



PARENT HANDBOOK

1. Welcome

Welcome to Fenton Early Learning Center. We are pleased that you have chosen our program to be part of your child's growth and development. This program handbook contains the policies and procedures of Fenton Early Learning Center in outline form. Please take the time to read the handbook and keep it in a convenient location for reference. The handbook is meant to serve as a reference guide. It is not meant to cover every aspect of the child care program or every situation which may arise. Parent should feel free to contact the owners with questions concerning the contents of the handbook. Throughout the handbook, the term "parent" will be used to refer to the parent(s) or guardian(s) of the child in care. The term "provider" will be used to refer to Fenton Early Learning Center.

2. Changes to Handbook

The provider reserves the unilateral right to add, delete, modify or amend the policies and procedures described in the handbook upon thirty (30) days written notice to parent.

Changes to policies and /or procedures contained in the handbook are effective only if set forth in writing signed by the provider.

3. Handbook is property of Program

The handbook is the exclusive property of Fenton Early Learning Center is intended for the exclusive use of the parents/ guardians of enrolled children. The handbook may not be copied or distributed to any third party without the express written permission of provider.

4. Philosophy of Child Care Program

Fenton Early Learning Center will nurture our students' innate desire to learn by offering them a superior learning environment of respect and acceptance. Our curriculum is a mixed based on Dr. Maria Montessori's philosophy and creativity. Dedicated and nurturing certified preschool teachers create a child-centered environment that fosters independence, self-esteem, responsibility, self-motivation, and academic competency.

5.

Nondiscrimination Policy

The provider will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion, natural origin, sex or handicap.

6. Admission Requirements / Care Schedule

The program is open to all children ages 4 weeks through 6 years.

Children may attend on a full-time or part time basis. On admission, parent will be required to establish a set weekly schedule for care. Additional care or schedule changes will be accepted on a space available basis.

7. Hours of Operation

The facility operates Monday - Friday, 6:30 a.m. to 6:00 p.m.

No child may arrive before 6:30 a.m. or stay after 6:00 p.m. There is a charge for late pick-up. See **section 18.**

We will be closed on all major holidays.

8. Confidential Information

Each child has a right to confidentiality. All information pertaining to the children in the program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without the express written permission of Parent, unless required by statute, court order or licensing mandate.

9. Parent Participation & Communication

Parents are welcome at the center any time to observe or spend time with their child. Parents who wish to volunteer at the center must first provide documentation that he or she has not been named in a case as the perpetrator of child abuse or child neglect. We encourage ongoing communication between staff and parents. Parents should feel free to ask questions about the program or visit at any time.

10. Required Forms

The forms listed below must be fully completed before the child can be enrolled in the program. Parent is solely responsible for ensuring the accuracy of the information contained within those forms and for keeping all such information current. Provider assumes no responsibility for keeping forms updated. Parent will be required to review the forms to ensure accuracy in January and June of each year.

A. Child emergency information card

B. Parent's written permission for provider to seek emergency medical care

C. Immunization & Health Physical certificates

D. Or any of the following

- A signed statement on the state of the child's health based on the evaluation by a licensed physician or his or her designee made within the preceding 12 months and every 2 years thereafter. Restrictions, if any, on activities shall be stated by a licensed physician; **or**
- A written statement from parent that the child has completed, or has an appointment to take part in, a health care program which shall include health observations, physical assessments, and screening tests, when such a health program is available and has been approved by the Department of Public Health. The result of this health screening program shall be on file in the center following such an assessment and shall be updated every 2 years; **or**
- A signed statement that the child is in good health and that the Parent assumes responsibility for the child's state of health while at the center; if the Parent objects to physical examination or medical treatment on religious grounds.

11. Registration Fee

Upon enrollment, Parent is required to submit a nonrefundable enrollment fee of (\$75.00). The enrollment fee is used to offset the administrative expenses incurred in processing enrollment applications. This registration fee may not be used to offset child care fees.

12. Child Care Fee Schedule

Fees are subject to change. Upon enrollment parents will be provided a copy of our current rates.

13. Fee Changes

Provider expressly reserves the right to change the child care fee schedule or other fees (i.e.) late pick up

fee) upon thirty days' written notice to parent

14. Types of Payments Accepted

Parents may pay child care fees with a check, cash, credit card or money order.

Cash Payments

There is a payment drop box in the foyer for checks or money orders only! If you are paying by cash please come to the office for a receipt. If a receipt is not issued to you the school is not responsible for lost or misplaced cash payments.

When a check is returned to the provider for insufficient funds or for the reason that there is no account, the provider will issue a written demand to the parent for immediate payment of the check, plus the applicable processing fee, civil damages and costs, allowed by Michigan law, as outlined below.

