FUTURE SCHOLARS CHILDCARE & PRESCHOOL

PARENT HANDBOOK

POLICIES AND PROCEDURES

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**OVERVIEW**

Veda V. Washington founded Future Scholars Childcare & Preschool in 2015 it is better known as Future Scholars Childcare & Preschool (Future Scholars LLC). Veda ran a home daycare for fifteen years and chose to move from a home daycare setting to a childcare facility. Future Scholars Childcare & Preschool focuses on self-esteem, self-discipline, social relationships, and physical and mental growth. We are geared toward educating and guiding children as early as 6 weeks of age.

# 

# **WELCOME**

Welcome to Future Scholars Childcare & Preschool (Future Scholars LLC.), a licenses childcare facility. We are happy and excited that you chose to enroll your child/children into our program. As a Licensed Childcare Center, our goal is to build confidence, independence, and a love of learning.

To make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements that are necessary to ensure that there are no misunderstandings between either party. The words “Members” or “Management” refers to the Owner, Director, or the Appointed Director. The words “Us” or “we” refer to the Future Scholars LLC. The words “you” or “yours” refers to the child’s parent or guardian.

Understanding the impact that a center and family have on a child’s development and the fact that a child’s first teachers are his/her parents, we solicit your cooperation and support in making this joint effort between, center, workplace, and school a happy and meaningful experience for all involved.

To facilitate greater understanding between us I have created this handbook. It covers the centers childcare philosophies, business policies, procedures, and expectations.

Veda V. Washington – Director/Member/Management

# 

# **OUR CHILDCARE PHILOSOPHY**

The first five years of childhood are the most important in learning and developing. We are here to meet the needs of the “whole child” through a total learning experience. We believe that children need to have a positive self-image; we foster that image, along with their developmental growth in the areas of intellect, social, physical, and emotional skills, through a variety of group activities during individual play and quiet periods. When you give a child security and love, you contribute to the intellectual, social, and physical development of that child.

Our educational programs encourage each child to learn at his or her own pace. We have a caring staff, total growth with a discovery-based curriculum and facility, which provides a happy and healthy environment. We are the cornerstones of our programs and our teaching philosophy. Future Scholars Childcare & Preschool, programs feature a full day of developmentally appropriate lessons and activities that your child will enjoy. Whether infant, toddler or preschool our curriculum provides lessons that help develop the whole child through discovery.

We would like you to understand that play is a process of learning. Play is the way children make sense out of the things they do or see in their world. Play is a self-initiated activity that occurs simply for pleasure and play is a process of learning. This is the way for children to learn about their environment, children all over the world play with others and they play alone, as your child develops their play changes. Therefore, our programs are designed to help children reach their fullest potential.

We are parent friendly and welcome parents to visit us at any time. We sincerely appreciate your business, your suggestions, your comments, and your volunteerism at any time. Learning is a natural process for children if the environment allows it to take place. Give children some space and let their imaginations explore.

We respect and appreciate the trust you have placed in us while caring for your child/ren. We believe that parents are the most important people in a child’s world, and we will make every effort to support you as a family. We will try to offer the absolute best care that we can for your child. You can assist us by keeping us informed about health concerns, favorite foods, fears or special interests. We will try to share information about your child’s growth and activities during the time spent in our program.

Our philosophy about children and childcare reflects in the following policies. I am looking forward to a terrific relationship with you and your child/children!

**Please read this handbook carefully, and feel free to discuss with the director any concerns that you may have.**

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as a childcare center.

# 

# **ENROLLMENT POLICY**

Children are enrolled in Future Scholars, on a first come, first-serve basis. We accept children between the ages of 6 weeks and 12 years of age, offering Infant, Toddler, Yong Preschool, Preschool and School Age programs. We also offer before and after school care and a Summer Camp filled with lots of summer fun. Busing during the school year is available to some local schools. Check with the Center Director for availability.

There are several forms that must be completed before we can assume responsibility of caring for your child. You must pay the **yearly** registration fee per child. We also require a one-week deposit for tuition before we can accept your child’s enrollment. **NO EXCEPTIONS**. This is a joint effort between all involved so let us make it a happy and meaningful experience. **(\*Required by the State of Michigan).**

**The forms are as follows:**

* Parents Social Security Card **(copy)**
* **Tuition Payment Authorization form**
* Identification of Authorized to pick-up **(copy)**
* Child’s Birth Certificate **(copy)**
* Parent’s photo identification **(copy)**
* Future Scholars Childcare & Preschool **Contract for Services**
* **Child Information Record (filled out) (front and back)**
* Immunization Records/Card
* Health Appraisal **(filled out by your child’s physician)**
* **Child information card\***
* All about me page
* Sunscreen Permission (Summer)
* Food Program Worksheet (2 pgs.)
* Licensing Rules for Child Care Centers\*
* **Medication Permission Form**
* **Non-Medication Form**
* Transportation Agreement **(Before/After School Program Only) \***
* \*\*Child Development and Care Provider Certificate/Notice of Authorization (DHS only)

**You are required to keep us informed of any change in addresses, telephone number and other pertinent information listed on any/all the above forms.** If you have any questions regarding the completion of these forms, please feel free to ask.

## **ITEMS TO BRING**

Below is a list of necessary items to bring to Future Scholars on or before your child/children first day. These items will help to ensure your child/children are comfortable and will provide and easier transition to Future Scholars Learning Center and Preschool.

* **All enrollment paperwork** (if not yet given to the Director)

This includes a copy of your child/children updated immunization record, health appraisal, emergency card, Future Scholars Childcare & Preschool Contract for Services, and other important documents. All paperwork must be given to the Director prior to your child/children first day at Future Scholars.

* **At least 2 changes of clothes** (including socks and underwear)

Please be sure to replace this set of clothes if it gets used or if your child should outgrow it. The extra outfit will be labeled with your child’s name and stored in your child’s cubby.

* **Small pillow, crib-size sheet, and blanket** (toddler room and above)

Please place these items in the Future Scholars Childcare & Preschool provided nap bag. Pillows must fit inside this bag. (Purchase travel size pillow at Walmart, JoAnn Fabric or Target) Please do not bring large pillows or large blankets as we do not have ample space to store them.

* **Sunscreen and bug spray** (in spring and summer seasons)

Please label both items with your child/children first and last names. These items will require you to sign a medication form and will only be administered by classroom teachers or the Director.

* **Diapers and wipes** (if applicable)

Please be sure to bring a full pack and label the pack with your child/children first and last names. These items will be stored in classroom. You will be informed when these supplies need replenishing.

* **Pre-made bottles and /or baby food** (if applicable)

These items must be pre-made and labeled with the date, contents, and child’s first and last names. State regulations require the parents/guardians must prepare bottle for ready to use.

* **Any standard medications that your child may require.**

Please label the medication with your child’s first and last name. All medicines will require a parent to sign a medication permission form and will only be administered by our trained and designated staff. All medicines must always be in their original containers with the original pharmacy label information. (So as the pharmacy for a daycare portion, if applicable)

# **HOURS OF OPRERATION**

Normal hours of operation are Monday through Friday 5:30 a.m. to 6:00 p.m. Your specific hours outlined in your Contract and Rate Agreement. Future Scholars Childcare & Preschool requires (1) one-week notice if you need to change your enrollment hours. We also reserve the right to terminate if the new hours will not work well for the childcare business.

## **SCHEDULE CHANGE**

Parents who wish to change their child’s schedule must submit a written request to do so. Future Scholars requires a one-week notice when changing the days or times of enrollment. A schedule change will not be considered final until a new contract has been signed (if necessary). If the requested schedule is not available, parents may need to continue with the current schedule until the requested schedule becomes available.

## **ANNUAL REGISTRATION FEE**

A non-refundable new child registration fee of $65 per child, $100 per family of 2 and $10 for each additional child, is due at the time of enrollment. Parents must re-register each year by the second Monday in August.

