

Learning Zone Preschool

Parent's Information Handbook



Learning Zone Preschool

and Childcare and GSRP, LLC
19615 Capital Ave NE
Battle Creek, MI 49037

269-589-6423 Call or Text
Monday – Friday 5:30am-6:00pm

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(all older versions are voided)

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Additional Resources and Rules can be found:

Website: www.learningzonepreschool.weebly.com

LZ Front Desk: Tri-fold pamphlet

NAEYC: Code of Ethical Conduct and Statement of Commitment

Childcare Center Rules Technical Assistance and Consultation Manual

Technical Assistance and Consultation Manual Child Care Center Rules



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MISSION STATEMENT

We strive to have fun while learning! We will strive to keep all children will be happy, safe, healthy, prepared, and eager to succeed in school and life. Here at the LZ we strive to keep all the children engaged in all aspects of their personal development, social, emotional, physical, and intellectual needs through active learning.

PHILOSOPHY STATEMENT

WE STRIVE TO HAVE FUN WHILE LEARNING!

We believe children learn best through hands on play and interacting with children among their own age. Here at LZ we generate most of our learning through small groups, play (work time), fun and games. When our children are happy and healthy, they become lifelong learners.

The LZ is committed to giving every child a great start to be successful in school and in life. We believe that school readiness begins by supporting children's health and development across domains. This is achieved through the following areas.

- A learning environment that fosters independence creates an inviting space and provides open-ended, multi-faceted materials that reflect children's interests and experiences.
- Relationships, built on mutual respect and trust, that support child initiative and problem solving, encourage identifying and managing emotions and promote adult scaffolding of children's learning. Social relationships are encouraged through learning conflict resolution, working cooperatively in small and large group settings, and exhibiting a respect and appreciation for all people.
- A curriculum that promotes active learning and responsive teaching for various learning styles We use an array of curriculums such as High Scope, Teacher Creative, and Creative Curriculum to name a few. Ages and Stages Questionnaire is one of the Assessment tools that use observation and documentation to record children's current strengths while planning for children's growth, share progress reports and gather family input on child's individual development and outcome goals and provide data to use as a tool for planning staff and administration professional developments.
- Family involvement includes various forms of open, respectful, two-way communication, volunteer opportunities in and out of the program setting, events or activities supporting family growth and understanding of identified concepts that are relevant to them and opportunities to have their voices and opinions heard, such as through advisory committees and program evaluations. Family home life and cultures are reflected and celebrated through materials and interactions. There are yearly meeting and quarterly notes that parents are encouraged to be involved in. We value the opinion of our children's family members and will consider all suggestions. We strongly urge friends, family, and our community to join in on our fun when they have some spare time. The kids here love to show off their friends and family members to their friends.
 - There is a family meeting area in the library with a sitting area, books, and resources for the families.
 - When dropping off or picking up your children please feel free to stay and play at any aspect of their day.

GSRP PROGRAM OVERVIEW

The LZ is operated by child tuition payments, CISDU, and DHHS. The CACFP offers a reimbursement plan that help pay for child meals. As of December 2014, we also operate a Great Start Readiness Program (GSRP) that is operated by a grant received from the State of Michigan. This is a program for children who will be four years old by September and will be entering Kindergarten the following school year. The GSRP runs Monday-Thursday for a school day 8:30-3:30 for the school year, wrap around care can be provided with additional expense.

STATE LICENSING

LZ is a State Licensed Childcare Facility operating since February of 2010. We update our license every 2 years. Licensing inspection, special investigation and corrective action plans from at least past 3 years are available on the childcare licensing website at www.michigan.gov/michildcare.
<https://childcaresearch.apps.lara.state.mi.us/Home/FacilityProfile/DC130413158>

RATIO AND GROUP SIZE REQUIREMENTS

Having more staff and fewer children than required by licensing creates a higher quality learning environment for children. This ensures staff have more one-on-one time with each child. LZ assures that



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we will always be in within the licensing rule. The Max Class Size also state the enrollment information that we keep all classrooms.

Class Name		State Standards Teacher: Child	LZ Standards Teacher: Child	Max Class Size Teacher: Child
Green Room	Infant – Toddler	1:4	1:3	5:15
Blue Room	3-year-old	1:10	1:8	2:12
Yellow Room	3-year-old	1:12	1:8	2:15
Pink Room	4-year-old	1:10	1:8	2:12
Purple Room	4-year-old	1:12	1:8	2:16
Orange Room	4-year-old	1:12	1:8	2:16
Silver Room	4-year-old	1:12	1:8	2:16
Silver Room	School Age K-1st	1:18	1:12	2:24
Orange Room	School Age 2 nd -5th	1:18	1:12	2:16

NON-DISCRIMINATION POLICY

The LZ shall not discriminate in its policies and practices because of age, race, color, national origin, marital status, disability, physical characteristic, gender, religious beliefs, cultural identity, socioeconomic status, familial status, and genetic information.

