



PARENT HANDBO OK

Updated October 2016

Onkama Consolidated Schools
5016 Main Street
Onkama, MI 49675

(231)889-4750

Find us on Onekama Consolidated Schools website:

<http://ocs.manistee.org/>

Dear Families,

Welcome to Leaps and Bounds Early Childhood Education Program. We look forward to working together as a team, guiding your child through the early years. By choosing Leaps and Bounds Early Childhood Education Program, you are giving your child the gift of high quality child care.

PHILOSOPHY

Leaps & Bounds Early Childhood Education Program is committed to a full year, full day infant, toddler, preschool and school age child care program to meet the needs of families.

We support parents/guardians by providing a secure, affordable program staffed by professional, nurturing, competent, and responsible people.

Leaps & Bounds Early Childhood Education Program fosters the development of the total child: the social, emotional, physical, and intellectual selves. Each child is recognized and valued as a unique individual and is allowed to grow and develop at his/her own rate. The program offers an interactive environment with a relaxed and flexible atmosphere. Staff support children's curiosity and exploration with the goal being to inspire a lifelong love of learning.

Our goals for children:

- **Reach to their full potential in all areas of development: social, emotional, intellectual, and physical**
- **Learn through meaningful play**
- **Develop a love for learning**
- **Form loving, consistent relationships with caregivers in a safe environment**
- **Grow at his/her own pace with guidance and support from caregivers.**

- Experience a positive environment where one feels valued, accepted, and respected.
- Enhance the children's self esteem, self sufficiency and feelings of self worth.
- Learn how to interact positively with others by sharing, communicating, cooperating and caring.

Leaps and Bounds Early Childhood Education Program is committed to understanding and implementing the theory that, "If it is not in the hand, then it is not in the brain"

Admission

Any child age 6 weeks to 12 years old is eligible for admission to **Leaps & Bounds Early Childhood Education Program**. Enrollments are limited and children will be placed on a first come, first serve manner. ***Please note that children enrolled full time will have seniority over children enrolled part time.***

Schedule of Operation

Leaps & Bounds Early Childhood Education Program operates year round from 6:30 a.m. to 6:00 p.m. Monday through Friday.

Leaps & Bounds Early Childhood Education Program will be closed the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day (Observed)
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday Following Thanksgiving
- Christmas Eve
- Christmas Day

Leaps & Bounds Early Childhood Education Program will be closed for one week in August for routine thorough cleaning and/or staff training. Please refer to your contract to find out the week of shutdown.

In addition, if enrollment is below an economically feasible number, the center may be closed.

It is our goal to remain open on school snow days. In the event of a snow day/cancellation, we request that you call the center to let us know whether or not your child will still be coming that day. If your child does not arrive by his/her normal drop off time and you have not contacted the center then we will assume that your child will not be coming. If you choose not to bring your child on a snow day you will still be charged.

On occasion, if the weather is so severe that it jeopardizes the safety of our staff, administration may decide to close the center. If the center does close you will receive a call from a Leaps & Bounds caregiver and you will not be charged tuition for that day.

For school age children, the program is available on a first come, first serve basis on:

- Snow Days-delays & cancellations*
- School Breaks
- Summer Vacation

*Please call the center prior to dropping off your child to ensure that there is an opening.

Enrollment Requirements*

The following documents are needed for registration of all children in **Leaps & Bounds Early Childhood Education Program**:

- Registration Form
- Emergency Card – updated annually or when changes occur
- Photo Permission
- Child’s Health Appraisal or Physical Health/Immunization Form
 - ✓ **At the time of initial attendance(prior to attending)**, 1 of the following shall be obtained and kept on file:
 1. A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the Department of Community Health
 2. A non-medical waiver certified by the county health department.
 - ✓ **Within 30 days of initial attendance**, the following shall be obtained and kept on file and accessible in the center
 1. Infants/toddlers: a physical evaluation performed within the preceding 3 months signed by a licensed physician or his or her designee. Any restrictions shall be noted.
 2. Older toddlers and preschool age: a physical evaluation performed within the preceding year signed by a licensed physician or designee. Any restrictions shall be noted
 - ✓ Physical evaluations shall be updated as follows:
 1. Yearly for all children enrolled in Leaps and Bounds.

