

SPREADING CHILDCARE CENTER

Parent Handbook

Parent Handbook

Philosophy/Mission Statement

Spreading childcare (the center) is a faith-based organization build on integrity and trust to ensure those in our care receive the best services possible. The purpose of the center is to provide quality childcare services to prepare children for kindergarten and beyond.

Smoking Prohibited

According to State guidelines, smoking is prohibited in all licensed child care centers including outdoor areas.

Age and Number of Children Accepted

The center at this location will care for a maximum of 30 children at a time in the building. This number is based on the indoor and outdoor square footage of the child care facility as well as the number of child care providers on staff.

The center provides care for children between the ages of 2 and 8 years. In order to provide quality child care services, the center has established limits on the number of children in each age group. For the 2 years old, they should be potty trained.

The center strictly complies with child care regulations regarding child-to-staff ratios.

Hours of Operation

The center will accept children from 8:30am to 3:30pm, Monday through Friday.

Drop-in care is available from 8:30am to 3:30pm, Monday-Friday.

Before/after hours are available. Please contact the center to update your schedule.

Arrival and Dismissal Policy

Families are expected to arrive between 8:30 and 9:00am if you're running late, please inform us. Dismissal is between 3:10pm and 3:30pm, a grace period of 15 minutes will be given to account for things like traffic. After the 15 minutes has passed, you'll be charged \$1 every minute after that. The late fee will be due on your next payment date.

Fees

Child care fees are based on enrollment, not attendance. Therefore, no credit is provided for absences due to child's illness or vacations or for reasons beyond the reasonable control of the staff such as weather, utility interruption, etc.) The center will not adjust child care fees for late arrival, early pickup, or missed days.

Fees for Full-Time and whole day Child Care:

Child care fees for full-time and whole day prescheduled child care are free to parents with subsidy for all children. Full-time is defined to be between 35 and 45 hours per week and whole day is defined to be between 46 and 60 hours per week. Tuition assistance may be available to parents without subsidy. Please call the center for more detailed information about the fees.

Fees for Part-Time Child Care:

Child care fees for part-time prescheduled child care are free to parents with subsidy for all children. Part-time child care is defined to be up to 34 hours per week. Parents may vary part-time child care hours if 24 hours advance notice is provided to the center. Tuition assistance may be available to parents without subsidy. Please call the center for more detailed information about the fees.

Registration Fee:

The center charges a onetime non-refundable \$50.00 per child as an initial registration fee. This fee must be collected at the time of Child care registration. Please call the center if you need help with the registration fee.

Fees for Unscheduled Child Care:

Child care fees for any unscheduled hours are \$5.60 per hour.

Past Due Payments:

Parents must pay any invoice billed to their account on or before the 5th day (Friday) of each week. Payments may be made by cashier's check, CashApp (\$16SLMin), Venmo (@Spreadinglight-Ministry), Debit/Credit card, and Money order. Credit cards which will be accepted are: Discover, Master Card, Visa and American Express. If invoice is not paid in full and on time, parents must pay a \$5.00 per day late fee up to 5 days. If invoice is not paid within 5 days of their due date, the parent will be contacted to make payment arrangements until all amounts due are received in full.

Overtime Fees:

The center will charge an overtime fee of \$1.00 per minute if a child is not picked up by the scheduled time. If a child is not picked up within 15 minutes of the scheduled time, the per minute late fee will start accruing from the scheduled pickup time. This overtime fee must be paid with the next scheduled payment.

Collection Fees:

Please call the center if special circumstances arise that make paying invoice difficult to discuss possible payment plans. If a payment arrangement has not been made and any payment obligation is not paid when due, the parent is responsible for paying all costs of collection, including reasonable attorney fees, whether or not a lawsuit is started as part of the collection process.

Termination of Child Care Services

Child care may be terminated by the center or the parent only by providing the other party with 3 weeks advance written notice. If the parent fails to provide 3 weeks advance written notice, payment for the 3 weeks or portion of such 3 weeks after such notice is still required.

The center retains the right to terminate a child's enrollment without notice for the following reasons:

-A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or teachers at the care facility. This determination is made in the sole discretion of the Center.

-A parent's behavior is threatening or abusive to the other children or teachers at the care facility.

-Child care fees are 10 days or more delinquent.

-A child is absent for 10 days or more without reasonable explanation or payment from the parent.

All terminations of this type can be made effective immediately.

Upon termination of child care services, the center is willing to assist with referrals. However, it is the parent's responsibility to find alternate child care.