If you have been enrolled for less than a year, you will be charged a prorated rate for the months you have been enrolled. Yearly registration fees are $50 per child and $85 per family of 2, $8 for each additional child. Full and part-time rates include breakfast, am snack, lunch, and pm snack. **Both the registration and re-registration fee are non-refundable. \*Rates are subject to change yearly.**

## **ONE WEEK DEPOSIT**

A one-week deposit is required at the time of enrollment. This fee will be applied to your last week of tuition when a one-week notice of your intention to withdraw is given in writing to your Center Director. This includes temporary withdrawals with the intent to return. **If a one-week notice is not given to the Center Director, the deposit will be forfeited to Future Scholars Childcare & Preschool.**

**Ex. You plan to withdraw from the program on March 18, 2019, we would need a letter of intent from you stating your intention by March 11, 2019 no later, that the last week of care would be March 18, 2019. We would use your deposit that is on the account for the week of March 18, 2019. If we do not receive a letter, then you understand you forfeit you deposit and must pay for that week of care.**

## **PAYMENT POLICY/ATTENDANCE**

Your specific rates are outlined in your Contract and Rate Agreement. Payment is payable in advance and is due no later than drop off time, on the first contracted care day of each week. If this day is a holiday, payment expected on the previous day, but no later than the drop off time. If you go away on vacation, payment is due **BEFORE** you leave. In cases of illness, your payment is still expected, unless other arrangements have been made. If we close the childcare due to illness or emergency, payment will be accepted on your first day back to childcare. **It must be understood that to hold your child/children’s space, payment must be paid whether your child attends or not. Payment is based on your contract NOT attendance.**

We accept cash, checks, credit cards, debit card (VISA or MasterCard), at the sign in clock or online with [www.tuitionexpress.com](http://www.tuitionexpress.com) or www.myprocare.com, DHS **(See Appendix B)** and money orders for tuition payment, as long as there are no returned checks for non-payment **(See Appendix B)**. No post-dated checks are accepted.

We also do autopay using credit card and bank account this requires you to sign a form that you agree that we can withdraw money from your credit card (Visa or MasterCard), or your bank account. Monies will be taken out weekly, bi-weekly, or monthly depending on your preference.

There will be a late payment fee of ten dollars ($10) per day for each day payment not received. Repeat late payments are grounds for termination. We ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck was delayed. If you choose to use checks or money orders, please write your child/children names on the memo line.

# **FEES & TUITION PAYMENTS**

## **TUITION & PAYMENTS**

All weekly fees are to be paid every Friday, one week in advance for the following week prior to the child entering the center. If Friday falls on a holiday, all fees are due Thursday. Exception – Thanksgiving fees are to be paid on Wednesday.

Payments can be made at the sign-in clock, placed in the payment envelope, and put into the payment box or handed to the Director or Assistant Director. Please put the amount and name of your child on the envelope. If you need a receipt for your payment write it on your envelope. Please fill out the envelope completely and if you are writing a check place child name(s) on the memo part of the check.

## **FORFEIT ADVANCE TUITION**

In the event your child does not start care by the agreed upon date, your position will be forfeited, and your tuition advance will become non-refundable. For all slots held longer than two weeks for your child who has not attendant; regular weekly fees still apply as if your child were attending. These monies are non-refundable should you withdraw your child before our agreed-upon starting date.

**PAYMENTS ARE DUE IN ADVANCE**

**All fees are due prior to care, even if child does not attend. You are in a contract and you are responsible to communicate to the center when your child will not be in care. NOTE: You are still responsible to pay for absent and sick days, and if proper notice is not given for vacation, payment will still be expected.**

If you pay weekly, bi-weekly, or monthly, payment is due before care. Tuition payments are due on the Friday before your child is scheduled to attend. It makes no difference if your child only attends on Friday’s or comes on different scheduled days of the week. Payment is expected and due the week before your child attends.

If the child is on vacation that was approved by the director, you are still responsible for tuition fees for absent days even if the child is sick if this is a scheduled day. Once your vacation time is used, you do not receive additional vacation time until the next year, on the date of enrollment. **That means if you enroll on June 1, 2018 your vacation time does not start again until June 1, 2019.** There will be a **$10.00 late fee** **per day** for each day that your tuition payment is not made. Failure to pay will result in your child being suspended from the program without notice and without consequence to the center.

If your payment is not made on Friday, Future Scholars reserves the right to refuse entry into the center until which time that tuition is paid in full. Please be courteous when making a payment. You would not like it if you did not receive you check when it is due so understand, this is a service being provide for you and payment is due before care.

**RETURNED PAYMENTS**

A $35 fee will be added to your account for any payments returned for any reason, including, but not limited to returned checks, non-sufficient funds, and stopped payments. If a check is sent through twice before it is finally returned unpaid then you will be charged the bounced check fee for each time the check has tried to clear Future Scholars., reserves the right to terminate this contract for any account that maintains a balance that is beyond the two-week deposit being held. We reserve the right to terminate this contract and require that all further payments be made by a money order if more than three (3) checks/payments bounce in a 3-month period. **NO CASH WILL BE ACCEPTED FOR TUITON PAYMENTS.**

If your childcare account remains unpaid for any reason, be advised that your account will be reported to ***ProviderWatch*** immediately. ***ProviderWatch*** is a credit-reporting agency that specializes in childcare accounts. When your delinquent account is reported to ***ProviderWatch***, will likely make it more difficult for you to find a childcare provider who is willing to accept your children until you have taken care of any such accounts that have not been paid. You may contact ***ProviderWatch*** if any childcare provider informs you that their denial for care was based on information received from this agency. ***ProviderWatch*** will disclose any delinquent account information on record so that you may resolve your account.

## **10-HOUR POLICY**

Full time tuition is based on a 10-hour day. If your child requires care that exceeds this time, a premium charge will be incurred. These fees will be added to your account and would need to be paid with your weekly rate.

**HOURLY CONTRACTS**

Hourly contracts are based on hours only and must be pre-approved before your child can be cared for. Payment is due in advance and pre-approved schedule will need to be established and payment must be made. If you go over the hours that are prearranged, then you are responsible for the extra hours at the premium fee. For example: You give us the hours of 9am until 2pm that is 5 hours of care but you pick-up at 3:15pm, you are responsible for the extra 1 hour 15 minutes of care. This extra fee needs to be paid when you pick up at a rate of $5 for the first 15 minutes and $1 for each additional minute.

## **CONTRACTED HOURS**

The hours indicated on your contract are the hours our center is staffed to provide care for your child. If you need to drop off or pick up beyond your contracted hours, you must **get prior approval** from the Center Director and a **premium fee** will be applied to your account. For the safety and security of all the children in our care, **unscheduled and unapproved drop-offs** will result in a refusal of care until your contracted hours begin.

## **LATE PICK-UP POLICY**

Your schedule is listed in your Contract for Service if you pick up after the time; you are charged a late pick up fee. (Examples: If you put 4:30 p.m. as your pick-up time, your late fees will begin at 4:31 p.m. even though the childcare is open until 6:00 p.m.). (If you put 8:30 a.m. as your drop-off time and you continue to drop off more than 30 minutes to an 1 hour, early without making arrangements with the director, you will be charged an early fee even though childcare is open at 5:30 a.m.). **Again, we staff according to child’s schedule.** **Please be courteous and arrive and pick up on time.**

Parents arriving after the scheduled closing time of the center will be charged a $1.00 per minute fee per child. This fee will be added to your next week’s tuition and must be paid that week. We expect each parent to arrive with enough time to retrieve your child’s belongings and exit the building before closing time. If more than three (3) late pickups occur in a 3-month period, you may be asked to leave the center and will forfeit all deposits and registration fees.

**UNSCHEDULED ADDITIONAL CARE**

If you need to schedule an additional day of care for a specific week, please check with the Center Director for availability. Fees incurred would need to be paid with your weekly rate.

***Unfortunately, we are not able to substitute unscheduled days for scheduled days missed.***

# **SUBSIDISED CHILDCARE PAYMENTS**

# **Department of Human Services (DHS)**

Future Scholars does accept childcare subsidies payments. However, the parents are responsible for all payments until an authorization letter from the Department of Human Services is received and Future Scholars has received payment from DHS for your child/children who are receiving the benefits. Since DHS payments typically do not equal the total amount of tuition billed, parents who receive childcare subsidies from DHS will have to pay a co-pay fee that covers the amount not paid for by the subsidy. This weekly co-pay will be due each Friday prior to care.

**Payment and Attendance**

Checking your child in and out daily is required to keep accurate hours of attendance for DHS billing purposes. Your Director is required to submit childcare hours and billing information bi-weekly. If you do not check your child in daily, as required, we may not be able to bill DHS and payment for those hours will be your full responsibility. Future Scholars is only able to bill DHS for the number of hours your child is scheduled to attend; therefore, an additional charge may be added to your weekly co-pay.

Future Scholars Director cannot arrange payments, approve hours, or assign pins for DHS billing purposes. You must contact the Department of Human Services and work with your assigned case worker to coordinate these services.

The Department of Human Services does not provide the payment for the required one-week deposit or registration fees. This deposit will be due prior to your child’s first day and will be the responsibility of the enrolling parent. Once DHS authorization has expired, to continue childcare services; parents are required to pay full weekly tuitions and any amounts not covered by DHS.

\*DHS can assist in providing a subsidy to qualified individuals for childcare services. However, a subsidy only assists with childcare tuition; it does not cover full tuition payments.

# **HOLIDAYS**

Future Scholars is closed on these holidays. The dates may change but the holiday will not. In case of part-time enrollment parents will pay for the holidays which fall on the day/s their child is scheduled to attend. **You do not get to pick a different day to bring your child.** We will also be closed the day after or before a holiday if that holiday falls on the weekend. For example, Labor Day falls on a Sunday we will be closed the Monday after.