*Failure to produce the above documents may result in exclusion from the program or the inability to attend **Leaps and Bounds Early Childhood Education Program**.

Fees

Registration: All new families in **Leaps & Bounds Early Childhood Education Program** will be required to pay a one time **non-refundable** fee of \$25.00.

All fees will be charged on a contracted basis as follows. Please review **“CONTRACTS”** below.

School Year Care			
	INFANT/TODDLER	PRESCHOOL	SCHOOL-AGE
Full-Time Weekly Rate	\$148.00	\$132.00	\$3.50 Per Hour & \$1.75 per ½ Hr
Part-Time Daily Rate	\$41	\$33 \$3.50/hr (prior to preschool with Miss Amy)	\$3.50 Per Hour & \$1.75 per ½ Hr
½ Day Rate (Preschool only)	-----	\$16.50 (after preschool class with Miss Amy)	-----

Full Time is defined as a child who is contracted to attend 5 days/week. Part-Time is a child that is contracted to attend 1-4 days/week.

Summer Care & Scheduled School Days Off			
	INFANT/TODDLER	PRESCHOOL	SCHOOL AGE
Full-Time Weekly Rate	\$138.00	\$122.00	\$90.00
Part-Time Daily Rate	\$39	\$31	\$20.00

3's & 4's Preschool Program

	Full Time in Daycare	Part Time In Daycare	Preschool Program Only
3's Preschool Program	\$10 monthly materials fee (The monthly preschool fee is waived & the full-time weekly rate for daycare is charged)	\$110/month (plus, the part-time daily rate for daycare is charged)	\$110/month
4's Preschool Program	\$15 monthly materials fee (The monthly preschool fee is waived & the full-time weekly rate for daycare is charged)	\$138/month (plus, the part-time daily rate for daycare is charged)	\$138/month

*More information about the 3's & 4's preschool program can be found on page 11 of the Parent Handbook

Contracts

- Parents are required to complete a “contract” 3 times a year. The “contract” is a calendar which the parents complete to indicate what their child care needs will be. Contracts are due according to the following schedule:
- **August 1: Contracts for Sept., Oct., Nov., and Dec. are due. Parents are bound to what they put on these contracts. Missed days are still paid for.**
- **Dec. 1: Contracts for Jan, Feb, March, and April are due. Parents are bound to what they put on these contracts. Missed days are still paid for.**
- **April 1: Contracts for May, June, July and Aug. are due. Parents are bound to what they put on these contracts. Missed days are still paid for.**
- Full time positions take precedence over part time. Part time slots must be matched to create a full time position. It is the responsibility of Leaps & Bounds to attempt to match part time slots. If a full time spot cannot be made from the given part time days, parents will be notified that those days do not work and given a choice of other days that will.
- Special circumstances that come up can be brought to the attention of the Leaps & Bounds administration and changes will be considered on an as-need basis.

Payment: Payment is expected by the **Friday** proceeding the week of care. Checks or money orders are payable to **Leaps & Bounds Early Childhood Education Program**. Your fee pays for the direct operational cost of the program. When you enroll and sign up for specific days, you are reserving the time, space, staff and provisions for your child whether they attend or not. **Hence, no tuition adjustments are made for daily absences due to illness or last minute cancellations.** Alternative payment arrangements can be made with the Director. Payments can be put in the tuition lock box that is located in entrance of the daycare.

DHS Approved Families: The DHS(Department of Human Services) Agency pays only a portion of the total tuition bill. It will be the parent's responsibility to pay the amount that DHS does not cover.

Overdue Accounts: Notices will be issued on overdue accounts. Enrollment may be suspended if accounts are not kept current.

Late Pick-Up: Parents should arrive with enough time to pack their child's belongings and be walking out of the center **before** closing time at 6:00pm. If staff members must remain after closing to accommodate you, a late fee of **\$1.00 per minute, per child, per caregiver** will apply. If you incur a late fee, you will receive a letter informing you of the amount of the late fee and to which two caregivers it is owed. Late fee payments are due within 24 hours of being billed. If you discover that you will be late, call Leaps and Bounds Early Childhood Education Program at (231)889-4750 to let the caregivers know.

