

Kids' Creek Early Care & Education

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Welcome

Welcome! We are glad that you have chosen Kids' Creek Early Care & Education as a quality experience for your child. We look forward to having you join us as we work together to build a strong foundation for your child's life.

Our Philosophy

It is primarily the responsibility of parents to guide their children through the various stages of growth and development to becoming independent, self-sufficient adults. Kids' Creek Early Care & Education has been established to assist you in meeting that God-given responsibility. Our staff and environment will acquaint your child with a world that lies beyond home, a world that will provide new meaningful, personal relationships with children their own age and adults who are truly interested in growing your child emotionally, academically, socially, physically, and spiritually. We pray for your child's growth in each of these areas, and that you will pray for the Lord's guidance of your child's teachers.

Organization

We were founded in 1977. The Department of Human Services licenses Messiah to legally operate in the State of Michigan. Kids' Creek Early Care & Education, once known as Kids' Creek Preschool and Messiah Lutheran Preschool, is a non-profit organization. The license is posted in the hallway. The laws and rules governing child-care centers are posted and available from the Department of Consumer and Industry services. As such, the program maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook is available for review by parents during regular school hours in the Director's office. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Our Objectives

To provide the child a Christ-centered learning environment for a crucial period of their life.

To assist the child in developing a positive adjustment from home to school life, and in preparing each child for a happy, well-balanced adjustment into Kindergarten.

To encourage each child to think and act for themselves while also learning to socially get along with others.

To promote an environment which fosters each child's self-esteem.

To provide appropriate challenges at each child's age level without fear of pressure and/or failure.

To provide meaningful play experiences that contribute to their developmental needs.

To provide for the child an educational foundation on which future learning experiences can be based.

To broaden a child's interests and open many "doors of learning" for them.

To foster in children the realizations that learning can be exciting and enjoyable.

To help parents better understand their children and what is developmentally appropriate for their age.

To provide service to the community.

This handbook is designed to acquaint you with our Early Care and Education program and to present you with information to help you better understand and relate to your child during the early childhood years.

Join us as we join you to *"Train up a child in the way he should go, and when he is old, he will not depart from it."*

Proverbs 22:6

Staffing & Enrollment Procedures

Our staff consists of an early childhood director and our teachers, all of who are trained in early childhood education. Special care is taken in hiring and training a professional teaching team. Each staff member must meet academic qualifications for their position along with possessing a genuine love for and an interest in children and families. Staff members have also received state-required training in First Aid, CPR and Blood Born Pathogens and have also been screened for child abuse and neglect offences through the Department of Human Services and through the Michigan State Police Internet Criminal History Access Tool. The Early Childhood Coordinator and staff have been fingerprinted and screened and each of our employees has been cleared by the Department of Human Services. In addition to their teaching duties, teachers attend conferences and workshops to further their professional growth. We work hard to provide consistent and dedicated staff. We participate in Great Start to Quality to give high quality care and education. You can see our quality rating on www.greatstarttoquality.com.

Cultural Competence Mission Statement

Kids' Creek Early Care & Education will value all of its employees, students and parents, as evidenced by fair practices and high expectations. We will create a climate where dignity and respect are encouraged and modeled, so that everyone enjoys equitable opportunities for professional and personal fulfillment. Our staff embraces the many cultures in our community and families, and is caring and respectful to all of our families' cultural and diverse needs. Culture influences every aspect of a child's development. Family is the root of our program and we seek to involve the whole family in all aspects of our program and what we do for their children. Staff will refrain from making assumptions and are trained in opportunities annually to further their knowledge of enhancing their daily communications and curriculum planning. Children have the opportunity to interact with books, music, dramatic play area, and other parts of the classroom of various family cultures and the community around us. We will continue to help our students foster self-esteem and self-awareness. We take pride in having a welcoming, nurturing and caring environment. We will continue to provide sustained professional development on diversity related topics that support the mission.

Early Care & Education Operation Hours & Programs

The childcare classrooms are open from 7:00 am-6:00 pm, Monday-Thursday and 7:00 am-5:00 pm on Fridays. We offer half day preschool, 9:00 am-12:00 pm or full day preschool, 7:00 am-6:00 pm. Morning and after care hours are available to preschool children only and are defined as 7:00am-9:00 am. After care hours are defined as 12:00 pm-6:00 pm.

*Holiday closings are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Day before Thanksgiving, Thanksgiving and following Friday, Day before Christmas Eve, Christmas Eve Day, and Christmas Day and the period between Christmas and New Year's Day.

