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This handbook is intended to familiarize staff members with current Sunny Patch Preschool policy, practices and standards. An electronic version (PDF) of the handbook is available for your review. A print copy of the handbook is available upon request. Sunny Patch Preschool has the right to revise its policies, practices and standards as deemed appropriate by the Director. Staff members will be notified of updates to the staff handbook as they occur.

Mission Statement

At Sunny Patch Preschool, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development through art and play.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

Philosophy

Our program is built around the concept that children are born ready to learn. As caregivers and educators, we strive to create a learning environment that is safe, stimulating and encouraging. The following principles serve as the foundation for our curriculum.

At Sunny Patch Preschool we provide high quality child care and preschool in a creative environment that allows children to develop naturally. We provide a home away from home environment where each child is welcomed and valued as an individual. Our activities are tailored to meet the various stages of development through the use of art, music, creative movement and loose parts play.

We strive to create a warm nurturing environment for children, staff and parents. One of our main objectives is to create a community that and an atmosphere of connection during the early years that extends long after our work here is done.

ADMINISTRATION:

Executive Director: Geraldine Ralph

geraldine.ralph@gmail.com

Cell: (248)709-3261

HOURS OF OPERATION

7:30 am to 5:00 pm

General Center Information

Sunny Patch Preschool is open Monday through Friday from 7:00am to 5:00pm

The program is closed for the following holidays:

New Year's Day, MLK day, Good Friday, March 15, Memorial Day Independence Day

Labor Day Thanksgiving (2 days) Christmas Eve through New Years Day

PROGRAMS

Our program services children from 18 months - 5 years of age.

RATIOS

At Sunny Patch Preschool we maintain the following staff-to-child ratios at all times in our classrooms: 1 teacher to 6 children

During naptime, at least one staff member shall be present in every room where children are sleeping and/or resting. Staff- to-child ratios can be reduced to one staff member per room where children are resting for a period not to exceed one hour. Staff should remain in the center so, if needed, they can assist in a classroom.

Volunteers who have been appropriately screened such as high school students (at least 16 years of age), college students, parents, or retired individuals may be used to meet staff-to-child ratios.

Ratios must be maintained at all times, including when emergency procedures are in effect.

LICENSING

Sunny Patch Preschool is a private program licensed by the Michigan Department of Human Services. A copy of the licensing rules is available for review in the office, the staff break room, and on the web <http://www.dhs.state.mi.us>.

WEATHER-RELATEDCLOSINGS

Sunny Patch Preschool will remain open during most severe weather. The Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

In the event that Sunny Patch Preschool closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home. Families will still be charged during weather closings, vacation days may be used.

General Staff Expectations

PROFESSIONALISM

Each staff member is a child care professional and is expected to act as such. The following general guidelines for professionalism should be maintained at all times:

- **Arrive on time and stay entire shift, if needed.**

- **Is not absent from work on a regular basis and finds a substitute when necessary.**
- **Dress appropriately for interaction with children.**
- **Take directions, suggestions and criticisms, and follow through to improve performance.**
- **Respect confidential information regarding children, families, and co-workers.**
- **Display a positive attitude toward the entire program (the program, children, families and co-workers).**
- **Attend staff meetings and other program events.**
- **Complete DHS required training courses in a timely fashion.**

DRESS CODE

Staff members are expected to observe the 3 C's for appropriate attire at work as follows:

- **COMFORTABLE – Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity that are in good repair. Clothing such as yoga pants and tee shirts are acceptable as staff members are expected to participate alongside the children during all daily activities. Smocks are available for your use during messy / art activities should you wish to use them. Please be aware that we will be outdoors in inclement weather so be sure to bring weather appropriate clothing. Flip-flops and sneakers are appropriate footwear.**
- **CLEAN - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene. If you smoke please do not come to work smelling of cigarettes.**

- **COURTEOUS** - Staff members interact with children and parents on a daily basis and should dress professionally. Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden. Certain articles of clothing are never appropriate for the work environment, including: halter tops, strapless “tube” tops, short skirts/shorts (must hit at fingertip length or below), sweatpants, (joggers are okay) excessively torn jeans/shorts, and low-rise jeans/shorts which expose undergarments.