Withdrawal

If it becomes necessary to withdraw your child(ren) from **Leaps & Bounds Early Childhood Education Program**, the director must be notified in writing two weeks prior to the last day of attendance. A final statement will be issued summarizing total fees up to and including the final two weeks of attendance.

Leaps & Bounds Early Childhood Education Program holds the rights to withdraw a child on the grounds of:

- Repeat failure of parent(s) to comply with the policies of **Leaps & Bounds Early Childhood Education Program**
- The presence of a child who poses a threat to the physical, emotional or mental health of other children, or who demands an inordinate amount of adult attention and/or supervision
- Failure to provide up to date health and immunization records in accordance with the policies of the Bureau of Children and Adult Licensing.
- Two weeks absence without notice
- Non-payment of tuition(immediate termination).

Any of the above-mentioned concerns will result in a format of:

1. **Initial Conference.** This will be an opportunity for those involved to discuss the situation that are causing concern and what methods will be taken
2. **Second Conference.** This conference will be to let the parent(s) know that the child's needs will not be met at this time in the program.

Plan for Discipline

Management and guidance strategies appropriate to the skills and interest of each individual child will be used at **Leaps & Bounds Early Childhood Education**

Program. Discipline will be positive, firm, and consistent in order to foster the development of self-control, self-direction, self-esteem, and a spirit of cooperation within the child. Staff will receive training on appropriate discipline practices prior to contact with children. Verbal, physical, or emotional punishment (spanking, bribing, shaming, or threatening) will be prohibited. If intervention is necessary to prevent a child from harming themselves or others, staff members will problem solve with the child helping them to choose a more pro-social behavior. If a conflict erupts between children, the staff member will act as a mediator until the problem is solved.

If a child has a pattern of negative behavior, **Leaps & Bounds Early Childhood Education Program** Director will ask to meet with the child's parent or guardian to inform them and to enlist their help in working with the child. If disruptive behavior continues, a behavior consultant may be contacted. The permanent dismissal of a child from **Leaps and Bounds Early Childhood Education Program** may take place if a child poses a threat to his/her own safety and the safety of others and we have used all of our capabilities to help the child.

During play outdoors; excluding children from outdoor activities or learning experiences as a form of punishment are not allowed. More effective discipline strategies may be to remove the child from the area and redirect to another area, walk with the child around the perimeter of the playground while discussing a more prosocial behavior and follow up with shadowing that child as he/she child attempts to re-enter the area where other children are playing.

Staff

Our dedicated director and caregivers are professionally trained and educated. Our staff continues to grow professionally by earning 24 professional training hours annually. These hours are obtained by attending workshops and conferences on topics covering children's growth and development. All staff will be reviewed once a year to maintain consistent compliance with all of **Leaps & Bounds Early Childhood Education Program** qualifications, policies and procedures. Staff is required to fill out a Staff Clearance Form, be fingerprinted through the State of Michigan Police and cleared through DHS(Department of Human Services) for substantiated negligence or abuse of children prior to unsupervised contact with children. In addition, staff is trained in CPR (annually) and first Aid (every three years).

Staff/Volunteer & Parent Screening

A staff member, volunteer or parent shall not be present in the center if he or she has been convicted of a listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722, child abuse or child neglect, a felony involving harm to an individual within the 10 years immediately preceding the date of hire or before unsupervised contact with children. In addition, a staff member, volunteer or parent shall not be present in the center until there is documentation from the department of human

services on file at the center that he or she has not been named in a central registry case as perpetrator of child abuse or child neglect. Before unsupervised contact with children, parents and volunteers will have a criminal history check completed using the ICHAT.

Meals

Leaps & Bounds Early Childhood Education Program utilizes the CACFP (Child and Adult Care Food Program) at Onekama Consolidated School which is in compliance with USDA guidelines. We provide breakfast, lunch, an afternoon and evening snack. Parents of children with food allergies need to notify the director or caregiver.

At both breakfast and lunch, 1% milk will be served to the children ages 2 and older. Children under the age of 2 will receive whole milk. If your child has an allergy or is lactose intolerant please provide the program with a physician's note. You will be responsible for providing the appropriate milk.