New Year’s Day

Martin Luther King Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

New Year’s Eve

2 Yearly Staff Trainings (Fall/Spring)

**ABSENCES**

To provide the highest quality of care possible it is important that we maintain accurate staff scheduling. For this reason, we cannot refund or reduce your tuition when your child does not attend the program. Even if you call the day of and excuse your child you are still responsible for the tuition that day or that week.

If your child will not be attending or will be arriving late on a day, please notify the center as soon as possible. If your child is out due to illness please notify us of the nature of your child’s illness. If our staff and parents are aware of a virus that may be going around, they will be more aware of any symptoms their children may exhibit. Please see our Illness Policy for more details.

# **VACATIONS**

When your child is going to be out for a vacation, you must give the center at least one-week written notice. By submitting the Vacation/Leave of Absents Request. You are given one (1) week of vacation during the first year your child is in care. For example: If your child starts childcare on March 31, 2015, you have one (1) week or the total number of days your child’s contract states. So, on March 31, 2016, your vacation time will renew, and you will be given two (2) weeks of vacation for the following years.

**MEDICAL LEAVE**

In the event of a serious illness, injury of child or parent, maternity/bed rest, we ask that you speak with the director and your child will be placed on medical leave until the time the child is able to return. This will allow you to keep you child spot without being charged a weekly tuition however; you may be charged a fee to hold your child’s spot based on the availability and the number of spots available at the time of leave.

**LEAVE OF ABSENCE**

If your child will be leaving childcare for more than a month you may be able to take a leave of absence without losing your child’s spot or being required to pay tuition during that time however, you may be charged a fee to hold your child’s spot.

**TRANSPORTATION OF CHILDREN**

Children under five (5) years old will not be transported in a Future Scholars activity vehicle, unless it is equipped with a three-point harness system and the child can utilize an appropriate child restraint seat/device as required.

School age (defined as eligible for Kindergarten) children may be transported in activity vehicles, to school and back to the center. We will not be transporting any children under the age of six (6) years of age on any field trips. If there is a field trip scheduled, we would use appropriate transportation that is equip with appropriate seating and is licensed to transport children. Due to the ratio change parent will be asked to accompany their children at that time.

**Transportation Fee**

There is a small fee for transporting children to and from school. If you need transportation there will be a fee of five dollars ($5) per child/week during the months of September thru June. We do not provide transportation from your home to the center or from the center to your home. You are responsible for getting your child to and from the childcare.

**Schools We Transport**

Schools we transport to are Clinton Valley, Mount Clemens Montessori, Prevail and Tenniswood. Please have children here so they can have breakfast before we leave for school if your children receive breakfast at school, we have to leave the daycare 30 minute prior to school starting so please have your children here so they don’t miss out.

**Schools Bus Transportation**

There are schools in the area that do pick up at our location. You are responsible to set up that transportation prior to your child being picked up by the school bus. The schools are: Graham, King, Seminole, and South River. If busing is not set up, then your child will not be transported to school by the center. So, until your child bus starts the pickup, you are responsible for the cost of childcare during the time they are not school. You must contact the school and let them know your child will not be attending until the bus is scheduled to pick the child up from the center. The address for pick-up is: Future Scholars Childcare & Preschool, 330 Crocker Blvd., Mount Clemens. The corner of Crocker Blvd and Harper Ave.

# **TERMINATION POLICY**

All new children will be cared for on a one-week (7 calendar days) trial period beginning on your child’s first actual day of care. During that time, the parent or Center may terminate the childcare agreement with 24 hours’ notice. No pre-paid fees will be credited upon cancellation during the trial period. After the trial period, a one-week written notice required by either party to terminate the agreement, from the parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the center, parent or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action will be taken, and the parents will pay all legal fees incurred.

# 

# **PROGRAM DEPARTURE**

## **Withdrawal**

If you need to withdraw your child from Future Scholars Childcare & Preschool., a one-week written notice is required if you would like to apply your one-week deposit. Failure to submit a one-week notice will result in forfeiture of the deposit. At the time of your notice, the one-week deposit will be applied towards your remaining tuition balance. Please check your account for your adjusted balance. In the case of immediate withdrawal, the deposit is non-refundable. One week of absence without notification is considered justification for dismissal and will result in forfeiture of the deposit.

## **DISMISSAL**

**Working Towards a Positive Solution**

Future Scholars seeks a partnership with our families as a basis for their children’s success within our program. When a child’s teacher or an administrator has concerns about a child’s behavior or other circumstances, he or she will document such concerns as they arise. The center will inform and involve the child’s parent/guardian by notes, phone calls, and meeting as necessary to establish collaborative environment.

## **GUIDELINES – WHAT IS ASKED OF CHILDREN**

* There will be no running permitted in the center classrooms.
* All food and drinks must be kept at the lunch table.
* No standing or climbing on chairs, tables or furniture.
* Respectful treatment of other people, property, toys and furniture is expected.
* Willful destruction of property will be charged to the parent at the cost to replace the item.
* No playing in the bathrooms
* There will be no coloring on walls, tables, chairs, books, computer, etc.
* No name-calling, foul language or yelling.
* No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
* No picking-up, pulling, poking or squeezing of babies.
* All kitchen and bathroom cupboards are off limits to childcare children.
* All children must take turns and share.
* Always help clean-up
* Laugh, smile, play and be happy

**Note:** Please support us in the enforcement of these rules, in order to create a better environment for all.

We use a child-centered/family approach which seeks to accommodate wide range of individual differences so it is only on rare occasions that a child’s/family’s behavior may warrant the need to find a more suitable setting for either a short-term or permanent basis. If he behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child’s parent/guardian to communicate the center’s decision to dismiss. You will be given one-week to find suitable care. The following are some reason for dismissal of a child or family from the center:

* Childcare setting might not be best environment for every child.
* Over-stimulation
* Intimidation by the large amount of children
* High-level of activity
* Extreme behavior problems
* The child is not benefitting from our environment
* Concern about the safety of your child or other children
* Consistent late pick-ups

Future Scholars will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s) before a disenrollment occurs. In the event that a child displays undesired behaviors that require specialists’ or additional attention, Future Scholars reserves the right to suggest an outside community resource to provide support and assistance with managing these behaviors, especially if it is disrupting the classroom harmony or causing harm to other children, staff or property, Future Scholars reserves the right to terminate care and all deposits on the account are forfeited. If a community resource becomes involved and provides instructions for involved parents and staff the instructions must be followed through by both parties. If they are not maintained, care may be terminated.

**Child Actions:**

* Reasonable time the child is unable to adjust to the program
* Physical or verbal abuse to staff and children
* Destruction of property
* Excessive biting children/staff
* Tantrums/anger outbursts
* Bullying of other children

**Parent Actions:**

* Parent/guardian demand special services that depart from the philosophy of Future Scholars program
* Non-payment of tuition
* Failure to abide by center policies
* Requirements imposed by the appropriate licensing agency
* Demand special services that are not provided to other children

**Immediate Disenrollment:**

* Parent/guardian becomes physically or verbally abusive or intimidating to center staff or another family while on center property.
* Potentially dangerous behavior by a parent or child

**\*Future Scholars does reserve the right to dismiss a parent or child at any time from the program.**

**DISENROLLMENT**

Future Scholars Childcare & Preschool reserves the right to suspend any child at any time with or without notice and without recourse. If this should occur the parents will forfeit the one-week deposit that has been paid. Keep in mind that it is not our intent or purpose to suspend families from our program. Occurrences, which are contrary to the contract, will breach the contract and will be a cause for dismissal of the child from the program. Child or parent behavior issues that are not resolvable may also result in dismissal from the program.

# **PARENT NOTIFICATION OF**

# **THE LICENSING NOTEBOOK**

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAP’s developed on and after May 27, 2010 until the license is closed.

* This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans
* The notebook will be available to parents for review during regular business hours.
* Licensing inspection ad special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at: [www.michigan.gov/miregistry](http://www.michigan.gov/miregistry).

# **BEHAVIOR MANAGEMENT & DISCIPLINE**

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try to teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our action and reactions speak much louder than our words. The children are explained the rules of the childcare frequently, so they know what is expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child redirected to another activity and given the opportunity to try again another time.
3. **Time to Think:** The child will be separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatable will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one’s self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. **Last Resort:** When a child’s behavior is continually upsetting or dangerous to others a conference call with the parents. If the problems cannot be resolved, other arrangements for the child to go elsewhere for care.

**Note:** Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our center, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

**Conflict Resolution**

In situations where conflicts occur between children, teachers employ the following steps:

* Approach calmly and stop hurtful actions.
* Acknowledge children’s feelings.
* Gather information from the children.
* Restate the problem.
* Ask children for solution and choose one together
* Give follow-up support.

