



Parent Handbook

Mission Statement

Ms. P's Child Care will provide licensed care for infants through school-age children in a loving, developmentally appropriate home environment that will allow each child to grow to his or her potential.



Welcome to Ms. P's Child Care!

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give us, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Ms. P's would be glad to address any of your questions or concerns. Once again, welcome!

Our Philosophy

We believe...

- That children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- That parents contribute to and enhance the quality of care offered at Ms. P's Child Care.

Ms. P's welcomes those of diverse faiths, ethnic origins, and race.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we can do to teach our children about diversity is through role modeling that **all people** are treated with kindness and respect. While it is impossible to list all the things, we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Ms. P's Child Care:

- Our CHILD ENROLLMENT form encourages families to share their home traditions with us.



- We collaborate with Child Care Network and the State of Michigan to ensure that families can receive tuition assistance and participate in a high-quality, nationally accredited preschool program.
- We collaborate with Early-On and Good Start to ensure that children with varying abilities have the best resources available to them to meet their needs.
- We encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above-mentioned areas.

Enrollment and Tuition

Children between the ages 6 weeks and twelve years are eligible for enrollment at Ms. P's Child Care. Center hours are Monday – Friday (24 hours per day), Saturday and Sunday (Midnight – Noon).

Documents to be completed and returned before enrollment are:

1. *Enrollment Agreement*
2. *Health Appraisal*
3. Parent Information
4. Student Emergency Information Record
5. *Food Allergies and Special Diets log*
6. *Policy Agreement*
7. *Non-Prescription Release*
8. *General Parent Authorization*
9. *Pick-up authorization*
10. *Behavior Guidance*
11. *Pets Policy*
12. *Handbook Acknowledgement*

Hours	Ages	Rate
40-hours	Infant – Age 1	\$175
40-hours	Age 1 - 12	\$150
•Hourly Rate	Infant – Age 1	\$6.00
Hourly Rate	Age 1 - 12	\$5.00
Drop Off Rate	All Ages	\$10.00

Note: for CDC enrollee's the parent is responsible for all co-pay amounts exceeding CDC amount



Arrival / Departure Procedure

Each morning when you drop off / pick up your child you must sign in/out each day.

If a child is to be picked up by anyone other than the parent or guardian a signed note must be emailed to the Ms. P's childcare with authorized pick up person name and the person must have ID stating who they are.

Please note that in the event of custody disputes it is not within our legal right to withhold a child from either parent, without having a copy of the court order awarding custody.

Also, please note that if a parent should attempt to pick up their child while intoxicated, it is not within our legal right to detain the child. However, for the safety of the child, if a parent attempts to pick up their child while intoxicated, and refuses our attempts to find alternate transportation home, we will notify local law enforcement officials of the situation upon their departure.

Children experience various stages of separation anxiety. This is best handled cheerfully and promptly. Choose a routine and make your departure, don't drag it out, even though it may break your heart. If you need to, call us later to reassure yourself that your child is fine, and they probably stopped crying before you left the driveway. Please remember that trust is being set up, so please do not think that it will be easier to slip out the door without saying goodbye. Each child is unique in this respect, but they all deserve a goodbye hug and kiss.

If your child misbehaves during these times, please correct their behavior. Center rules apply from the time they walk in the door until the time they walk out. This is a time of testing when two different authority figures are present (parent and provider), and this situation will be tested at one time or another to see if the rules still apply. We will remind your child if inappropriate behaviors are being displayed. Please be prepared to back us up on these issues.

Vacation

Parent/Guardian/Child Vacation: The parent is required to give a two (2) weeks written notice of their scheduled vacation or other leave in which the child will be absent from day care. Each child enrolled full time will be allowed two (2) weeks' vacation per year, at ½ weekly tuition charges, as long as the day care home is notified (2) weeks in advance, this is to hold your Child's opening in the child care. Any additional vacation time will accrue the appropriate fees.

Illness Policy

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.



The following criteria will be considered in determining if your child must go home:

1. Fever of 101° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. *See **Medicine** below.
2. Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
3. Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.
4. Persistent cough for an extended period (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor).
5. Unknown Rash
6. Provider's discretion

If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.

