

Ida Kids

Center



Childcare Handbook

**Prince of Peace Lutheran Church
1920 Lewis Avenue
Ida, Michigan 48140
734-269-2481**

CHILDREN'S BILL OF RIGHTS

We, the faculty and staff of Ida Kids Center, pledge to recognize and honor this Children's Bill of Rights.

- Every child in our program has the right to be respected as an individual with concern for his or her interests, handicaps, special talents, individual style, and pace of learning. The center respects each child's home culture and promotes and encourages the involvement of the traditional family, extended family and the non-traditional family unit. During enrollment we ask specific questions about your cultural practices, and encourage each child to bring in items from your home environment to incorporate into the classroom. The Ida Kids Center is committed to teaching children about the world we live in.
- Every child has the right to a calm, warm, loving and nurturing environment so that they feel valued and secure, and are thus able to develop positive self-esteem.
- Every child has the right to personal attention, a relaxed atmosphere, and freedom of choice in his/her daily activities.
- Every child has the right to have all physical needs met, including the need for rest and relaxation throughout the day. Children with special needs will be given daily written reports on the child's daily progress and overall development. Accommodations such as a ramp, bathroom facilities, schedule needs, and IEP goals are available and will be used and adjusted as needed for each child's specific needs. We will work with families to provide referrals to appropriate community partners to further assist each child's needs and progress.
- Every child has the right to a clean, safe environment in which to spend his/her day.
- Every child has the right to experience a variety of activities throughout the day that help him or her develop a feeling of independence and confidence. These activities provide opportunities for creativity, exploration, learning and development in language skills, gross and fine motor skills, cognitive skills, social skills and emotional/psychological maturation. The center welcomes parental input at all times and offers an open door policy to participate in your child's experience at the Ida Kids Center.

TABLE OF CONTENTS

Introduction.....	1
Philosophy.....	1
What You Can Expect from Us.....	2

POLICIES AND PROCEDURES

Admission	2
Hours of Operation.....	3
Tuition	4
Drop-In Care.....	4
Arrival and Departure	5
Late Pickup Fee.....	5
Termination of Care.....	6
Daily Schedule	7
Outdoor Play	7
Meals and Snacks	8
Daily Reports.....	8
Parental Visitation/Participation	8
Staff and Volunteer Screening.....	8
Necessities from Home.....	9
Diapering Supplies	
Extra Clothing	
Quiet Time / Nap Necessities	
Personal Possessions	
Toilet Training.....	9
Health.....	10
Medications	11
Injuries and Accidents	12
Child Abuse	12
Emergencies	12
Discipline	13
Suspension/Expulsion from Public or Parochial Schools	15
Inappropriate Parent Conduct.....	15
Pesticide Application.....	16

INTRODUCTION

Ida Kids Center (IKC) was opened as a non-profit organization in 1995. We are dedicated to providing quality childcare for children 13 months up to 13 years of age. IKC provides the Ida Community with a locked and secure childcare setting where children can learn, play and socialize; a place where children are nurtured and encouraged and Christian values are constantly modeled.

Listed below are the State of Michigan's guidelines for caregiver to child ratios (caregiver:children).

13 months to 2 ½ years 1:4

2 ½ years to 3 years 1:8

3 years to 4 years 1:10

4 years to 5 years 1:12

6 years to 12 years 1:18

PHILOSOPHY

Whether at home or in childcare, we believe that children need a consistent predictable environment. An important part of the childcare experience is giving parents as well as children a supportive and loving atmosphere on a daily basis. With this environment we strive to create parental peace of mind, child confidence, and developmental progress. We believe children learn by doing, by being offered interesting and challenging activities along with guidance, encouragement, and appropriate limits. The overall goals of our program are to provide care and experiences that help each child develop mentally, physically, emotionally and socially.