Holidays, Vacations, Miscellaneous Closings

The center may not provide child care on the following federal holidays: Labor Day, Thanksgiving Day, Martin Luther King Jr. Day, Memorial Day, Christmas day and the 4th of July. If your enrolled child needs child care service, the center should be open and provide the service for your child. The parent must provide the center with 2 weeks advance written notice of expected family vacations; this can be done using the center's app.

Normal business hours will be observed during the following holidays/breaks: Mid-winter break and spring break. In the event of scheduled closure, the parents will be notified 2 weeks ahead. Also, the child care fees will be adjusted proportionately for the days during which the center is closed. The parent is responsible for arranging alternate child care during the center's closure and for emergency closings due to severe weather.

Program Activities

Preschoolers will engage in a defined daily schedule, each child will have message board time where they talk about the day, meal times, naptime, small group time, large group time and outside time.

The center will provide daily activities, toys, and materials appropriate for each child's age level to entertain the child as well as facilitate the child's physical, intellectual, social, and emotional development.

A child should not bring toys from home. Toy weapons, such as guns or knives, are absolutely prohibited.

The center will post a weekly lesson plan, which will detail the lessons for the upcoming week.

The center may occasionally take the children on field trips. A child will not be allowed to participate in a field trip unless the parent has signed a permission form. Parents will be given advance written notice of the dates and locations of all field trips. Additional fees may be charged to the parent in order to reimburse the center for admission prices, and/or meal costs in connection with the field trip. If a parent chooses not to have his/her child participate in the field trip, the parent may be required to arrange for alternate child care. The child care fees will be reduced for the time period of the field trip for nonparticipating children whose parents have been required to arrange for alternate child care.

At various times, the center may structure excursions, such as walks, bike rides, or car trips with the children. The parent must sign a general release authorizing the center to engage in such activities with the child.

Meals

Meal times are as follows:

Breakfast: 8:45 AM – 9:15 AM

Mid-afternoon snack: 2:00 PM – 2:25PM

These meals will be served by the center and are included in the child care fees. The center will post a weekly menu for parents to review.

Parents should not send gums or candies. The parents will provide meals for their children including those with special dietary needs.

The center will provide water, milk and juice where weekly menu schedule states. The center will provide water throughout the day.

All meals provided by the center will comply with the United States Department of Agriculture's nutritional guidelines.

Food Allergies

The center will accommodate different dietary needs, if a child for instance has a food allergy, they will have to provide the required documentation to our center to accommodate their food needs. We'll be following nutrition guidelines (3-5 ounces of grains per day, 1-1.5 cups of fruit, 2-2.5 cups of milk) The remaining food groups vegetable and protein will be the responsibility of the child's families since we don't provide lunch in our center.

The center is a nut free. This means no food can be brought into the center that contains nuts. This includes pine and tree nuts.

Naps and Rest Periods

Nap time is as follows: 12:30 PM – 2:00 PM. It is helpful if parents do not drop off or pick up their child during scheduled nap times.

Classroom Celebrations—birthdays, last day, other celebrations

If you wish to celebrate at school, please speak with your child's teacher about appropriate suggestions. No outside food or favors may be brought in by a parent for the children of others.

Supplies

The parent is responsible for providing the following items to the center for the benefit of the child whenever reasonably requested by the center: Special diet foods, change of clothes, blankets, bag (Book bag, tote or a similar bag to store your child's materials)

In addition, the center may request that the parent supply a specific item for the benefit of the child from time to time. If the parent has failed to supply the item within a reasonable period of time, then the center may purchase the item and charge the parent for the reasonable cost of the item. The center will be responsible for providing the following items: Toys, books, snack, breakfast.

Medical Care Information

The parent must provide the center with updated medical information regarding his or her child, such as information regarding the child's medical problems, immunizations, allergies, regular medications, physical handicaps, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, chicken pox, mumps, whooping cough, or any other contagious disease. This information should be provided to the center prior to the child's first day of care.

If a child becomes ill, the center will first try to reach the parent. If the parent cannot be reached, the center may contact the child's physician.

In case of a medical emergency, the center will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parent will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

Sick Child Policy

The goal of the center is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the child care facility until the symptoms are no longer present or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will return to the child care facility will be made in the sole discretion of the center.

This policy applies to the following symptoms:

- a. Fever of 99 degrees F
- b. Persistent diarrhea
- c. Continuous coughing
- d. Irregular breathing
- e. Unusual rashes
- f. Vomiting
- g. Yellowish color to the eyes or skin
- h. Swallowing difficulty
- I. Lice
- j. Communicable diseases

If a child exhibits any of these symptoms while present at the child care facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the child care facility until the parent arrives.