Your child may return to the center after:

- Obtaining written verification from a doctor.
- Fever-free for 24 hours *without the aid of Tylenol, or other fever reducing medications.*
- In the case of chicken pox, when all the lesions are scabbed over.
- In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that **all** nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.
- In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

***If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Assistant Director.**

Medicine

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, *Medication Permission*. The parent must provide all medications.

Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the center staff. We will not administer cold medications to any child.

Staff cannot administer medication (prescription or over-the-counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided.

A *Non-Prescription Release* form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.



Injuries and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a *Incident Report* would be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the *Child Information Record* (or the closest hospital). The parent/guardian will be called immediately.

Children Absence Policy

Children who are absent without prior (2) two-week notice will be charged in full for the days missed, if the child is out due to illness the day will be charged regular tuition. We also ask that you call and let the childcare know that your child will not be in that day.

Payment and Method of Payment

Payment is due Friday morning for the upcoming week. Payment is required in full each week regardless of days taken off for illness, holiday and unexplained absence. This allows me to maintain your Childs opening in our center. If your child is scheduled for specific days or on a part time basis, payment for those days will be expected. Payment via Tuition Express is preferred, however, after one Non-Sufficient fund (NSF) transaction, payment must be made in cash. There is also a \$30 returned check fee due at the time of payment. A late fee of \$10.00 per day will be added to your bill if payment is not received after due date.

DHS payment are accepted however until a letter stating your child is approved for such payments is received you are responsible for all childcare payments. You are also responsible for payment of any amount not covered by DHS. (i.e. if your weekly tuition for care is \$135 per week and DHS pays 70% - 95% towards your childcare you are responsible for the balance)

NOTE: If you pick your child up early or bring your child later than the agreed upon time, the full rate is still charged.

Overtime

Overtime is considered as drop off before or after agreed upon pick-up and drop off time. **There is a \$1.00 charge per minute due upon arrival.**



Withdraw or Termination of Child Care Services

A two (2) week written notice is required if you decide to withdraw your child from the program. Parents are required to pay for those two (2) weeks regardless of when the child leaves the day care within the final two (2) weeks.

The director at Ms. P's reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

Unexpected Closings

Ms. P's will be open on public school designated "snow days"--we may open late if necessary. On a rare occasion our center may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing.

Tornado and Disaster Procedure

In the event of a tornado or disaster warning, the children will be taken to the basement. Students will remain sheltered until the all-clear signal is sounded.

Communication

Proper communication between our parents and the teachers and staff of Ms. P's is extremely important. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a mailbox and/or cubby. Please check these daily for notes, newsletters and daily reports.

Remember to communicate in writing any changes in your child's schedule. **We must be informed, in writing, regarding any changes in the person picking up your child.** You may add or delete names of authorized adults allowed to pick-up your child on the *Child Information Record*.

We must be informed of any of the following changes:

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.



Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect.

Treasures and Possessions

Each child will need a blanket to use at naptime. A zippered pillowcase is also requested for storing the blanket. Your child's name must be clearly written on the pillowcase and blanket. The pillowcase and blanket are taken home each Friday to be washed and returned the following Monday. A small pillow or small stuffed toy is permissible. Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day. Videos brought in to share with the class must be 'G' rated. **Ms. P's will not be responsible for any lost items.**

*Important...there are four things we feel strongly must remain at home:
toy guns, gum, money, and candy.*

Clothing

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 60° or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. **All clothing, including coats and boots, must be labeled clearly with your child's name.**

Diapers & Toilet Training

Parents supply all diapers at Ms. P's. Wipes will be provided by the center unless the parent makes alternate arrangements.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.



We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, plastic pants, socks, and outer clothing. We do not allow the use of "pull-ups" at Ms. P's. They seem to only delay the toilet training process plus require extra time to change.

Bodies and Boundaries

There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts, we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

Bottles, Blankets and Pacifiers

You may send extra bottles, a small security blanket and/or a pacifier for your child. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.

Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the center. Your permission for your child to participate in *walking* excursions is part of this agreement. You will be notified of all field trips.