We strongly believe that consistency between the center and home is vital to resolving behavior problems. We will send detailed notes home explaining any behavior problems and what actions were taken. The staff will meet with you if needed. Your support and involvement are vital to solving behavioral issues. You and your child's teacher(s) must partner together to ensure consistent and expected positive behavior.

# **Bullying**

It is our policy to discourage and stop children from bullying other children. At Future Scholars, bullying is any unwanted, aggressive behavior among children that involves a real or perceived power imbalance that has the potential to be repeated over time. Children who bully use their power ­ physical strength, access to embarrassing information, or popularity ­ to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

In compliance with state anti­bullying legislation, 380.1310b, all children enrolled at Future Scholars are protected from bullying regardless of its subject matter or motivating circumstances.

# **Biting**

There is nothing wrong or abnormal about biting in the early years. Most children will outgrow this behavior by the time they are 3 or 4 years old. However, it can take anywhere from six months to two years for a child to overcome this behavior. Unfortunately, Future Scholars cannot be a part of the waiting process. Biting will be handled in the following manner:

Every time a child bites, the parents of the involved children will be notified. Children's names will not be released for reasons of confidentiality. If the same child bites two or more times in the same week or a pattern develops over a period, the director will notify the biting child's parents and the following plan will be acted upon:

* A teacher will immediately begin shadowing the biting child as much as possible.
* A meeting will be scheduled between the parent of the child who is biting, the teacher, and the Program Director to discuss possible reasons for the biting behavior. All incident/biting reports will be reviewed at the meeting.
* Together the team will complete a Meeting Summary/Action Plan form. This plan will contain remediation strategies for decreasing and eliminating the biting behavior.
* The teachers and Program Director will implement the action plan and monitor the progress. Parent(s), teacher(s), and Program Director will meet again after one week of following the action plan to discuss the behavior and any progress.
* At any time that a child bites another child and the bite breaks the skin, the child who bit may be sent home for the day. This will be at the Program Director's discretion.

After following the above listed suggestions, if the biting continues, Future Scholars reserves the right to dismiss the child from the program. Dismissal may also take place immediately if the child's parent does not comply with the arrangements or is not willing to cooperate with any of the above arrangements.

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# **HEALTH MATTERS**

For the health and safety of your child and all the other children in our childcare, **please do not bring your child to childcare sick.** In which case we staff may become sick making it difficult to care for the children at the highest standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are a clear runny nose, slight cough, and no fever.

If you are not sure if your child should come to childcare, then please call and check with us. If a child becomes ill during childcare hours the parents will be contacted to pick up their child. Parents need to pick up their child within one (1) hour of notification. If parents are not available, the emergency contact person will be notified.

The State Department of Health requires each child to have an up to date Record of Immunization on file. This will be provided to the Center before your child’s first day of care. If the Center does not receive this form within 30 days of enrollment, your child will not be allowed entry into the Center.

**Hand Washing**

Hand washing is the number one way of stopping the spread of germs. We enforce the following hand washing policy and procedure at Future Scholars.

**Policy** **Staff**

* Caregivers' hands must be washed in between the feeding of infants.
* Caregivers' hands must be washed after using the restroom or assisting a child in the restroom or changing a diaper.
* Caregivers' hands must be washed before preparing, serving, or eating any food ­ including bottle feedings.
* Caregivers' hands must be washed after handling a sick child.

**Children**

* Children's hands will be washed before and after preparing or eating any food.
* Children's hands will be washed after using the restroom or being diapered.
* Children's hands will be washed after outdoor play.

**Procedure**

* Wet your hands with warm water.
* Apply soap and wash hands for at least 20 seconds
* Saying the ABC’s all the way through is a good way to ensure you have scrubbed long enough.
* Rinse all soap off your hands.
* Dry hands with paper towel
* Use the towel to turn off the faucet

**Procedure**

All diapering, food preparation, and other work areas, including classroom tables and counters, will be sanitized after each use. The following sanitizing procedure is used:

* Wash surface with soapy water
* Rinse surface with plain water
* Spray surface with bleach/water mixture
* Allow to air dry

Toys and equipment will also be sanitized using the above-mentioned process. Children's nap items and bedding will be provided by parents and will be sent home for laundering weekly. We provide crib sheets for children who rest in cribs, in which case they will be laundered weekly by Future Scholars and will not be used by different children in between laundering. Cots will be sanitized at least once per week or between uses if used by different children.

# **IN CASE OF ILLNESS**

To keep your child and our staff as healthy as possible, children must not attend the center when they are ill. By keeping your child home, you will help prevent the spread of any illnesses, but more importantly, he or she will have time to regain full strength to stay healthy in the future.

Additionally, we cannot provide care for a child who is ill. To keep your child and our staff as healthy as possible, children must not attend the center when they are ill. By keeping your child home, you will help prevent the spread of any illnesses, but more importantly, he or she will have time to regain full strength to stay healthy in the future. One on one care cannot be provided in a group setting. We understand that it is difficult for working parents to get time off work to care for their sick child, so we would like to suggest you make arrangements for backup care in case your child should become ill.

If your child does become ill while at the center, he or she will need to be picked up within one (1) hour of contacting you. If we are unable to reach your child's legal guardian, the person(s) stated on your child's emergency card will be contacted.

If your child has any of the symptoms listed below, they must remain at home until the symptoms are not apparent for 24 hours. If they exhibit any of these symptoms while at the center, you will be contacted to pick them up. If an antibiotic has been prescribed, they must be on the medication for 24 hours before returning to the facility.

# **SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILDCARE**

Please have a backup plan when your child is ill. This may be a grandparent, friend or neighbor that can care for your child if you need to work but cannot bring your child to the center.

Possible reasons to call a parent to pick up a child or to exclude a child from care:

* **Fever Over 101°**

A fever this high is usually a sign of infection. If your child was running a fever and had Tylenol or other medication to keep the temperature down, he or she should not attend the center until their temperature has remained normal for 24 hours without medication. The medication may be hiding other signs of illness. If you are not sure please take your child's temperature before bringing him or her into the center.

* **Cough or Sore Throat**

Either of these symptoms could be a sign of contagious infection. A persistent deep, hoarse, or raspy cough should be examined by a doctor. A sore throat may be detected by a lack of interest in eating, drinking lots of water or complaining.

* **Runny Nose**

Thick yellowish or greenish discharge is usually a sign of an infection and your child should be examined by a physician.

* **Diarrhea**

If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 prior to returning to care. Exception: This may occasionally be caused by new foods a child has eaten but call the parent to find out if this is the likely cause.

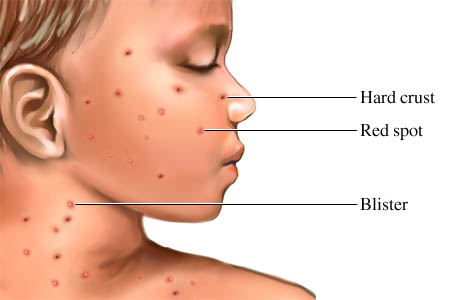
* **Vomiting**

If the child is vomiting. Exception: Some babies may burp/spit up following a feeding – this is not vomiting.

* **Rash**

If the child develops a rash and has a fever or a change in behavior they may be excluded until a physician has determined it is not a communicable disease.

* **Chicken Pox**

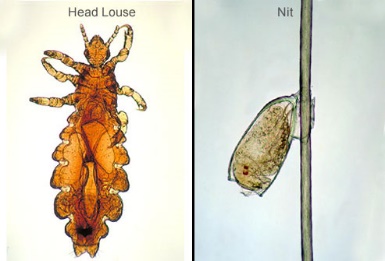


Your child must remain home until the spots have scabbed over completely. The first symptoms of chickenpox include:

* + - A fever of 100.4 °F (38 °C) to 103 °F (39.4 °C).
    - Feeling sick, tired, and sluggish.
    - Little or no appetite.
    - [Headache](http://www.webmd.com/migraines-headaches/default.htm) and [sore throat](http://www.webmd.com/cold-and-flu/understanding-sore-throat-basics).

The first symptoms are usually mild in children, but they can be severe in [teens](http://teens.webmd.com/default.htm) and adults. These symptoms may continue throughout the illness. About 1 or 2 days after the first symptoms of chickenpox appear, an itchy [rash](http://www.webmd.com/children/vaccines/chickenpox) will develops.

* **Head Lice**

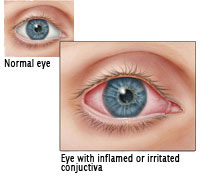


In the case of suspected head lice, we will do head checks on each child in the center. Children with lice should be treated with a special shampoo, available at your local drug store. All items in your home should be completely washed. We will wash and treat everything in the center to prevent further spread.

If a child in the class has lice, all children must take everything from their cubby home to be washed. Children sent home must be treated before returning to school.