We will work with each family individually to examine the daily classroom schedule as we assist you in assessing your child's needs as well as your family schedule. Choosing your child's schedule will be important to you as a parent and we are here to assist you in your choices.

Our preschool program is offered as a school year option (September-May). Summer Program is offered June-August, for our preschool children only.

Admission

Kids' Creek Early Care & Education recruits and admits students of any race, sex, color and national or ethnic origin whose parents desire a preschool experience taught from a Christian perspective; also to all rights, privileges, programs and activities generally made available to any student of the school. It does not discriminate on the basis of race, sex, color, admission policies, or other administered programs.

Order of Admission

Families already enrolled at the center with younger siblings, will fill out an intent to enroll form in January with a deposit so that a spot can be saved for that child the following year. After that time, classes will fill in order of their application date.

Entrance Requirements

We accept children ages Birth to 12 years of age.

- Infant (Birth through 17 months)
- Toddlers (18 months to 30 months)
- Young 3's- (2 ½ years to 3 ½ years)
- Preschool 3's- Child must be 3 by September 1st
 - (must be potty trained)
- Preschool 4's- Child must be four by September 1st
- Preschool 5's- Child must be five by December 1st
- Summer Program 3-6 years old

Entry Forms

New registrants for enrollment are welcome throughout the school year and admitted as vacancies occur.

Health Appraisal forms must be completed and signed by your child's physician within 30 days of enrollment. We also must have record of **immunizations** or a waiver on file. Documentation of child's shots and boosters must be brought in to update child records.

Child Information Cards are issued by the Department of Human Services and contain emergency information as well as child release information, which include names of individuals, which we can release your child to in case you are unavailable.

Emergency forms are designed to be quick references for teachers that include important emergency contact information.

Payment Contract is to make sure that you understand how payments work, and what will happen if payment is not paid.

Key Card Agreement is to be signed stating you agree to abide by our opening and closing hours and that you will have access to the center building from 6:45am-6:15pm. Our hallway is always remained locked. As a center family you will be issued a key card which will give you access to the center building during designated times.

Photo and Family Information Release form gives specific parameters in which the center has permission to use your child's information or photo should you choose.

Parent Endorsement of Kids' Creek Early Care & Education is a form that states that you have read the handbook and understand the procedures and policies at the center.

Notice of Availability of Center's Licensing Notebook form. The licensing notebook contains the licensing inspections, special investigation reports, and corrective actions plans for the last 5 years. These are also available for the last 3 years at www.michigan.gov/michildcare

COVID-19 plan

Teacher Information forms gives the teachers insight on your child's home and family environment to better acquaint them with your child.

Withdrawal Policy

Kids' Creek Early Care & Education reserves the right to withdraw your child if payments are not being made on time, if the required paperwork is not received before or on the first day of school, or if we cannot meet the needs of your child. No refunds are given for children who are removed for disciplinary reasons or if a child is a threat to his/her safety or the safety of other children or staff members. Or if a child's parent displays inappropriate conduct. We will try to make every effort to keep your child in our center. If you must withdraw your child for any reason, we ask that you notify the director and/or teacher at least two weeks in advance.

Registration Fee

There is a one-time \$75.00/child non-refundable registration fee due along with the paperwork packet. This can be paid by check, cash, or money order. Preschool registration fees are due each year when a new packet is needed to move your child up in the program.

Childcare and Preschool Tuition Rates

Effective August 2024

Infants & Waddlers	Monthly Rate
Full Time	\$950
4 days a week	\$760
3 days a week	\$570
2 days a week	\$380
Young 3's	Monthly Rate
Full Time	\$900
4 days a week	\$720
3 days a week	\$540
2 days a week	\$360

Full Day Preschool (3's, 4's, & 5's)	Monthly Rate
Full Time	\$870
4 days a week	\$696
3 days a week	\$522
2 days a week	\$348
½ Day Preschool	Monthly Rate
Full Time	\$700
4 days	\$560
3 days a week	\$420
2 days a week	\$280
Preschool Summer Program	Weekly Rate
Full Time	\$185
Other Fees	
New Family Registration Fee	\$75
Annual Registration Fee (PreK)	\$75
Early Drop off for (½ day students)	\$5
Drop-In Snow Day for graduated preschoolers up to 6yrs	\$25
Replacement Key Card	\$5

Preschool (3-5 ages)

If you are **only** picking 2 or 3 days a week as oppose to 5, please choose from the following:

3s: Monday/Wednesday or Tuesday/Thursday adding a Friday if you would like to have 3 days.