We do not provide meals during Spring Break, Christmas Break, on snow days and during scheduled school days off (ie. Winter break day, Teacher in-service days etc.) Parents are responsible for packing their child breakfast, lunch and an afternoon snack with the necessary utensils, cups etc. We will notify you prior to these days.

Equal Opportunity Provider

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Infant Care

Bottles: Infants needing bottles with breast milk or formula is the responsibility of the parents/guardians to prepare. Parent(s) will be responsible for labeling each pre-made **bottle and cap with the child's first and last name and date**. Once a bottle is warmed and offered to the child, the unused portion of the bottle is good for 1 hour and after that time, the liquid will be disposed of. Unused bottles must be taken home at the end of the day and fresh bottles brought the child's next day of care. During feeding, babies will be held closely and bottles will never be propped. To support breast feeding mothers, the Leaps & Bounds staff office is available to use for feedings. A comfortable chair and a privacy curtain will be made available if a mother chooses to breastfeed at the center. **Leaps & Bounds Early Childhood Education Program** provides off bran infant formula with iron and rice cereal. If you choose to use our formula or cereal, please notify your child's caregiver in advance to allow time for the center director to purchase the formula or cereal. If you choose to provide formula or cereal from home, you will be asked to fill out an infant formula/cereal sign-off form.

Food: As parents consent, **Leaps & Bounds Early Childhood Education Program** will provide beginning solid foods off the daily menu for children starting to eat solids.

Naps: **Leaps & Bounds Early Childhood Education Program** provides cribs for the infants during nap times. Infants will be placed in their cribs on their backs when sleeping or resting. When infants can easily turn over from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but allowed to adopt whatever position they prefer for sleep. Caregivers must frequently monitor infants' breathing and sleep position. The cribs will have a snug fitted sheet and will be free of toys, blankets, bumper pads and stuffed animals. Cots will be offered to children over 12 months and will be a minimum of 2" off the ground.

Daily Information Sheets: Until your child is 12 months of age parents are required to fill out daily sheets for their child(ren) on a daily basis. This information allows

staff access to information such as daily activity, sleep patterns, diaper activity, feeding schedule/amounts, etc.

Change of Clothes: Parents will need to bring **at least** one change of clothes for their infant. If the child's clothes become soiled, the caregiver will put them in a plastic bag and in the child's locker. **Your child will get messy during their daily play activities therefore; we recommend you do not send them in their best clothes.**

Diapers: Parents are responsible for providing diapers, wipes, and ointments as needed. There is a diaper charge of \$2.50 per day if the child runs out of diapers or wipes in a course of the day of attendance.

Toddler Care

Change of Clothes: Parents will need to bring at least one change of clothes for their child. If the child's clothes are soiled, the teacher will put them in a plastic bag and put them in the child's locker. **Your child will get messy during their daily play activities therefore; we recommend you do not send them in their best clothes.**

Toys from Home: Unless designated by the lead caregiver, toys from home are discouraged.

Diapers: Parents are responsible for providing diapers, wipes, and ointments if used. There is a diaper charge of \$2.50 per day if the child runs out of diapers in a course of the day of attendance.

Toddler "Lovies" or Blankets: Parents are responsible for providing toddler size blankets and/or pillows for naptime. Blankets and soft items are allowed on the cots. All bedding will be sent home to be washed when soiled or weekly, at a minimum. Lovies or pacifiers need to be identified with the child's name.

Naps: Leaps & Bounds Early Childhood Education Program will provide nap cots to all toddlers. Cots will be a minimum of 2" off the ground and will be cleaned and sanitized between use.

Toilet Training: Toilet training shall be planned cooperatively between the child's primary caregiver and the parents so that the toilet routine is established and is consistent between the center and the child's home. If you wish to use pull-ups during this time we prefer that you provide your child with pull-ups with the easy-open sides. In addition once a pull-up is put on a child, it may not be saved to be sent home, even if it appears that it has not been soiled.