Children who are sent home will be checked before they return to the classroom to be sure they are free of lice. Parents should remove nits daily and treat if live lice are observed.

* **Pinkeye, also called conjunctivitis**



Redness and swelling of the thin tissue lining the eyelids and the white part of the eye. Pinkeye is common among children but may occur at any age. It is most often caused by a virus, which can be easily spread to other people.

Other common causes of pinkeye include bacterial infection and allergies. One or both eyes may be affected. Pinkeye is usually mild and goes away within a few days with treatment.

These following health conditions are not as obvious or hazardous as those listed on the previously but should be considered carefully when assessing whether or not your child should attend the center.

**Crying and Complaining** – Any time a child is not his/herself, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.

**One-on-one Care -** If your child is fussy or not feeling well and requires one-on-one care they should remain home.

**Ear Infections -** are not contagious, although the cold that usually precedes them is. If your child is fussy to the point of needing one-on-one care, we will contact you to pick up your child. Viruses, although unable to be treated by antibiotics are contagious and your child should stay home.

**Allergies -** come and go throughout our lives, as well as seasonally. Please keep us updated on your child's allergies as, or if, they develop. If a rash is thought to be caused by an allergy, we may ask you to have your child checked by your physician.

**Teething -** may cause a low-grade fever, loose stools, and crankiness. If other symptoms are present, your child should be examined to rule out any other illness. Therefore, he/she should not be in childcare if these symptoms are present at drop-off. If your child is fussy to the point of needing one-on-one care, we will contact you to pick up your child.

**SICK CARE**

Sick care is NOT available. It is the parent’s responsibility to make substitute arrangements. By signing this contract parents agree to pick-up their child within one (1) hour after being called due to illness. Please refer to parent handbook for details on our sick policy. Failure to arrive in a timely manner will result in expulsion for one extra day from the center. Future Scholars reserves the right to call an alternate person from the emergency contact list to pick-up your child if you are unable to be reached within a reasonable amount of time.

## **MEDICATION**

**At Future Scholars we do not give medication to the children.** If your child needs to medicate to get through the day or be comfortable to participate in our classroom activities, then it is quite possible he or she will be too sick to attend childcare. We will however give certain doctor prescribed medications to the children, as well as nonprescription medication, ointments and creams can be given to your child if needed. All written instructions shall be valid for six months unless the physician, dentist or parent designates a shorter period.

However, I will not exceed the recommended dosage unless with written physician’s instructions when administering nonprescription medication. Of course, given that they are no longer contagious and only if the medication consent form has been signed. All medication must come in the original bottle with the prescription information and the date clearly labeled. Examples of these would be antibiotics for ear infection and Tylenol/Motrin for teething or pain associated with bumps or bruises (not to bring down a fever). If you are not sure if we will administer a certain medication, please feel free to ask.

If the child is removed from daycare due to illness, **they may not return to daycare until symptoms requiring removal are no longer present.** The child must also be void of any contagious disease, unless accompanied by a doctor’s note stating the illness in question is not contagious and the child is otherwise feeling well enough to participate in our daily schedule. A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to childcare after the initial 24 hours after administer the antibiotics as long as he or she has a slight to no fever (under 98oF under the arm).

## **MEDICATION**

**At Future Scholars Childcare & Preschool, we do not give medication to the children.** If your child needs to medicate to get through the day or be comfortable to participate in our classroom activities, then it is quite possible he or she will be too sick to attend childcare.

We will however give certain doctor prescribed medications to the children, as well as nonprescription medication, ointments and creams can be given to your child if needed. All written instructions shall be valid for six months unless the physician, dentist or parent designates a shorter period.

However, I will not exceed the recommended dosage unless with written physician’s instructions when administering nonprescription medication. Of course, given that they are no longer contagious and only if the medication consent form has been signed. All medication must come in the original bottle with the prescription information and the date clearly labeled. Examples of these would be antibiotics for ear infection and Tylenol/Motrin for teething or pain associated with bumps or bruises (not to bring down a fever). If you are not sure if we will administer a certain medication, please feel free to ask.

If the child is removed from daycare due to illness, **they may not return to daycare until symptoms requiring removal are no longer present.** The child must also be void of any contagious disease, unless accompanied by a doctor’s note stating the illness in question is not contagious and the child is otherwise feeling well enough to participate in our daily schedule. A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to childcare after the initial 24 hours after administer the antibiotics as long as he or she has a slight to no fever (under 98oF under the arm).

# **MEDICATION ADMINISTRATION**

**Nonprescription**

If your child needs non­prescription medication while he or she is at the center, a Medication Permission form must be completed and signed by a parent. The name of the medicine, amount to be given, time to be given, and any additional instructions should be included on this form. Medicines, such as sunscreen, and bug spray will be used on an as needed basis. Tylenol/Motrin or any other fever reducing medicine will not be administer without a prescription. Stating what it is for and how often and how long it is to be given to the child.

**Additionally, if a non­prescription medication indicates that a physician should be consulted for the dosage, written instructions must be obtained from the child's physician before the medication can be administered.** Non­prescription medications can be left at the center but must be labeled with your child's name and given to a teacher for safe storage. The accompanying permission form will need to be updated regularly.

Please do not put medicine in your child's cubby or leave it in the diaper bag where children may be able to reach it. This is unsafe and a State of Michigan licensing violation.

**Prescription**

For a prescription medication to be administered at the center, a Prescription Medication form must be completed and signed by a parent. The name of the medicine, reason for the medication, time to be given, amount to be given, and how many days it should be given need to be included on this form.

**All medication must be in its original container and clearly labeled with a pharmacy label designating your child's name, the medication, strength and instructions.**

Staff members will document on the permission forms when the medications are administered. We will dispose of medication or return it when it expires.

**\*\*We reserve the right to determine when a child should be sent home due to illness.**

# **EMERGENCIES & INJURIES**

## **EMERGENCY CLOSING**

If the Center must close due to weather conditions, emergency situations, power outages, or any unforeseen circumstances, the parent/guardian will be notified by phone, text and email. We will also report all closings to the local news stations.

## **REPORTING OF CHILD ABUSE**

Future Scholars is required by law to take necessary action for suspicion of child abuse, neglect or any form of child endangerment. Everyone who are employed by the center are considered Mandate reports that includes the Director, Assistant Directors and all Teachers, and caregivers.

## **INJURIES**

Future Scholars requires staff to be trained in CPR, First Aid, and Blood Borne Pathogens. If a serious Injury occurs at our center, our staff will immediately call 911 and will notify you of the situation. If a less severe injury should occur, you will be called to pick up your child. If we contact, you in this situation and you would rather have the ambulance called we will then make those arrangements.

If an injury occurs while your child is in our care, such as a scrape, bump, bite or bruise, the staff will complete an incident report and the Program Director will notify you by phone if the injury is serious. The incident report will provide documentation of how the injury occurred and what treatment was given. For confidentiality purposes, we cannot release the names of any other children involved.

If skin was broken and blood flow, you will be called to be made aware of the situation and to determine whether to pick up the child. All injuries will be documented on an accident report, which you will sign and receive upon pick up.

In the event your child is involved in an incident (such as biting), while in our care, you will be notified by the Program Director via telephone and an Incident Report will be completed regarding the incident and provided to you at the time your child is picked up from our school.

## **Infectious Disease Prevention/Control**

Future Scholars follows the Center for Disease Control recommendations named as standard precautions when dealing with infectious disease prevention and control. These precautions are primarily designated to prevent the spread of blood borne diseases, but they also are an excellent way to reduce the spread of infectious diseases in non­health care settings, such as childcare facilities and schools. The following standard precautions shall be followed:

**Steps to Take**

First, a thorough cleaning with soap and water followed by a disinfecting process will always be the first line of defense against germs. For spills of body fluids like vomit, urine, blood, feces, saliva, nose and eye discharges, draining from wounds, and human milk, all counter tops, changing tables, floors, and other surfaces will be cleaned with soap and water, followed by water and then a disinfecting solution made of liquid bleach in tap water. Allow the disinfecting solution to air dry on the surface for continued effectiveness. If the surface cannot be air dried, leave the disinfectant on for at least three minutes before drying. Gloves are required for spills containing any bodily fluid.

When cleaning up small spills, disposable materials such as paper towels may be used. Dispose of all contaminated material, including diapers, in plastic bags that are sealed and tied securely. Place any soiled clothing in a plastic bag, seal it and give it to the parents at pick up with their children at the end of the day. Although it may be unpleasant for parents to be greeted with sealed and soiled clothing, this is the CDC recommended procedure for the protection of all children, including their own.

**Handling Children's Bodily Fluids**

Future Scholars Childcare employees will follow the standard precautions for child care centers recommended by the Centers for Disease Control and Prevention in handling any fluid that might contain blood or other bodily fluids. Standard precautions require treating all blood, fluids that may contain blood or blood products, and other bodily fluids as potentially infectious.