CULTURAL COMPETENCY PLAN

LZ recognizes and respects all children's home cultures. This includes but is not limited to the religion, language, race, celebrations, socio-economic status, and education level of family members, child-rearing practices and family structure in each home. We strive to reflect this through the policies and procedures including having translators and forms in various other languages, our verbal and non-verbal language, events that include all members of the family, materials in our classrooms, the Parent Advisory Committee, conferences, home visits and surveys. We encourage families to share information, skills, materials, and knowledge from their home culture throughout the year. We have a strong commitment to handle any information about or interaction with a family with respect and confidentiality (see Confidentiality Policy). Our staff will have a minimum of 24 training hours annually for professional development, discussions and exchanging of ideas to further their understanding of this topic and many others.

PROGRAM EVALUATION

Each classroom will be rated on the Program Quality Assessment tool to provide feedback on areas of strengths and areas for improvements yearly. Results will be used to plan staff trainings, revise management practices, and seek additional resources.

Each classroom's instructional staff will be observed and given feedback at least three per year by an evaluator or the center director. This feedback will be used to discuss strengths and improve the quality of program.

A star rating will be awarded that will be available for viewing on the Great Start Connect website, www.michigan.gov/childcare

COMMUNICATION / CONFERENCES

It is important for everyone to be on the same page when it comes to the care of the children. We distribute, daily notes, weekly class newsletters, monthly center newsletter and a monthly menu. We display a Parent Bulletin Board and share information constantly. Parents are also encouraged to bring any concerns they may have to the Director's attention immediately. We have a Parent Advisory Committee that meet twice a year; Snacks and Childcare will be provided to all attendees. We are also complete 2 conferences per child each year. If your child is enrolled in the GSRP Program, you will also have 2 in home visits per school year. When families and teachers work together, the best environment for the children can be created.

A Parent Bulletin Board is available by the front entrance of the building and in the gathering area. This makes for better communication between families and staff. Please take a glance at this board for any updates or changes. All postings will also be posted on the classroom app.

Grievance

When a problem is not dealt with immediately, it often becomes magnified and becomes more difficult to solve. Therefore, if anyone has a grievance against another, they are obligated to *first* go directly to that person with their concern. Every effort should be made to work out the issue between the two individuals involved in a kind and gentle manner. Talking about it with others, however well attended, only serves to



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undermine the subject of the conversation. Private conversations, held at another's expense, will not be tolerated.

If, after sharing your concern, you feel that the person has not agreed to seek to resolve the issue, you are obligated to have another conversation with that person in the company of another neutral person. The third individual should be someone who can act as a mediator and witness if needed. If you still feel that the person in question continues to behave or speak inappropriately, you may take your concern to the staff person in charge (Director). This grievance should be submitted in writing to the Director. Forms are provided in the office.

Family Governance:

We provide the opportunity for families to participate in their child's education. Semi-Annual Meetings will take place, as well any question comments or concerns can be brought to the director at any time. Childcare will be available free of charge to all (pre-registered) visitors.

CLASSROOM SCHEDULE:

We strive to have fun while learning in all aspects of their personal development, social, emotional, physical, and intellectual needs. Each classroom has their own schedule that meets the daily need and has a unique age developed routine. Example schedule is in the tri-fold pamphlet.

CURRICULUM:

We provide children with experiences and activities at their developmental levels to be active learners. Active learning comes through child initiative; children choosing how they want to explore materials, searching for answers, and problem solving when they encounter obstacles. This comes through positive adult-child relationships, a child-friendly learning environment, a consistent daily routine and assessments that show what level of development a child is at. To help ensure the best quality program we can offer; we use a "Teacher Based" curriculum and added knowledge from other curriculums (high scope, creative curriculum, etc). The High Scope Curriculum has been tested and is effectiveness choice in curriculums. Studies found that children from a high-quality classroom using a High Scope Curriculum:

- showed higher social responsibilities.
- demonstrated higher employment rates and annual earnings.
- had higher educational achievements
- took more responsibility with their families.
- more information can be found at www.highscope.org

This allows the teachers to base the lesson plans on each child's learning stages. We invite the community and family's input into the curriculum. "Teacher Based" Curriculum allows teachers to help create an environment which gives children opportunities to investigate, practice and share what they are learning. Our creative lesson planning builds on what we know about how children learn at each stage of their development.