INFANT/TODDLER DAILY ROUTINE

6:30 Center Opens
6:30-8 Arrival of Children
8:00 Breakfast
8:45 Diapering
9:00 Free Play -Tummy time, one-on-one adult/child interactions
10:00 Diapering/Outdoor Play
11:10 Lunch
12:00 Story/Diapering
12:30 Nap/Rest Time
2:30 Snack/Diapering
3:00 Outdoor Play
4:15 Diapering
4:30 Free Play
5:15 Snack
6:00 Center Closes

*Infants eat & sleep according to their own schedule

**all times are approximate and are subject to change

Preschool

Diapers: Parents are responsible for providing diapers, wipes, and ointments if used. If a child is in the process of being potty trained, we request that parents provide pull-ups with the easy-open sides. There is a diaper charge of \$2.50 per day if the child runs out of diapers or wipes in a course of the day of attendance.

Naps/Rest Time: **Leaps & Bounds Early Childhood Education Program** offers cots for children to rest on during rest time. Parents are responsible for providing a child size pillow and/or blanket for their child while they rest. Small stuffed animals are also allowed. These items need to be identified with the child's name with permanent marker. At the end of each week, these items will be sent home to be washed.

Toys from home: Unless designated by the child's teacher, toys from home are discouraged.

Change of Clothes: Parents will need to bring at least one change of clothes for their child. If the child's clothes are soiled, the teacher will put them in a plastic bag and put them in the child's locker. **Your child will get messy during their daily play activities therefore; we recommend you do not send them in their best clothes.**

Toilet Training: Toilet training shall be planned cooperatively between the child's primary caregiver and the parents so that the toilet routine is established and is consistent between the center and the child's home. As stated above, if you wish to use pull-ups we prefer that you provide your child the pull-ups with the easy-open sides.

PRESCHOOL DAYCARE DAILY ROUTINE

6:30 Center Opens
6:30-8 Arrival of children
8:00 Breakfast/Bathroom
8:45 Group Time
9:00 Outdoor Play/Bathroom
10:00 Free Choice/Projects
11:15 Lunch/Bathroom
12:00 Storytime
12:30 Nap/Rest time
2:30 Snack/Bathroom
4:00 Outdoor Play
5:00 Game Cabinet
5:15 Snack
6:00 Center Closes

*all times are approximate and subject to change

3 Year Old/4 Year Old Pre School Program

The Leaps and Bounds 3's and 4's preschool programs will run from September through May each year. The 3-year-old preschool program is offered on Tuesday and Thursday from 8:30 a.m. – 11:00 a.m. Children must be fully potty trained to attend. Tuition for the 3-year old program is \$110.00 per month. **If your child attends the day care full time and you pay the weekly rate of \$132, the tuition fee of \$110 is waived; however there is a \$10 monthly materials fee.**

The 4-year-old preschool program is offered on Monday, Wednesday, and Friday from 8:30 a.m. – 11:30 a.m. Tuition for the 4-year-old program is \$138.00 per month. **If your child attends the day care full time and you pay the weekly rate of \$132, the tuition fee of \$138.00 is waived; however there is a \$15 monthly materials fee.**

When you enroll and sign up for the preschool program, you are reserving the time, space, staff and provisions for your child whether they attend or not. **Hence, no tuition adjustments are made for daily absences due to illness or last minute cancellations.** Payment is expected no later than the last day of the preceding month. If Onekama Consolidated Schools is cancelled or delayed, the 3's & 4's preschool will not be in session that day. Please tune into your local radio and TV channels for delays or cancellations

For those children needing childcare after the preschool class the fee is \$16.50 for the remaining half of the day. Care before preschool class is \$3.50/hr. For additional information on the preschool program, contact the center director.

3's & 4's PRESCHOOL CLASSROOM ROUTINE

8:30am	Language & Math Table Activities
9:00am	Bathroom & Outdoor Play
9:30am	Welcome & Story time: Creative Movement, Group Discussions,

Story, Music, etc

10:00am Snack

10:15am Choice Time & Small Group Activities (writing center, book area, blocks, pretend play, creative arts, manipulatives, puzzles, small group)

11:00/11:30 am Dismissal

(*All times are approximate to allow for flexibility.)

School Age

Leaps & Bounds Early Childhood Education Program offers care to school age children ages 5 (currently attending a kindergarten program) up to 12 years old during: summer vacation, spring/Christmas break, scheduled school days off and before/after school.

