



# PARENT HANDBOOK

## KC CHILD CARE CENTER

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Hours: M-F 7-6

1. ***Welcome***

Welcome to KC Childcare Center & Preschool. KC was established in 1996 by Karen Hotz and Christine Bremmer, two sisters with a love of educating and nurturing young children. We serve children ages 6 weeks-12 years. KC is also We are pleased that you have chosen our program to be part of your child's growth and development.

This Parent Handbook contains the policies and procedures of KC Childcare Center in outline form. Please take the time to read the handbook and keep it in a convenient location for reference. The handbook is meant to serve as a reference and guide. It is not meant to cover every aspect of the childcare program or every situation that may arise. Parents should feel free to contact the Director with any questions concerning the contents of the handbook.

Throughout the handbook, the term "parent" will be used to refer to the parents or guardians of the child in care. The term "provider" will be used to refer to KC Childcare Center.

2. ***Changes to Handbook***

The provider reserves the unilateral right to add, delete, modify or amend the policies and procedures described in the handbook upon in the handbook upon thirty days written notice to parent.

Changes to policies and/or procedures contained in the handbook are effective only if set forth in writing and signed by provider.

3. ***Handbook is Property of Program***

The Handbook is the exclusive property of KC Childcare Center and is intended for the exclusive use of the parent of the enrolled child. The handbook may not be copied or distributed to any third party without the express written permission of Provider. The handbook must be returned to the Provider upon termination of childcare services.

4. ***Philosophy of Childcare Program***

KC Childcare Center works to provide children ages 6 weeks through 12 years with a safe, nurturing, and educational environment at competitive tuition rates. We strive to maintain a welcoming, clean, and friendly environment. We strongly believe that the most important contribution our staff can make is to help mold our young people into caring, productive human beings.

5. ***Nondiscrimination Policy***

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

6. ***Admission Requirements/ Care Schedule***

The program is open to all children ages 6 weeks through 12 years.

Children may attend on a full-time or part-time basis. However, there is a three day minimum per week. On admission, Parent will be required to establish a set weekly schedule for care. Additional care or schedule changes will be accepted on a space available basis.

## **GSRP**

KC participates in the Great Start to Readiness Program (GSRP) which is administered by the Michigan Department of Education (MDE) and is no cost to families that qualify. The Washtenaw Quality Preschool Partnership is a collaboration of local school districts and community-based providers who offer State of Michigan (GSRP) federally funded preschool services for low to moderate income families.

Children who attend a high-quality program in the year before kindergarten are better prepared for school academically, socially, and emotionally.

The interest form can be found on [helpmegrow.org](http://helpmegrow.org) which is the first step in the process to apply for free preschool. After completing the interest form, we will work together going forward to complete your application for the program.

Preschool selections into the program are as follows:

June 7 th 0-50% of GSRP-(Including children with an IEP

recommending an inclusive pre-k setting, homeless, or children in foster care)

June 21 st 0-100% FPL

July 5 th 0-150% FPL

July 19 th 151-200% FPL

August 2 nd 201-250% FPL

August 9 th 251-300% FPL

August 16 th 301-400% FPL

September 2 nd Eligible children from out of the WISD service area

September 2 nd 401+% children are prioritized by number of risk factors and income level with approval by the WISD

Sliding scale for over-income - Up to 10% of children enrolled may be from families above 400% FPL with extreme risk for low educational achievement as determined by the Intermediate School District.

These families must be charged tuition calculated on a sliding scale , based on family income.

## **7. *Daily Activities and Program Schedule***

Daily activities vary by classroom. The Highscope Curriculum is used to promote play and structured activities which encourage small and large muscle development, sensory and discovery exploration, and the development of social relationships. We provide creative experiences through art, music, and literature.

**GSRP Daily Routine (Times may change depending on activity and children's interest)**

9:00-9:20 Arrival/Breakfast/Message

9:20-9:30 **Planning Time**

9:30 -10:30 **Work Time**

10:30-10:40 **Clean-up**

10:40-10:50 **Recall**

10:50-11:05 **Small Group**

11:05-12:00 **Recess**

12:00-12:10 **Bathroom/ Wash-up**

12:10-12:40 **Lunch**

12:40-1:40 **Rest Time/Quiet Choices**

1:40-1:50 **Bathroom/ Wash-up**

1:50- 2:05 **Snack**

2:05- 2:25 **Large Group**

2:25-3:00 **Outdoor Play**

Gathering

Parents help their children hang up their coats, put belongings away and sign in. Children are welcomed by the greeting teacher and say their good-byes to parents. Upon entering the classroom, each child will wash his/her hands and join in the opening activities. The circle teacher meets with the children on the rug and talk about the message board.

