

SPREADING CHILDCARE CENTER

Parent Handbook

Parent Handbook

Revised Feb. 17 2026

Philosophy/Mission Statement

Spreading childcare is a faith-based organization built on integrity and trust to ensure those in our care receive the best services possible. Licensed and fully insured.

At Spreading Childcare, we believe that every child deserves access to exceptional early childhood education. Our center serves as a beacon of opportunity for families in our community, providing a safe, nurturing, and enriching environment where children can thrive. With as focus on holistic development, we empower our students to become confident, curious, and compassionate individuals who are ready to embrace the challenges and opportunities of the future.

Our Purpose

The purpose of the center is to provide a high quality early childhood education and prepare children, not only for kindergarten but, also for a successful life filled with joy, happiness, skills, curiosity, creativity, and good paying opportunities and jobs while upholding Godly values, tutoring after school students in Math, ELA, foreign language and more. As a faith based center, we do not show scary or frightening images and videos to our students, including but not limited to witchcraft, pagan or secular ideologies during Halloween and throughout the year.

Staff Screening Procedure

In order to comply with licensing regulations, each staff member gets a federal background check as well as a comprehensive fingerprint background check with the state of Michigan before starting employment for the center, the same procedure happens with volunteers before they work at the center. Each staff also has to sign a child abuse/neglect paperwork and provide proof of current tuberculosis screening records, CPR/First Aid and blood pathogen training records. Volunteers and staff with a record of child abuse won't be allowed to work. Felons will be watched on camera; the center has video footage and they won't be left alone with children. Any individual registered on the Public Sex Offender Registry is prohibited from having contact with any child in care.

Ongoing Training for Staff

Ongoing professional development opportunities for teachers and staff are provided by the contractors and occur throughout the year. Teachers are provided opportunities to attend Early Childhood Conferences and trainings on an annual basis.

All staff is trained on the following topics:

- Cardiopulmonary Resuscitation (CPR)
- First Aid
- Blood borne Pathogens
- Health and Safety refresher (yearly)
- Proper cleaning and sanitizing techniques
- Administration of Medication "Illness Detection"
- Adult Child Interaction
- Observing, Recording, and Assessing Children's Development
- Talk to Me (About meaningful conversations with children)
- Knowledge of Evacuation Procedures
- Identifying Signs & Symptoms of Child Abuse and Neglect
- Shaken Baby & Safe Sleep (infant teachers only)
- Annual confidentiality training for staff

Smoking Prohibited

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

We also have a zero tolerance policy on firearms. If a parent, guardian or any family member is suspected to have a gun on when dropping off or picking up a child inside the building, a written warning will be issued, at the second offense, the child may be permanently terminated and law enforcement will be notified. Parents must and guardians must inform all authorized pickups about this important policy.

Age and Number of Children Accepted

The center at this location will care for a maximum of 45 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 6 weeks to 12 years. In order to provide quality child care services, the center has established limits on the number of children in each age group. The center strictly complies with child care regulations regarding child-to-staff ratios.

Hours of Operation

The center will accept children from 6:00 AM to 6:00 PM. Monday through Friday. Drop-in care will be granted based on availability Monday-Friday. Please contact the center to update your schedule.

Arrival and Dismissal Policy

Families are expected to arrive between 6:00 and 8:00 am. If you're running late, please inform us. Your child should come well rested and fed. We do serve Breakfast at 7:30 AM. After 8:00 AM attendance will be marked as late. We do not accept children after 10:00 AM. Dismissal is between 5:00 PM and 6:00 PM. 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 All-day:

Depending on what your scholarship assistance will cover, you may only pay anywhere between \$24 to \$0 per week. The cost for paying Full-Time out of pocket is \$280 per week. Full-time is defined to be between 35 and 45 hours per week, and all-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 for part-time is \$0 to students covered by scholarship assistance. The cost for paying Part-Time out of pocket is \$115 per week. 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. Drop-in is best if used for less than 17 hours per week. 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 \$40.00 as an initial registration fee per family. 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 \$7.50 per hour.