Snack: During the school year, a snack is offered to the children in the after school program.

Rest Time: When an enrolled school aged child of **Leaps & Bounds Early Childhood Education Program** is in attendance a full day, we offer a quiet rest time. The children may engage in quiet activities or are offered a cot for resting. Quiet activities may include drawing, reading, computer/iPad's, puzzles, games etc.

Toys from home: Unless designated by the lead caregiver, toys from home are discouraged.

SCHOOL AGE DAILY ROUTINE

Before School

6:30-7:45 Free Choice

After School

3:10 Meet at Pencil

3:20 Snack/Bathroom

3:30 Homework/Free Choice

4:30 Outdoor Play/Bathroom

5:00 Game Cabinet

5:15 Snack

6:00 Center Closes

*times are approximate and subject to change

SCHOOL AGE SUMMER DAILY ROUTINE

6:30-8:00 - Drop off/Free Choice Time

8:00 - Breakfast

9:00-10 - Theme Activities

10-11:15 - Outdoor Play/bathroom

11:15 - Lunch

11:45-12:15 Free Choice Time/Bathroom

12:15 - Storytime

12:30 - Nap/Rest Time/Quiet Activities

2:30 - Snack Time

4:00-5:00 - Outdoor Play/bathroom

5:00 - Games from cupboard/IPads

6:00 - Center Closes

*All times are approximate & subject to change.

** check L&B monthly activity calendar for outings to the park, library & special activities.

Physical Activity

Beginning at birth, children's bodies are growing every day, in every way. Being physically active improves overall health. When children's bodies exercise they feel good!

Physical activity also helps children:

- Stay at a healthy weight
- Reduce their risk of feeling stressed or depressed and developing obesity-related illnesses (type 2 diabetes, high blood pressure, and unhealthy cholesterol levels).
- Build their strength, flexibility and endurance
- Enhance their motor skills, social skills, and brain development
- Develop and maintain strong bones
- Sleep better
- Feel confident about themselves and their bodies as they grow

All children attending Leaps and Bounds Early Childhood Education Program shall play outdoors daily unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled (below +5 degrees). Staffing restrictions do not allow for ill children to remain inside while the rest of their class is outside. Therefore, if your child is too ill to go outside, it is safe to assume they are too ill to be at the center.

Parents shall dress the children appropriately for the weather so they can participate fully, move freely, and play safely.

- Snow: coat, boots, hat, mittens and snowpants
- Varying Temperatures: Layers of clothing, coat, sweatshirt etc.
- Footwear: sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily (no flip flops, Crocs, dressy shoes or sandals).

Emergency Procedures

A parent/guardian will be required to complete a Child Information/Emergency Card that contains contact phone numbers and authorization to seek emergency medical care. This card, along with emergency medical numbers of an ambulance service and poison control center will be available by each program's phone.

Injuries/Illnesses: Children who are injured or ill will be turned over to the parent or guardian as soon as possible. If an injury occurs that requires medical attention, the parent or guardian will be contacted immediately. The parent will then provide transportation to the medical facility. If an injury occurs that requires **urgent** medical attention, the Emergency Medical Service will be called immediately, followed by a call to the parent or guardian.

Fire/Severe Weather: Should an emergency arise, the caregiver/director would be responsible for taking the sign-in sheet as the children and other members evacuate the center following the plan established for the classroom. Attendance will be taken as the

children reach safety of a pre-determined site. These procedures will be practiced several times throughout the year.

Emergency Crisis: In the case of an emergency crisis we will follow the evacuation plan established by Onekama Consolidated Schools.

Pick Up

Parents of **Leaps & Bounds Early Childhood Education Program** attendance **MUST ACCOMPANY** their child in and out of the classroom each day and sign the child in/out for the day. The parent must also tell the caregiver that they are leaving with his/her child.

The staff at **Leaps & Bounds Early Childhood Education Program** **WILL NOT** under any circumstances release a child to an individual who is not named by the parent in writing or verbally. Photo identification will be required of anyone picking up the child other than the child's parent or guardian. This policy is strictly enforced for the safety of all the children in our care. Anyone under the age of 18 must have written permission from the parent to pick up their child. If this will be a regular occurrence, the permission slip will be kept on file. No one under the age of 16 will be allowed to pick up your child. (Some exceptions may be made, with **written parental permission**, if the minor child who is picking up is a sibling of the child in daycare).