Parent, in addition to possible criminal prosecution, will be responsible for the following, as provided by Michigan law:

- If the full amount of the check is paid within 7 days (excluding weekends and holidays) after the date the demand for payment was mailed, parent will pay the full amount the check plus the processing fee of \$25.00.
- If the full amount of the check is paid more than 7 but less than 30 days (excluding weekends and holidays) after the date the demand was mailed, parent will pay the full amount of the check plus a processing fee of \$35.00.
- If the amount is not paid in either manner described above, the parent will be liable for **all** of the following:
 - The full amount of the check
 - Civil damages of two times the amount of the check, or \$100.00, whichever is greater

15. Billing Procedures

Payments are due in advance and may be paid weekly or monthly. Fees **will not** be adjusted due to illness, vacations or schedule changes. You will be billed and expected to pay for each day that you schedule your child to attend. Invoices, receipts and year end statements are available upon request.

16. Late Payment Penalties

All past due balances will be assessed a finance charge of 1 ½ % each month until accounts are paid in full.

30 days past due - Finance charge assessed

60 days past due - Finance charge assessed. Child withdrawn from school

90 days past due - Legal action

17. Late Drop- Off or Late Pick-Up

Where parent will be late in dropping child off, parent is required to notify provider as soon as it becomes apparent that the child will be dropped off late.

A late pick-up fee of **\$1.00 per minute.** or any portion of a minute, will be assessed for all late pick-ups. The late pick-up fee is payable **immediately** when the child is picked up.

No child may remain in the School after 6:00 p.m. If a child remains at the center at 6:00 p.m. and parent has not called to notify the center that he or she will be late, provider will attempt to contact persons listed on the child information card to pick-up the child. If provider is not able to arrange for an authorized person to pick the child up by 7:00 p.m., provider will contact the police department for further instructions. Provider reserves the right to terminate the agreement where the parent is excessively late (more than 6 times) picking up the child.

18. Vacation / Sick day/ Absences

We do not give credit for any sick days or vacation days.

19. Business Interruption

The child care program may close for snow emergencies. The child care program may also be closed due to loss of electricity, fire damage, communicable diseases outbreaks, etc. Parent agrees to arrange alternate emergency child care for these situations. In the event the child care program is closed for more than two consecutive business days, the parent is relieved of any further financial obligation to pay for those days in excess of two business days. Parent further agrees to resume use of the child care program as soon as it resumes operation. Nothing in this provision alters the contractual provision relating to the required length of notice for termination.

20. When to Keep a Child Home

Provider requires that parent keep the child home when he or she is ill for a number of reasons. A sick child may rest more comfortably in his or her own home. More importantly keeping the sick child home helps to prevent the spread of contagious illnesses to other children in the program. If your child exhibits any of the following symptoms, please keep the child home.

Fever. sore throat, rash, vomiting, earache or irritability. Fever is defined as having a temperature of 100 degrees or higher, taken under the arm, or an oral temperature of 101 degrees. Please **do not** medicate your child for a fever and then bring them to school.

Diarrhea. frequent runny, watery or bloody stools

Vomiting. 2 or more times in a 24 hour period

Body Rash. with a fever

Sore Throat. with fever and /or swollen glands

Severe Coughing. frequent productive coughs, or croup type cough

Eye Draining. red eyes with mucus or pus draining from the eyes

21. When a Child Becomes Sick at the Center

Provider will report to Parent any accidents, suspected illnesses, or other changes observed in the health of a child. Provider will notify Parent where the child is exposed to a communicable disease while in care, so that the Parent may monitor the child for symptoms. When a child becomes ill while at the center, provider and/ or staff will comfortably isolate the child in an area where the child can be supervised and will immediately contact Parent, who will be required to pick the child up within one hour of notification.

Bedding, toys, utensils, toilet, and lavatory used by an ill individual shall be appropriately cleaned before

being used by another child.

22. Contagious Illnesses and Diseases

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

23. Medication Policy

When Parent requests that the Center administer medication, the following provisions shall apply:

- a. Medication, including prescription drugs, over the counter drugs, or individual special medical procedures, will be given or applied only with prior written permission from Parent. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions and name and strength of the medication and shall be given in accordance with those instructions. Provider will not honor any instructions from a parent which contradicts the instructions of the physician (for prescription drugs) or the instructions on the label (for over the counter drugs).
- b. Provider/ caregiver will maintain a record as to the time and the amount of any medication given or applied.
- c. The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The Provider/caregiver will keep the medication out of the reach of children, and will return the medication to Parent or destroy it when no longer needed.