Past Due Payments:

Parents must pay any invoice billed to their account on or before the 4th day (Thursday) of each week. Payments may be made by cashier's check, 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.

Attendance Policy

Consistent attendance is critical for your child's learning, development, and readiness for kindergarten. This policy helps ensure every child benefits from the full educational experience offered in our program.

Attendance Expectations

- Children are expected to attend **at least 85% of scheduled days each month**.
- If your child will be absent, please notify the center **before 9:00 AM** by phone or on the school parent portal.
- Absences are considered:
 - **Excused:** Illness, family emergency, medical appointments, religious holidays
 - **Unexcused:** Vacations, oversleeping, or no contact made

Tardiness

- Students arriving more than **30 minutes after start time** without prior notice may be marked absent.
- Chronic tardiness (more than 3 per month) may lead to a parent conference.

Interventions for Excessive Absences

- **3 unexcused absences:** Reminder call and attendance record sent home
- **5 unexcused absences:** Required parent meeting to discuss barriers and support options

Let's work together to build habits that lead to long-term academic success!

Discipline

The center will explain the rules of the child care facility to all children under its care, as appropriate. Discipline will be fair, consistent, and developmentally appropriate. Corporal punishment, humiliation, or frightening techniques are prohibited.

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 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. It is helpful to note changes occurring at home so we can better support your child through difficult times while at school. These conversations may occur during child pick-up in a friendly manner.

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.

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.
- The Lead teacher will document the incident which will include an action plan to help the child.
- The program director will follow up on the action plan to monitor child progress.
- The program director may schedule a meeting with the parent to discuss the matter.
- In a case of child neglect, the parent will be provided a training opportunity that must be completed within 30 days. The parent must provide proof of training by the agreed due date of completion. Please provide proof of training by the due date of completion. Not providing proof of training or withdrawing the child from school before the due date of completion may trigger further and more serious scrutiny in the system.

For school-aged children, the center utilizes a Disciplinary Notice system to provide a structured environment and clear expectations. While we continue to prioritize conflict resolution, continued occurrences of inappropriate behavior will result in progressive disciplinary actions.

Tier 1: Minor Offenses

- **Behavioral Examples:** Minor disruptions, not following directions, mild verbal disagreements, or misuse of materials.
- **Action Taken by Staff:** Verbal warnings and reminder of rules.

Tier 2: Moderate Offenses

- **Behavioral Examples:** Continued patterns of inappropriate behavior, repeated "minor offense" behaviors after verbal warnings, foul language, or intentional property damage.
- **Action Taken by Staff:** "Disciplinary Notice School Age Only" form goes into effect, documenting the number of student's offenses (Offenses 1-10).

Tier 3: Severe Offenses & Safety "Fast Track"

- **Behavioral Examples:** Physical altercations, behavior that poses a danger to

self or others, or leaving the designated care area without permission.

- **Action Taken by Staff:** For these behaviors, the center reserves the right to “fast track” to steps 5-10 on the disciplinary notice form resulting in parent meeting, suspension and up to termination of enrollment, regardless of whether prior offense warnings were issued.

All formal disciplinary actions require a Parent Signature and an Administrative Signature to ensure all parties are informed of the behavior and the resulting consequences. When a suspension or termination occurs, parents must adhere to policies regarding payment and the settling of their account.

Parent Grievance and Complaint Policy

- Families are encouraged to communicate concerns openly.
- Concerns are addressed by lead teachers, then administrators if needed.
- Written grievance form must be available and provided to parents upon request.

Audio and Video Monitoring Policy

The center maintains audio-video surveillance to enhance safety, supervision, quality, training, and compliance with state licensing regulations.

Cameras may be installed in classrooms, hallways, common areas, entrances, exits, and playground areas. No cameras will be installed in private areas where privacy is expected.