It is expected that all staff members will present themselves and Sunny Patch Preschool in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.

CELL PHONES

It is important that every staff member’s attention remains on the children *at all times*. A second’s lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented.

Therefore: Cell phones are not permitted in any of the program rooms with the exception of teachers for documentation purposes. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on an approved break.

It is expected that when leaving the center for any reason (walk, field trip, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

In the event of an emergency, the staff member must inform both the Lead Teacher and Director of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom. Ratios must be maintained at all times.

COMPUTERS

All Sunny Patch Preschool owned computers are to be used for work purposes only. Under no circumstances may software be installed without the prior permission of the Director. Staff members may bring in a personal computer to use during nap time only. The wireless network password may be obtained from the Director. *Computer use is forbidden during all times other than nap/rest time.*

UNMONITORED CONTACT

For the protection of each staff member, we always work in teams. No staff should ever be alone with a single child. Another staff member should be within sight/sound at all times.

TIME CARDS AND PAYROLL

Each hourly staff member is responsible for clocking in and out each scheduled workday using a time card and the time clock. Staff members may not clock in more than 5 minutes before their scheduled shift and are expected to clock out immediately after their shift ends. If a staff member forgets to clock in or out, the Director must enter the time and therefore should be notified promptly when this situation arises. Failure to follow the above guidelines may delay processing of a staff member's payroll check until the following pay date.

Payroll is separated into two pay periods. The first pay period is the 1st through the 15th of each month. The pay date for this period is the 21 . The second pay period is the 16 through the end of the month. The pay date for this period is the 7 . If a pay date falls on a weekend day or holiday, the pay date will then be the first business day before the weekend or holiday.

For example: if the 7 is a Saturday, the pay date will be Friday, the 6 .

DIRECT DEPOSIT

Direct deposit of payroll checks is available to all staff members. Interested staff should complete and return a Direct Deposit Authorization form to enroll. Processing may take one to two weeks; staff members will receive a paper check until direct deposit is processed.

PERSONAL BELONGINGS

Coats, backpacks, purses, etc. must be safely stored out of reach of children. Sunny Patch Preschool is not responsible for lost or stolen items.

FOOD/MEALS

Staff members may store a small amount of food in the refrigerator. All food should be clearly labeled with the staff member's name and date. Food should be removed or

discarded after one week or when spoiled. Meals should be eaten and prepared only during nap/rest time, at meal times with children or during an approved break.

HAND WASHING

Staff members must wash their hands at the following times:

- **Upon arriving at the center**
- **After each diaper change**
- **After helping a child use the toilet**
- **After wiping a nose, coming into contact with saliva or any other bodily fluid.**
- **Before preparing meals**
- **Before and after meal times**
- **Before and after using the sensory table**
- **After removing gloves**
- **After using the restroom**
- **After returning to the center from a break**
- **After coming indoors from the playground**
****Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of**

illnesses like diarrhea, the flu, and conjunctivitis (pink eye).

Professional Development

REQUIRED TRAINING

Research indicates that formal education or training that increases the knowledge of providers has been shown to be the greatest determinant of safe and quality programming for children. Therefore, the state of Michigan has set the following requirements for staff training and development:

Required training within the first six months of employment, for ALL staff members:

- Two hours of Michigan's training for mandatory reporting of child abuse. (***Must be updated every 5 years***)
- At least one hour of training regarding universal precautions and infectious disease control. (***Must be updated annually***)

Staff members must have completed within their first year of employment:

- Certification in American Red Cross or American Heart Association infant, child, and adult cardiopulmonary resuscitation (CPR). A valid certification indicating the date of the training and expiration date must be turned into the Director and/or Assistant Director. (Valid for **one** year)
- Certification in infant, child, and adult first aid from American Red Cross, American Heart Association, the National Safety Council, or Emergency Medical Planning. A valid certificate indicating the date of training and expiration date must be turned into the Director. (Valid for two year.)
- 10 contact hours of training arranged by the Director and/or Assistant Director. 5 hours of training after the first year.

- SIDS training This course is an online training that is free of charge. This training can go towards the employees training hours the first year only. (*Must be updated every 5 years*)

“Annually”, when referring to training courses is defined as January 1 through December 31 of the following year.