NAP / REST TIME

Nap Time is a restful and peaceful time. The children are always supervised by a teacher in the classroom. When all children in a room are asleep, one caregiver may provide supervision if that caregiver remains in the room and all children are visible to the caregiver. Additional caregiver(s) must be on-site and immediately available. When the first child wakes up, the required ratio and supervision levels apply. All children will be provided a cot or a crib (cribs are for children 6 weeks to 12 months). All sleeping equipment will be sanitized after each use.

Children benefit from a scheduled period of rest. This rest may take the form of actual napping or a quiet time. While naptime or quiet time is required, not all children will fall asleep. In these situations, quiet activities must be provided such as reading books, putting together puzzles, etc.

POTTY TRAINING AND POTTY TRAINED

Potty training is defined as the child in need of assistance when using the bathroom. Potty trained is when a child knows when they must use the bathroom and can independently use it. Children having no more than one soiled underpants per week is potty trained.

ASSESSMENT – ANECDOTAL NOTES -

The Child Observation Record (COR Advantage 1.5) is the assessment tool that is used with the High Scope Curriculum in the Preschool/GSRP classroom. The COR looks at early childhood development from infancy through kindergarten in eight content areas:



- Approaches to Learning.
- Social and Emotional Development
- Physical Development and Health
- Language, Literacy and Communication
- English Language Learning (when children's first language is not English)
- Mathematics
- Creative Arts
- Science and Technology
- Social Studies

Each child is assessed on their individual strengths through teacher observation, pictures, portfolio pieces and their own reflective processes. Daily anecdotal notes based on child observations will be recorded and scored in the online COR assessment tool. Teachers will create a child development report at least twice a year to share with parents at a conference.

Other assessments which could be given throughout the year include Michigan Literacy Progress Profile- to discover which letters and sounds children can identify, Concepts About Print- which asks children to identify different parts of the book (front cover, back cover, title) and reading concepts (where to begin reading a book and in which direction to read) and a writing assessment to determine children's ability to write a "story" about themselves. The results of all of these will be shared with parents at a scheduled conference.

TRANSITION's

When children are ready to transition from class to class the families are given a walkthrough to the new classroom. The children visit the classroom for a few hours each day until the child is ready to comfortably be enrolled full time in the class.

SCREENING – ASQ'S

Each child will be screened twice a year using the Ages and Stages Questionnaire to determine if each child is developing as expected for their age. Families will be asked to provide information about their child's abilities and any areas of concern they may have. All results of these screenings will be shared and discussed with individual families. Throughout the year, if further screenings are determined to be necessary, the family will be contacted for permission.

REFERRAL PLAN

Referrals for children that may have special needs will always be discussed with the family first. Whether the program staff or the family is bringing the concern, the process of referring will be explained: document concerns, request an observation from Early Childhood Specialist, Early Childhood Staff and program staff will develop and try various strategies, Birth-6 staff may do additional screenings and evaluations, have a meeting with families to report results and make plans for future action.

SPECIAL NEEDS PLAN

Staff will make accommodations to include all children in the learning environment and daily routine. Families and staff work together to meet the individual needs of each child. Communication is two-way and ongoing while respecting confidentiality. Staff will receive annual training on various strategies and information on working with families and children with special needs.

CONFIDENTIALITY

Student health/medical records and identifying information is kept confidential. Please be assured that information you share with the teacher will be kept in the strictest confidence. Occasionally, information such as allergies, IEP goals, behavior plans, demographics, etc. may need to be shared with individuals working with the child (substitute teacher, director, and support services staff such as special education personnel). Family Education Rights and Privacy Act (FERPA) gives parents and guardians the following rights:

- The right to inspect student records maintained by a school district.
- The right to prevent disclosure of educational records to a third party without their consent, except in certain limited situations.
- The right to request a correction of any part of the student records which you believe to be inaccurate, misleading or violates your right.

The right to protest to the Family Educational Rights and Privacy Office Department of Education, 400 Maryland Avenue, SW, Washington DC 20202, concerning the program's failure to comply with FERPA.

GSRP RECRUITMENT POLICY

GSRP funding is provided through a grant from the State of Michigan and distributed by the Calhoun Intermediate School District (CISD). All families must qualify for this program by meeting requirements set by GSRP. Eligibility and selection is determined by using the GSRP prioritization guidelines. GSRP works in cooperation with Head Start and Early Childhood Connections to ensure accurate placement of families. Families that are Head Start eligible must be served by Head Start.

