll through our Facebook page to see pictures, videos and tips for extending the learning at home. Our goal is to give you all the support you need in your parenting journey.

If you are noticing any delays in your child's ability to reach milestones we encourage you to discuss them with the director. In the event that your child's needs are outside the scope of our training we can put you in contact with early on or other programs in your area that offer additional support. We will work to support your child in the classroom whenever possible. In the event that your child's needs are outside the scope of our expertise we will refer you resources to programs that are better equipped to support your child's needs.

## **Parent Teacher Conferences**

Our staff take special care to document your child's development daily on our Brightwheel app. We use pictures and videos of your child interacting with peers along with anecdotal notes regarding the things they are learning. We plan time each year in the June and December for parent teacher conferences. At this time we will share your child's progress by reviewing his or her Brightwheel profile and sharing an overall view of how your child is progressing at home and at school. We look forward to sharing all the fun things your little one is learning!

## **Admission**

Parents are emailed a packet of information and forms at the time of enrollment. All forms must be completed and turned in to the director within two weeks of registration. The first and last weeks payments and enrollment fee will be accepted at enrollment. Please be sure to add pictures in the bright wheel app where indicated so that our staff can match

pictures and faces of the people in your family - especially if there is a new approved pick up.

## **Hours of operation**

Monday through Thursday 7:30 am - 5:00 pm

## **Yearly calendar**

The following list is a list of holidays our program will be closed for. In the event that the holiday falls on a weekend day the business day preceding or following the holiday will be the day we are closed. **Regular tuition fees are charged during these weeks.** Part time clients pay for the holidays that fall within their normal weekly schedule.

### **MLK day Good Friday**

### **Easter Monday Memorial day Labor Day July 4th**

**Thursday and Friday of Thanksgiving week Christmas Eve and Christmas Day or the days following / preceding the holiday when they fall on the weekend,**

### **New Year's Eve and New Year's day**

**Personal / Vacation days** - There are no tuition adjustment for time missed due to family vacation or illness.

The school will take up to two weeks paid vacation yearly. Parents will be notified on the bright wheel app and parenting board in your child's classroom at least two weeks in advance.

## **Daycare closing policy**

Every effort will be made to keep our program open during regularly scheduled business days. In the event that we need to close for any unforeseen circumstances, all parents will be notified via the bright wheel app and our Facebook page as soon as possible. Tuition will be refunded for any missed days due to staffing illness or unforeseen events.

## **Daily Schedule**

Our daily activities are structured in order to provide a predictable routine for the children.

## **Pick up / drop off Procedure**

Please be sure to sign in and out on the bright wheel app. Using the QR code. All approved adults who can pick up need to be in the app with a photograph so that teachers can verify who is picking up.

## **Items needed for childcare**

Each child will have his / her own container to store personal care items. Please send in the following labeled items for your child:

- Two complete outfits
- Rain boots / crocks / snow boots
- Roll style bedding pillow.

You are welcome to send any additional care items as well, please label your child's belongings.

Please be sure your child is wearing weather appropriate clothing. We go outside rain or shine as long as the temp is above 20.

**We provide all outdoor gear including:**

Rain suits

Snowsuits

Hats / gloves

Sunscreen

There is a yearly supply fee of 65.00 to replenish classroom items as needed.

**Tuition agreement**

- **Upon enrollment first and last week of tuition is due.**
- **One week's tuition will be held and applied toward the last week of care.**
- **Tuition will be deducted from the account / credit card of your choice through the Brightwheel app on Monday each week.**

- **Children will not be accepted if the family account is delinquent.**
- **Parents who are late will be charged the 3.00 per minute late.**
- **Late fees are expected upon pickup - through the bright wheel app or cash.**
- **There will be no tuition adjustments for illness or vacation.**
- **Tuition will be paid in full for the holidays specified in the yearly calendar section of the handbook.**

**Deposits will not be refunded but they will be applied toward the last week of care.**

**Program will take two weeks paid time off for personal / vacation days.**

## **Lost and Found**

We are not responsible for any lost items at school, when we find things that the children have left behind we place them in our lost and found box. Our staff cannot be expected go to any great lengths to locate lost items as we have a VERY busy day entertaining the children, please be mindful of this when bringing things to school.

## **Birthdays**

Please feel free to send in birthday treats or your child and classmates. Parents are welcome to join us for birthday treats as long as it is not upsetting to your child. Our birthday celebration time is in the afternoon at snack time.