While we will not release a child to an individual who is not authorized by the parent, we are legally required to release a child to their biological parent and to give parents access to their child on site. This is especially important for families that are separated or divorced from the other parent. The only circumstance under which we can keep a child from their parent is when a court custody order confirming the custody arrangement is in place and we have a copy on file. It is responsibility of the parent to provide us with the most recent custody order and make us aware of any custody changes. A court of law is the only entity with the authority to legally limit parental rights.

Medication Policy

Prescription or nonprescription medication shall be given to a child by a **Leaps and Bounds Early Childhood Education Program** caregiver. The parent must fill out a medication form and give written permission to administer the medication. Please contact your child's caregiver for a medication form. All medication shall be in its original

container with the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication.

To assure that all medication is appropriately administered, a caregiver shall only give or apply PRESCRIPTION and NON PRESCRIPTION medication according to the directions on the bottle. Thus, if a non-prescription medication(i.e. Tylenol, Motrin etc.) indicates to consult a physician if under the age of two, written consent is needed from the child's physician before it can be administered by a Leaps and Bounds caregiver. This includes "sharing" prescription medication among siblings unless all names are on the prescription. In addition, medication shall not be added to a child's beverage or food unless indicated on the prescription label.

Topical nonprescription medication, including but not limited to sunscreen and diaper cream requires a medication form completed by the parent before it can be administered. Parents are required to update this authorization annually.

**Please read the dosage directions of non-prescription medication very carefully. A doctor's note may be required of any medication whose dosage instructions require one.

Illness Policy

The Office of Children and Adult Licensing and the Michigan Department of Community Health jointly prepared the following guidelines for child illness policies in child care centers:

To assure the health and safety of children and help minimize the spread of infection parents will be called for any of the following reasons:

- **Fever over 101 F orally** - Fevers have many causes. Although fevers may occur during teething, it is important to rule out other, more serious causes of elevated temperature which may require specific treatment.
- **Diarrhea 3 or more times in a 24 hour period**
- **An unexplained rash**
- **Vomiting**
- **A thick discharge from the nose or eyes**

In addition, Rule 400.5113c(1) in the Licensing handbook states that it is at the center's discretion to send a child home as soon as possible if one or more of the following conditions exists:

- The illness prevents the child from participating comfortably in activities as determined by the center.
- The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children.

Children may return to **Leaps & Bounds Early Childhood Education Program** when:

- They are symptom free for 24 hours or on antibiotics for 24 hours
- They are fever free for 24 hours without medication

Parents are asked not to bring their child if they feel the child is contagious or needs direct one on one attention. When assessing your child's ability to attend **Leaps & Bounds Early Childhood Education Program** due to illness, please remember: *If your child was healthy, would it bother you if another child attended the daycare with the same symptoms as your child is now exhibiting?*

Parents are asked to notify the center if their child contracts a communicable disease. The center will then notify parents of the name and symptoms of the disease. This also pertains to staff.

In the event a child becomes sick at the center while in our care, the parent(s) will be notified. The child will be placed in a separate area and cared for and supervised until the parent arrives.

Staff Illness

In the event a caregiver becomes sick at the center, the caregiver will be relieved of his/her duties as soon as possible. If possible, the director will cover for the caregiver until arrangements can be made for a caregiver to be called in to cover the caregivers shift. The caregiver may return when he/she is no longer contagious or has a doctor's slip to return to work. If a volunteer becomes sick at the center, he/she will be sent home immediately and may return when no longer contagious.

Weapon Play Policy

Weapons or toy weapons are not allowed to be brought from home. Pretend weapon play will be discouraged by the caregivers.

Non-Bias, Multicultural

Our philosophy includes giving children a broad perspective of their world. We try to include multicultural experiences as part of our everyday plan. We seek to recognize, appreciate, and respect the uniqueness of each child and to reduce stereotyping and eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability. Teaching the children to tolerate the diversity of all cultures is part of our goals for the children in our program.