Requests for recording Copies

Parents, staff, or third parties may not obtain copies unless:

- ✓ Required by court order
- ✓ Requested by licensing authorities
- ✓ Approved by legal counsel

Confidentiality

At the center’s discretion, parents or employees may be allowed view-only access. Recordings are confidential and may not be reproduced, photographed, or distributed.

Parent Participation

When you think of the ways you can participate and support your child, what things conjure up in your mind? Muffins with parent/guardian? Donuts with family? Multicultural day where parents bring a dish from their home country? Parents chaperoning a school trip? Carnival day with parents? All are ideas that can create events for parents to join which promotes involvement.

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.

Participation in Program Governance

In the effort of enhancing family-school partnerships and increasing parent participation in educational decision-making, the administration of Spreading Childcare have come to the understanding that wide parental participation in decisions related to learning, as well as to the organization of the school and its activities, promotes transparency and better adjustment to actual family needs and creates a greater sense of shared responsibility around education.

For this reason, the board of directors of Spreading Light Ministry has allowed to be put in place a parent council to meet every quarter on the second Friday of the first month starting **Friday July 8th 2022** to participate in school making decisions and governance. Parents are strongly encouraged to participate or be represented by their chosen representatives and provide their input, constructive criticism to improve the quality of education provided.

All meetings will be prepared by school staff and follow a set of guide lines to stay organized.

Holidays, Vacations, Miscellaneous Closings

The center will not provide child care on the following federal holidays: Labor Day, Thanksgiving break, Memorial Day, Christmas day, the 4th and 10th of July, and New Year's day, on last Friday before week of Christmas, and before closing of the current school year (To be determined).

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. The center's Director is responsible for arranging staff schedules to ensure continuity of service during these breaks. In the event of any other unscheduled 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.

To ensure the safety of our children and staff during extreme winter seasons, the following weather policies will affect the center's opening:

1. The center may delay opening up to 7:00 AM if outdoor temperatures or wind chills fall below 0°F or if snow is expected to fall early in the morning.
2. The center will close if the temperature or wind chills is forecast to be -10°F or lower.
3. The center will close immediately if an official Snow Emergency is declared by the City in which the center operates or if a state weather emergency alert is issued.

These standards help us comply with city safety ordinances and protect our students from dangerous exposure. We will notify you promptly of any closures or delayed openings due to weather via Procure.

Sick Child Policy

The goal of the center is to keep both the children and the caregivers healthy. Therefore, all children must be checked daily. 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 100 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. Only authorized staff can administer medications with written parental permission. And a medication logs will be maintained on file.

Curriculum

Learning Beyond Paper:

Learning Beyond (LB) Curriculum is a research-based, classroom-tested curriculum for infants to Pre-K 4. As a social-constructivist curriculum, LB is designed to create learning opportunities for children through peer-based activities and intentional interactions with their teachers. Our teachers will have access to the full curriculum from tablets or phones, providing real-time support for our learners, opportunities for differentiated instruction, and social-emotional development. LB also includes a STEAM (Science, Technology, Engineering, Art, and Math) focus throughout, and @HomeConnections Newsletters to keep parents informed on everything their children are learning. It includes 52 Weeks of Lesson Plans for Infants through Pre-K 4, Over 4,000 Daily Activities with integrated standards, Training built into daily instruction.

Creative:

The Creative Curriculum is a rigorous framework of study that is developmentally appropriate while still meeting the needs of individual learners. It includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive and language. The social/emotional stage helps promote independence, self-confidence and self-control. Throughout the day, include meaningful discussions and applications to develop the essential mathematical process skills of problem-solving, reasoning, communicating, making connections, and representing. Just like these skills are used by children in their daily lives, we integrate mathematics skill each day in our curriculum.

High Scope: (informational only)

The HighScope Curriculum is uniquely designed to provide a rich academic foundation while promoting independence, decision making, cooperation, creativity, and problem solving in young children. The HighScope Curriculum includes learning objectives, effective adult interaction strategies, and assessment measures that help programs ensure a high-quality experience for all learners. It is Play-based, child-centered, and grounded in research. The most important segment of the daily routine is the plan-do-review sequence, in which children make decisions about what they will do, carry out their ideas, and reflect upon their activities with adults and other children. These higher-level thinking skills are linked to the development of executive functions, which are needed to be successful in school and life.