All fees for required training courses are to be reimbursed by Sunny Patch Preschool 60 days of employment, at that time there will be a review as well. If a staff member is interested in participating in training courses after his/her annual requirement for training has been met, Sunny Patch Preschool may pay the course fee if the course is approved by the Director.

STAFF MEETINGS

All Sunny Patch Preschool staff members are required to attend 2-3 staff meetings per year. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Employees will be notified at least two weeks in advance and must meet with the Director and/or Assistant Director if unable to attend a staff meeting. There is a \$5.00 fee for missed meetings, unless cleared with the Director. The required staff meetings are paid.

NEW STAFF ORIENTATION

All new staff members will be asked to read the staff and parent handbooks. Prior to working in the classroom, the Director and/or Assistant Director will schedule an orientation meeting to complete required paperwork, and review program operation and policies.

EVALUATIONS

Evaluations of a staff member’s performance will be conducted by the Director and/or Assistant Director. Evaluations will be performed annually. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations. Parent surveys will be passed out shortly before a staff member’s evaluation meeting and feedback will be included in the staff member’s evaluation.

Staff members will be required to complete a self-evaluation prior to meeting with the Director and/or Assistant Director.

Personnel Policies

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. Sunny Patch Preschool staff members are expected to be:

- On-time and alert when scheduled to be at work.
- **Careful and conscientious in performance of duties, including the use of positive words and actions.**
- **Respectful, thoughtful, and considerate of other people.**
- **Courteous and helpful when dealing with children, parents, visitors, and other staff members**

CONFIDENTIALITY

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director and/or Assistant Director. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure.

Staff should also be careful in discussing details of the center operation, particularly problem areas, with others in public. Staff members may not distribute or post children's last names, address, phone numbers, etc. with the exception of distribution to Sunny Patch Preschool employees. Personal information should never be used for personal purposes. Michigan law specifically prohibits the sharing of information about children or staff members within a child care setting without written consent from the parent, guardian, or individual. This applies to outside professionals as well. You must seek *written* parental consent before consulting with an outside agency about a child.

CHILD ABUSE AND NEGLECT

All Sunny Patch Preschool staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Department of Human Services to:

CHILD ABUSE HOTLINE, Dept. of Human Services (855) 444-3911

Staff members may directly report suspected incidents of child abuse or neglect to the Michigan Department of Human Services and will complete all necessary paperwork. The staff member should inform the Director of the report and together decide whether or not to inform the parents of the report.

If a staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Department of Human Services (DHS). Geraldine Grace Studios LLC staff will cooperate with any DHS investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

GRIEVANCE PROCEDURE

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Director in resolving the conflict.

Confidentiality is expected and required when grievances arise. Staff members who discuss issues with other staff members not directly related to the situation may be subject to the Disciplinary Procedure. This policy applies both during paid hours as well as on a staff member's personal time.

CO-WORKER COMMUNICATION

Open communication between staff members, parents, and children is crucial to a successful program. Before leaving a classroom for any reason (bathroom, making a copy, calling a parent) an employee should inform his/her cooperating teachers of the reason he/she is leaving. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are expected to function as a team member at all times.

SUPPLIES

Teachers are responsible for reporting to the Director when supplies are running low so they can be replenished before supplies are completely depleted.

PARKING

Staff members may park in the front of the building or to the right side of the driveway giving families access to the walkway to the entrance. Please enter the program through the front door.

SUGGESTIONS

Sunny Patch Preschool is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and center. Staff members who have suggestions or innovative ideas are encouraged to discuss them with the Director.

PERSONNEL FILES

Sunny Patch Preschool maintains a permanent personnel file for each staff member. These files are confidential and staff must arrange a time with the Director to review their file. Staff members are prohibited from accessing the personnel file of another staff member for any reason. Staff members should report to the Director if there is a change in address, phone number, emergency contact, e-mail address, marital status, or number of dependents.

SUBSTANCE ABUSE

Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately. If the Director and/or Assistant Director or other staff member has probable cause to believe a staff member's faculties are impaired while on the job, the staff member may be suspended or terminated immediately.

