

Ida Kids Center



Preschool Handbook

**Prince of Peace Lutheran Church
1920 Lewis Avenue
Ida, Michigan 48140
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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.

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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.

PHILOSOPHY

When it comes to learning, we believe:

Children develop emotionally, intellectually, physically and socially. All areas of development are interrelated and are equally important.

Every child develops at their own pace.

Children learn best when they feel comfortable and secure.

Children learn best when activities are designed so that information and skills are presented repeatedly and in varied ways.

Children learn best when activities are designed to teach through the active manipulation of objects.

Between the ages of 2 and 7, children are:

Developing attitudes about themselves.

Gaining mastery of their body.

Developing problem solving skills.

Developing internal controls.

Learning how to communicate effectively.

Learning how to influence others.

Learning rules of society.

Mentally organizing their world.

We believe children's future life success is predicated on having a firm foundation of experiences related to the above developmental tasks. All of the above are incorporated into our program in a variety of ways.

Whether at home or at Preschool, we believe that children need a consistent predictable environment. An important part of the Preschool 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.

For your child to learn successfully, it takes all three components:

PARENTS TEACHERS 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 teachers 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. Open enrollment is done on a first-come, first serve basis starting the first week of March. 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 each child at the time of enrollment. The registration fee covers a 12-month period from September to September and becomes active the first day your child attends the center. The Ida Kids Center registration fee will be waived for all biological or adopted children of Prince of Peace Lutheran Church members. We must have your registration fee to place your child's name on our class list.

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 Preschool Handbook. These forms are available in the office or on 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.

PROGRAM HOURS

3-Year-Old Program

Tuesday and Thursday

A.M. (9:00 to 11:30)

4-Year-Old Program

Monday, Wednesday and Friday

A.M. (9:00 to 11:30) or P.M. (12:15 to 2:45)****

****only if enough children
are enrolled.

The Preschool program follows the Ida Elementary calendar. In the event of school cancellation (scheduled or unscheduled), Preschool classes will be canceled. Morning Preschool will **NOT** be canceled on days when the Ida School District calls a weather delay.

In the case of extremely severe weather which closes our daycare as well, we will announce our closing in a BRIGHTWHEEL message to each family.

TUITION

Tuition is billed on a monthly basis. Before the end of each month, you will receive an email invoice from QuickBooks for the upcoming month. Tuition is due on or before the first day of the following month. 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 the 5th day of the month at 6:00 p.m. you will be charged a \$10 late fee. If tuition has not been paid by the 10th day of the month, your child may not return to IKC until all fees are paid in full. Your child's spot will not be held and reenrollment may be denied if space is not available. Tuition payments are non-refundable.

The Preschool schedule based on the Ida School calendar and credit for vacation days has been built into the tuition schedule. There are no tuition credits given for missed days due to illness, family vacation or other events.

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 added to your next tuition payment in addition to any resulting late fees. If IKC receives three NSF checks, only money orders or cash will be accepted as a method of payment.

ARRIVAL AND DEPARTURE

Upon arrival, please walk your child to their classroom and make

sure that a teacher is aware of your child's presence. You will need to sign your child in on BRIGHTWHEEL via the tablet in the hallway. The app is also used to account for children in case of an emergency so it is important that they are signed in. **We request that you do not bring your child in any earlier than 5 minutes prior to the scheduled start of Preschool, our teachers need time to prepare for the day's lessons.**

When picking up your child, please make sure that your child's teacher is aware that your child is leaving the Center. Also make sure to sign your child out on the tablet in the hallway using BRIGHTWHEEL. **When picking up your child please make sure that you arrive no later than 5 minute after the scheduled end of class. If a parent is more than 10 minutes late, a minimum of 1 hour at the Drop-In rate will be charged.** If you fail to pick your child up from Preschool you will be billed at the Drop-In rate until you or a person from your "Child Information Card" picks your child up. If there is no one available to pick your child up by 6:00 p.m., Child Protective Services will be contacted.

If you find that you need to drop your child off before the start of Preschool or will not be able to pick them up in a timely manner at the end of class we ask that you use our drop-in childcare services. Our Preschool teacher's schedules do not allow them to provide daycare service. Drop-in care will be provided at the existing drop-in rate. We would appreciate a minimum of 24 hours notice if you plan to use this service. Staff to child ratio, classroom activities and Center-wide staffing conditions are among the factors that will be used when determining approval of drop-in care.

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 or message on BRIGHTWHEEL 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. This also includes Brightwheel app access as requested.

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 preschool 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.

DAILY SCHEDULE **Creative Curriculum is used in all classrooms

Morning Program

9:00 - 9:20 – Sign in and individual play or drawing at seats

9:20 - 9:25 – Clean-up and greet the helper of the day

9:25 – 9:35 – Large group, mighty minutes, show and tell

9:35 – 9:50 – Bathroom and Snack

9:50 - 10:10 – Read Aloud time/Small groups/journal writing

10:10 – 10:55 – Choice time

10:55 - 11:05 – Clean up and Recall Meeting

11:05 - 11:25 – Gym / outdoor play (weather permitting) 11:30 Class Ends

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Afternoon Program ** if applicable

12:15 - 12:35 – Sign in and individual play or drawing at seats
12:35 - 12:40 – Clean-up and greet the helper of the day
12:40 - 12:50 – Large group, mighty minutes, show and tell
12:50 - 1:05 – Bathroom and Snack
1:05 - 1:25 – Read Aloud time/ Small groups/journal writing
1:25 - 2:10 – Choice time
2:10 - 2:20 - Clean up and Recall Meeting
2:20 - 2:40 – Gym / outdoor play (weather permitting)
2:45 Class ends

PROGRAM GOALS AND OBJECTIVES

3-Year-Old Program

Your child should be 3 years old by September 1st of this year to enroll in the 3-year-old program. We also require them to be fully potty trained. This class will be the first time that many children are exposed to a school environment. One of the main goals of this class is to help your child adapt to a school environment. Socialization is another important objective; responding to adult authority as well as encouraging cooperative play with children of a similar age.