We do not use HighScope in our curriculum because it's more play-based than a guided framework of study.

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. You will be provided a copy of the daily routine at enrollment.

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.

Use of media such as Television is prohibited for children less than 2 years of age and in the Prek-4 classrooms.

Toilette learning or training must be planned cooperatively between the child regular care givers and the child's parent so the toilet routine established is consistent between the center and the child's home.

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 or to a nearby park as allowed by licensing based on the location. All children are entitled to participate in a field trip. 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 except for children enrolled for GSRP. 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.

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.

Safe Sleep Policy

- Infants under 12 months will be placed on their backs to sleep.
- No soft bedding, pillows, or toys will be in a crib while an infant is sleeping.
- Crib sheets will be fitted tightly.

Heavy objects that could fall on a child such as shelving or televisions will not be above sleeping equipment. They will be properly secured and tightened, not loose in the classroom.

Transportation Safety

A staff member who is pregnant will not drive the school bus, or drive any vehicle with Spreading Childcare students on it.

The bus driver will have at least a chauffeur's license if not a CDL, speak and understand English, be at least 25 years of age and less than 6 points in driving violations to be considered to drive the school vehicles.

A copy of each driver's secretary of state driving record will be obtained each year and kept on file.

Each vehicle will maintain a current registration, insurance, and pass an annual inspection by a licensed mechanic.

Each volunteer or chaperone must provide proof of current registration, insurance and valid driver's license before they can be allowed to drive Spreading childcare students. These documents will be kept in the chaperone's folder.

Each vehicle transporting spreading childcare children will have a First Aid Kit, three bidirectional emergency reflective triangles, not less than three 15 minute flares or an approved battery operated substitute.

Meals

We currently serve breakfast and snacks only. Meal times are as follows:

Breakfast: 7:00 AM – 7:30 AM

Lunch: 11:35 PM – 12:00 PM

Supper: 3:00 PM – 3:20PM

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 may provide meals for their children if the center doesn't provide them especially 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 and CACFP nutritional guidelines.

Child Care Nutrition Plan

Spreading Childcare has developed nutrition policies outlined in the nutrition plan to encourage the development of good eating habits that will last a lifetime. This nutrition plan must be share with parent during enrollment. A copy of the plan must be printed for the parent to keep.

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 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: 12:15 PM – 2:30 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: change of clothes, blankets, bag (Book bag, tote or a similar bag to store your child's materials).

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 100 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.

Childhood vaccines or immunizations can seem overwhelming when you are a new

parent. It is important though to keep up with vaccinations, because not only they protect your child from deadly diseases, such as polio, tetanus, and diphtheria, but they also keep other children safe by eliminating or greatly decreasing dangerous diseases that used to spread from child to child.

A vaccine is a dead, or weakened version, or part of the germ that causes the disease in question. When children are exposed to a disease in vaccine form, their immune system, which is the body's germ-fighting machine, is able to build up antibodies that protect them from contracting the disease if and when they are exposed to the actual disease.

Over the years, vaccines have generated some controversy over safety, but no convincing evidence of harm has been found except the Covid-19 vaccine that is not unanimously endorsed and supported by all scientists and doctors because of the relatively new method by which it was created (messenger RNA introduced in the cells through lipid nano-particles). And although children can have a reaction to any vaccine, the important thing to know is that the benefits of unanimously accepted vaccinations far outweigh the possible side effects.

The tools we use are the vaccine schedules recommended by agencies and organizations, such as the CDC, the American Academy of Pediatrics, and the American Academy of Family Physicians covering about 14 different diseases. We follow these recommendations by uploading immunization records for compliance and update notifications through the Michigan Care Improvement Registry (MCIR). This Registry meet the needs of immunization record and updates requirement, which in return meets the needs of families and staff. Vaccination update notifications will be shared in the parent portal.