TOBACCO USE

Cigarettes and smokeless tobacco products are prohibited on Sunny Patch Preschool premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in vehicles or in personal vehicles being used for the transportation of children, and while on field trips. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time. Staff members must wash hands immediately after smoking, before returning to work.

REIMBURSEMENT

The Director must first approve all purchases made by a staff member using personal funds. Any unapproved purchases may not be eligible for reimbursement. Original sales receipts should be submitted to the Director within one week of purchase to receive reimbursement.

NON-DISCRIMINATION STATEMENT

Sunny Patch Preschool does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Sunny Patch Preschool is an equal opportunity employer.

Sunny Patch Preschool prohibits harassment of and by its staff members on the basis of gender, race, age, color, national origin, religion, marital or veteran status, sexual orientation, citizenship, disability, and other characteristics. Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior. A staff member who feels harassed has the right to file a complaint with the Michigan Civil Rights Commission and/or the Equal Employment Opportunity Commission.

Attendance Policies

ATTENDANCE

Consistency is crucial to creating a successful program. We make every attempt to put as few staff members as possible in each classroom. Therefore, all staff members are expected to be in regular attendance, in order to provide a consistent environment and routine. Regular absences will be subject to disciplinary procedure.

In the event that a staff member needs a day off due to illness, children's illness, etc. without the 2 weeks required notice, attendance points will be given. Each staff will be allotted 6 points per year. Staff may avoid attendance points by covering their shift using the sub list or by switching days off with another staff member.

One Day= 1 Point (.5 points for 1/2 days)

For absences consisting of 2-3 consecutive days, .5 points will be given for day 2 and day 3 & a doctor's note is required

After 4 Points = Verbal warning

After 5 Points= Written warning

After 6 Points= Recommendation for termination subject to management review.

***If a staff member wants to apply for forgiveness of the points, they need to fill out the Exemption Form. Management will be responsible to approve/deny the request.**

ABSENCE DUE TO ILLNESS

If a staff member is ill and unable to work, the Director should be notified immediately, by phone. Electronic communications such as text message and email are not acceptable methods of contact when reporting sick. When possible, a staff member must assist in making arrangements for a substitute. If absent more than two consecutive days, the Director will require a note from the staff member's physician indicating the type of illness and when said staff member may return to work.

SUBSTITUTES

Staff members will be supplied with an approved substitute list and phone list at the beginning of each school year. Staff members are expected to use these lists to find substitutes when unable to work for any reason (vacation, illness, appointments, etc.).

One full-time staff member must always be in the classroom. Situations in which all full-time staff members of a classroom are gone must be avoided. Staff members are expected to communicate with each other to ensure both full-time staff members are not absent on the same day. Time off may not be taken the first week of transitions/new semester.

SCHEDULES

Sunny Patch Preschool is open Monday through Friday, 7:30am to 5:00pm. All scheduling requests should be submitted in writing to the Director. Schedules will be created based upon the needs of Sunny Patch Preschool and the children, as well as staff member availability.

Occasionally, staff members may be required to dedicate time outside their regular work schedule in order to satisfactorily complete carry out additional responsibilities (parent-teacher conferences, staff meetings, trainings, lesson planning, etc.). In this case, staff members will receive pay for work performed outside their normal work schedule.

VOLUNTARY RESIGNATION

Lead Teachers and Full-Time Assistant Teachers should submit a letter of resignation to the Director and/or Assistant Director when resigning from a position. Sunny Patch

Preschool appreciates at least four weeks' notice if you choose to resign. This will ensure an appropriate replacement can be hired and adequately trained

Disciplinary Procedure

UNACCEPTABLE JOB PERFORMANCE

Our program uses progressive discipline as a positive way to correct unacceptable job performance. This is not a contractual obligation because all employees are "at will" which means an employee can be terminated at the will of Sunny Patch Preschool for any reason or no reason. The following are the steps, which are taken using progressive discipline.

STEP 1 Verbal Warning

If a staff member's job performance is not meeting our standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of Sunny Patch Preschool policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness.

Verbal warnings will be recorded, discussed, and signed by both the staff member and Director. After one (1) verbal warnings has been issued for any reason within a period of six (6) months, a written warning will be issued.

STEP 2 Written Warning

A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination.

Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

STEP 3 Termination

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- **Commitment of child abuse under Michigan State law**
- **Abuse of a parent/guardian of a child or another staff member**
- **Harassment**
- **Being under the influence of drugs or alcohol while at work**
- **Theft**
- **Possession of a weapon**
- **Violation of any policy which states that violation of such policy may result in termination.**
The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

Health & Safety Policies

STAFF PHYSICALS AND TUBERCULOSIS SCREENING

Each staff member must receive a pre-employment physical and tuberculosis (TB) skin test, performed within 6 months before beginning employment. Physicals and TB tests must be updated every **2 years**. Staff members will have a “grace period” of 30 days to turn in updated physicals and TB tests. After 30 days, staff members may be suspended for a period of time or fined no more than \$10 per month the physical is expired, at the discretion of the Director.

HEPATITIS B VIRUS (HBV) VACCINATIONS

OSHA guidance for Hepatitis B vaccinations indicate that all staff members determined to have potential workplace exposure to human blood and other potentially infectious materials must be offered the Hepatitis B vaccination series at no cost to the staff member and within 10 days of hire. This series of immunizations is available at no cost to staff members, if arranged by Sunny Patch Preschool. If a staff member has previously received the HBV vaccinations, or wishes to waive his/her right to receive the vaccinations, a Hepatitis B Vaccination Consent/Waiver form must be completed.

ILLNESS

Our first priority at Sunny Patch Preschool is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever of 101 or greater, until 24 hours symptom free without fever reducing medication**
- **Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing**
- **Diarrhea (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.**
- **Blood in stools not explainable by dietary change, medication, or hard stools**

- **Vomiting (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration**
- **Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness**
- **Mouth sores with drooling, unless a health care provider determines the sores are not contagious**
- **Rash until a physician determines that these symptoms do not indicate a communicable disease**
- **Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours**
- **Head lice, from the end of the day until after first treatment**
- **Scabies, until after treatment has been completed**
- **Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care**
- **Impetigo, until 24 hours after treatment has been initiated**
- **Hand Foot and Mouth sores have dried and crusted and no fever**

- **Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever**
- **Chicken pox, until all sores have dried and crusted (usually 6 days)**
- **Pertussis, until 5 days of appropriate antibiotic treatment has been completed**
- **Mumps, until 9 days after onset of symptoms**
- **Hepatitis A virus, until 1 week after onset of illness**
- **Measles, until 4 days after onset of rash**
- **Rubella, until 6 days after onset of rash**
- **Unspecified respiratory tract illness accompanied by another illness which requires exclusion**
- **Herpes simplex, with uncontrollable drooling**
A child who becomes ill while in our program must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive.
The director reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

NOTICE OF EXPOSURE & REPORTING DISEASE

If a child or staff member is found to have a communicable disease, a notice will be posted on the door of all affected classrooms.

MEDICATION AUTHORIZATIONS

Staff members may not administer medication to any child unless a parent has completed a Medication Authorization Form. Parents must indicate a start date and end date, a reason for the medication, and the dosage or medication cannot be administered. If a child becomes ill while at Sunny Patch Preschool and a parent requests that medication be given, verbal authorization can only be given to the Director. A Medication Authorization Form will be completed by the Director and must be signed by a parent upon pick-up.

Medications must be stored in a locked box (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use. The Medication Authorization Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at Sunny Patch Preschool.

Medications may be administered only by Lead Teachers or the Director. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances. Expired Medication Authorization Forms must be turned in to the Director to be filed in the child's permanent enrollment file.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

Staff members shall document accidents and incidents that occur in our program using an Accident/Incident Report. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director to be placed in the child's permanent file.

DOCUMENTATION OF HEALTH INCIDENTS

Each time a parent is contacted regarding an ill child or symptoms of illness, staff members should complete a Health Incident Form. A copy of the form should be given to the parent and the original to the Director or Lead Teacher to be placed in the child's permanent file. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness. In

addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

DOCUMENTATION OF ALLERGIES

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's or staff member's specific health care needs.