We see child care as an extension of parent care, not a substitute. To be beneficial, it takes all three components:

PARENTS STAFF CHILDREN
 ...working together

WHAT YOU CAN EXPECT FROM US

1. We will do everything in our power to maintain the health, safety and well-being of the children in our care.
2. In order to protect children, we will not release them to any unauthorized person.
3. The information families share with the Director and staff will be kept in strict confidence.
4. In order to maintain sensitivity to individual children, we will not discuss them with staff or parents in the children's presence.
5. Children and families will be treated with respect regardless of variations in ethnic background, lifestyle, gender or religion.
6. We will strive to enhance the overall development of each child in the program.
7. We will consistently strive to enact programs based on sound child development principles as well as relevant research in the field.
8. We will incorporate Christian values throughout the day. Bible stories, crafts and prayer before meals are staples of our program.

WHAT WE EXPECT FROM YOU

1. Follow all the policies and procedures set forth in this handbook.
2. Inform the Director of any concerns or problems. If these are not settled to your satisfaction you may contact an IKC board member.
3. Pay tuition on a timely basis.

POLICIES AND PROCEDURES

ADMISSION

Children are accepted into our program without regard to race, color, religion, or national origin. Enrollment is done on a first-come, first serve basis. If a program is full, you may request to have your name placed on our waiting list.

A non-refundable registration fee of \$50 is charged for the first child with a \$50 family maximum. The registration fee covers a 12-month period and must be renewed every September. The registration fee will be waived for all biological or adopted children of Prince of Peace Lutheran Church members. Children registering at any time during this 12-month period will need to pay the \$50 fee at the time of enrollment and again in September if they plan to attend IKC during the school year.

A completed registration packet must be on file in the office within one week of the child's start date. The registration packet includes Parent/Provider Contract, Child Information Sheet, Child Registration Form, Health Appraisal Form, Childcare Provision Sheet, Emergency Sheet and a sheet acknowledging Receipt and Understanding of the Parent Handbook. These forms are available from the office or may be printed from our website. If a child's file is incomplete after the first week, the child will not be able to attend until their file is completed.

IKC will accept and care for children with special needs if the child's needs can be reasonably accommodated by the program. Each child's needs will be evaluated individually. If a child's needs cannot be reasonably accommodated or if a child's attendance poses a direct threat of harm to the child, other children or members of the IKC staff, the child will be dismissed from the program.

HOURS OF OPERATION

Ida Kids Center provides care Monday through Friday from 6:00 a.m. to 6:00 p.m.

We are closed on the following days:

Memorial Day

July 4th

Labor Day

Thanksgiving Day and the Day After Thanksgiving

Good Friday & Easter

*The center will be closed for Christmas Break following Ida Public Schools calendar and resumes in January.

*The days surrounding major holidays & Ida's spring break we will survey parents to determine the need for care. If enough parents respond positively, we will remain open. However, if you say you will be needing care for the week you will be billed based on your survey response.

In the event of school cancellation (scheduled or unscheduled) or weather delay the Before and After School Program will be extended to care for children enrolled in this program. The hourly daycare rate will apply to the hours your child is in our care. IKC will make every effort to remain open in severe weather. In the event of very severe inclement weather, we will announce our closing in a BRIGHTWHEEL message to each family.

TUITION

Payments are due on a weekly basis. You will receive an invoice from QuickBooks in your email for the previous week of care; payment is due at this time. Payments may be made via cash, check, or by online payment. Checks should be made payable to "Ida Kids Center." Cash payments should be placed in an envelope (provided by the payment box) and labeled with your child(ren)'s name prior to depositing in the tuition box. Be advised that IKC is not responsible for lost or stolen cash payments. Credit will not be made to an account for cash deposited in the tuition box that is not received by IKC. If tuition is not received by Friday at 6:00 p.m., you will be charged a \$10 late fee. If tuition has not been paid by the second Friday following invoicing, your child may not return to IKC until all fees are paid in full. Tuition payments are non-refundable.

A weekly attendance schedule is agreed upon in the Parent/Provider Contract. Your payment obligation is based on the hours of care that you have arranged in your contract. A 24 hour notice is required to make any possible changes to an existing contract. To maintain our quality program and licensing regulations, we are required to schedule staff based on the number of children scheduled to attend the center on a given day.

Please keep in mind, we do have a no-show policy. If your child does not show for their contracted schedule at the day care and we have not had communication from you, you will be charged for a full day of care.