The instructions for implementing standard precautions are:

* Spills of body fluids, feces, nasal and eye discharges, saliva, urine, and vomit should be cleaned up immediately.
* Use a barrier such as nonporous gloves (e.g., latex or vinyl) or sufficient quantity of paper or cloth to clean it up without hand contact with the spilled material.
* Be careful not to get any of the fluid you are handling in your eyes, nose, mouth, or any open sores you may have.
* Clean and disinfect any surfaces, such as countertops and floors, on to which bodily fluids have been spilled.

# **STAFF/VOLUNTEER SCREENING & EMPLOYMENT**

**Staff Screening**

Future Scholars aims to employ qualified, warm, compassionate, and energetic caregivers and teachers. We utilize a screening process that ensures criminal background checks are completed on all personnel. The following methods of screening are utilized at Future Scholars:

1. A formal initial interview with the Program Director or Assistant Director
2. Fingerprint Background Check in all states they lived in.
3. References contacted
4. A classroom interviews
5. A negative TB test and Blood Bourne pathogen training

**Volunteer Screening**

Volunteers will not have unsupervised contact with children until they have submitted to a criminal history background check through the Department of Human Services and the Michigan State Police Department.

**Solicitation of an Employee**

Employment costs such as recruitment, hiring, training, educational assistance, and other expenses are all a part of Future Scholars commitment to employing the most qualified teachers for your children.

In the event that a parent hires any employee to the extent that they decrease or terminate their employment with Future Scholars Childcare, Future Scholars LLC reserves the right to pursue employment costs in a court of law. This will include legal fees and court costs associated with the violation of this policy. The signing of the handbook acknowledgement page constitutes your agreement to this policy and the others within this handbook.

**Staff Employment Outside of Future Scholars**

Future Scholars recognizes that parents may have the need for someone to care for their children outside of their working hours. Occasionally, Future Scholars will offer parent evenings out. These evenings will be made known to you in advance via e­mail, newsletters and center postings.

Future Scholars understands that arrangements may be made by parents for staff to provide after-hours care outside of our facility. If arrangements for care are made, the Program Director must be informed immediately. Future Scholars will not be held responsible for the conduct or services provided by the staff member. Furthermore, you will be asked to sign an additional waiver.

# **TEACHER TO CHILD RATIO**

**R 400.8182 RATIO AND GROUP SIZE REQUIREMENTS**

In each room or well-defined space, the maximum group size and ratio of caregivers to children, including children related to a staff member or the licensee, shall be the following:

**Age Caregiver to Child Ratio**

1. Infants and Toddlers, birth until 30 months of age……………………….1 to 4
2. Preschoolers, 30 months of age until 3 years of age……………………...1 to 8
3. Preschoolers, 3 years of age until 4 years of age...……………………….1 to 10
4. Preschoolers, 4 years of age until school-age…………………………….1 to 12
5. School-agers, 6 and up…………………………………………………....1 to 18

# **LEARNING AND FUN**

Ages 6 weeks- 3.5 years we use Creative Curriculum for infants and toddlers. Creative Curriculum is a curriculum developed for toddlers and infants. With age appropriate toys and activities, we capture the younger children’s attention. We encourage participation, but children will not be forced to participate. Our goal is to make learning fun for all ages. On occasion we will send activities home for parents to work on with their children.

Ages 4 years- 5 years we offer a structured preschool curriculum provided to us by Creative Curriculum. This ongoing preschool program is offered Monday through Friday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, exercises, science, shapes, numbers, colors, and many more activities with various themes each month. We understand that children learn better with hands on activities and developmentally appropriate activities, so we will do all we can to make these activities fun, exciting and educational.

We also encourage parental involvement. Children may be bringing activities home and we ask that you assist in completing these activities with your children. We also ask that you communicate regularly with your child’s teacher to see what or how your child is doing and progressing.

## **ACTIVITIES**

Proper attire should always be worn, **no open toe shoes**. Children get messy so, you do not want to dress them in Sunday’s best to wear to childcare. We know that children learn through play, because of this, we do not underestimate its importance on a growing child’s mind, body, and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured play, we primarily have only one group of toys or activity out at a time to allow the children to concentrate fully on each thing they do.

## **CLOTHING**

When dressing your child for the day, remember that we plan a variety of activities, such as painting and outdoor play, which can get messy. While we try to use materials that are washable, sometimes even paint shirts and bibs cannot keep clothes from getting dirty. Please select clothing for your child that is comfortable and washable.

We ask that your child have a complete set of extra clothing (shirt, pants, underwear, socks, and shoes) at the center in case of an accident or spill. It is recommended to place these clothes in a large Ziploc bag and store them in your child's cubby. As the seasons change and your child grows, please change the extra clothes accordingly. **To avoid losing personal items, remember to label all your child's belongings, including snow pants, boots, mittens, and hats as well as all extra clothes.**

Please remember that children are required to be fully clothed, including shoes, when at the center. Clean and able to participate with actives when they arrive at the center.

**DIAPERS & DIAPERING PROCEDURE**

You are responsible for providing diapers, wipes and any diaper creams or ointments needed for your child. Diapers will be checked every hour for children less than one year of age. They will be checked every two hours for children over one year of age. Children will also be changed on an as needed basis.

During routine diaper checks, children’s diapers will **only** be changed if the diaper is soiled in any way. All diaper changes will be recorded on your child’s daily report. Diaper creams will be applied if needed; however, parents must sign a medication permission form for all diaper creams and ointments.

All diapering will only be completed in designated diapering areas which are always separate from food service and preparation areas. These areas are always sanitized after each use. Latex gloves are worn during diaper changes and are disposed of into diaper pails along with the soiled diapers.

All caregivers wash their hands with hot water antibacterial soap following each diaper change. Only single use disposable wipes will be used to clean a child during the diapering process.

# **POTTY TRAINING**

**POTTY PROGRAM**

Our teachers will work with you and your child to help with the potty-training process. We will introduce your child to the potty once you and your child are ready to begin training. We have a unique potty-training process. We highly recommend underwear that have the thick middle and plastic cover ups. The child is sat on the potty every hour, before and after each meal. If they have an accident, they are cleaned up sat on the potty and clothes are change so, during this time we need extra changes of clothing including shoes.

# **PROGRAMMING**

## **In the Classrooms**

Our classrooms offer your child the environment they need to reach their full potential because we always keep in mind that your child learns and grows in his or her own unique way. The different classrooms and age groups that our programming offers are listed below.

**Infant Room** **(6 weeks-11 months)**

Age appropriate toys help develop fine and gross motor skills. Caregivers incorporate outside stroller time, baby sign language, and infant lesson plans and story time. Each baby's primary caregiver will learn what makes him or her happy, excited and comfortable.

Children will typically stay in this room until they start actively walking on their own with no assistance.

**Toddler Room (1 year-2 years 5 months)**

With several different areas for learning the Toddler Rooms are designed to encourage socialization as well as growth.

Teachers prepare weekly lesson plans which include art projects, sensory activities, Circle Time, and other special activities. Weekly lesson plans are posted in the classroom. With the help of parents, some children are learning toilet training in this room. While you are responsible for providing diapers and wipes, we do provide Sippy cups and bibs during mealtimes.

\***Children may transition earlier to our young preschool room depending on ability and readiness.**

**Young Preschool Room (2 years 6 months - 3 years 5 months)**

Children are preparing for entrance into the preschool room. The room is focused on creating more structure throughout the day by offering a variety of learning centers. Our curriculum uses discovery and experience to support children’s development of essential preschool skills. Children are also encouraged to develop independent self-help skills including toilet learning.

**Preschool Room (3 years 6 months - 5 years)**

Our Preschool room is designed to provide a stimulating environment where your preschooler can comfortably play, learn, and prepare for kindergarten.

Basic life and social skills are taught with positive encouragement to help your child develop a positive self-concept, which will benefit them for life.

**School Age Before-After School Program (6 years – 12 years)**

Structured to complement their formal education, our School Age room offers additional opportunities for learning in an exciting and fun way. Filled with age appropriate toys and books, your child will be learning through play, both indoors and out. In our After-School Program, children are offered help with homework and have their own projects to help keep young minds stimulated.

## **Transitioning**

With your approval, your child will move to the next program as he or she advances to the next stage of development. We allow as much time as needed for your child to get used to their new classroom before making the transition permanent. In addition to your child's comfort level, adult child ratios for ages may affect transitioning.

**Daily Activity Guides**

Each classroom has an activity guide. These are located on our parent boards in each classroom. These guides serve as the framework for how the classroom will be structured. These also serve as a helpful tool to parents as it will assist in knowing the general time activities and lessons will be taking place in the classroom.