ACCESS POLICY

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Person who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Full Time Assistant Teacher due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Michigan sex offender registry:

- **Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.**
- **Shall not be on the property of the child care center without written permission from the Director, except for the time reasonably necessary to transport the offender's own minor child to and from the center. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.**

STATE CRIMINAL HISTORY CHECKS

Each staff member must complete a background check every two years. A search will be completed and includes checks Child Abuse and Sex Offender Registries.

NATIONAL CRIMINAL HISTORY CHECKS

Each staff member must complete a DCI Waiver Statement and be fingerprinted by a certified technician. Fingerprint cards may be obtained from the Director and/or Assistant Director. Fingerprints are submitted to the FBI and a check of national criminal history records is conducted. The cost of the check will be deducted from your check and reimbursed after 6 months of service.

VISITORS

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) is required to sign in at the office before entering the center. The visitor is then required to sign out before leaving the building. Staff members should notify the Director and/or Assistant Director if expecting a visitor.

Curriculum Planning

CURRICULUM

Curriculum at Sunny Patch Preschool includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Sunny Patch Preschool uses hands on activities including art, creative movement, small world play and storytelling for the curriculum in each of its program rooms.

Each classroom has weekly lesson plans, posted in the classroom. These plans contain a number of activities, designed to foster each child's development, and the development of the group as a whole. Lesson plans should be changed in order to accommodate the children's changing interests.

Each classroom is set-up in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and must be included in the morning or afternoon schedule weather permitting. Self-selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

DAILY SCHEDULE AND ACTIVITIES

The Lead Teacher and Assistant Teacher work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. Every staff member is responsible for the carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children **thrive** on consistency! Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Lesson plans and the daily schedule must be posted in the classroom and visible at all times.

PHYSICAL ENVIRONMENT

The actual room arrangement of each program room is the responsibility of the program Lead Teacher and Assistant Teacher. Space should be organized and structured in such a way that the child feels invited to explore materials. Centers should include blocks, dramatic play, art, large and small motor, and books. These areas should be clearly defined, with obvious boundaries. Quiet areas should be set-up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor should consist mostly of child artwork and photographs of animals, people, food, and the children

themselves at the child's eye level. Room arrangement should take into consideration that staff must be able to see every child at all times.

FREE PLAY

“Free-play” (also called child-initiated activities, free choice, self-selection) must be incorporated into the morning and afternoon schedule. Teachers are expected to actively participate with the children during free play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc.

OUTDOOR PLAY

Outdoor play must be incorporated into the daily schedule for the morning or afternoon, in almost all weather conditions. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors. Teachers should refer to the *Child Care Weather Watch* poster to determine if it is too hot or cold to play outdoors.

There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.

The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building with blocks on an uneven surface outside, or playing with toy cars in the grass teaches children about different textures, sounds, and smells because the environment is naturally different from the indoors. Lesson plans must include an outdoor learning component.

NAP/REST TIME

The Michigan Department of Human Services requires that all children be provided a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child.

MULTIMEDIA

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based upon play themes and interests. Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of the daily centers. All multimedia must have a rating of “PG” or “E” and must possess an educational theme. Children are limited to a maximum of 1 movie/month; or 30 minutes/day before nap time as teachers are cleaning up and assisting children with toileting needs. An additional 30 minutes of tv time may be used on days when the children are unable to go outside due to inclement weather.

PETS & VISITING ANIMALS

Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Sunny Patch Preschool without first notifying and receiving permission from the Director. Once approved by the Director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

Assessments

Teachers will track and evaluate each child’s individual development during their time at Sunny Patch Preschool by continually watching, observing, and documenting each child’s development. Samples of each child’s work and notes taken by teachers will be added to portfolios to share with parents at conferences. Teachers will also use tracking to plan activities that are appropriate for each child’s developmental abilities.

PARENT-TEACHER CONFERENCES

Lead Teachers are expected to conduct a minimum of two parent-teacher conferences per year and must make every effort to meet with each family. A copy of the parent-teacher conference form and child development summary must be placed in the child’s permanent file after conferences. The Lead Teacher should discuss suitable times to hold conferences with the Director.

ASSESSMENT PORTFOLIOS

A permanent assessment portfolio will be kept for each child, and passed to the next teacher when a child transitions. These portfolios will not be released to anyone outside

of Sunny Patch Preschool without written permission from the parent/guardian. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, assessment profiles, and parent-teacher conference forms. It is the responsibility of the Lead Teacher and the Assistant Teacher to ensure portfolios are periodically and continuously updated.