Large Group

Children come together to experience movement and musical activities including playing musical instruments, dramatizing songs and games. Rhythm and beat are emphasized.

Small Group

Each class is divided into two small groups. Teachers plan an activity to do with each group in a particular curriculum area (art, science, math, language arts).

Planning, Work Time, Leader sharing, and Recall

Plan: Children plan and choose an area activity to start their learning projects (blocks, art, housekeeping, language arts, science, or toy and puzzle activities).

Work Time: Children choose from a variety of materials to create, build and explore. Centers include but are not limited to creative art and easel experiences, language arts, dramatic play, construction with a variety of blocks, many small muscle and large muscle activities, pre-writing and reading activities. The centers are process-oriented and encourage children to explore freely and follow their own ideas and creativity. Children clean up after work time.

Recall time: Children meet with their teachers in small groups to review their discovery experiences.

#### Snack and Quiet Reading/Read Aloud

We share a healthy snack in small groups. Children choose books and gather on the circle rug as they finish snack. Children are encouraged to read to each other, by themselves or with a teacher. Teachers also may read a story to the whole class.

**Lunch and Nap Time**- All meals are family style where we encourage children to serve themselves. After lunch children will use the restroom and retrieve their blanket and pillow for rest time. We play quiet music and rub their backs. Children who do not fall asleep after 30 minutes will be given quiet activity choices such as books and puzzles

#### Outside

Children have the opportunity to choose areas of activities outside, weather permitting. If it is too rainy or cold we will play indoors.

#### Departure

Only parents or an authorized adult can pick up the children. When coming in or leaving the classrooms in the school building or parking lot, please make sure your child is at your side at all times. Some families may find car-pooling works well. If you arrange a carpool, be sure to include the other parents name on your child's information card.

We plan each day with a good balance of activities that are sensitive to the needs of the children. The actual amount of time spent on each part of the session varies with the group, the weather and other factors play into this. In the Fall and Spring we spend more time on the playground. During bad weather we may not go out at all. As attention spans and interests increase, more time may be spent at group times.

#### Assessment

In early childhood education, assessment is the process of gathering information about a child in order for teachers to decide how to support the development of the child. We use assessment to:

Support learning

Identify specific needs

Evaluate the effectiveness of teaching

Child Assessment.

The Program uses Ages & Stages Questionnaires as a screening tool with each child. Teachers will administer the screening during the first home visit before the program starts in September. The results are discussed with parents during the first parent/teacher conference to see if further support is needed for the child.

Developmental Assessment:

HighScope COR Advantage is the assessment tool the teachers will use in the Fall, Winter, and Spring to assess the children's progress and development. The assessment is on-going and the result will be used for teachers to plan daily curriculum and individual plans for each child. The results of the on-going assessment will be shared with the parents during the twice a year parent/teacher conferences.

Children with developmental needs

While all children grow and develop in unique ways, some children experience delays in their development. The teacher and parent will work together to determine whether to seek further evaluation from a specialist.

Early Intervention Referral Process

Parents will sign a permission form for referral and fill out a questionnaire. When the parent returns the completed questionnaire, a special education coordinator will contact the parent to set up an evaluation. The special evaluation services include: speech, language, occupational therapy and physical therapy. All evaluations take place at Liberty School during school hours from September to May. After the evaluation, the results will be shared with the parents, and our Program to plan the next step of service for the student.

#### **7B. *Daily Activities for school-age children***

Our school-age program encourages learning outside of the school day. Before and after school activities include outdoor play, art, group and individual reading focusing on cultural differences and inclusiveness, and various STEM activities. We foster an environment of kindness and citizenship by encouraging children to work together to complete tasks, make decisions on activities they want to plan, and reward them by "working" in younger classrooms in they choose.

#### **8. *Hours of Operation***

The facility operates Monday-Friday, 7 a.m. to 6:00 p.m., subject to the holiday schedule listed below. No children may arrive before 7a.m. or stay after 6:00p.m There is a charge for late pick-up. See section 22.