GSRP ENROLLMENT POLICY

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- Step 1** Parents can access the Birth-to-Five application at www.Calhouncalhoungreatstart.org. This application is completed and submitted on-line to be considered for enrollment in a Great Start Readiness Program classroom. If there is no internet accessibility, parents can obtain an application by calling the Early Childhood Office at 269-660-1606.
- Step 2** Beginning March 15th of every year, Calhoun ISD Early Childhood Services staff will mail a letter to parents acknowledging the receipt of a Birth-to-Five application for their 4-year-old child.
- Step 3** Within 10 days of the requested agency's receipt of the Birth-to-Five application, parents will be notified by the agency that their application has been received and will be notified if additional information/documentation is needed to complete the eligibility phase and where/when these documents should be delivered.
- Step 4** Acceptance eligibility is determined from lowest income to highest income. Those children above 250% FPL and having additional risk factors may be considered for Sliding Scale Tuition.
- Step 5** Agencies will notify families of their child's acceptance as soon as eligibility has been confirmed. This process will occur throughout the summer.

GSRP FEE POLICY

The Great Start Readiness Program is a state-funded preschool program through the Michigan Department of Education. There is no cost or fee for students meeting the required criteria.

See income eligibility chart and sliding fee tuition scale.

WITHDRAWAL PROCEDURES

A two-week written/emailed notice is required when withdrawing a child from care.

If a two-week notice is not possible, payment is still required.

We are committed to having all children in school daily. Our teachers will try many strategies to encourage attendance and to follow up with families when attendance becomes infrequent or nonexistent.

Your child may be terminated from the LZ when the policies and guidelines are not followed. Termination from the program may be for the following reasons or at will.

- o Our staff and program cannot meet the developmental needs of the child.
- o Our staff and or program cannot meet the needs of the adults of the child.
- o The behavior of the child is extremely disruptive or harmful to others.
- o Medical records/immunizations are not current, as required.
- o Bi-weekly prepaid payment is not paid.

ATTENDANCE POLICY

Please notify the program when your child will not be in attendance through the communication app.

If your child not in attendance by 9:30am, they will be marked absent for the day.

Consistent attendance is one of the most important things you can do to help your child succeed. Research shows that regular attendance might be the biggest influencing factor on school success. Family attitude toward school is immensely powerful. These early experiences will lay the groundwork for future habits.

Children that attend routinely:

- Have higher reading and math scores
- Demonstrate larger vocabulary and better social skills
- Feel part of a school community and learn how to be a better citizen
- Learn that school is a priority.

Family attitude toward school is immensely powerful. These early experiences will lay the groundwork for future habits.

You can help by:

- Planning around school hours to reduce absences
- Preparing for school the night before
- Getting a good night sleep
- Maintain your child's health with annual visits to a doctor.
- Ask for help! Transportation is often an issue that prohibits attendance. The program staff can brainstorm some ideas that could work for your family.
- Keeping up to date with the communications app, discuss this with your child
- Show your child you are interested in their school experience
- Visit www.attendanceworks.org



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We are committed to having all children in school daily. Our teachers will try many strategies to encourage attendance and to follow up with families where attendance becomes infrequent. After multiple strategies over an extended period with no result, the family will be notified on the child's withdrawal of the program if the slot is needed for families on the waiting list.

Tuition Rates & Fees

Our center is open Monday – Friday from 5:30am to 6:00 pm. Our GSRP runs Monday – Thursday 8:30 am to 3:30pm (school year). All tuition is paid before care is provided. Payments are automatically running on a bi-weekly payment schedule. Please see Tuition and Rates in the enrollment packet for all rate related information including.

Childcare Rates	Additional Fees	Schedule Changes
Before / After School Rate	Family Discounts	Holiday Closings
Summer Care Rate	Vacation	Weather Closings

PICKING UP AND DROPPING OFF PROCEDURES

For security of all the children and our staff enrolled at the LZ we ask you to follow this procedure when picking up and dropping off your children.

1. Enter/Exit the building through the main front entrance.
2. Sign in/out your child (ren) from the app or front desk.
3. Talk with your child's teacher and see how their day was.
 - There is a communication board in each class. It is for staff and families to use for indication of schedule changes pick up changes, appointments, and a different array of information. Our staff needs to be prepared ahead of time for these changes; this helps the children, so they will not be affected by the change. If you have additional notes, please write them down on the attendance sheets.