We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned--including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

Birthday Celebrations

Parents are welcome to send cookies, cupcakes or cakes to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Please do not bring in any treats that contain peanuts or peanut products. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration.



If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.

Photographs and Publicity

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child, to be used without compensation, is part of this agreement.

Meals, Snacks and Food Allergies

The center will provide Breakfast, hot lunch and two snacks. Parents will provide formula or breast milk for children up to the age of 12 months.

If there are dietary needs, or allergies, it is the parent's responsibility to notify the center director. Parents will need to supply any special foods required. An Allergy Action Plan and a Medical Action Plan are available and must be filled out if a child has an allergy or medical need.

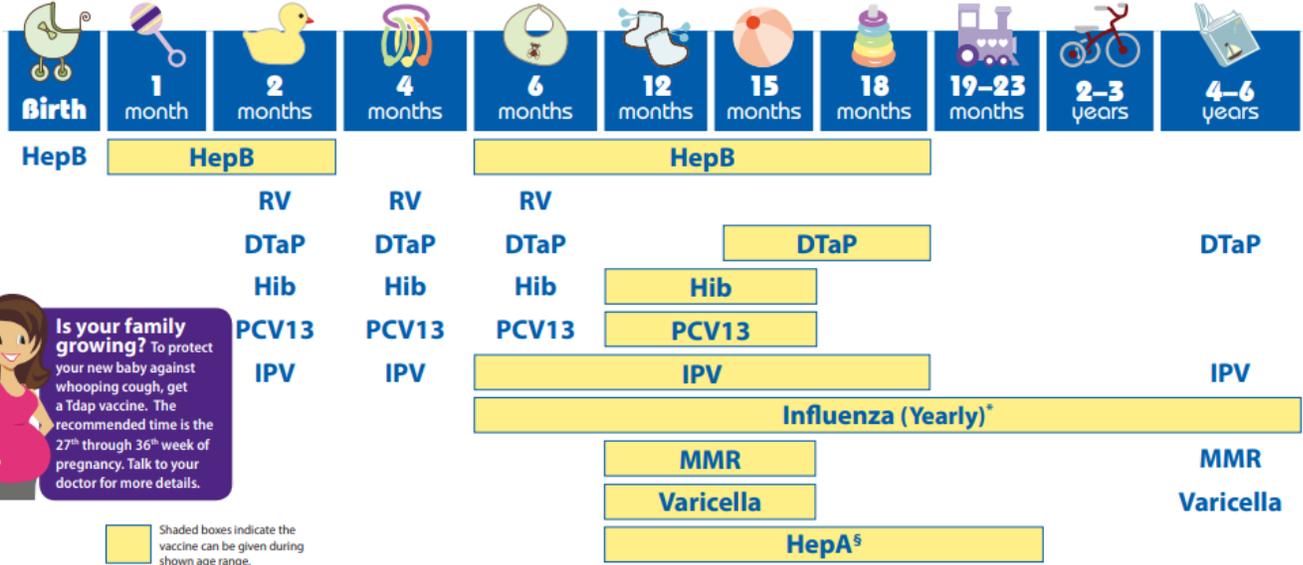
Immunizations and Physicals

All children who attend child care programs in Michigan are required by law to be fully vaccinated. Ms. P's requires all children enrolled in the program to be immunized or on the path of vaccination. Families must contact their local health department to obtain a signed certified *Nonmedical Waiver Form* to waive delayed vaccines. A *Health Appraisal* form is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination.

***Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.**



2019 Recommended Immunizations for Children from Birth Through 6 Years Old



Is your family growing? To protect your new baby against whooping cough, get a Tdap vaccine. The recommended time is the 27th through 36th week of pregnancy. Talk to your doctor for more details.

NOTE:
If your child misses a shot, you don't need to start over. Just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

FOOTNOTES:

- * Two doses given at least four weeks apart are recommended for children age 6 months through 8 years of age who are getting an influenza (flu) vaccine for the first time and for some other children in this age group.
- § Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 months after the last dose. HepA vaccination may be given to any child 12 months and older to protect against hepatitis A. Children and adolescents who did not receive the HepA vaccine and are at high risk should be vaccinated against hepatitis A.