9. ***Holidays***

The program is closed on the following holidays:

New Year's Eve

New Years Day

MLK Day

Memorial Day

Good Friday

Independence Day- Closed for the entire week to allow for staff time off

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas Day

When a holiday falls on a Saturday or Sunday, the program will close in observance of that holiday either the preceding Friday or the following Monday. When the center is closed due to inclement weather, tuition will not be adjusted.

The fixed child care rate described in section 15 will not be adjusted for holiday closures. If a holiday falls on a child's regularly scheduled day of care, child care fees must be paid for the holiday.

10. ***Confidential Information***

Each child has a right to confidentiality. All information pertaining to the children in the program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without the express written permission of Parent, unless required by statute, court order or licensing mandate.

11. ***Parent Participation and Communication***

Parents are welcome at the program any time to observe or spend time with their child. Parents who wish to volunteer at the day care must first provide documentation from the Family Independence Agency that he or she has not been named in a central registry case as the perpetrator of child abuse or neglect.

The purpose of home visits and parent/teacher conferences are to involve families in the children's education at school and to help parents/guardians provide educational experience for the child at home.

1. Home visit: The program will conduct one Fall and one Spring home visit each year. Teachers will conduct more home visits if requested by the parents. During the 1-hour home visit time, the teacher will:
  - a. Seek input from parents about the program and its relationship to the child's development;
  - b. Seek input from parents about how they are supporting the child's development at home;
  - c. Partner with parents in setting appropriate child development goals;
  - d. Work together with parents to write referrals for suspected or diagnosed disabilities or other developmental needs of the child.
2. Parent Conferences: We believe that your child's education is a partnership between families and teachers. We schedule Parent/Teacher conferences to discuss your child's progress twice a year; in fall and spring. Parents may request additional conferences when needed. Families are welcome to participate in our program to help us meet the needs of their child. We encourage parents to share suggestions about the program's policies and procedures with the administrative staff. Volunteer opportunities for parents include visiting the center, chaperoning on field trips and attending parties. The staff informs parents about day-to-day happenings and any changes in children's health and special events. We ask that conferences are with parents or primary caregivers.

### **Parent Advisory Committee (PAC)**

Legislation requires each GSRP site to provide for active and continuous participation of parents of enrolled children. Keeping in mind that those most in need of a quality public education often don't feel well-served by the system, the ECC will champion parents as active decision makers in GSRP, ensuring annual training that instills confidence in parents as active members. ISD administrative policies must address design and monitoring of GSRP advisory groups.

The ISD ensures that programs have a local GSRP parent advisory committee with a focus on local considerations, including recruitment/enrollment, PQA results and child outcome data. This committee meets twice each program year. The committee has one parent representative for every 18 children enrolled in the program, with a minimum of two parents or guardians. The local GSRP parent advisory committee also has representation from the GSRP teaching staff and support of other GSRP administration. Each ISD is also required to have GSRP parent representation on the regional Great Start Collaborative Parent Coalition (GSPC), working with other committed parents to support early childhood practices in the community. These GSRP parents, in turn, act as liaisons to local GSRP Advisory Committees.

### **Data Analysis Team- GSRP Program**

The Early Childhood Specialist (ECS) assembles and leads a data analysis team made up of lead and associate teachers (or representatives of those groups in a large program), the program supervisor,

parents, and other relevant personnel such as specialists and stakeholders. A systematic approach brings the team together three times each program year. The team analyzes program data including Online PQA reports and ongoing child assessment results. The team sets and monitors goals for the continuous quality improvement of the program.

Program quality data from the Preschool Program Quality Assessment (PQA) and child outcome data from child screening and assessment are aggregated and provided to the data analysis team in advance. Data sets should be prepared for the meeting in a reader-friendly format such as bar graphs, and without identifying features such as child names. During the end-of-year meeting, the team: Identifies the current level of performance across relevant indicators, evident strengths, and extraordinary accommodations for children/families (e.g., attendance rates, program settings and/or options, language groups, child, family or community risk factors); Uses data to establish professional development priorities; Sets measurable goals and objectives to address classroom quality (Form A), agency quality 16 (Form B), and child outcomes; Agrees to eliminate what is not effective, for example, strategies which resulted in PQA scores of three or less; Addresses whether policies and procedures require revision; and Inventories available program resources such as time, money, personnel, technology, curriculum resources, and local training opportunities. The data analysis team reports program results to the local GSRP Advisory Committee, school or agency board, and the public. Information relating to both the status of meeting the current year's goals and the goals set for the following year should be shared with the local advisory committee, parents, staff, administration, and the school board.