Any child getting off the school bus will be charged a minimum of our regular hourly rate. Parents must meet them inside the building if they wish to take them home following the buses arrival.

Any check returned to us by your bank for non-sufficient funds will result in a charge in accordance with First Merchant's bank fees. The charge will be added to your next tuition payment in addition to any resulting late fees. If IKC receives three NSF checks, only cash will be accepted as a method of payment.

ARRIVAL AND DEPARTURE

Upon arrival, you will enter a secure code into the keypad system, (at any time if the code needs to be changed, a BRIGHTWHEEL message will be sent to you with a new code) then walk your child to their classroom and make sure that a caregiver is aware of your child's presence. You will need to sign your child in on the tablet in the hallway using the BRIGHTWHEEL app. This app is also used to account for children in case of an emergency so it is important that they are signed in.

When picking up your child, please make sure that your child's caregiver is aware that your child is leaving the Center. Also make sure to sign your child out on the tablet with the BRIGHTWHEEL app.

We will not release your child to anyone other than the person(s) listed on your "Child Information Card." No exceptions will be honored without a written permission slip that is signed and dated by an authorized parent or guardian that identifies the individual(s) permitted to pick up the child and the exact date(s) of the exception. A new child Information Card should be completed if the above exception is expected to cover a lengthy period of time. The individual picking up your child will be asked for picture identification. If positive identification is not provided, the release will be denied.

Parents must be aware that IKC staff is not properly trained to make assessments relating to intoxication or other impairment and therefore assume no responsibility to assess the competency or condition of the individual appearing to pick up the child.

Note: We are required by law to release a child to either legal parent/guardian UNLESS there is a court order on file at the Center.

LATE PICK UP FEE

Our opening and closing hours are 6:00 a.m. to 6:00 p.m. We understand that emergencies occur, but every effort needs to be made to pick up your child by 6:00 p.m. Any parent arriving after 6:00 p.m. will be charged \$20.00 late pick up fee. After 6:15 p.m. the charge will be increased to \$40.00. After 6:30 p.m. the late pick-up fee is \$60.00. This fee will be added to your next invoice. Any late pick-up fees occurred must be paid by cash within the next billing period.

If you fail to pick up your child at 6:00 p.m. and have not contacted IKC by 6:10, we will begin calling the emergency contacts listed on your "Child Information Card". If there is no one available to pick your child, at 6:45 p.m. Child Protective Services will be contacted. You will be responsible for all fees incurred until your child is either picked up by the emergency contact or Child Protective Services. Termination of care will occur if your child is picked up past 6 p.m. three separate times without proper communication or reasoning.

TERMINATION OF CARE

By working together and communicating openly, we believe that problems can be prevented. We sincerely hope you and your child(ren) can continue attending IKC. If it should become necessary to withdraw your child from the Center for any reason, we would appreciate written notice at least 2 weeks in advance. In the event that two weeks written notice of withdrawal is not provided, you will be billed an amount equal to two weeks of childcare fees.

If problems arise that cannot be resolved, we reserve the right to terminate enrollment. In most situations we will provide you with a two-week notice of termination; however, IKC may terminate this agreement without notice if: a child's continued participation in the program causes a direct threat to the safety of him/her self, other children or IKC staff; tuition and /or fees are not paid when due; a parent should engage in inappropriate parent conduct. Termination of care can also occur if your child is picked up past 6 p.m. three separate times without proper communication or reasoning.

DAILY SCHEDULE

13 months to 5 years **** Creative Curriculum is used in all classrooms**

- 6:00 - 7:00 – Quiet activities
- 7:00 - 7:30 – Breakfast and Bathroom Break
- 7:30 - 9:00 – Free Play (breakfast for children arriving during this time)
- 9:00 - 9:30 – Large Group (Mighty Minutes, Read Aloud Time, music)
- 9:30 - 9:50 – Bathroom Break and Snack
- 9:50 - 10:20 – Outdoor Play (weather permitting) or gym
- 10:20 - 10:30 – Bathroom Break
- 10:30 - 11:00 – Choice Time/ Small Group Activity
- 11:00 - 11:30 – Clean up and Recall Meeting
- 11:30 - 12:00 – Lunch Prep/Lunch
- 12:00 - 12:30 – Bathroom Break/Outdoor Play/Gym
- 12:30 - 2:15 – Quiet Time / Nap
- 2:15 - 2:30 – Wake-up Time and Bathroom
- 2:30 - 3:00 – Bathroom Break and Snack
- 3:00 - 3:15 - Outdoor Play/Gym
- 3:15 - 4:00 – Choice Time/Small Group
- 4:00 - 6:00 - Bathroom Break/Small Group Activities