Circle time will include exposure to the calendar: the day of the week, the month and season will be discussed on a daily basis as well as the weather. Your child will be introduced to all of the letters of the alphabet, and numbers 1 to 20; shapes and colors will also be reinforced. Songs and finger play are a favorite part of this time. We use The Creative Curriculum as the foundation of our program.

Children will get to enjoy a snack and story every school day.

Choice time encourages children to participate in crafts and academic activities that work to enhance fine motor skills, hand-eye coordination, and cognitive thinking. Coloring, gluing, and cutting are just a few of the many activities that are offered.

Gross motor development is stressed when children go outside to play in the play yard; there are structures to climb, swings to swing on, and plenty of space to run. When the weather does not allow us to enjoy the fresh air we plan activities in the gym; we have tricycles, scooter boards, balls and lots of other equipment that will challenge young bodies.

Please remember to check your child's mailbox after school so that your child may share their work with you.

4-Year-Old Program

Your child should be 4 years old by December 1st of this year to enroll in the 4-year-old program. This program is designed to prepare your child for Kindergarten. Your child will enjoy all of the activities listed above: circle time, snack, story time, center time and gym or outdoor play, all geared towards 4- and 5-year-olds. Your child will work on forming letters, zoo-phonics basics, writing their name, and memorizing their phone number and address. Body part recognition will be reviewed as well as colors and shapes. Children will also work on letter and number (1-10) recognition, and counting from 1 to 50. Please remember to check your child's mailbox after school so that your child may share their work with you. We use The Creative Curriculum as the foundation of our program.

SNACKS

A morning or afternoon snack and drink will be provided by the parents. A sheet will be given out each month with a schedule for the day each family will be asked to provide the snack and drink. A list of acceptable snacks will be given out at the beginning of the school year.

PARENTAL PARTICIPATION

We welcome parent participation and assistance with parties and special events. A sign-up sheet to provide treats and supplies for parties will be on the bulletin board outside the classroom a few weeks in advance of a scheduled party.

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

Backpack with Extra Clothing

It is important that your child brings an extra change of clothes to school every day in their backpack. Accidents do occur and children feel more comfortable in their own clothes. All personal items need to be labeled with your child's name.

Supplies for the School Year

We will send in the mail a list of school supplies needed for the upcoming school year. A parent can either purchase the supplies on the list, or pay a flat fee of \$30.00 to the Ida Kids Center and we will put it toward the supplies needed for the year.

Personal possessions

We ask that your child not bring toys to Preschool, except for items that are to be used for show and tell. If your child has a book that they would like to share with the class, please label it with your child's name and give it to a teacher so that she may put it away until an appropriate time. Please have your child leave their money, trading cards and game systems at home. Toy guns or weapons of any kind 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

Children must be toilet trained to attend Preschool at Ida Kids Center.

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 Preschool. 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 will provide daily health checks for each child.

We encourage safeguarding the health of all our children. 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 at Preschool will be called to remove their child from the class 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 teacher. 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.

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 at Preschool, it is possible that the child may be exposed to a contagious illness or disease.

Families are expected to call the center or send a BRIGHTWHEEL message 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.

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. Teachers 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 and in the Director's office. This plan explains actions to be taken by the teachers and outlines teacher responsibilities in case of fire emergencies and weather alerts. A diagram showing evacuation routes is also posted.
6. A teacher 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 teacher, 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 teacher is to help children learn acceptable ways to achieve the goals they seek. Teachers 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 teachers prepare or structure the environment to reduce and avoid problems thus helping to provide an atmosphere for more positive interaction between the teachers 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 teacher feels it is necessary to intervene, the following sequence of skills are used:

1. Labeling the behavior - the teacher 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 teacher 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 teacher will provide the child with an alternative behavior. It is important to give the child the chance to change their behavior.

If an undesirable behavior persists, the teacher will:

1. Label the behavior again.
2. Restate the personal message.
3. Set a limit—the child is warned as to what the consequence will be if the undesirable behavior is repeated a third time.

Types of Consequences:

Natural consequences happen as a result of breaking the rule. They are the natural events that occur when the teacher does not intervene.

Logical consequences are directly related to the broken rule, they help teach the child how to approximate the behaviors he/she will need to learn in order to follow the rule the next time.

Unrelated consequences are not directly linked to the rule but are necessary to help enforce it.

If the teacher needs to approach the child for a third time as a result of the same behavior, the limit will be enforced.

Time-out is used as a last resort and only if the child has lost control during this sequence. The teacher 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

In the best interest of all of the children attending Preschool and the teachers, 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 or parent 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 teacher 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.

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 preschool 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
- 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.