## **Quiet Time**

Each day, all classrooms have quiet time to help keep the children healthy. Lights are turned off, shades are pulled down, and relaxing music is played. Children are not required to sleep but must remain quiet enough to allow other children to sleep, if desired. Please avoid dropping your child off during this time as typically children are not ready for rest immediately after dropping off and it often disturbs the resting children.

**Birthday Parties & Treats**

We often have class birthday celebrations, holiday parties and various other events. We realize that parents might like to bring in a special treat for these events. If you wish to bring in a snack, please ask the child’s teacher for how many classmates are in your child’s class and if they have any food allergies to be aware of.

At Future Scholars, it is always our primary goal to ensure each child's safety and well­being and, for this reason, we appreciate your cooperation in monitoring what items you bring in for these special times. Below is a list of ideas and approved items that may be shared with classmates for birthday, holiday, or other classroom celebrations.

* Stickers
* Bubbles
* Temporary tattoos
* Fun pencils (4 years and older)
* Mini coloring or activity books
* Donate a new book to the classroom in honor of the birthday boy/girl

Please remember that many small toys and trinkets are made with small parts and may not be suitable for children under 3 years of age. Please check the factory labels for this information.

If you are planning a birthday party for your child, invitations may only be distributed at the center if all the children in the class are invited to the event.

**Toys & Food from Home**

For safety, security, and classroom harmony, we do not allow any toys to be brought from home. We do not allow toy guns or violent toys of any kind to be brought in. Please do not store any toys in your child's cubby. If toys are discovered in your child's cubby, they will be returned to you to be taken home. This includes small toys and trinkets as well.

Older children will have the opportunity to practice their speaking and listening skills with our weekly Sharing Chair. Please encourage your child to share information rather than share items.

We do not allow any food from home, unless it has been approved by Future Scholars Directors. This policy includes all food items, not just meals. Please do not allow children to bring in unfinished granola bars, pop tarts, or other snacks from your car or home into the facility. These items pose a possible health risk for some children enrolled in our facilities.

**OUTDOOR TIME**

Fresh air is important in all children’s growth and development. At Future Scholars, your child will go outside two times per day unless inclement weather prohibits it. Children will engage in gross motor play that is not only important to their development but also fun! Staffing restrictions do not allow for ill children to remain inside while the rest of their class is outside. Therefore, if your child is too ill to play outside, they are too ill to attend childcare.

# **DAILY SCHEDULE (See Appendix A)**

This schedule is meant to give you an idea of your child/children’s day. Actual times and activities may vary depending on time of the year, weather, age, and temperament of the children. Age appropriate activities scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

**QUIET TIME**

Quiet time is from 1:00-3:00 for most children. Most children will nap during this time. If your child does not want to nap, he/she may be given a quiet activity while the other children are sleeping.

**The State of Michigan requires that all children under school – age in attendances have a nap time or quite activity. No child will ever be forced to sleep; however, they are encouraged to remain quiet or engage in a quiet activity.**

**Infants younger than 12 months**

Throughout each day, we practice the next stage of development for each child. For younger children who take naps throughout the day will be given a nap when needed.

# **MEALS**

Future Scholars provides breakfast, morning snack, lunch, and an afternoon snack. Meals are prepared on-site by Future Scholars. Future Scholars participates in the Child and Adult Food Program. All meals are child-friendly, well-balanced, and meet the USDA food guidelines for quantity and quality in early childhood programs.

We encourage children to try new foods with a “no thank you” bite. Your child must be in their room at the scheduled mealtime to eat that meal. Meals are served at the same time daily.

Unfortunately, we are unable to hold food for children who are not present at mealtimes. The menu for each week is posted at the reception area.

\*\***No food is to be brought into the center if your child brings food, we will save it for them and will return it at pick up time.**

**If your child has any food allergies, please sure you place it on the child’s information card, so we can discuss alternatives.** We will make every accommodation possible. Please complete an Allergy form, which is in your enrollment paperwork. We understand the importance of food allergies and will work with you to help make your child’s meal a safe and positive experience.

## **FOOD SERVICES**

All food items will be stored appropriately. These items will be labeled and dated according to Health Department and CACFP Nutrition guidelines. All meals prepared and served by Future Scholars will meet or exceed USDA guidelines.

## **Teeth Brushing Program**

Good oral hygiene habits are part of a whole-body health regime. Our classroom teachers will assist your child in developing a positive attitude toward teeth brushing through our unique teeth brushing program. Children's teeth will be brushed with an age appropriate toothbrush at least once a day. Toddler and preschool children will brush their teeth after lunch, or after rest time, with ADA approved toothpaste. Infants will use a specialized toothbrush designed for children as young as 4 months and will not use toothpaste.

# **COMMUNICATION**

Communication is especially important to us, so we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child/children. When we accept a new family into our childcare, we like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child/children. Sensitive issues will be discussed in private, outside of regular childcare hours by either telephone or conference.

Conferences are not a routine part of your child /children’s care; however, should you like to have a conference, you may request one at any time.

We publish a monthly newsletter that will explain some of the activities we are doing, our current curriculum themes, events that will be happening during that month, days off, and any other pertinent or fun information that may be of interest to you. You are always welcome to contribute to our newsletter.

There is a licensing notebook containing all the licensing inspection and special investigation reports and related corrective action plans available during regular business hours.

## **DAILY SHEETS**

## **HiMama.com**

Parents of will be sent a daily report that lists when your child was given a bottle (when applicable) what they ate and drank, when diapers were changed (if applicable), What activities that did and how it relates to their developmental scale, their nap schedule, and any other pertinent information. These are sent by email using our HiMama.com please make sure you have provided us with a valid email at time of registration. If you have changed any information that insures you receive your report. Please view them, the reports have information on them that relates to your child’s needs and if anything needs to be brought in.

## **Parent Boards**

Each classroom has a parent information board. On this board you will find information such as weekly lesson plans, classroom activity guide, and other important pieces of information.

**Newsletters**

You will receive a monthly newsletter from your child's teacher and from the Program Director. You will also receive a quarterly newsletter from Future Scholars. The newsletters will keep you informed of events, changes, and other Newsletters important details. These are typically available on our website but may be emailed and/or placed in your child's file. The classroom newsletter is always posted on the parent board and the school wide newsletter is posted on the parent board located in the lobby.

**Lesson Plans**

Our lead teachers complete a weekly lesson plan. This lesson plan will be available for you on our classroom parent board. Please refer to this for information about the daily activities in your child's classroom.

## **Parent­ Teacher Conferences**

To update you on your child's progress and development, we host Parent Teacher Conferences twice a year. We also welcome additional conferences based on your needs or concerns. Conferences are also a good time to let us know what you like and what areas you feel need improvement.

## **Family Involvement Events**

Future Scholars provide many opportunities for our families to have fun with their children. We aim to celebrate all parent child relationships, embrace diversity, and involve our parents by providing occasions that honor all the various family relationships. Please speak with your Program Director if you have any questions or concerns regarding our many events.

# **PARENTS VISITS**

Because we want you to be as involved as possible, we encourage you to visit at any time during our business hours. If your visit will last more than a few minutes, please consult your Program Director or your child's teacher. They will be able to suggest the best time of the day to arrive so that your visit will not disrupt the normal classroom routine.

There will be many opportunities throughout the year for you and your family to be involved at the center or in your child's classroom, including, but not limited to, chaperoning field trips, reading to your child's class, and attending one of our many family events. If you have any special interests or resources you would be willing to share, please contact your child's teacher. Please note that you may be required to undergo a background clearance.

Unfortunately, visits from people other than a parent are not allowed due to safety reasons. Occasionally, if there are family members who would like to see the center, a visit may be allowed if the Program Director is able to accompany them. We ask that if this visit is allowed, it be no more than 30 minutes to keep from disrupting the classroom routine.

**SAFETY**

From fingerprint and a buzz in access doors to teaching love and acceptance of everyone, Future Scholars Childcare offers a safe and nurturing environment for all children and provides you with peace of mind.

**Secure Entry**

Our facility is equipped with a buzz in access system and we use Procare for check ins/outs. You will be issued a code and fingerprinted upon enrollment. Please do not give your code to others. Do not allow others whom you do not know to follow you into the building. Please inform the Program Director of any visitors that you may notice.

## **Checking In & Out**

Building positive relationships and creating a daily routine for your child requires your cooperation with our pick­up and drop-off policies.

We require all children to start and end their day by being properly checked in through our dual check-in/check­out system. While some older children may feel they are old enough to handle the responsibility, we must have you check them into the system to ensure proper safety. Failure to check your child in on the computer system and walking them to their room may result in your family's dismissal from the center.

The following routine not only aids in the administrative process, but also helps reduce any possible separation anxiety you or your child may experience.

1. Walk your child into the building
2. Check in on the Procare system.
3. Help your child put their belongings in their cubby.
4. Say hello to your child’s teacher and her assistant if there is one in the room.