The center will notify the parent of any contagious diseases about which the center has knowledge that a child may have been exposed to while at the child care facility.

The parent is expected to inform the center of any illness or problem of a child that might affect other children at the child care facility.

The parent is responsible to arrange for alternate care if the child is sick or is otherwise unable to attend the child care facility

The center will not administer prescription or over-the-counter medication to a sick child. All medications must be in the original container with the child's name on it.

Required Health Records

1. Immunizations

All children enrolled in the center are required by the State of Michigan to have a record of immunizations on file at the Center. The Center **MUST** have this information at the time each child enters the program.

2. Physical Exam:

Within thirty (30) days after a child's first enrolled day at the Center, a record physical exam must be submitted to the Center. This is in accordance with State Michigan licensing requirements. It is essential that the record be complete so that the Center staff is alerted to any special health needs of your child.

- For children under 29 months, the physical must be updated every year.
- For children 30 months and older, the physical must be updated every 2 years.

3. Child Information Form:

All children must have a signed child information form on file, consistent with State of Michigan requirements. **No child will be permitted to stay until this CHILD INFORMATION form is on file.**

Emergencies

Emergency telephone numbers are posted at each telephone. Emergency evacuation plans are posted at each exit. Periodically, the children will practice the evacuation plans.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by the center with antiseptic and a bandage. The center will inform the parent of the minor injury and the treatment provided. If an injury occurs at school, a form will be filled out for parents. A staff member will verbally review the form with the parent(s) who will then be asked to sign the form acknowledging the incident. A copy of the injury form will be given to the parents for their personal record.

In case of a serious injury or an emergency, the center will first try to reach the parent immediately. If the parent cannot be reached, the center will then contact the child's emergency contact person(s) as listed in the child information record.

Parents will also be asked to fill out an injury report form if a major injury occurred off the center's grounds. The parent is encouraged to inform the teacher of any serious injuries.

Discipline

The center will explain the rules of the child care facility to all children under its care, as appropriate.

In general, the basis of the guidance and discipline policy at the Center is to encourage positive behavior. Since children generally desire positive attention from adults around them, negative behavior is greatly diminished when those adults provide a supportive and nurturing environment. The staff provides a safe, hazard free setting with careful supervision. The Center's daily schedule, room arrangements, activities, and staffing patterns are designed to promote enjoyable learning experiences. Teachers model respectful and trusting relationships between adults and children, and demonstrate problem solving strategies. The curriculum includes activities that promote respect for others and verbal expression and understanding of feelings. Consistency and understanding the daily routine, reinforcing positive behavior, redirecting children and setting clear limits are the basis for facilitating self-control in children. Because we recognize that young children may not understand or remember the rules provided for their safety, these rules or limits are frequently restated and defined. Though there are common limits and guidelines within the school, each teacher individualizes their responses according to each child and each situation. In response to potential aggressive and disruptive behavior staff will:

- Set clear, consistent expectations.
- Prevent or restrict a child from hurting self or others.
- Acknowledge child's feelings of anger and frustration.
- Teach conflict resolution skills.
- Discuss behavior guidance strategies confidentially with the child's parents.

In rare instances if a child is out of control with anger and frustration and poses a danger to him/her self and or others, the teacher will calmly and firmly remove the child from the situation. The teacher will stay with the child until he/she regains control. The teacher will then help the child work to a more appropriate resolution of the problem. The teacher will contact a parent to discuss any concerns. It is helpful to note changes occurring at home so we can better support the child

through difficult times while at school.

If there is a continued pattern of inappropriate behavior, a parent/teacher conference will be scheduled to determine appropriate guidance and steps needed to best support the safety and most positive experience for the child as well as the other children in the classroom.

The Center works closely with other professional University and community agencies regarding consultation and referrals for children and families. We do not use material rewards, because we believe they diminish children's intrinsic motivation.

Pickup of a Child

To ensure the safety of the children attending the child care facility, the center has established the following procedures for the pickup of a child from its facility: Only the parent or an authorized adult (18 years or older) designated by the parent may pick up a child.

We require that you or an authorized adult accompany your child into the program at arrival and departure times. Please use the center's app and sign time-in and time-out on the attendance sheet in the center. There is a space for parents' notes on the attendance sheet to record any messages to staff concerning your child. It is the parent responsibility to be sure that a teacher is aware of the child's arrival.

If the children are not in the classroom at the time of arrival or departure (for example, on the playground) the teachers will carry the sign in sheet with them. Please directly approach the teacher to complete sign in or sign out prior to leaving your child or taking them from the center.