### **School Readiness Advisory Committee (SRAC)**

The ECC is a leader in the ISD-wide school readiness advisory committee, established annually and which operates as a workgroup of the local GSC. One of the tasks of the school readiness advisory committee is to annually review and make recommendations about: Collaboration with and involvement of community volunteer and/or social service organizations in addressing all aspects of educational disadvantage; Partnership with the local GSC, Regional Resource Center, and others to build the capacity of local community agencies to take part in GSRP; Collaborative recruitment and enrollment process to assure that each child is enrolled in the program most appropriate to his or her needs and to maximize the use of federal, state, and local funds; The choice of an approved curriculum; Nutritional services utilizing federal, state and local food program support as applicable; Health and developmental screening process; Referrals to community social service agencies, as appropriate; Parent involvement; PQA and Child Outcome data; Continuous improvement efforts, and Transition into kindergarten. Great Start Coalition (GSC Parent Coalition) The mission of the Washtenaw Great Start Parent Coalition is to engage and empower parents through education around early childhood development, community resources and advocacy opportunities on behalf of all families in Washtenaw County.

#### **12. Required Forms**

The forms listed below must be fully completed before the child can be enrolled in the program. Parent is solely responsible for ensuring the accuracy of the information contained within those forms and for keeping all such information current. Provider assumes no responsibility for keeping forms updated. Parent will be required to review the forms to ensure accuracy in January and June each year.

- a. child information card;

- b. child care contract;
- c. Parent's written permission for Provider to seek emergency medical care;
- d. Immunization records;
- e. Sunscreen permission slip;
- f. 1 of the following;

\* A signed statement on the state of the child's health based on an evaluation by a licensed physician or his or her designee made within the preceding 12 months and every 2 years thereafter. Restrictions, if any, on activities shall be stated by a licensed Physician; or

\* A signed statement that the child is in good health and that the Parent assumes responsibility for the child's state of health while at the center; if the Parent objects to physical examination or medical treatment on religious grounds.

#### 13. **Registration Fee**

Upon enrollment and annually in September, Parent is required to submit a nonrefundable enrollment fee of \$50.00. The enrollment fee is used to offset the administrative expenses incurred in processing enrollment applications. The registration fee may not be used to offset child care fees.

#### 14. **Security Deposit**

Upon enrollment, Parent is required to submit a security deposit in an amount equal to one week of childcare fees. While the child care contract is in effect, the security deposit may not be used to offset the cost of childcare fees. The security deposit is non-refundable, except for being credited to your account to cover the last week of care pursuant to section 46 of this handbook, and all other outstanding childcare fees have been paid in full.

#### 15. **Child Care Fee Schedule**

Contact Center for current rates

#### 16. **Fee Changes**

Provider expressly reserves the right to change the child care fee schedule or other fees (I.E. late pick-up fee) upon 30 day's written notice to Parent.

#### 17. **No Fee Adjustment for Absences**

The full fixed rate as listed above is due regardless of absences, with the exception of four weeks' vacation time taken pursuant to the provisions of section 25 and the business interruption provisions of section 29.

#### 18. **Due Date for Fees**

Child care tuition must be paid in full by Friday for the upcoming week. A failure to pay child care fees when due will result in late payment penalties as described in section 20 of this handbook

#### 19. **Types of payment accepted**

Beginning September 2022, we will use auto-draft for all tuition and fees. This means you are required to link your bank account or a credit card (extra fees apply to credit card payments) to your ProCare account. Tuition will be charged to that account every Friday for the upcoming week.

Where a check is returned to the provider for insufficient funds or if your auto draft does not go through, the provider will issue a written demand to the parent for immediate payment of the tuition, plus the applicable processing fee of \$35

If the amount is not paid as described above within 30 days, the parent will be liable for all of the following:

- \* The full amount of the tuition

- \*Civil damages of two times the amount of the tuition, or \$100.00, whichever is greater

- \*Costs of \$250

Payment for the unpaid tuition must be a money order or certified check.