Cleaning and Sanitizing Policy

This policy covers daily cleaning routines, sanitation protocols, and infection control measures. Teachers are responsible for maintaining a clean environment throughout the day. This includes Classrooms and Activity Areas, Playgrounds/Outdoor Areas, Clean high-touch surfaces, restrooms, and toys after snack or lunch times. A janitor will perform a thorough cleaning of all areas, ensuring all surfaces, toys, materials, offices, and restrooms are sanitized after closing. Restock supplies as needed.

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. Documentation of current immunizations, a signed statement of parental objection to the immunization (waiver), or a medical exemption signed by a physician **MUST** be provided within 30 days after the child's first day of school. Parents must be notified of missing immunization records.

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:

Birth certificate must be provided during enrollment or on the first day of school. 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.

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.

Children with Special Needs

As part of our inclusion and non-discrimination commitment, the goal of the center is to provide high quality, developmentally-appropriate early care and education experiences that will provide a foundation for successful school and social relationship. This is important to comply with the law and give everyone the opportunity to succeed in life. We use trainings online resources to train staff on an ongoing basis on inclusion and special needs. This helps meet the needs of the

family because all parents can get back to work and not worry about missing work because of their children disability. This information is shared on our website, in the parent handbook and policy statement.

Commitment to Diversity

The purpose of this policy is to set a policy so that SPREADING CHILDCARE employees behave in a manner representative of its ethical and/or moral commitment to provide quality services to our families.

It is important that SPREADING CHILDCARE maintains a written Cultural Competency and Diversity Plan that describes how the linguistic and cultural needs of our staff and families are met in order to be inclusive, gain families trust and build customer's list. It is our policy to effectively provide services to families of all cultures, races, disability, age, gender, socio economic status, languages, ethnic backgrounds, spiritual beliefs and religions in a manner that recognizes, values, affirms, and respects the worth of the individuals and protects and preserves the dignity of each person. SPREADING CHILDCARE adheres to the equal employment opportunity policy and non-discrimination practices.

PROCEDURE: SPREADING CHILDCARE policy is implemented by the following plan.

Introduction:

Cultural competence is an integral part of SPREADING CHILDCARE. We meet the needs of children, families, and staff by making sure those employed by SPREADING CHILDCARE who are in direct contact with families demonstrates the following:

- Recognize, value, affirm and respect the worth of each individual recipient and family and protect and preserve the dignity of each person.
- Utilize appropriate resources to ensure linguistic needs of the family are met.
- Assess family acculturation to aid in matching families with appropriate community-based resources and provide child care education.
- Utilize culture-specific information provided in training and/or employee orientation to assist in identifying and determining the cause of culture-based issues and miscommunication and to resolve them.

The National Center for Cultural Competence (NCCC) maintains a database of a wide range of resources on cultural and linguistic competence (e.g. demographic

information, policies, practices, articles, books, research initiatives and findings, curricula, multimedia materials, assessments, and websites, etc.) The NCCC uses specific review criteria for the inclusion of these resources. These are the tools we use for our program.

SPREADING CHILDCARE ensures non-discriminatory and respectful services to all families. Ongoing improvement and widespread dissemination of these efforts evidences SPREADING CHILDCARE's commitment to the provision of culturally appropriate services and care.

All employees, and families have access to the SPREADING CHILDCARE Cultural Competency and Diversity Plan, as the essential plan elements are included in the staff handbook, the policy statement, the parent handbook, and on our website at www.spreadingchildcare.org. It is also available separately upon request.

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:

- *Service 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 Consent and 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.

- *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 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.

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 may be paused for the following reasons:

- Child care fees are 10 days or more delinquent.
- Child unpaid account balance is \$300 or more.
- A child is absent for 10 days or more without reasonable explanation or payment from the parent.

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, it is convenient to please contact your child's teachers or the Center Director before removing your child from the center.

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