In addition to the electronic Procare check-in system, each room has a check-in sheet. We require this dual system because the electronic system is used by administrative staff for accuracy with billing and staffing, while the paper system in the classrooms is used by your child's teacher in the event of emergency drills or situations. Signing out is as important as checking in. At the end of the day, be sure to:

1. Sign out on Procare.
2. Sign out on the paper sheet in your child’s room or ensure that your child is being signed out by their teacher.
3. Say goodbye to your child’s teacher, ensuring your child employs our knowledge that your child is leaving the classroom.
4. Retrieve your child’s belongings from his or her cubby.

When leaving, please do not lift children over the playground fences or leave from doors not designated for drop off and pick up. While this may seem to be the easiest way to retrieve your child, it's not conducive to our company policy concerning safety and security. It could appear to be a case of abduction which could result in a call to the authorities from a new staff member who may not yet know you, concerned fellow parents, neighbors or passersby. Remember, pick­up time is also an important opportunity for you and your child's teacher to discuss the day's events.

# **EMERGENCY CARDS**

Emergency cards must be completely filled out at the time of enrollment and annually thereafter. All requested fields on the emergency card must be completed. If any contact information listed on this card should change, be sure to inform your Program Director so that it may be updated accordingly.

## **Release of Children**

Future Scholars staff will release children only to you and those people that you have listed on your child's emergency card. If someone on the emergency card whom the staff does not recognize arrives to pick up your child, it is our policy to ask for picture ID. This policy is strictly enforced for the safety of all of the children in our care.

Please do not send anyone to pick up your child whom you have not listed on the emergency card as we cannot and will not release your child to them.

Future Scholars does not have legal authority to withhold a child from his or her legal parent. If you are in a separation or divorce situation where a legally binding order exists (such as a custody order or parenting time plan), we must have copies of the court papers on file in order to assure the safety of your child.

# **A FINAL NOTE**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our Center. We are always open to suggestions and feel communication is a very important part of a quality Center. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. **Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child/children smiling and safe.**

**Note:** By signing the Parent-Provider Contract/Enrollment Application, it is understood that all the policies and procedures of Future Scholars Childcare & Preschool Parent Handbook are understood and agreed upon.

**\*\*\*\*\*THERE WILL BE NO SMOKING PERMITTED ON THE PREMISES. \*\*\*\*\***

APPENDIX A

**DAILY ACTIVITY SCHEDULE**

(Times may vary)

**Preschoolers Schedule**

5:30 a.m. – 8:30 a.m. Welcome children – Free Play

8:30 a.m. – 9:00 a.m. Breakfast

9:00 a.m. – 9:30 a.m. Free Play/Gym/Recess (outside if whether permits) ½ hour

9:30 a.m. – 10:00 a.m. Individual Studies/Circle Time

10:30 a.m. – 11:00 a.m. Snack

11:00 a.m. – 11:30 a.m. Gym/Recess (outside if whether permits) ½ hour

11:30 a.m. – 12:00 p.m. Reading

12:00 p.m. – 12:15 p.m. Free Play, clean-up, and wash hands

12:15 p.m. – 12:45 p.m. Lunch

12:45 p.m. - 1:00 p.m. Brush teeth, wash hands, and face

1:00 p.m. - 1:30 p.m. Gym/Recess (outside if whether permits) ½ hour

1:30 p.m. - 3:30 p.m. Nap and/or Quiet Time

3:30 p.m. – 4:00 p.m. Put blankets away and cots

4:00 p.m. – 4:30 p.m. Wash hands, PM snack

4:30 p.m. – 5:00 p.m. Gym/Gross Motor (outside if whether permits) ½ hour

5:00 p.m. – 5:30 p.m. Story time

5:30 p.m. – 6:00 p.m. Limited play, clean up, and Home.

**Transition Schedule**

5:30 a.m. – 8:30 a.m. Free Play

8:30 a.m. – 8:35 a.m. Clean-up/potty

8:35 a.m. – 9:00 a.m. Breakfast

9:00 a.m. – 9:30 a.m. Outside (Weather permit)/Gym (1/2 hour)

9:35 a.m. – 10:00 a.m. Large Circle (Storytime)

10:00 a.m. – 10:25 a.m. Small Group (Worktime)

10:25 a.m. – 10:30 a.m. Clean-up/potty/wash-up for snack

10:30 a.m. – 10:45 a.m. Morning Snack

10:45 a.m. – 11:00 a.m. Clean-up/Line -up

11:00 a.m. – 11:30 a.m. Outside (Weather permit)/Gym (1/2 hour)

11:30 a.m. – 11:35 a.m. Line-up

11:35 a.m. – 11:45 a.m. Potty/Lunch

11:45 a.m. – 12:15 p.m. Lunch

12:15p.m. - 12:25 p.m. Clean-up/Brush Teeth/Line-up

12:25 p.m. – 12:55 p.m. Outside (Weather permit)/Gym (1/2 hour)

12:55 p.m. – 1:00 p.m. Potty/Clean-up/Nap

1:00 p.m. – 3:00 p.m. Naptime

3:00 p.m. – 3:10 p.m. Clean-up

3:10 p.m. – 3:30 p.m. Potty/Afternoon Snack

3:30 p.m. – 3:45 p.m. Afternoon Snack

3:45 p.m. – 4:00 p.m. Clean-up/Potty

4:00 p.m. – 4:30 p.m. Outside (Weather permit)/Gym (1/2 hour)

4:30 p.m. – 4:35 p.m. Line-up

4:35 p.m. – 4:45 p.m. Potty

4:45 p.m. – 6:00 p.m. Limited Free-play/Home

**Older Infants/Toddlers (12 months to 30 months)**

6:00 a.m. – 8:30 a.m. Welcome children, free play, diaper changing,

8:30 a.m. – 9:00 a.m. Breakfast

9:00 a.m. – 10:00 a.m. Naptime (depending on age), story-time, blocks, and craft

10:00 a.m. – 10:30 a.m. Music, dance, and puzzles

10:30 a.m. – 11:00 a.m. Diaper changing, outside play (if whether permits)

11:00 a.m. – 12:00 p.m. Circle Time

12:00 p.m. – 12:30 p.m. Clean-up, wash hands for lunch

12:30 p.m. – 1:00 p.m. Lunch time, wash hands, brush teeth & wash face

1:00 p.m. – 3:30 p.m. Naptime, rest period

3:30 p.m. – 4:00 p.m. Afternoon Snack, clean up/wash hands, diaper changing,

4:00 p.m. – 4:30 p.m. Gross Motor (outside if whether permits) and wash hands

5:00 p.m. – 6:00 p.m. Wash hands, Pick-up, story time, table toys, and free play

**Infants (0 to 6 months)**

6:00 – 6:00 Cuddles, love, and affection, eat, poop, gum wiping, outside when whether permits and sleep (in no particular order)

**\*\*\*\* Schedules may change without notice**

**Appendix B**

**\*NSF CHECKS-CREDIT CARD CHARGEBACKS**

If a check is returned to for non-sufficient funds, you will be required to pay all fees that were incurred because of the returned check. Childcare services will immediately halted until full payment of tuition and NSF charges are made, in CASH. In addition, if this happens a second time, we will only accept cash payment from you.  **Parent agrees to pay $35.00, Non-Sufficient Funds and Chargebacks, and any additional costs incurred, along with daycare late fee if payment returned NSF or Chargeback to Provider. There after payments will be cash, or money order.**

**\*\*DHS/FIA**

Your childcare has to be in place before your child/children can start and I would need to receive the DHS-198 – Child development and care certificate/notice of authorization. With hours approved and DP% with beginning and ending dates. If for any reason you decide to terminate childcare or change hours you would need to give me (2) two-weeks’ notice or you are responsible for any termination and late fees if not paid before your child is removed from my care.

If you decide to start your child before childcare is approved then you are responsible for your child/children’s tuition. If you are approved for care and the approval does not cover all of the tuition then you are responsible for the balance. Payment arrangements will be set up at the time of enrollment. If you are late then all late fees are the parents’ responsibility and you will need to follow the late fee procedures.

**TAXES**

Future Scholars will supply you with a year-end summary of all daycare fees paid for tax purposes. This will be given to you in January each year or when services are terminated. It will be mail to the address on file

**ABSENCES**

You are encouraged to call between the hours of 7:00 a.m. – 9:00 p.m. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message on our voice mail, we will call you back as soon as possible. **Parent agrees to pay the No Show fee of $20.00 if no notice of absence given to the Provider.**

**CONTRACT ADHERENCE**

This is our place of business, so please be respectful by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If we do make a change to the contract, you will be given a copy.

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year that their child/children are at Future Scholars Childcare & Preschool. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks’ notice of any changes

**\*\*\*\*\*THERE IS TO BE NO SMOKING WITHIN A 100 FEET OF THE CENTER\*\*\*\*\***