## 20. **Late Payment Penalties**

If payment is not received on or before the first day of attendance, a \$15.00 late fee will be added to the outstanding balance. If tuition is overdue, admission will be denied until payment, including the late payment fee, is made. The child's place in the program will not be held and may be given to another family during this time.

## 21. **Late drop-off or Late Pick-Up**

**GSRP** hours are 9a.m-3 p.m. if your child is dropped off early or picked up late, you will be charged the before / after school rate as indicated on the tuition rate sheet.

Parent is expected to abide by the care schedule, including drop-off and pick-up times, set forth in the child care contract.

Where Parent will be late dropping off or picking up the child, Parent is required to notify the Provider as soon as it becomes apparent that the drop off/pick-up time will change.

A late fee of \$1.00 per minute, or any portion of a minute will be assessed for all late pick-ups after 6:00 p.m.

When Parent has their child scheduled for half days and is late for their scheduled pick-up time full day rate will be applied instead of the \$1.00 per minute late fee.

No child may remain at the day care after 6:00 p.m. If a child remains at the day care at 6:00 p.m. and Parent has not called to notify the Provider that he/she will be late, Provider will attempt to contact persons listed on the Child Information Card to pick up the child. If Provider is not able to arrange for an authorized pick-up by 7:00 p.m. Provider will contact the police department for further instructions.

Provider reserves the right to terminate the agreement where Parent is excessively late in picking up the child.

## 22. **Absences**

Regular attendance at school is important for kindergarten readiness and your child's development..

If it is necessary for your child to be absent, please notify your child's teacher through Procure or email. In the event your child is absent, and we haven't received an update, you may receive a message or phone call from your child's teacher.

Preschoolers who are absent from class for 15 consecutive school days may be dropped from the program to make space available for a child on the waiting list.

With the exception of 4 weeks' vacation time described in section 24 and 25 of this handbook. Parent is required to pay for all time which the child is regularly scheduled to attend the program, regardless of whether the child actually did attend. This policy includes days missed for illness, funerals, doctor's appointments, or any other reason.

**23. *Family Independence Agency Assistance***

Parents who receive assistance from the Michigan Department of Human services are responsible for payment of all fees not paid by the MDHS.

**24. *Child's Vacation***

Parent/Child are allowed four weeks of "free" vacation time per year, meaning that no child care fees will be assessed during this period, provided that the rules set forth in this section have been complied with. For the purposes of this provision, "week" means the number of days per week which the child attends the program. Vacation time may be taken any time during the year, provided the parent gives the provider two weeks written notice of such vacation. The allotted vacation time does not carry forward from year to year. Thus any vacation time not used by December 31<sup>st</sup> of any year is lost. Vacation time must be taken a week at a time. Parent may not separate vacation time to partial weeks.

Vacation time is based on the January-December calendar. For example, if your child starts attending the program on June 1<sup>st</sup>, then you will only have half of your vacation time to use. On January 1<sup>st</sup>, the full amount of vacation time is again awarded. Note that vacation time may be used for the week the center is closed for July fourth or family will be charged for that week also. VACATION REQUESTS must be in writing at least two weeks prior.

**25. *Business Interruption and weather closures***

The child care program may close due to loss of electricity, fire damages, communicable disease outbreaks, snow emergencies, and etc. We will notify parents on the Procure App of closings. We follow Ypsilanti Public Schools weather closures. Parent agrees to arrange alternate emergency child care for these situations. In the event that the child care program is closed for more than two consecutive business days, the Parent is relieved of any financial obligation to pay for those days in excess of two business days. Parent further agrees to resume use of the child care program as soon as it resumes operation. Nothing in this provision alters the contractual provision relating to the required length of notice for termination of the child care contract.

**26. *When to keep a Child Home***

Provider requires that Parent keep the child home when he/she is ill for a number of reasons. A sick child may rest more comfortably in his/her own home. More importantly, however, keeping a sick child

home helps to prevent the spread of contagious illnesses to other children in the program. If your child exhibits any of the following symptoms, please keep the child home.