Before and After School Program

Before School

- 6:00 - 7:00 – Quiet activities based on the theme of the week
- 7:00 - 7:30 – Breakfast and Bathroom Break

After School

- 3:30 - 4:00 – Bathroom Break, and Snack Time
- 4:00 – 5:00 – Outdoor Time (weather permitting) or gym time
- 5:00 - 6:00 – Homework Time or Individual Activities

OUTDOOR PLAY

Outdoor play is an integral part of our program. Children will be going outside three times a day, during our business hours, weather permitting. Caregivers will plan indoor activities in the gym on inclement weather days.

Parents are asked to see that children are appropriately dressed so they can enjoy outdoor activities even on nice winter days. If you do not want your child to go outside in the winter you must sign a release to keep them inside.

MEALS AND SNACKS

We believe that healthy foods are very important to young children. The Ida Kids Center realizes that we play an important role in helping your child learn about and enjoy nutritious foods each day. Our snacks follow the guidelines of the CACFP. (Children and Adult Care Food Program).

A morning and afternoon snack is served daily to children. Children arriving early in the morning are welcome to bring their own breakfast, however this must be eaten by 9:00. Lunch is from 11:30 to 12:00. Children attending the Center during lunchtime should bring a lunch from home. We encourage parents to prepare healthy foods for their child's lunch. A refrigerator is available for storing lunches and a microwave oven is available for heating meals. Please label your child's sack or lunchbox with his/her name and place it in the refrigerator upon arrival. We request the toddlers bring in a sippy cup and lid labeled with their name. Milk, juice, and water will be provided accordingly.

DAILY REPORTS

BRIGHTWHEEL messages are sent home daily about toddlers informing you of the times and amounts that they ate, diaper changes, and special things that happened during the day. Daily reports are available for older children upon request.

PARENTAL VISITATION/PARTICIPATION

We welcome parent visitation during normal hours of operation. You are encouraged to stop by and visit the Center at different times of the day or to assist with parties and special events. You are also welcome to message on BRIGHTWHEEL to check on your child to see how they are doing.

STAFF AND VOLUNTEER SCREENING

IKC requires that all staff and non-parent volunteers provide documentation from the Department of Human Services (DHS) that he or she has not been placed on the state central registry for substantial abuse and neglect. Parent volunteers are required to provide documentation from the DHS.

NECESSITIES FROM HOME

Diapering Supplies

Parents are required to supply diapers and wipes for their child. Cubby space will be provided to store these supplies under the diaper changer. We will message you on BRIGHTWHEEL to notify you when your supply is running low.

Extra Clothing

It is important that you keep an extra change of clothes at the Center at all times. All personal items need to be labeled with your child's name.

Quiet time/nap necessities

Please bring in a labeled blanket and/or pillow for you child to use during quiet time/nap. These items must be taken home every Friday and washed.

Personal possessions

We ask that your child not bring toys to the Center, except for one toy or stuffed animal that may be needed to ease your child's transition from home to school. One blanket and small pillow is also suggested for naptime. If your child has a book they would like to share with the class, please label it with your child's name and give it to a caregiver so that she may put it away until an appropriate time. Tablets are allowed only on days when public school is not in session for a rest period for the older children. We ask that school age children do not bring toys or items from home as well. Toy guns or weapons of any kind, including squirt guns, are not permitted at the Center at any time. **We cannot be responsible for the loss or damage of personal items that are brought to the Center.**

TOILET TRAINING

In most cases, children must be out of diapers/pull-ups to transition out of the toddler room into regular daycare.

Toilet training requires a child's ability to control their bladder and bowels and the ability to communicate their needs to an adult.