### **Parent involvement**

Parent involvement is very much welcome! If you have a special talent, toys to donate, ideas you would like to share or access to some fantastic place our families would like to meet up please share!! Some amazing contributions from other families include our beautiful light table, a big screen TV, our magnetic board, the beautiful sand box in the back yard and lots of other little things. Everything you donate to our program will get LOTS of use either from our children or one of the many other talented women I know who also run childcare programs.

## **Forms for enrollment**

All forms must be completed and returned to the director before admission. Please be sure that all of your child's information is up to date and accurate if your employment or address changes. The list of forms included in your packet are as follows.

- Child Emergency Card
- In care Statement



- Tuition agreement
- Health Appraisal or Immunization record
- Media / bright wheel release
- Water play / walking permission slip

### **Communications to and from preschool**

We offer the Brighwheel app where you can reach your child's teacher anytime during the day. You are also welcome to text the director directly at 248-709-3261 We are happy to answer any questions about your child's day. We also use the Brighthweel app, instagram and Facebook to document your child's fun and inform the parents of any upcoming events.

### **Absences**

Part of maintaining a high quality program is keeping open communication between parents and the caregiver. If your child is unable to attend daycare please mark absent in the Brighwheel app and send a message in Brightwheel to let the teacher know the reason for the absence.

## **Sick child policy**

For the health and safety of all the children in our care, children who exhibit the following symptoms will be asked to remain at home until they are well:

- **Fever** - children who are not teething and have a temperature of 100 degrees and higher may be fighting off an infection. Giving your child tylenol or other fever reducing medications will not stop the spread of a virus to other children so please keep your child at home.
- **Nasal discharge - Thick greenish discharges is a sign of infection.**
- **Cough** - a cough that is not accompanied by other symptoms of infection but is continuous will need to be checked by a pediatrician. Illnesses such as croup or RSV can be life threatening for our youngest children in care so it is imperative that I be kept abreast of any such illnesses.
- **Diarrhea / vomiting** - A child must remain at home until diarrhea / vomiting have stopped for at least 24 hours
- **Eye Irritations** - Eyes that are red, swollen, watery, or discharging a mucus for any unknown reason may need to be checked by a pediatrician.

- **Warts - a wart on any body part must be covered by a bandaid at all times while in daycare.**

- **Chicken pox - any child with chicken pox must be removed from care until all the blisters have scabbed over. Chicken pox can become seriously dangerous for some children.**

- **Allergies - If your child has any allergies, please submit a statement from your pediatrician as to the type of allergies and any required treatment.**

**Parents must schedule Immunizations for a day that the child will not be in care so that you can monitor your child for any reactions.**

Parents are expected to pick children up ASAP in order to minimize the potential spread of illness. Children with any of the above symptoms will be separated from the group until someone is able to pick up. In the event that parents are unavailable I will contact people listed on the emergency card.

## **Returning to preschool after illness**

In an effort to keep illnesses at bay I ask that parents keep sick children at home until all of the appropriate measures have been taken:

- Child has been seen by a Dr. and received a note stating that the child may return to care. • Antibiotics have been administered for 24 hours.
- Temperature remains normal without medication.
- Child has not vomited or had diarrhea within the last 24 hours.
- Child appears to be in good health.

The director reserves the right to make the final decision regarding participation in the group based on health conditions.

## **Accident / Injury policy**

The first step we take in preventing accidents and injuries is close supervision of the children. Diagrams of the emergency procedure for CPR and choking victims is posted in the eating area. All of our staff are also first aid and CPR certified. If an emergency should arise we will contact the injured child's parents after securing care emergency care for the injured child and accompany him / her to the hospital if necessary.

## **LOCKDOWN/ SHELTER IN PLACE**

Intruder / Active Shooter

### **Action steps**

- In the event of an intruder or active shooter, staff or I will call 911 and report the emergency.
- Staff or I will shut and lock doors and windows, if not already done.
- Staff will take attendance records, a cell phone, the emergency backpack and supplies to the designated shelter-in-place or safe spot location. • Staff will reassure the children and keep them calm and quiet until the emergency has passed.

Our shelter in place space is our basement If it isn't possible to get to that space, we will create a barricade behind shelves or tables.

- Staff or myself will make sure everyone is safe and notify local authorities if there a physical threat inside the home or if someone is injured.
- Staff or I will send a group text to families notifying them of the emergency and plans for pick-up or relocation if necessary.

Parents will not have access to the home during a lockdown, once everything is safe and police give the okay we will allow access to parents and emergency contacts to pick up.