Health Care Policies

It is our responsibility to stop the spread of germs. Everyone must wash their hands with disinfectant soap after using the toilet, helping a child use the toilet, diapering, wiping a child's nose, cleaning up vomit, diarrhea, wet pants, etc. Children will also wash their hands with disinfectant soap when handling food and before eating. They will also wash with soap immediately following using the bathroom or wiping their nose.

Cots will be disinfected after every use with a bleach and water solution.

At the end of each day, the rooms are sanitized using a bleach and water solution. Once a week the toys are hand washed and sanitized and soft toys are washed in the washing machine.

Transition from Room to Room

Between the ages of 2 ½ and 3 years of age toddlers are transitioned into the preschool room. Transition will be based on one or more of the following factors:

- The age of the child
- Developmental abilities such as: self-help skills, social, emotional, cognitive and language development.
- Available openings in the preschool room

When possible we prefer to transition children as a group. The caregiver's at **Leaps and Bounds Early Childhood Education Program** understands that children transition differently. Thus, it is our goal to make **each child's** transition as smooth as possible.

Special Needs Statement

Leaps and Bounds Early Childhood Education Program recognizes the right of each individual child, including those with special needs, to an appropriate quality experience, which combines care and learning through play and education. We are sensitive to the needs and feelings of all children and their families and will ensure individual needs are recognized and addressed. Parents and caregivers will be involved at every stage and in any plans that are made to meet a child's individual special needs.

Community Resources

Leaps and Bounds along with Onekama Consolidated School and the community have many resources available to its parents. We have active relationships with Central Wellness, 2-1-1, Great Start to Quality Resource Center, District Health Department #10, Manistee Public Schools and the Manistee County ISD for programs such as, Early On, Speech Therapy and Safe Net.

Classroom Volunteering/Visiting

Leaps and Bounds maintains an open door policy where a parent(s) may stop in at any time. Parents are also encouraged to visit the center to share a special talent, family culture or tradition with the children. Contact your child's caregiver to make arrangements. You are always welcome here!

Complaints/Concerns

Should you have a concern or complaint, please discuss it with your child's teacher and try to resolve the issue as soon as possible. If you feel the situation is not resolved to your best interest, then you should contact the director immediately.

Holidays/Birthdays

Specific parties may be planned around certain units of study. We welcome the celebration of birthdays with a special treat but encourage them to be nutritious. **Leaps & Bounds Early Childhood Education Program** participates in the USDA food program and is responsible for meeting certain nutritional standards at every meal or snack and we would appreciate your efforts of following suit. An alternative to a treat could be a special book, craft activity, etc.

Teacher/Child Ratio: Leaps & Bounds Early Childhood Education Program

maintains the state required teacher/child ratio:

1-4 for infants and young toddlers 0-30 months.

1-8 for older toddlers 30-36 months

1-10 for preschoolers 3 years of age

1-12 for preschoolers 4 years of age

1-18 for school age* children up to 12 years old

* "School age" is defined as currently attending a kindergarten program or higher.

If there are children of mixed ages in the same room or in a well defined space, then the ratio shall be determined by the age of the youngest child unless each group of children is clearly separated.

Field Trips: All of our field trips are done on foot and incorporate our local attractions including the park, the library, grocery store, and nature trails. Parents shall be notified before each field trip.

Federal Identification Number: Our federal identification number is **38-6002588**.

Suspected Child Abuse

The Child Protection Law states that child care providers are mandated to immediately report to the proper authorities any instance where there is reasonable cause to suspect child abuse or neglect.

Parent Notification of the Licensing Notebook Requirement

Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. Leaps & Bounds Licensing Notebook is located at the Parent Resource Center located in the entrance of the center.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

I have read the above statement issued by Leaps & Bounds Early Childhood Education Program.

Parent
Name _____

Parent
Signature _____ Date _____

(Please sign and return this page to Leaps and Bounds ECEP)

Parent Handbook Agreement Page

I have reviewed the Leaps and Bounds Handbook and accept the statement of services, policies and procedures.

Parent or Legal Guardian Signature

Date

Child's Name

Child's Name

Child's Name

Child's Name

Child's Name

(Please sign and return this page to Leaps and Bounds ECEP)