4s & 5s: Tuesday/Thursday or Monday/Wednesday/Friday or Tuesday/Thursday/Friday

Children must be fully potty trained before beginning 3's Preschool. Young 3's is a great option for children who need some extra time mastering potty skills. If a preschooler needs to wear pull ups in their classroom, an infant/toddler fee will be charged until completely trained.

Preschool Toilet Training Policy

We understand that children have an accident once in a while. We are here to support all children when that happens. Children are required to be toilet trained before starting 3 year old Preschool. If a child needs to wear a pull-up in case of an accident, they are not considered fully potty trained and must remain in the Young 3's classroom. The toddler rate will be applied to your account. We expect any child attending preschool wearing a pullup be able to use the bathroom independently at bathroom times. All children must be able to attend school without a pullup by December 1st. Please work with your child at home. Consistency is key.

Payments

For preschoolers, your payment is based on the weekly schedule that you choose upon enrollment. You can send your child to preschool ONLY or enroll in our before & after school care program. Once you are enrolled, you are committed to that schedule for the entire school year. We add up the number of days in the school year, based on the schedule you have chosen, and divide them into 9 equal monthly payments.

For infants and toddlers, you are billed monthly for the days your child is scheduled to attend in the upcoming month. There are no refunds for absences or days taken off. Tuition may be reimbursed for a closure due to COVID-19. You do not pay for days the center is closed for holidays.

You will be billed monthly on the 15th of the prior month for the upcoming month, which must be paid on the 25th of the prior month. If payment is not paid by the 25th of the month, a reminder will go out. A \$5 late fee will be applied each day until payment is made. Care will not be able to be provided until payment is received, you may lose your spot by a family on the waiting list.

Payments should be placed in the payment box, with is located at the entrance of the early care wing (When paying online you will need to pay the processing fee)

Payments can be made by check or money order out to Kids' Creek.

Payments can also be made at through Brightwheel you can make a one-time payment or have it scheduled to come out monthly automatically. (When paying online you will need to pay the processing fee in Brightwheel it is a percentage of your bill if you use a credit card or a small set amount if you use your bank account.)

If payment is denied by the transacting bank or credit care companies and fees are charged these fees will be the responsibility of the parents. If balance remains unpaid you will not be able to continue receiving childcare services until all balances are received.

Scholarships are available through Great Start and Messiah for (3-5 year olds); Placements will not be known until late July or early August.

If you are unable to make payments on time, you must notify the Early Childhood Director for other arrangements immediately. We try to make every effort possible to keep your child in the center.

Family Discounts are for families with multiple children enrolled for the child with the highest fee and then each additional child receives 5% discount.

Right to Modify

Kids' Creek Early Care & Education reserves the right to modify policies, procedures and fees. Parents will receive an advanced written 30 day notice of any changes.

Kids' Creek Early Care & Education Closing Hours

Monday-Thursday at 6:00pm and Friday at 5:00pm

Pick up after 6:00pm Monday-Thursday or 5:00 pm on Fridays, a \$1.00 fee/minute will be charged.

We know occasionally circumstances may occur (inclement weather, flat tire ect...) preventing you from picking up by 6:00 pm. A call to the Center that you may be late must be made.

Special Needs Statement

Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the director before registration. If special needs cannot be met in the classroom then outside help may be warranted such as help from the Health Department (vision, hearing), Early On/Project Find (diagnosing early learning developmental delays). Parents will be notified before these services are requested. We value working with all parents, as they are an important part of their child's educational team. We commit to inclusion. Staff receives ongoing training on inclusion/special needs. Communication with families is ongoing and staff and families collaborate to meet the individual needs of the child. Staff facilitate or enhance interactions between children with and without disabilities.

Curriculum

We use the Experience Early Learning Curriculum for all ages, which is both age and developmentally appropriate. The curriculum balances teacher-planned and child initiated learning. This promotes each individual child's physical, intellectual, emotional, social, and spiritual growth. Hands-on learning is encouraged through participation in free-play, art, music, large-motor, science, math, literature, language, and religious activities and is supplemented by an occasional field trip for preschool, guest speakers, and special activities. Students are assessed 2 time/year and anecdotal notes are taken throughout the year. Our teachers strive to reach kindergarten entrance requirements from local schools. A daily schedule is provided by your child's teacher prior to the start of the school year. Along with using the EEL Curriculum Assessment tool, we use the DECA as a screening tool for looking at self- help and social emotional skills that can help in identifying learning delays for (3-5 year olds). This screening tool is used at the beginning and end of the school year. Screening tool for Infants & Toddlers will be Ages & Stages.