PROGRAM PLAN

LZ will provide care to children ages 3 months to 12 years of age. We offer care from 5:30am to 6pm Monday through Friday. If there is a large enough need; we can alter opening hours. There are 7 rooms we provide care in and have low child to teacher ratios. [See Ratio and Group Size Requirements](#)

We combine rooms at the beginning and at the end of the day to make our facility manageable with staff. We all meet in the Preschool room for free choice play, until there are enough children to open or close other rooms.

EXPERIENCES FOR CHILDREN

- ☉ Our children experience the everyday joys of life. We offer a wide range of curriculums; we have a purchased curriculum mixed with a little old and a lot of new. Each month we will provide a theme that will provide each child a fun way to experience their childhood. The class calendar will go home with each child one week before the new month begins. This way the parent can be ready for what their child/children will be doing each day.
- ☉ Every classroom will have a new "What are we doing?" sheet on the door each week. It will provide families with what we are focusing on for each activity.
- ☉ Here at the LZ, we focus on all aspects of learning for the children. Our activities will provide the children with a daily array of Social Emotional, Physical Cognitive, Language and Literacy Development. There will be art and science and math in our daily work.
- ☉ Playground is located at the South end of the building, with access door in the middle of the center. Our playground is a safe place for children to experience, explore, and get a lot of physical energy.
- ☉ Natural Playground is located at the back (West) of the building where children play with natural resources and sports.

ATMOSPHERE

- ☉ You will notice the wide array of colors that will accent each room. We take great pride in the look and up keeping of our center. There is children's artwork, pictures, and learning on all of walls. Our families love to see their children's work and pictures of their little ones everywhere. Our cheerful and bright color scheme is designed to help children keep their positive behaviors and have a well-balanced learning atmosphere.



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- ☺ Every room is designed for the safe and well-being of the children. We focus on the way our rooms are planned out. Our children can easily move around our rooms for them to learn through their own experiences, trial and error, repetition, imitation, and identification.

PROGRAM GOALS

CHILD: To create them an environment that is full of learning and fun. Our program is designed to enhance each child's readiness to enter school and function effectively in the classroom environment.

- ☺ To acquaint the child with preschool as a pleasant and learning-like atmosphere.
- ☺ To develop and increase the child's self-esteem by encouraging independence so children can take responsibility for their own self-care and learning.
- ☺ To provide a wide range of experiences for the growth and development of the whole child.
- ☺ To promote positive social skills by using positive problem-solving techniques.

PARENT: To provide a team around your child (ren). We as a team can help your most precious gem shine to their fullest potential.

- ☺ To provide above quality care for the child while the parent pursues their professional, educational, or personal interests.
- ☺ To grow in understanding of child development through parent newsletters, articles, and communication with staff members.
- ☺ To interact with other parents and staff members who have as their common concern the interest and needs of each child.

COMMUNITY: Through working with the community to understand the needs of our children we can all work together.

- ☺ To help meet the needs of a quality childcare center.
- ☺ To contribute to the wholesome growth and development of the future citizens of the community.

REST TIME POLICY

Through Licensing rules all programs must have quiet/rest time; this is depending on age and individual need in each classroom. Other quiet activities will be provided for children who do not fall asleep.

Children will assist with setting up and cleaning up as their abilities allow. Soft music will be played, the lights will be turned off and staff will provide a comforting, supervising presence while children rest.

Children may bring their own blanket no bigger than 4' x 4' to assist them in resting. Each child will be provided one mat or cot to rest on. Mats/cots will be sanitized in accordance with licensing rules.

DISCIPLINE/CONFLICT RESOLUTION POLICY

Positive guidance techniques will be used to:

- help children become aware of their behavior and the consequences.
- develop rules to protect the safety of children, protect property or help children learn to respect the rights and feelings of others.
- develop consequences that are natural or logical.
- make accommodations to the learning environment or daily routine that will help each child to be successful within the GSRP.

The following are prohibited forms of discipline:

(Parents/Guardians may not use any of the following in our building.)

Spanking/hitting, shaking, biting, pinching or other forms of corporal punishment

Exclusion from outside time, gross motor experiences or daily learning experiences

Restricting a child's movement by binding or tying

Inflicting mental or emotional punishment (humiliating, shaming, threatening)

Confining a child in an enclosed area such as a closet, locked room, box or similar cubicle.