- \*Fever (100.5 degrees or higher) -may return after fever free for 24 hours

- \*Vomiting

- \*Diarrhea

- \*Ringworm, lice, chicken pox, pink eye

- \*Contagious coughs

- \*Undiagnosed rash

- \*A child may return after 24 hours of receiving an immunization

#### 27. ***When a Child Becomes Sick at the Program***

Provider will report to Parent any accidents, suspected illnesses, or other changes observed in the health of a child. Provider will notify Parent where the child is exposed to a communicable disease while in care, so that the Parent may monitor the child for symptoms. Where a child becomes ill while at the program, Provider and/or staff will comfortably isolate the child in an area where the child can be supervised and will immediately contact Parent, who will be required to pick the child up within one hour of notification. If a child is sent home for diarrhea or vomiting or fever, they must be kept home for at least 24 hours.

#### 28. ***Contagious Illnesses and Diseases***

Provider will take necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However, the Provider cannot guarantee that the contagious illnesses/diseases will be completely contained or will not be spread to other children. Parent must recognize that while in care, it is possible that a child may be exposed to a contagious illness or disease.

#### 29. ***Medication Policy***

When a parent requests that the center administer medication, the following provisions apply:

- A. Prescription medications will be given/applied only with prior written permission from Parent. No over the counter medications shall be given unless it is prescribed by a physician. Medication shall have the pharmacy label indicating Physician's name, child's name, instructions, name and strength of the medication and shall be given in accordance with those instructions.

- B. Provider will maintain a record as to the time and the amount of any Medication given or applied.

- C. The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The provider will keep the Medication out of the reach of children, and will return it to Parent or destroy it when no longer needed.

30. **Sunscreen**

The program strives to take the children outdoors for play on a daily basis. Over time, exposure to the sun increases the risk of skin cancer. Children are particularly sensitive to sun exposure. Use of sunscreen can protect skin from damage caused by sun exposure. Parents must either: (1) provide sunscreen to the provider and consent to the Provider's application of sunscreen to their child; or (2) give written permission for their child to play outdoors without sunscreen.

31. **Emergency Medical Care**

Parent gives permission to Provider to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of the parent.

32. **Special Needs Care**

Provider will accept and care for special needs children if the child's needs can be reasonably accommodated by the program. Each child's needs will be evaluated individually.

33. **Child Abuse Reporting**

As a licensed child care provider, Provider and its employees are required by law to report any instances of child abuse or neglect to the appropriate authorities. They must also report any instances in which there is a "reasonable suspicion" that abuse or neglect may have occurred. Provider takes these responsibilities seriously and will report any actual or reasonable suspicions of abuse.

34. **Discipline**

Members of our staff will use positive methods of discipline. Such methods encourage self-control, self-esteem, and cooperation among the children.

For guidance and discipline with children, KC uses the High Scope model called Six Steps to Conflict Resolution.

1. Approach calmly, stopping any hurtful actions

Place yourself between the children, on their level

Use a calm voice and gentle touch

Remain neutral rather than take sides

2. Acknowledge children's feelings

"You look really upset"

Let children know you need to hold any object in question

3. Gather information

"What is the problem?"

4. Restate the problem

"So the problem is..."

5. Ask for ideas for solutions and choose one together

“What can we do to solve this problem?”

Encourage children to think of a solution

6. Be prepared to give follow-up support

“You solved the problem!”

Stay near the children

35. ***Disruptive Behavior***

When a child’s behavior is disruptive, (i.e. biting, hitting, throwing objects or using “bad” language) the parents will be notified. If the child continues a disruptive behavior, a parent conference will be held to discuss solutions to the situation. The discussion will include a consideration of any disability, which affects the child’s behavior and a reasonable accommodation to meet the child’s needs and stop the negative behavior.

Staff will not use physical force or inflict mental or emotional punishment. A child will never be deprived of meals, snacks, rest or toilet use as a means of discipline. Non-severe restraint may be used to prevent a child from harming himself or others.

36. ***Food***

The Provider will serve a mid-morning and afternoon snack. The cost of food is included in the child care fees. Lunches are provided by the Parent. Make sure all dishes, lids, and lunch boxes are labelled with your child’s name. Preschool age children should not bring lunches that need to be heated or refrigerated.

Breakfast, Lunch and afternoon snack is provided for **GSRP students** and a menu will be posted in the classroom and emailed to families.