Calendar

An annual Kids' Creek Early Care & Education calendar is issued to each family. Please be conscious of our closed days. We try to coordinate our scheduled days off, such as Christmas break and Spring break with the Bullock Creek School

calendar, however the scheduled days off are not entirely the same. Please follow our center's calendar. We are closed a full day in August for professional development and to prepare for the upcoming school year.

There will be calendars and newsletters sent home with your child or sent through Brightwheel on a monthly basis. These will have special activities for the month as well as any special themes we will be studying.

Cancellation Policy

Kids' Creek Early Care & Education follows Bullock Creek School's cancellation policy.

If Bullock Creek schools are closed for snow days, Preschool will also close. The childcare center will still be opened, but will not open until 9:00 a.m.

If Bullock Creek schools are closed due to ice, we will close the entire center for the safety of all families and staff.

If Bullock Creek schools are closed for a cold day, our center will still be opened at our regular 7:00 a.m. time.

If Bullock Creek schools are delayed for 1-2 hours due to fog, our center will still be open at our regular 7:00 a.m.

Closing during the day while your child is in attendance due to weather, loss of heat, power failure, etc., the Center will notify the parents to make arrangements for immediate pick up. There is no reduction in service rates when the Center closes for emergencies.

Health Policy

Michigan State Health Law requires that all students entering childcare/preschool must have the following immunizations and doses:

- 4 DTP(DTaP)
- 4 Pneumococcal Conjugate (pneumonia)
- 3 Oral Polio
- 1 MMR
- 1 HiB
- 3 HepB
- 1 Varicella (chickenpox) or proof of having chickenpox is sufficient proof of immunity.

Because of this law, Kids' Creek Early Care & Education does reserve the right to deny a child attendance until immunizations are complete, or a waiver is on file. Immunization waivers are available by appointment at the Health Department. Families who are having difficulty with immunization schedules are encouraged to speak to the Director.

Illness prevention is important. Kids' Creek Early Care & Education has important policies listed below to promote wellness and to safeguard the health and safety of children and adults.

Any child who is suspected of having a communicable disease will be sent home right away. Licensing describes children as being too unwell to attend school if they cannot comfortably participate in daily activities and routines. Your child must be kept home if they have had a fever, vomiting, or diarrhea within the last 24 hours, experiencing severe cold symptoms, are too tired from recent illness to participate in daily activities, or experiencing symptoms of a communicable disease. Children must be fever free for 24 hours before returning.

***Please send a message to your teacher through Brightwheel if your child will be absent.**

On any daily assessment a child with the following signs or symptoms of illness will be immediately isolated and discharged to the parent or guardian:

- Diarrhea and/or vomiting
- Severe coughing (blue or red face or makes whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Eye infection (Pink-eye/Conjunctivitis)
- Temperature of 100.4 with any other signs of illness
- Untreated infected skin patch(es), unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestations
- Any illness related conditions that might prevent the child from participating in daily class activities
- Children who are inconsolable for more than 1 hour

To protect all the children and staff, we reserve the right to, and may require a doctor's note to return to school. This may be brought in upon your child's return or sent through Brightwheel or email.

Children may not attend school with an ongoing fever that is being managed with fever reducers. Center staff may administer medications such as Tylenol or Motrin for pain, teething, etc., WITH parental consent. Children will be sent home with a fever of 100.4 or higher and may not return to school until 24 hours fever free.

If a child is suspected of a communicable disease the following will take place:

1. Cared for in a room or portion of a room not being used by other children.
2. Within sight and hearing of an adult at all times. No child will ever be left alone or unsupervised.

3. Made comfortable and provided with a cot/blanket. All linens used by the child will be laundered before being used by another child. After use, anything else used will be disinfected with an appropriate germicidal agent.
4. Observed carefully for signs of worsening condition.
5. Discharged to parent, guardian, or designated person as soon as possible.

The guidelines and precautions for communicable disease also pertain to staff members.

In the case of a known communicable disease, all parents will be notified by the center. A form provided by the Health Department will be sent home to each child that was exposed.