Children are usually ready to begin toilet training when they show an interest in using the toilet and they recognize that they have messed their diaper or when they can communicate their need to go to the bathroom.

When you feel that your child is ready to begin toilet training we can work together to make the experience positive. If your child shows resistance, it may be better to wait until they are more receptive to the idea.

HEALTH

It is essential that the children's health records be maintained. These records consist of the Child Information Card and Health Appraisal Report that includes the child's immunization record. The Michigan Department of Social Services requires these documents be on file on the first day of care at Ida Kids Center. Parents are required to update forms with current immunization information on a regular basis. The director will verify each child's file for immunization accuracy.

We encourage safeguarding the health of all our children. We will provide daily health checks for each child. We will use the following guidelines to evaluate your child's health.

Your child should remain at home if:

- Child has a temperature of 100.0 or above when taken under the arm.
- Child is experiencing 2 or more episodes of diarrhea during a 24-hour period.
- Child vomits
- Child exhibits severe coughing, causing the child to become red or blue in the face or makes a whooping sound
- Child experiences difficult or rapid breathing
- Child has a weepy, red eye that feels sore or itchy. Discharge of pus, causing eyelashes to stick together.
- Child has untreated infected skin patches, rashes or lice
- Child has a contagious condition (i.e., strep, etc.)
- Child is not feeling well enough to participate in classroom activities.

Parents of children who develop these symptoms while in care will be called to remove their child from the Center in a timely manner to ensure a healthy environment for other children. If your child should come down with a contagious condition of any kind, please notify the office or caregiver. Please do so even if this occurs on the weekend.

Please note that if your child is sent home with any of the above symptoms, he/she must remain at home for 24 hours from the time the child leaves the center. If, after this time, symptoms no longer exist, he/she may return to school.

If a school-aged child is sent home or is unable to attend school because they exhibit signs of a communicable disease they will not be allowed to attend the Center until they are well enough to return to school.

A doctor's note is not necessary for a minor illness. If your child has had a serious illness or disease in which he/she has been absent for five or more consecutive days we request a signed note from your child's physician.

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

Families are expected to call or message on BRIGHTWHEEL indicating the child will be absent and the cause of the absence. The office number is 269-2481.

An answering machine will record any messages that are left between 6:00 p.m. and 6:00 a.m.

MEDICATIONS

Medications will be administered only if a medication permission form is completed and signed by the parents. Prescription medication must be brought to us in the original bottle with a childproof lid. The bottle must be labeled with the child's name, current date, exact dosage, specific number of doses and/or times to be administered, and route of administration. Medication will be administered only in accordance with the instructions given by the physician. IKC will not honor any instructions that contradict the instructions given by the physician. Medication will be kept in the Director's office in a locked box. There is a refrigerator in the Director's office for any medicines that need refrigeration.

Over-the-counter medication must be in the original container, stored according to instructions, and clearly labeled with your child's name. Medication will be administered only in accordance with the instructions on the label. IKC will not honor any instructions that contradict the instructions stated on the label.

We cannot administer any medication that has expired.

INJURIES AND ACCIDENTS

In the event of an accident or emergency, the following steps will be taken:

1. Someone will stay with the child at all times and first aid will be administered.
2. The parent/guardian will be notified immediately.
3. With a serious accident, 911 will be called and rescue squad will transport the child.
4. With any accident or injury, an accident report will be filled out and a copy will be given to the parent.
5. Parents will be responsible for all resulting medical services.

CHILD ABUSE

Our staff is required by law to report any suspected abuse to the Michigan Department of Social Services.

EMERGENCIES

1. No child will be left alone or unsupervised at any time.
2. Caregivers have access to a working phone at all times.
3. Fire drills are held monthly, at varying times, and a record of these is maintained at the Center.
4. A tornado drill is held before the beginning of tornado season.
5. Fire, emergency, and weather plans are posted in each classroom, in the emergency preparedness kit in each classroom, and in the Director's office. This plan explains actions to be taken by the caregivers and outlines caregiver responsibilities in case of fire emergencies and weather alerts. A diagram showing evacuation routes is also posted.