Conflict Resolution will be handled in the following manner:

- approach social conflicts calmly, stopping all hurtful actions
- acknowledge the feelings of children involved in the conflict
- gather information from children on the problem
- restate the problem so that all parties understand
- ask children for ideas and solutions, encouraging them to choose one together
- give follow up support as children act on their decisions

Field Trips

Families will be notified 2 weeks before any field trips in writing.

When a Field Trip takes place Pennfield School Busses and Pennfield Bus Drivers are used.



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NUTRITION POLICY AND FOOD SERVICE PROGRAM

LZ adheres to Child and Adult Care Program nutritional guidelines and DHS Bureau of Children and Adult Licensing rules. Seasonal menus will be planned and posted for families to view in the classroom app and at the parents' communication board. Children with food allergies will be provided with substitute snack/meal foods upon receipt of written notification from a licensed physician. The families may be asked to bring in alternate foods that coincide with our menu for their child nutrition needs. This will be discussed ahead of time and the director and Family, together we will come up with an alternative solution for each child's needs.

Meals and snacks are provided to all children in a family style with staff eating with the children. This encourages children to be independent in passing, scooping, and pouring their own food. It also allows for meaningful conversations to take place between adults and children and is an ideal time to model table manners. At no time is it acceptable for a child to bring in food with them to the center. All food brought into the center is monitored for safety and security. Some children may have life threaten allergies and illness. If your child has not completed their meal or snack upon entering the building, please finish it outside with them, and assist them in hand washing upon entering. Again, this is for the safety and wellbeing of all the children.

MEALTIMES

BREAKFAST 8:30

1 serving of Fruit or Vegetable,

1 Serving of Bread or Alternative, Meat or Alternative, Milk or Alternative

LUNCH 11:30am (Infants & Toddlers) 12:00pm Preschool and up

2 Servings of Fruit, Vegetable, Bread and or Grain

1 Serving of Meat or Alternative, Milk or Alternative

SNACKS 6:30 am 2:00 pm 4:00 pm (after school program)

1 serving of Fresh Fruit or vegetable

1 serving of Bread or Alternative, meat or alternate

INFANTS AND TODDLERS EAT ON DEMAND WITH A CAREGIVER

HEALTH AND SAFETY

Protecting your child (ren)

- ☺ If at any time you will require the need of someone else picking up your child from the LZ, it will have to be pre-arranged. Their name (s) will have to be on your emergency card, and they will have to show their State of Michigan Picture Identification Card. There are no alterations to this rule.
- ☺ We are required by law to report any suspected child abuse. We take this responsibility both seriously and humbly. Reports are directly made to the director of the LZ, then all suspected cases of child abuse to Child Protective Services and our State Child Care Licensing Agent.

Physical "Well Child"

Michigan State Law requires that each child enrolled at a childcare center must undergo a physical examination by a physician or qualified nurse practitioner within 30 days following enrollment.

Further all children in a childcare much have physicals yearly until they enter Kindergarten. Families are reminded yearly before physicals expire.

Immunizations

Before children can start their first day at the LZ, they must have a complete record of immunization on file or have a release signed by the health department. This form is updated annually.

Child in Care Statement

Is completed at the time of enrollment and updated yearly.

Illnesses-Sick Children and Staff / Volunteers

We believe that we are all a family, and we must work together to reduce the spread of all illnesses. We know that you are concerned not only about the health of your children but also considerate of the other children and staff/volunteer at the LZ PAC. We ask that you help us keep our children and staff healthy by:

- ☺ Do not send your child to the LZ if they are ill, even if it is just a mild fever. We cannot accept children if they are feeling any of the following symptoms:

When to keep your child/staff/volunteer home:

Vomiting and/or diarrhea within the past 24 hours. (You will receive a FYI app notice on the 1st incident, and we will have to ask you pick up your child on the 2nd incident.)



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Fever of 100 degrees within the past 72 hours.

Head lice: We have a “no-nit” policy. Children are checked upon returning to school only when there are no nits present.

COMMUNICABLE DISEASE - Strep throat, Scabies, Scarlet Fever, Conjunctivitis (“pink eye”),

Meningitis: Ask your physician for his/her recommendation. Children must have 24 hours of medicinal treatment prior to returning.

Chicken Pox: after the sores have dried up (scabs are no longer oozing).

Colds, influenza and/or other viral infections: Ask your physician and/or use your best judgment. Consider the following: Is your child feeling up to attending? Will his/her being there present any danger of spreading infection to others? Will being there cause his/her illness to get worse?

Blood/Bodily Fluids

We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing. ****Bodily fluids are vomit, diarrhea, and blood.** Michigan law requires that a child that has bodily fluids on his/her clothing cannot be exposed to other children.