When applicable, see the COVID-19 Plan

In the rare event of very widespread illness, Kids' Creek Early Care & Education reserves the right to close the center for a short amount of time to thoroughly disinfect and clean the center's rooms. Kids' Early Care & Education also reserves the right to close temporarily if a large number of staff members become ill, and we are unable to provide the correct number of substitutes to offer class.

Hand washing procedures are posted in each of our classrooms and bathrooms and will be followed by staff and children prior to handling food, after restroom use, if hands are dirty, after blowing their nose, or other times deemed necessary by staff.

The staff follows all procedures for the care and handling of bodily fluid. Universal precautions such as the use of gloves and proper disposal will be used at all times.

All toys are cleaned regularly after using proper procedures as stated by the Department of Human Services. At the end of the preschool year, detailed and thorough cleanings are conducted of all surfaces, supplies, and toys. Classrooms are cleaned by a janitorial staff. This cleaning includes sinks, bathrooms, floors, windows, and other surfaces as needed.

Medication Policy

We encourage you to discuss with your child's medical provider dosing schedules or once-a-day regimens that can be administered at home. The center can be authorized to administer medications to your child. Such occasions are governed by specific rules.

All medications (including non-prescription acetaminophen and antihistamines, as well as all diaper ointments, lotions, sunscreens, insect repellants) will require a parent's or guardian's signed Authorization for Administration of Medication form. One form per medication.

Prescription medications: the current prescription label from the pharmacy with complete information and instructions will suffice as the medical provider's

authorization for prescription medication. Label must include physician's name, child's first and last name, instructions, and name and strength of the medication.

Doses will be tracked on an Administration of Medication log; all unused medications will be returned to parents/guardians. We ask that the first dose of any new medication be given at home to note any side effects. Please note that we are unable to administer expired medications of any kind.

Prescription and nonprescription medications must be brought to the center in the original container and labeled with the child's full name, precise dosage, time to be administered, and current date. Medication spoons and other dosage implements must be provided and be labeled with the child's name. *Medication cannot be given without this.

Sunscreen: Please apply sunscreen to your child before coming to school. We will keep sunscreen and signed forms on file to apply to the children on days we are outside on sunny days.

Pest Management

Pesticide application may occur monthly throughout the building on an annual basis. This is only a prevention and used for bug control. If there are any pest issues in the classroom you will receive advanced notice of these applications via a letter home or email. This advanced notice will contain information concerning the pesticide used date, and reason for application. The Director may be contacted concerning questions about these applications.

Safety Policy

This safety and health of your child is of primary concern to the center and staff. Therefore, certain guidelines have been established to carry out this policy.

In accordance with state requirements, there will always be one teacher present who has been trained in CPR, First Aid and Blood Borne Pathogens. We also have yearly staff workshops on Child Abuse/Neglect Policies. All staff members are required by law to report their suspicions of child abuse and neglect. A parent or teacher suspecting child abuse or neglect can report their suspicions by calling 1-855-444-3911 (24 hours a day/7 days a week).

To maintain the highest standards of safety for children of this center, we include regulations:

No child shall ever be left alone or unsupervised.

We must have a written note from you if someone else is to pick up your child and they must be listed on the child's child information form (white form). If possible, have that person accompany you and introduce them to the staff. We will ask for identification such as a driver's license.

Each child must be checked in and out of the classroom every day by the person dropping off and the person picking up. This will require a time and signature on Brightwheel.

When you drop off your child and pick up your child at no time may any children under the age of 6 be left in the car unattended.

Fire drills are practiced quarterly for each class. Tornado drills are practiced once during the spring and fall for each class. We are required to practice these 3x between March and November.

Fire and weather emergency procedure routes are practiced in each class and the routes are posted in each classroom.

Fire extinguishers are in working order and are located in designated areas for each classroom. Medical emergency procedures are posted in the classroom and first aid supplies are located in classroom cupboards.

Aerosol sprays will not be used when children are present.

Classroom safety guidelines will be posted in the classroom.

Crisis Management procedures have been reviewed with each teacher and are practiced with children 2x a year.

Our center hallway is securely locked down during center hours. Only church staff, teachers, parents, and daycares that pick up children have access to key cards that open the center hallway.

Please be sure to inform us of any food allergies. The Department of Human Services requires us to post them in the classroom.

Epipens may be stored in the classroom if they are provided by the parent/guardian along with a completed Care Plan.

Child Custody

We recognize that families have developed many different custody arrangements for dependent children. We are obliged to honor the legal arrangements that each family has made through a court of law. If your family has a special court order, please share it with the Director at the time of enrollment or whenever it becomes effective, and we will attempt to follow its intentions.