The parent must inform the center in advance if someone other than the parent will pick up the child. If the parent has not provided the center with such information, the child will not be released to the individual(s), and the parent will be notified.

Parent Participation

Subject to Covid-19 protocols, parents are welcome to visit the child care facility at any time during which child care is provided, except during scheduled nap times, and participate in any of the activities. Communication between parents and the teacher is important in maintaining high quality child care. All comments and suggestions regarding services are welcome.

Parents are encouraged to share their interests and families home culture with the center and their child's classroom. We have center wide events that all are welcomed to join. Such as: Festivals, Family Involvement Gatherings, Family Potluck, musical events and more. Communication about these events will be sent to as a center wide communication.

Children with Special Needs

The center is willing to provide care for children with special needs.

The Center Director and Lead Teachers have educational background in special needs.

Future Enrollment

Payment of the registration fee will hold a child care spot open. The center will not hold a child care spot open unless the parent has signed the Child care agreement, completed all required forms, and paid the registration fee. The registration fee is nonrefundable if enrollment is cancelled.

Enrollment required forms

The following forms are required for each child before attending class:

- Child care agreement
Financial policies and procedures are described in the Parent Enrollment Agreement as well as the child's schedule, tuition amount and enrollment period. This is the agreement that is required for final enrollment.

- **Child information record**
A Child Information Record must be completed and signed by the parent(s) or guardian(s) for each child enrolled in the program. It is important that all phone numbers, email addresses, and addresses be kept current on this form. The child information record will be completed each year before your child attends the center.
- **Current immunizations**
Documentation of current immunizations or a signed statement of parental objection to the immunization, or a medical exemption signed by a physician must be submitted before a child may attend class.
- **Child family information**
This form gives the teacher important information to help them know as much as possible about your child. The information is confidential and is reviewed only by classroom personnel.
- **Parental permission form**
The Center requires parental permission for some practices, such as applying sunscreen and non-prescription topical cream or lotion, releasing your child's name and date of birth to research and training personnel, and including family information in our class directory. Parents may sign at their own discretion to give permission for such practices.
- **Health appraisal**
The State of Michigan requires updated health related information on all children enrolled in child care programs. This form must be filled out and signed by your child's source of medical care. The information must be in their file within 30 days after the child's first day of school.
- **Transportation**
Transportation will be provided but is subject to first available in returned schedules. Transportation includes all parks, fieldtrips, before and after school routes. Transportation fees are separate from the free family tuition. Special transportation services will include a fee charged to the parent account. All transportation requests must be submitted and approved by the center's director. Parents will be notified of all transportation schedules once approved.

- **Photograph, Video, Audio Release**
Except in case of emergencies, parent's approval will be requested to release the pictures, videos and audios that will be used to showcase child's interest, abilities and development. The media will be sent to parents through the center's app. The center may use the media for advertisement and marketing purposes.

- **Sunscreen and Repellants**
Parents will be responsible to supply sunscreen and bug repellent for the child to the center. The center will have no sunscreen or bug repellent on site.
Sunscreen and repellent will not be used from one child to another.
Sunscreen must have at least 30 SPF to be considered ample protection.

There are various brands of bug repellents available for children. It is the responsibility of parents to read all labels before purchase and application from the staff at the center. The staff will follow all health and safety periodicals.

Parent Orientation

A Parent Orientation is required for all new families. An online orientation will be made available to new families. Program policies and procedures will be reviewed. Parents will have the opportunity to ask questions about the program at the time of the child's classroom visit.

Child Care agreement

The parent must review and sign the Child Care agreement prior to the child's first day of care.

Equal Opportunity

No child will be denied care on the basis of race, color, sex, disability, age, national origin, or religion of either the parent or the child.

Confidentiality

The center will keep files on each child confidential. All private information exchanged between the parent and the teacher will remain confidential.

Child Abuse and Neglect

A licensed child care organization or school is required by law to report any suspected child abuse or neglect if reasonable cause is evident. All information gathered about such matters is regarded as strictly confidential and only discussed with the appropriate people.

Child Care Regulations

The center operates in full compliance with all state and local child care regulations.

Afterword

The Parent Handbook is intended to provide the basic information and orientation of the center's policies and procedures. If you have any specific questions or need more detailed explanations at any time, please contact your child's teachers or the Center Director.

Spreading Childcare Center Parent Handbook Agreement

I have read and fully understand the contents of the parent handbook document.

I agree to the terms and conditions stated therein.

Parent Print Name:

X

Parent Signature

X

Date

X