24. Sunscreen

The program strives to take the children outdoors for play on a daily basis. Over time, exposure to the sun increases the risk of skin cancer. Children are particularly sensitive to sun exposure. Use of sunscreen can protect skin from damage caused by exposure to the sun. Parents are asked to consider the effects of sun on their child's health and must either:

- Provide sunscreen to the Provider and consent to the Provider's application of sunscreen to their child
- Sign a written election authorizing their child to play outdoors without sunscreen

25. Emergency Medical Care

Parent gives permission to Provider to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of Parent.

26. Special Needs Care

Provider will accept and care for special needs children if the program can reasonably accommodate the care required. Each child and their needs will be evaluated individually.

27. Child Abuse Reporting

As a licensed child care provider, Provider and its employees are required by law to report any instances

of child abuse or neglect to the appropriate authorities. They must also report any instances in which there is a “reasonable suspicion” that abuse or neglect may be occurred. Provider takes these responsibilities seriously and will report any actual or reasonable suspicions of abuse.

28. Discipline

Fenton Early Learning Center’s discipline policy is designed to help each child learn self-control, make alternative choices and to identify their feelings. We help children resolve their conflicts by modeling the behavior that we want them to learn. We always acknowledge and show appreciation for acceptable behavior.

Redirection is the first approach when discipline becomes necessary. Each child is encouraged to find the solution to the conflicts in which they are involved.

All discipline will be done in a positive manner and help the child gain self control and inner discipline. Physical and/or verbal punishment is never allowed and is grounds for immediate dismissal.

Time out should only be used as a last resort and should not be thought of as punishment but rather an approach that enables the child to gain control.

Parents will be contacted by the owner or director should a child’s behavior continue in a negative manner or when the behavior poses a threat to the other children or staff.

29. Disruptive Behavior

When a child’s behavior is disruptive, (i.e. biting, hitting, throwing objects or using “bad” language), parents will be notified. If the child continues a disruptive behavior, a parent conference will be held to discuss reasonable solutions to the situation. The discussion will include a consideration of any disability which affects the child’s behavior and reasonable accommodations to meet the child’s needs.

If a reasonable solution and/or accommodation cannot be reached, the child will be dismissed from the program with two weeks’ notice to allow parents an opportunity to find alternate child care. The child will be dismissed without notice if the child’s continued participation in the program creates a direct threat to the safety of the child, other children or the Provider’s staff.

30. No Transportation Services by Employees

Provider does not provide any transportation services. Transportation for field trips is provided by volunteer parents/ guardians and is conducted in accordance with the licensing rules set forth by the Department of Consumer and Industry Services Division of Child Day Care Licensing.

Provider asks that Parent refrain from asking employees to transport children either before or after the child’s attendance at the program, as employees are prohibited from doing so and may be subject to discipline up to and including termination of they do so.

31. Field Trips

The program will occasionally take the children on field trips. Prior to each field trip, Parent will be required to fill out a permission slip giving the child permission to go on the field trip.

32. Personal Items from Home

Provider discourages Parent from allowing children to bring personal items from home to the program, with the exception of a small nap-time blanket and cuddle toy, if necessary. In the case where a child does bring personal items from home, Provider is not responsible for the loss or any damage to that item.

33. Clothing

Due to the nature of some of the activities the program offers for children, Parent must recognize that children's clothing may occasionally become soiled or damaged, although Provider takes all appropriate steps to prevent this from occurring. Parents should therefore bring children to the program dressed in "play" clothes, and not "good" clothes. Provider assumes no responsibility for damage to a child's clothing.

Weather permitting the children will go outside on a daily basis. Parent must be certain that the child is dressed appropriately according to the weather conditions. This may include, but is not limited to: *rain gear, jacket, sweater, long pants, hat, mittens, boots, snow pants, etc.* If a child arrives at the program and does not have the appropriate outerwear for outdoor activity, Provider reserves the right to call Parent and ask that the appropriate clothing be brought. Where a child is inappropriately dressed, the child cannot go outdoors. The program does not always have staff that can stay inside with the child while the others are outdoors.

34. Termination

Either Parent or Provider may terminate the child care agreement upon two weeks written notice to the other party. Where Parent does not provide two weeks written notice, Parent is still required to pay for the final two weeks of care, following the notice of termination, whether or not the child attends the program.

Provider reserves the right to terminate this agreement immediately, without notice to Parent, if:

- Child care fees and/or other fees are not paid when due
- The child's continued participation in the program creates a direct threat of harm to the child, other children, or the Provider's staff, or
- Parent engages in inappropriate parent conduct as defined below

35. Inappropriate Parent Conduct

Parents must be aware that adults serve as role models for children. Additionally, Provider is responsible for protecting the children in Provider's care, and for providing a safe workplace for staff members. Therefore, it is critical that, while on program property, Parent conducts himself or herself in a professional and rational behavior at all times. Provider reserves the right to immediately terminate the child care agreement if Parent behaves inappropriately.