37. ***Private Duty by Employees***

Employees are permitted to accept private offers such as babysitting for children enrolled in the program. If a KC employee accepts private duty from a parent, both the employee and Parent must be aware that the employee is NOT acting on behalf of the Provider (KC) and that the Provider (KC Child Care Center) is NOT responsible or liable if the child is injured.

38. ***No Transportation Services by Employees***

Provider asks that Parent refrain from asking employees to transport children either before or after the child’s attendance at the program, as employees are prohibited from doing so and may be subject to discipline up to and including termination if they do so.

39. ***Field Trips***

The program will occasionally take the children on field trips. Prior to each field trip, Parent will be required to fill out a permission form giving the child permission to go on the field trip. Where parent

does not give permission for the child to go on the field trip, Parent will be responsible for making alternate childcare arrangements during that time.

40. ***Personal Items From Home***

Provider discourages Parent from allowing children to bring personal items from home to the program, with the exception of a small nap-time blanket and cuddle toy, if necessary. Where a child does bring personal items from home, Provider is not responsible for loss or damage to that item.

41. ***Clothing***

Due to the nature of some of the activities the program offers for children, Parent must recognize that children's clothing may occasionally become soiled or damaged, although Provider takes all appropriate steps to prevent this from occurring. Parents should therefore bring children to the program dressed in "play" clothes, and not "good" clothes. Provider assumes no responsibility for damage to a child's clothing.

The program strives to bring the children outdoors for play on a daily basis. As such, Parent must be certain that the child is dressed appropriately according to weather conditions. This may include jacket, long pants, hat, mittens, snow pants, boots, etc. If a child arrives at the program and does not have appropriate outerwear, Provider reserves the right to call Parent and ask that appropriate clothing be brought. Where a child is inappropriately dressed, the child cannot go outdoors. The program does not always have staff who can stay inside with the child while the others are outdoors.

42. ***Supplies***

Parents are responsible for providing the following items: diapers, wipes, lunches, all food for the children in the nursery, bottles (already prepared and ready to heat), and at least one change of clothes kept at the center at all times.

We provide all meals for GSRP students

If your child is out of diapers or wipes, we will use our extras. You will be charged \$1.00 per diaper and \$1.00 for each day they are out of wipes.

43. ***Termination***

Either Parent or Provider may terminate the child care agreement upon two weeks written notice to the other party. Where Parent does not provide two weeks written notice, Parent is still required to pay for the final 2 weeks of care, following the notice of termination, whether or not the child attends the program.

- Exclusion policy - Children must not be excluded or expelled because of the need for additional developmental, medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions.

KC Child Care Center adheres to the law as described in Michigan 's Revised School Code

Section 380.1307b. Physical seclusion and/or restraint shall not be used with preschool aged children as

defined by law. The following actions are prohibited in all situations: Corporal punishment, deprivation of basic needs, child abuse, intentional application of noxious substance or stimulus resulting in physical pain or extreme discomfort, mechanical restraint, any restraint that negatively impacts breathing, prone restraint, physical restraint other than emergency physical restraint, and seclusion.

Provider reserves the right to terminate this agreement immediately, without notice to Parent, if: 1) child care fees and/or other fees are not paid when due; 2) the child's continued participation in the program creates a direct threat of harm to the child, other children, or the Provider's staff; or 3) Parent engages in inappropriate parent conduct as defined below.

#### 44. ***Inappropriate Parent Conduct***

Parents must be aware that adults serve as a role models for children. Additionally, Provider is responsible for protecting the children in Provider's care, and for providing a safe work environment for staff. Therefore, it is critical that, while on program property, Parent conducts himself or herself in a professional and rational manner at all times. Provider reserves the right to immediately terminate the child care agreement if Parent behaves inappropriately.

The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors):

- \*acts of violence, including assault and battery;
- \*harassment of or threats against the staff, other parents or children;
- \*Possession of illegal substances or firearms;
- \*verbal or physical abuse of any child;
- \*profanity; or
- \*indecent exposure.

#### 45. ***Arrival and Departure Procedure***

All children must be brought into the building and signed in by Parent or other adult. After signing in, the child must be taken to his or her teacher. Children should never be left unattended. At pick-up, Parent or authorized adult must enter the building, notify the child's teacher that they are picking up the child and sign child out on the Sign-In/Out computer. Do not send in sibling or other minors to pick up the student. An adult must come into the building to make sure they are properly signed out.