Children that are not well enough to participate in the regular activities of the classroom are not well enough to be in attendance.

Sudden Illnesses

- ☺ If your child becomes sick during the regular school day either their teacher or the Director will message the app or call you directly to decide for your child to be promptly picked up. The safest and most secure place for children who are sick, is at home.

Returning to Care

- ☺ Temperature is below 99.0 degrees for 24 hours **without** fever reducing medicine (Tylenol, Advil, etc)
- ☺ Nausea, vomiting or diarrhea has subsided for 24 hours.
- ☺ Stage of contagion for specific communicable disease is past.
- ☺ Proper doses of antibiotic over 24 hours have been given for known illnesses.
- ☺ Child has been under a doctor's care and the doctor has given permission for the child to return to care.

Medication

It is best for all medication to be given by a parent or guardian in the child's home. However, if there is a need for medication to be administered at LZ then; All medication must be in original container and must be labeled with the first and last name of the child to receive the medication. We do not administer medication on an “as needed” basic.

- ☺ IT IS THE RESPONSIBILITY OF THE FAMILY MEMBER TO:
 - All medication needs to be placed into a Zip lock baggie with child's full name on bottle and given directly to the office.
 - NO medication may at any time be left in diaper bags, older children's bags, backpacks, children's cubbies, the kitchen, or classroom counter.

Medication Log Procedures

- Meet with Office Staff or the teacher and clarify all directions
- Fill our medication permission form at the Directors desk.
- **ALL MEDICATION IS TO BE TAKEN HOME EACH DAY**
- ☺ IT IS THE RESPONSIBILITY OF THE DIRECTOR and TEACHER TO:
 - Give all medication at the time(s) instructed by the family on the medication log.
 - Log the Medication form fully on the Medication form.

Our procedure for handling blood and bodily fluids is a follow:

Gloves are put on before contacting bodily fluids during care and all cleaning procedures. Additionally, masks may be worn.

- Disposable gloves will be discarded after a single use in accordance with disposal procedures.
- Hands will be washed in soap and water after handling fluids and contaminated articles even though gloves are worn.
- Discarded items, including disposable gloves, paper towels, sanitary napkins/tampons, used bandages and dressings will be placed in a plastic trash container which is kept closed and is discarded daily.
- Disposable items will be used to handle body fluids whenever possible or practical.
- Paper towels will be used to pick up and discard any solid waste materials, e.g., vomit, feces.



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Children & Staff Hand Washing:

The hands of children and staff shall be thoroughly washed **at arrival time, prior to handling food and before eating, after toileting, after coughing into hands or blowing nose**. Procedures for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R 400.5902c.

Hand washing procedure is as follows:

- Use soap and warm running water. Soap suspends easily removable soil and microorganisms, allowing them to be washed off.
- Rub hands together for approximately 10 seconds to work up a lather.
- Scrub between fingers, knuckles, backs of hands, and nails.
- Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- Use paper towels to thoroughly dry hands.
- Discard paper towels.

Coughing & Sneezing:

Children are taught the proper way to cough/sneeze to avoid the spread of germs. Following are two ways to cover a cough (or sneeze):

- Cough into a tissue and throw it away.
- Cough into your upper sleeve or elbow.

If you have a tissue, cough into the tissue, throw it away and wash your hands. If you don't have a tissue, then cough into a sleeve (at the elbow). By using either of these methods, you can reduce the spread of germs and help stop the spread of germs and infectious diseases.

Oral Care:

Here at LZ we find it a good oral care routine to wipe out infants' mouth with a damp paper towel. We encourage you to brush your child's teeth each morning before care and each evening before bed. Do I need to clean my baby's gums before his teeth come in? Yes. Even before your baby sports his first tooth; it's a good idea to get into the habit of wiping his gums with gauze or a soft wet washcloth during bath time. You don't need to use any toothpaste yet. Simply wrap the cloth or gauze around your index finger and rub it gently over his gums. Bacteria in the mouth usually can't harm the gums before the teeth emerge, but it can be hard to tell when the teeth are starting to push through, so you'll want to start early. Getting your baby used to having his mouth cleaned as part of his daily routine should make it easier to transition into tooth brushing later, too.

Controlling Infection, Including Universal Precautions:

All staff will receive Bloodborne Pathogens training within 6 months of being hired. Emergency rules and procedures, as well as CPR and First Aid will be reviewed annually by all staff.