THE CENTER CANNOT RESTRICT A NON-CUSTODIAL PARENT FROM PICKING UP A CHILD UNLESS A COPY OF THE JUDGE'S ORDER OF CUSTODIAL AGREEMENT IS ON FILE.

Accident Reports

Young children in a group setting may have some accidents. If your child is hurt at the center:

- First Aid will be administered
- Your child will be comforted
- An incident/accident report will be completed
- A copy of the incident/accident report will be uploaded in Brightwheel and if applicable will be sent home with a copy filed in the Director's office.

If your child's injury is on the head or is significant, we will call a parent to discuss the injury. The director (or teacher in charge) may decide to send the child home for the rest of the day so that the parent can observe him/her more closely. If a child is seriously injured, we will implement our "Serious Accident/Injury Plan", which includes calling 911, calling the parents, and transporting your child to the hospital by ambulance. All staff members are trained in CPR and First Aid.

Child Abuse Policy

It is the policy of Kids' Creek Early Care & Education and our legal obligation as mandated reporters to contact the Department of Human Services immediately if an employee suspects any type of child abuse concerning a child attending the center. If an employee suspects abuse and does not report it they can be found guilty of a Class A misdemeanor. All staff at Kids' Creek Early Care and Education have a filed statement from the State Central Registry that they have no record of previous child abuse.

Fire or Severe Weather Procedures

In the event of a fire, the teacher/aides will lead all the children to the outdoors through the back doors of each classroom. A fire exit plan is posted in the classroom. The teacher will check the room carefully, including the bathroom; to be sure all children are out of the building. Teachers will close the doors after classroom has been evacuated. They will take attendance rosters out with them.

All children are to assemble in a safe area outside the building. The teacher will take attendance to make sure all are present. The administrator will contact the proper authorities.

In the event of severe weather emergencies, the children and teachers shall take cover in the classroom bathroom or in Room 6. The adults will close all the doors. Attendance on Brightwheel are used to account for the children.

If there is ever an emergency or crisis that requires us to relocate the students, Bullock Creek Transportation will be called to bus children to a safe and secure location (Bullock Creek Elementary School). Parents will be notified via Brightwheel.

Discipline/Behavior Policy

The staff uses Conscious Discipline and positive methods of discipline that encourage self-control, self-respect, self-direction, and cooperation. A comfortable

atmosphere and consistent rules of safety are established and positive reinforcement is given for compliance. The teachers will convey an attitude of firmness in stating expectations for children's behavior. Physical punishment is never acceptable and is never used.

Discipline should benefit the child and will be handled in a positive manner by encouraging and enforcing correct behavior. If a child does not follow the rules that are set to protect him/her and others, the teacher will talk quietly to the child and explain why certain behavior is required.

If the child doesn't respond to this, he/she will be redirected to another activity. If it should be necessary, the child will be removed to another part of the classroom or from the classroom itself. At no time will any child be left without any adult supervision. Physical restraint would only be used in a rare case to prevent the child from harming him/herself severely.

Children, as well as adults, need to learn to take responsibility for their own behavior. In our role as teachers and parents, it is our job to guide our children in this task. Parents will be kept informed of both positive and negative behavior that their child exhibits at school. In this way, we can work together to assure that each child benefits from this policy. In all situations, professional knowledge, available resources and referrals will be used to assist parents with their own child's growth and development.

Parents who need assistance with problems or complaints concerning any aspect of the program should follow these channels:

- Approach the teacher about the concern
- If action is not taken to your satisfaction, contact the Early Childhood Director. The Director may be contacted at 989-698-2223 or by email.

Meals/Snacks

Parents must provide all meals and utensils for Infants.

Kids' Creek Early Care & Education provides meals to Toddlers and Preschoolers ONLY, with a \$5 prepaid purchase through Journey's Coffee Shop.

Parents may provide meals and snacks for their children of adequate amount and nutrition. Water will be provided at the center.

No soft drinks are allowed. Limit juice and artificial dyes.

Snacks should be nutritious. Please do not send sweets, unless it is a birthday celebration snack brought for a class.

Sharing/Show & Tell:

Some classrooms have sharing days. It is a time for your child to share special books, toys, or other interesting objects from home with his/her classmates.

ABSOLUTELY NO WEAPONS OF ANY KIND SHOULD BE BROUGHT FOR SHARING!

The center doesn't assume any responsibility for loss, damage, or destruction of personal belongings.