In general all of the children in our program must be mobile as that is a condition of attending our program however toddlers, children with special needs and children with chronic medical conditions will be accommodated by being transported by staff in a stroller or by physically carrying them if necessary.

## **Diapers**

Parents must provide Disposable diapers, wipes and ointments for your child's diapering needs. Parents will be notified when supplies are running low.

## **Toilet training**

Our philosophy in all developmental stages is that children learn best when they are ready, in a low pressure enforcement, Boosting self confidence by focusing on what has been accomplished is far more effective teaching strategy than administering punitive measures. Toilet training is a very important stage in a young child's life and it should not be rushed. Children who are ready to use the bathroom should be about to dress themselves and show an interest in using the toilet.

Parents and the caregiver will discuss a child's readiness to use the toilet and keep open communications about how the child is doing at home / daycare.

Children will not be pressured into potty training or receive negative reactions to accidents, however all attempts at using the bathroom will be praised,

## **Clothing policy**

Play and learning sometimes require young children to get messy! I ask that parents send their children to daycare in comfortable play clothes and rubber sole shoes. Toddlers who are potty training will also need to wear clothing that is easily removable so that they can master the self help skills needed to make their transition into undies successful. We will be going outside almost every day so children should have appropriate outdoor clothing especially during the winter months.

Seasonal clothing such as extra mittens, hats and sweaters may be stored in your child's cubby for your convenience. All clothing and personal items should be labeled with your child's name before coming to daycare, If your child requires a extra outfit from our classroom supply please launder and return it the next day so it will be available for other children.

## **Nap Time**

Resting time is from 1:00 - 3:00. All children will be encouraged to rest during this time. All children will be awakened no later than 3:15 so that they will be ready to sleep when you take them home at night :)

## **Discipline policy**

Our program strives to provide an environment that fosters self - discipline rather than relying on traditional methods of adult imposed discipline. Self discipline is a much more effective method for curbing undesirable behaviors because it focuses on what children CAN do instead of what they can't do. Self discipline EMPOWERS children rather than

diminishes them so that they have the confidence to be independent problem solvers.

**Some of our methods of teaching self discipline include:**

. Teaching children to communicate effectively so that they don't have to resort to

behaviors such as hitting, yelling, biting or snatching toys from peers in order to get their needs met.

- Instilling empathy and compassion by teaching children to read other children's body language / facial expressions for clues on how they should proceed as they support each other or work through conflicts.
- Promoting a sense of community by encouraging the children to share personal stories about their lives outside of daycare, providing a space in which they can share toys from home, pictures of important people in their lives and feel connected to one another in a very meaningful way.
- Supporting children in setting boundaries by teaching them to stand up for themselves - giving them the language to express their feelings in a thoughtful and direct way.



Encouraging even the youngest among us to respect the work space of

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Providing ample space for solitary activities so that children can take a break from the stress of working in a group.

- Teaching children stress management skills such as self assessment, deep breathing and the use of exercise as a means to maintain balance within their own bodies.

### **Criteria for withdraw - Preschool initiated**

Our program is designed to offer children 18 months to five years a variety of activities that facilitate optimal social, emotional and cognitive development.

Children must be able to follow program routines, rest quietly during nap time, respond well to redirection, be respectful of staff / fellow students / our classroom environment and be able communicate needs in an appropriate way. If we find that your child is not adjusting well to group care, we will document and discuss the issues we are seeing to share with you in a parent teacher conference.

At that time we will strive to work together to generate a solution that works for your child by creating a behavioral plan for home / school. Classroom staff will continue to document how effective the behavioral plan is working and provide feedback to parents. In the event that our behavioral plan and strategies do not work for your child we will recommend that you find a facility or private care solution that is better suited to meet your child's needs.

## **Criteria for withdrawal - parent initiated**

Parents who wish to withdraw a child from the program must submit written notice at least two weeks before the final day. The deposit paid during admission will be applied toward the last week of care. Tuition and any outstanding fees must be paid up to the date upon which notice is given or the deposit will be forfeited and care will be denied.

## **Special diets**

Parents are welcome to send in meals from home in a labeled container to accommodate any special dietary needs or allergies.

## **Child custody disputes**

I am bound by state law to release children in my care to either parent unless I have a court order stating otherwise. If your family is going through a custody dispute, please inform me of the situation. In such cases I will need a copy of a restraining order to illegally refuse to release the child to his / her parent.

## **Donations We love donations!**

Our classroom has an ongoing amazon wishlist, bunch bike savings account and we are always looking for items for our outdoor classroom.