6. A caregiver in charge of a group of children will be responsible for their safety.
7. If there is an elevation of national or local safety to Level Red the Center will be in lockdown. Children will be moved to a secure area of the building away from windows and doors. If parents want to pick up their children they will be required to wait outside of the facility while their child is signed out and brought to them by a caregiver, parents will not be allowed into the Center. Toledo TV Stations 11 and 13 will carry instructions for all local disasters.

DISCIPLINE

Young children are just learning how to get along in a group. The role of the caregiver is to help children learn acceptable ways to achieve the goals they seek. Caregivers give children cues about which behaviors to maintain or avoid and which alternative behaviors may be more successful. The overall discipline policy is aimed to help children learn to develop internal behavior controls.

The classroom environment sets the stage for children to behave in certain ways. The caregivers prepare or structure the environment to reduce and avoid problems thus helping to provide an atmosphere for more positive interaction between the caregivers and the children.

Rules are made to protect the children from being harmed or from hurting others and to protect the property and rights of others. Rules are also made to enhance children's development not hinder it.

To be sure a child learns how to follow a rule they will be reminded of the rules when necessary and praised when they are following them.

Intervention

When a rule is not being followed or when a caregiver feels it is necessary to intervene, the following sequence of skills are used:

1. Labeling the behavior - the caregiver will describe some aspect of the child's behavior in a statement.

2. Giving a personal or "I" message - a personal message is a way of making a child aware of how the caregiver feels. It is a way to help the child recognize the effects of their actions on others. ("I do not like the words you are using, they make me sad.")
3. The caregiver will provide the child with an alternative behavior. It is important to give the child the chance to change their behavior.

Time-out is used as a last resort and only if the child has lost control during this sequence. The caregiver asks the child to choose, or chooses for them, a quiet place in the classroom where they can sit. The child must remain calm for a definite period of time before leaving the area. (1-5 minutes is appropriate depending on the child's age.) The purpose of time-out is to help the child regain control. Never will a child be isolated.

Severe Discipline Problems (Young child)

After three behavior notes have been given out concerning a child's behavior, the director and parent(s) will have a conference. Together they will outline a plan to help the child attain the desired behavior. A time frame will be agreed upon for the child to reach these goals. The behaviors not accepted include biting, hitting, cursing, slapping, inappropriate touching and consistently not listening to the teachers. We realize that children this age are learning how to behave in a group setting. The staff of The Ida Kids Center will work to help these young children learn acceptable social behavior. If a desired level of behavior can not be reached after these attempts, the director will ask the child to permanently leave The Ida Kids Center.

Severe Discipline Problems (School Age child)

In the best interest of all of the children attending the Center and the caregivers, Ida Kids Center reserves the right to discontinue service to any family immediately and without notice when, in the opinion of the Director, a child

is behaviorally defiant or represents an emotional or physical danger to other children or employees of the Center. The following steps will be taken:

1. First Offense: a verbal and or written notice will be given to the parent or guardian. If a child is physically or verbally threatening towards the caregivers or another child, the child will be sent home for the remainder of the day. We reserve the right to expel a child depending on the severity of the threat.
2. Second Offense: a 3-day suspension (you will be billed for tuition during the suspension)
3. Third Offense: permanent expulsion from Ida Kids Center.

SUSPENSION/EXPULSION FROM PUBLIC OR PAROCHIAL SCHOOLS

If a child has been suspended or expelled from school for any reason, he/she will not be permitted to attend the Center until the school has reinstated them. We will need written notification from the school of the reinstatement.

INAPPROPRIATE PARENT CONDUCT

Parents must be aware that adults serve as role models for children. Additionally, IKC is responsible for protecting the children in our care, and providing a safe workplace for our staff members. Therefore, it is critical that, while on Prince of Peace property, parents conduct themselves in a professional and rational manner at all times. IKC reserves the right to immediately terminate the childcare contract if a 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 persons or children
- possession of illegal substances or firearms
- verbal or physical abuse of any child
- profanity
- indecent exposure

PESTICIDE APPLICATION

As part of the Center's pest management program, pesticides are occasionally applied. You may request to be informed prior to any application made to the Church grounds and building.