Rest & Naps

Children attending for more than five consecutive hours will have an opportunity to rest or nap. Quiet music for infants, toddlers, and preschool children will be played and lights lowered for a quiet, resting atmosphere.

Toddlers and preschoolers will need a blanket and pillow for nap time. The blanket must be crib size and pillow 10"-12" or smaller. Please be sure to label with your child's name. They are to be taken home weekly to wash.

Preschoolers who do not fall asleep within a reasonable amount of time will be given a quiet activity to do on their cots, such as puzzles, books or coloring.

The State of Michigan licensing rules do not allow pillows, bumpers, stuffed animals or blankets in the beds of infants. You may bring your child a nap sack in lieu of a blanket.

Field Trips

Field trips will be scheduled throughout the year for 3-5 year old classes. Notification will be sent home with information about the trip and individual permission slips must be signed and returned prior to the trip. Sometimes a small fee may be charged for each participant. Some field trips permit siblings and some do not. Please ask your individual teacher. ***Parents or caregivers will be required to provide transportation and accompany their child during the field trip.** Children are not permitted to ride in the front seat, and ALL children and adults must wear seatbelts. Field trips are an option, however if you don't wish for your child to participate, you may need to bring them in after the field trip as staff accompanies the children.

Special Days/Celebrations

We do celebrate Halloween. Children are able to come in costume, and when everyone is ready, parade through the staff offices. Parents are also able to pass out treats if they would like. Students then will need to be taken out of their costume. If a parent is not available, teachers will help that child. The children then continue their day.

We celebrate Thanksgiving with a potluck depending on the class. Classes have parents bring in a dish to pass and the children sing a few songs. Parents, teachers, and students enjoy a meal and then go home or stay for the rest of the day.

Each class has their own Christmas party and Valentine party that is unique to that class.

During Easter, we have an Easter Celebration. This happens during the evening. The students are able to tell the Easter story and then we enjoy snacks.

The 3s Preschool class ends the year with a mini graduation the last 15 minutes of their last day.

The 4s & 5s Preschool class has an evening graduation; they wear hats and accept their certificates.

Fliers are put up by the bulletin board for parent education classes that happen through out the year in the community.

Singing in Church

Children will be invited to sing, during a Sunday morning worship service, at least 2 times during the school year usually October and December.

Dress/Outdoor Time

Students are expected to dress in clothing suitable for school activities. The clothing worn to school is the responsibility of the parent. Parents should consider that students frequently sit on the floors, fall or slide on grass and dirt on the playground, and will be involved in various potentially messy art projects (note: we do use washable paints and require smocks in the art area, however, the children may still get messy engaging in our activities).

Outdoor time is a very important part of the day. We are outdoors for at least a minimum of 30 minutes twice a day, unless it is raining or the wind chill is so severe it would endanger children. Children should dress appropriately for the weather, wearing warm clothes when it is cold and wearing boots when it is wet. According to the Department of Human Services shoes must be worn at all times. If you forget your child's shoes, and he/she is wearing boots, he/she will not be permitted to just wear socks. Please be sure to mark all clothing, coats, hats, boots, mittens, snowpants, shoes, backpacks and personal items brought to school so that they can be returned.

Special note

Please provide your child with a spare set of clothing to keep at school in their backpack. This includes a shirt, pants, socks and underwear. Occasionally, children can have accidents that require them to have clean clothes to change into. Please remember to label all of these items with your child's name. Send these items in a labeled gallon size plastic zip lock bag. If an accident occurs, we will send the dirty clothes home and you may send a clean set the next day your child comes to school.

Parking Lot Safety

Please drive slowly through the parking lot. Hold your child's hand while walking to and from your car. Refrain from using cell phones and give your child your undivided attention for the last few minutes before dropping off and the first few minutes after picking up. During the winter months our parking lot is plowed and sidewalks are shoveled. The parking lot and sidewalks are also salted, but please take extra care when driving and walking into and out of the preschool.

Conferences

Parents play an integral role in their child's development. A strong partnership between staff and families is crucial to a child's success. There will be opportunities for conferences throughout the year to discuss overall development, child's strengths, areas of concern, and assessment results. If you do have questions or concerns throughout the year, talk to your child's teacher. Open communication is best for success.