Portfolios may be periodically taken home by families but should be returned promptly. When a child leaves Sunny Patch Preschool, the assessment portfolio should be given to the family.

Field Trips

Sunny Patch Preschool offers a variety of experiences both at and away from the program. Field trips are a creative way to enrich a theme and expand the learning environment. The Director must approve all field trips. Field trips outside the city limits and/or longer than two hours require a parent to complete a “Field Trip Permission Form.” These forms can be obtained from the Director. Parents must be notified at least one week before the planned field trip.

Teachers may decide and are encouraged to conduct short, unannounced field trips including but not limited to: walks as a class around the perimeter of the building and/or nearby neighborhoods; trips to local playgrounds; trips to local businesses. Teacher-child ratios must be maintained at all times. Parents complete a “Parent/Guardian Permissions” form at enrollment for this type of field trip and do not need to complete a separate form for the above named instances. Teachers must take a stroller or wagon to help contain the children in the case of an emergency. Your class emergency bag with a first aid kit, emergency cards and a cell phone are required to be in the lead teachers possession at all times.

RULES RELATED TO TRANSPORTATION

- Children are not allowed to sit in the front seat under any circumstances.
- Children under the age of six riding in a car or passenger van must be properly buckled in a federally approved car seat or booster seat. Older children and adults must be properly buckled in a seat belt.
- Doors should remain locked when the vehicle is moving.

- Smoking and the use of smokeless tobacco products is forbidden when transporting children.
- Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway.
- Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center.
- When children leave the vehicle, **the vehicle shall be inspected to ensure no children are left in the vehicle.**
- **Daily Duties for Classroom Staff**

Each classroom has a set of opening, nap time, closing and weekly cleaning tasks. Below are some general things that must be completed each day. Staff members are expected to familiarize themselves with the classroom specific duties.

MORNING DUTIES

Make sure all program room doors are unlocked; mix new bleach water; put away sanitized toys; straighten toys and shelves; re-stock supplies such as soap, paper towels, toilet paper, diapers, wipes, etc.; and complete room set-up for the day's lesson plan.

NOON/NAP-TIME DUTIES

Lunch clean up / sweep floors, straightening of shelves; sanitizing toys; cleaning tables/ chairs/floors; curriculum planning; wash dishes; complete daily activity sheets for children; and prepare for afternoon.

AFTERNOON DUTIES

Wash or spray toys that have been mouthed by children with bleach solution and air dry; take trash to dumpster, sanitize trash can, and replace trash bag; put toys and equipment away; check outdoor play area for equipment that needs to be put away;

sanitize tables, chairs, and shelves; wash dishes; empty bleach solution; vacuum carpets; lock all program room doors after the last parent leaves for the day.

Arrival and Departure

ARRIVAL

Staff members are expected to greet each child and parent by name upon their arrival to the classroom. Arrival is the opportune time to discuss how the child's night was, what he/she ate for breakfast, special instructions for the day, etc. Upon arrival, each child must have direct contact with a staff member. Staff should be looking for previous injuries, signs of illness, or unusual behavior.

DEPARTURE

During the enrollment process, each family completes an "Emergency Contact and Parental Consent" form. This form provides authorization for select individuals to pick-up children from the center. If you are not familiar with the person attempting to pick-up a child, you must request photo identification and check the "Emergency Contact" form. At the end of the day, staff must check the attendance clipboard to verify all children have been signed out.

LATE PICK-UP

Sunny Patch Preschool Charges a late fee of \$1.00 for every minute a child is present past 5:00pm. If a child is picked-up after 5:00pm, please make a note on the attendance clipboard and inform the Director or Assistant Director the following day. If parents do not arrive by 5:00pm to pick-up their child, attempt to contact them at all available phone numbers. If the parents cannot be reached, attempt to contact the authorized pick-up persons. If you are unable to reach the authorized pick-up persons, contact the Director. The Farmington Hills Police Department or Michigan DHS will then be contacted.

Guidance Strategies

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Sunny Patch Preschool will use **only** positive guidance techniques.

Welcome to our program!