36. Child Release Policy

As a condition of providing child care services, Parents must supply the names of at least three individuals to whom Provider may release the child to, in the event of an emergency.

Provider will not release the child to an individual whose name is not on the list.

Before Provider releases the child, if the individual is unknown to Provider or any one of the Provider's staff, the Provider/Staff will require that the individual show positive identification, in the form of a valid Michigan Driver's License/State ID card.

Other forms of identification, such as work identifications, are not acceptable.

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

Should Parent wish to have a one-time special exception to allow an individual not listed on the card to pick the child up, Parent must leave a signed, dated, written note with Provider the morning of the release. Parents are not allowed to change any release instructions orally.

Provider assumes no responsibility for any injury or harm to the child who has been released to a person on the child's release card or identified in the written exception request process.

Provider's and Provider's staff respect the family's privacy. However, where other questionable child release situations occur, the provider has a duty to maintain its role as the child's advocate.

With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child, and the provider will release the child to a known identifiable parent.

37. Licensing Inspection/Reports

In compliance with the State of Michigan childcare licensing rules the Provider has a "licensing notebook" available in the office for parent review.

The licensing notebook contains all the licensing inspections, investigative reports and related corrective action plans since May 28, 2010.

Licensing inspection and special investigative reports from at least the past 2 years are available at :
www.michigan.gov/michildcare

HEALTH CARE PLAN

1. Children and Staff Hand Washing

Providers must wash their hands:

- Before and after meal time and before handling any food.

- Before giving medication to a child.
- After using the toilet or assisting a child using the toilet.
- Handling body fluids from sneezing, coughing, wiping or blowing noses, or from open sores.
- After handling garbage.
- After coming into contact with detergents or bleach while cleaning.
- Hand washing procedures posted in classrooms.

Children must wash their hands:

- Before and after meal times.
- After being diapered or after using the toilet.
- After playing outside.
- After sneezing or coughing into hands.

2. Handling Children's Bodily Fluids

- Caregivers should wear protective gloves when cleaning up blood or body fluids such as urine, feces, blood, saliva, oozing sores or nasal and eye discharges.
- Areas that come in contact with the spill must be clean and sanitized.
- Blood-contaminated material and diapers must be put in a plastic bag.

3. Cleaning and Sanitizing of all Equipment, Toys and other Surfaces

Clean with soap and water

Sanitize with bleach solution made fresh daily

Solution- 1 tbs bleach + 1 quart of cool water or ¼ cup bleach + 1 gallon cool water

Disinfect with Lysol spray

Process: clean surface with detergent and water

Spray surface with bleach solution or wipe surface with bleach

Allow to air dry

Areas:

- Diaper changing surface
- Toilets
- Door knobs

- Counter tops
- Tables
- Toys
- Small toys can be put into a container filled with sanitizing solution
- Books and center

4. Controlling Infection, Including Universal Precautions

- Caregivers will receive training on blood borne pathogens and universal precautions.
- Every incident in the child care setting where blood and or bodily fluids are involved, are treated by staff as though an infection is present in those substances.
- Staff must wear gloves and any other protective barriers needed such as aprons, protective eye wear, every time they attend to a injured or ill child or staff where blood, urine, vomit, or stool are present.
- Precautions also require that staff disinfect and sanitize every surface that may have been contaminated by their fluids.

ADDENDUM: November 2022 Food Service Policy

We do not provide meals, snacks, or drinks. Parents are responsible for providing their child with meals, snacks, and drinks for the day. This includes infant formula & foods. Infant parents will be contacted and expected to bring food/formula immediately if they have forgotten or we run out for the day. As a back up for toddlers & preschoolers who may forget food for the day we have a supply of frozen foods on hand should the parents be unable to drop off food/drinks

Statement Acknowledging Parent's Receipt of Handbook

I/We, _____, hereby acknowledge and agree with the following:

1. I/We have received a copy of the Program Handbook ("Handbook") of Fenton Early Learning Center.
2. I/We have read and agree to comply with the policies contained in the Handbook which govern the

terms of the child care contract, and have been given an opportunity to ask questions about the content of the Handbook.

3. I/We understand that the Handbook reflects the current policies and procedures of Fenton Early Learning Center and that it replaces and supersedes any prior policies, procedures or Handbooks.

4. I/We agree that I will conform to these policies and procedures and understand that these policies and benefits may be amended, modified, terminated or replaced by Fenton Early learning Center.

5. I understand that this Handbook is the property of Fenton Montessori Academy and must be returned to Fenton Early Learning Center upon termination of child care services.

Parent/Guardian signature: _____ Date: _____

Please remove this signature page to sign/date and return to the office!

Thank you