Parent Responsibilities

Kids' Creek Early Care & Education counts on parents to help make our program work. In enrolling your child, parents are expected to assume the following obligations:

- Attend all parent meetings scheduled
- Pay Fees in accordance with the handbook
- Provide transportation for your child to and from school
- Attend the Open House
- Provide all entry forms to administrator before school begins
- Read and observe the handbook of Kids' Creek Early Care & Education
- Keep your child's records up to date as information changes (new job, phone, address, etc.). A form may be provided to you by the Director or may be printed online at kidscreekbc.org
- Notify your child's teacher in Brightwheel if your child will be absent
- Be aware of center's activities by reading the monthly newsletters and calendars
- Keep your child home if ill and inform the school of any communicable disease that your child may have or may have been exposed to
- Share with a staff member any event which may cause your child anxiety on any given day (divorce, death in family, ect...)
- When dropping off your child make sure the teacher knows your child has entered the room.
- Use the Brightwheel App to check your child in and out each day.

Kids' Creek Early Care & Education has an open door policy and therefore, we encourage parent visitations and involvement. We do, however, encourage you to respect your child's growing needs for independence. When your child is at school, it is considered "school time". It causes disruption to your child and the classroom routine when you drop in multiple times. Therefore, if you are visiting unannounced, we ask that you limit those visitations. If you would like to schedule a long period

of time or multiple visits to be in your child's classroom, please speak to the teacher in advance. In addition, if you will be bringing any other children with you, please obtain prior approval from the classroom teacher. It is very important to us that all volunteers and visitors be supervised at all times. These policies help us keep your child and his or her classmates safe and secure.

Infants and Toddlers

Daily Records

The center shall maintain a continuing record for children up to 12 months of age in the following areas:

- Food intake
- Sleep patterns
- Bowel movements
- Developmental milestones (smiling, sitting, crawling, etc.)

Parents of children from age Birth to 35 months may view all notes on Brightwheel App . The staff will fill out the child's information throughout the day.

Naps

Infants must sleep in their crib, alone, and on their backs. They may have a pacifier. No other items, blankets, stuffed animals, etc. are allowed in the cribs. If the child falls asleep in the swing or stroller, they are transferred to the crib as soon as possible.

Formula and Food

Parents are to provide formula and/or baby food for their children.

Bottles shall be prepared at home and placed in an assembled bottle unit with a lid to cover the nipple. Label with the child's name, date and the contents.

Each bottle and nipple supplied will be used for a single feeding only. Contents left after feeding will be discarded.

Mothers are welcome to come to the center to breast feed their children.

Perishable foods will be refrigerated.

Food jars/containers will be covered and labeled showing contents, the date of opening and intended child's name.

These foods will be used or discarded within 36 hours.

Popcorn is never allowed for infants or toddlers

Grapes and hotdogs must be cut into 1/4s by you as the parent to eat at the center

Diapering and Toilet Training

Diapers shall be disposable or from a commercial diaper service.

Diapers will be changed when wet or soiled, checked every 2 hours, and documented on Brightwheel.

Please keep your child's bin full of diapers and wipes

Diaper cream may be kept at the center and applied as needed with the appropriate forms filled out ahead of time. We cannot apply any creams or lotions without written consent.

Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is constant between the center and the child's home.

Sample of Daily Classroom Schedule (Infants & Toddlers)

Schedules may vary from day to day depending on the mood and temperament of the children. In order to accommodate the children, we like to keep their schedules flexible. Activities we incorporate into our program are:

Floor Play	Small Group	Snack
Nap Time	Large Group	Diapering and Feeding
Reading	Music and Movement	Outdoors
Sensory Activities	Jesus Time	

This is a tentative schedule and may change depending on each child's needs. Diapers, bottles, food and naps are always on demand.

- Arrival
- Child Initiated Time
- Snack
- Circle Time
- Nap Time
- Small Group (Art and Sensory)
- Gym or Outside
- Time Lunch
- Play Time
- Nap Time
- PM Snack
- Play Time

Sample of Daily Classroom Schedule (3-5 year olds)

Our class schedules vary depending on the teacher and the time allotted for each class.

The following components are part of every classroom's schedule:

7:00 am - 9:00 am Breakfast & Free Play

9:00 am - 12:00 pm Preschool

- Child Initiated Time (Centers)
- Jesus Time including a once a week Chapel
- Movement/Outside Time
- Large Group Time
- Reading Time
- Snack Time
- Small Group Time

12:00 pm - 2:45 pm Lunch & Rest/Nap Time

2:45 pm - 6:00 pm

- Snack Time
- Child Initiated Time (Centers)
- Large Group Time
- Movement/Outside Time