If your child has any medical conditions that put him at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he or she may need.



See back page for more information on vaccine-preventable diseases and the vaccines that prevent them.

For more information, call toll-free
1-800-CDC-INFO (1-800-232-4636)
or visit
www.cdc.gov/vaccines/parents



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



American Academy
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Family Gatherings

Ms. P's families have a chance to meet with other families and the teachers several times a year. These gatherings are meant to provide a sense of community and to celebrate the families here at Ms. P's. Dates and times will be posted. Our Winter Family Festival is usually held in January, dinner and entertainment is provided. In June we celebrate preschool graduation by having a family potluck. Family members are invited to Grandparent's Day, Mother's Day, and Father's Day celebrations.

Center Happenings

Ms. P's makes every attempt to keep parents up to date on happenings here at the center and in the community. Center newsletters are sent out monthly. It is also the parents' responsibility to keep up to date by being aware and checking for updates. Together, as partners, we will be able to provide your child with a fun and safe learning environment.



Licensing Notebook

Ms. P's Child Care strives to offer a quality program for our families. We maintain a licensing notebook that is available for parents to review during our regular business hours. The notebook contains all licensing inspections as well as any special investigation reports and related corrective action plans. These reports, from the prior two years, are also available on the child care licensing website @ www.michigan.gov/michildcare.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director or center owner. This *Ms. P's Parent Handbook Revised: October 24, 2019*.

Behavior Guidance Policy

At Ms. P's Child Care the term *guidance* is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

- **Environment**--A place designed for children. Each room is age-appropriate in furniture size, large and small manipulates, and supplies required for hands-on experiences.
- **Logical Rules**--Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum**--Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior**--We reinforce the behaviors we wish to see repeated.
- **Redirection**--Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder**--Telling the children what we want them to do rather than using "no" or "don't."
- **Renewal Time**--Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior.

Discipline Policy

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protection all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display *chronic* disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult.



Initial Consultation:

The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.

Second Consultation:

If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.

Disenrolled:

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion

Pet Policy

Ms. P's Child Care is a pet friendly home. We currently have 2 Red Eared Slider Turtles and a German Shephard. The turtles (Fred and Barney) are housed in a large aquarium inside the child care area. At no time will the children be allowed to touch the turtles, they are only allowed to look at them. However, at times they will be used as a teaching tool. The German Shephard (Hercules) while very friendly and trained, will be in a separate room and will not interact with the children.

	Name	Phone Number
Primary responsible staff person	Paulette Warren	217-390-0357
Alternate staff member(s)	Charlotte Nichols	313-492-1864
Our veterinarian	Dworkis Dog & Cat Hospital	248-569-3030

All pet records (health, vaccinations, licenses, etc) are kept on file.



POLICY AGREEMENT

Please carefully read, sign and return the following form to the center director.

I have read the Ms. P's Parent Handbook and agree to abide by all the policies and procedures therein.

I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments during the course of enrollment.

Starting Tuition _____ I choose to pay: Weekly _____ Monthly _____

Approved Start Date _____

Weekly Schedule/Days _____ Hours _____

Child(ren)'s Name _____

Parent/Guardian Signature: _____ Date: _____

BEHAVIOR & DISCIPLINE GUIDANCE POLICY

I have read and agree to the Discipline and Guidance Policy for Ms. P's Child Care.

Parent/Guardian Signature: _____ Date: _____

PHOTOGRAPHY & VIDEOGRAPHY

I understand that photographs/videos of the children in our programs may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your child's photo will also be posted on our classroom and center-wide Shutterfly and Facebook sites. I understand that they are to be used without compensation.

Parent/Guardian Signature: _____ Date: _____

Pet Policy by Parents/Guardians

I have read, understood, and agree with this policy.

Childs Name: _____ Date: _____



ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Parents Name: _____ Signature: _____

I acknowledge that I have received the Parent Handbook and that Ms. P's Childcare has the right to make changes to the handbook at any time and will provide a 2-week notice of changes.

Thank you for selecting Ms. P's as your child care provider.

Childs Name: _____ Date: _____

Parents Name: _____ Signature: _____

*Thank you for selecting  Ms. P as your
child care provider.*