When dropping off, please make sure children are dressed and ready for the day. If you are dropping off after 8 a.m., we expect that the child has already eaten breakfast at home and the next time they will be fed is at morning snack (this does not apply to infants who are on their own feeding schedules). GSRP have their own meal times listed on the GSRP calendar.

#### 46. ***Photographs***

From time to time, Provider will take photographs of the children participating in program activities or field trips. The photography may be posted in the child's classroom or near the parent table for parents and visitors to enjoy. If a parent wishes that photography not be taken of their child, a written notice must be delivered to the Director.

#### 47. **Community Resources and Referral Services**

We share Materials about community-based programs throughout the year via email and on our parent info board. These resources include mental health, foodbanks, Child Find, and medical/dental resources.

When assessments identify concerns, appropriate follow-up, referral or other intervention is used. Our formal assessments are done three times a year. The local school districts provide free screening for children who might have special needs. If the school district approves services for a child, outside specialist may provide those services at KC. If you think that your child might have special needs, consult with the director.

#### 48. Daily wellness check -in

KC staff is instructed to observe not only the physical health, but also the social and emotional health of our students each day. This is done for each child in attendance, including school-age. If we notice anything of concern we will talk with the child to get more information and also share what we noticed with the parent.

#### 49. Breast feeding

The decision whether to breastfeed is a personal one and we at KC support families who choose this. We encourage you to come in during the day and use our rocking chair in the nursery, or if you'd rather have a private space in our office, we can accommodate that as well.

#### 50. Child transitions

It can be difficult for a child to leave one program and enter another, or to move from one classroom to another. In the case of new children entering our program, we would like parents and kids to share information such as daily routines the child is accustomed to. Also its important to share any challenges your child had in their previous program. With this information we can be prepared for how your child may be affected during certain times of day and make accommodations when we can for a smooth transition.

When a student is moving from one room to another we start by allowing him/her to spend short periods of time in the new classroom, before just moving completely. This transitional period can last a week or longer , depending on the child's needs.

#### 51. Supporting Families & Staff with disabilities

KC will make reasonable accommodations for children and staff with disabilities. We will work with families to make it possible for children to be in care and function in the classrooms. This might include an IEP created jointly by the parent and staff, with follow-up meetings to discuss how it is working for the child, the classroom, and the staff.

Staff with disabilities, will be assigned to a role that they are capable of performing successfully.

### **Parent Grievance**

We encourage parents to discuss concerns with their classroom teachers. You are also encouraged to ask the staff any questions you have about your child's care, development, or general center issues. It is important for parents to address questions or misunderstandings quickly. Ongoing communication is vital for a smooth-running classroom. Most concerns can be addressed at the classroom level; however, if you and your child's teacher are not able to reach a satisfactory resolution, you may follow the steps below.

If follow up is needed, contact Christine Bremmer, Director at 734-485-9080 or by email [mykcchildcare@gmail.com](mailto:mykcchildcare@gmail.com)

For the GSRP classroom, if the concern is not resolved through these channels, you may contact WISD at 734-994-8100.

### **FIRE DRILLS**

The center will conduct a "fire drill" at least every quarter throughout the year. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it. Each classroom will escape their fire exit door or nearest exit quickly and proceed to their route to the fenced in playground. Plan is posted in each classroom.

### **TORNADO DRILLS**

The center will conduct a "tornado drill" twice between March-November. By practicing, children will know what to do and how to do it. Each classroom has their designated inner wall to sit near which is away from windows. Plan is posted in each classroom.

### **LOCKDOWN DRILLS (INTRUDER)**

The center will conduct two "Lockdown Drill" throughout the year. This type of drill will secure the center building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all the perimeter doors and windows will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed. The teachers will have a designated place in their classroom for the children to "hide", be quiet, and given a sucker to help them stay quiet from the danger we might be in. The plan is posted in each classroom.

### **EVACUATION DRILLS**

During an "Evacuation Drill", students will be safely escorted along a designated evacuation route to one of our pre-determined evacuation sites. At the conclusion of the drill, all students will be escorted back to the center.

In the event of an actual emergency, you will receive notification on Procare about what is happening, where we went, and how to be reunified with your child.