Sanitizing Equipment:

All tableware, utensils, food contact surfaces, and food service equipment shall be thoroughly washed, rinsed, and sanitized **after each use** with an approved sanitizing solution. Children's toys and equipment will be sanitized regularly to adhere to Child Care Center Licensing Rules and Regulations.

GSRP ensures that **all toys** are sanitized using the 3-Step Sanitizing Process (outlined below) a minimum of 1 time every three weeks. When a child mouths a toy, or touches a toy after coughing or sneezing, the toy is put into a Dirty Toy bucket. All toys in the bucket are sanitized at the end of the day and returned to the classroom.

In addition to the tri-weekly complete sanitizing process, toys are sprayed with an approved sanitizing solution and allowed to air dry at the end of every day.

Three Step Sanitizing Process:

Step 1 – Soapy Water (Using soapy water, wash surface vigorously)

Step 2 – Clear Water (Rinse surface with clear water and wipe with paper towel)

Step 3 – Sanitize with sanitizing solution. Allow to air dry when possible.

Physical Activity:

Children will be provided a minimum of 60 minutes of physical activity per day. This will be outside whenever weather permits (feel like temperature is atleast 10 degrees) so please dress your child appropriately. Sometimes we will be outdoor the entire allotted time, however if the children are cold,



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we do bring them inside to warm up. (outside shoes, snowsuit and boots in winter, hat with brim if sensitive to sun)

Water Play

Water play happens in the back grass area of the property. Water play can NOT consist of any item that gathers standing water. We can use slip and slides, sprinklers, water squirting toys and water balloons and other age-appropriate water play items.

Accident Reports

If your child is involved in an accident at the LZ an accident report will be prepared by the teacher in the classroom app. If the situation warrants, the family will be notified immediately.

INJURIES/ILLNESS/INCIDENT POLICY

Injuries:

- minor cuts and scrapes will be treated with band-aids, ice packs and staff monitoring. Family notification will be through the app.
- more critical injuries will be attended to with first aid care. Family notification will be made immediately by phone or email following the occurrence of an injury that occurs to the head.
- serious accidents requiring removal to an emergency room or for paramedics to be called require immediate notification of family and/or emergency contacts by phone. Notification must also be made to Bureau of Children and Adult Licensing. A Child Information Card giving permission for emergency treatment for each child must be kept on file at the preschool.

Illness:

Families will be notified of the name of the disease and the symptoms when a staff member, volunteer or child in care has contracted a contagious illness. When a child is showing signs of being ill at the program, notifications will be made in order of preference as listed on child information card. The ill child will be provided a location to rest away from the other children until he/she can be picked up. See Health Policy.

Incidents:

Incidents include but are not limited to a child left unsupervised, a fire, physical discipline of a child by staff or volunteer, or alleged sexual contact. Incidents require an immediate notification of parent/guardian, administrator of program and a verbal report to DHS within 24 hours.

EMERGENCY PROCEDURES

The LZ has written procedures for the care of children and staff for each of the following emergencies:

- Fire. (Drills monthly)
- Tornado. (Drills bi-monthly)
- Serious accident, illness, or injury.
- Crisis management, including, but not limited to intruders and bomb threats.

Our staff members are fully aware of their duties and responsibilities if an emergency occurs. Emergency procedures are reviewed with staff at quarterly. All emergency procedures and evacuation plans are at the Directors Desk and on every door in the Center so that they are visible to staff and parents. A written log indicating the date and time of fire and tornado drills are in the Notebook. If the building must relocate due to an emergency, we will relocate to the M66 bowling alley.

Closing Center & Delay of classrooms

In the event of a power outage or if the city of Battle Creek issues a state of emergency LZ will also close the center. Families will be updated through the facility app. The GSRP will follow Pennfield schools, if Pennfield closes or has a delay so does our GSRP classrooms.

Relocation Plan

Some emergencies may require an evacuation of the facility and move the children to a indoor relocation site. If this is needed families will be notified through the communication app.

Our relocation side is at the Eagles Lodge next to the center

Staff and children will walk to the relocation site, while infants will be place in evacuation crib and transported to the Eagles Lodge. Toddlers may be placed in a stroller to be transported.

Health Care Plan

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys and other equipment in the room plays a role in the transmission of disease in childcare settings. Illnesses may be spread by way of:

- Human waste, such as urine and feces.



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- Body fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood.
- Direct skin-to-skin contact.
- Touching a contaminated object.
- The air, in droplets that result from sneezes and coughs.

Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness-spreading condition in the same way.

ABUSE AND NEGLECT POLICY

If abuse or neglect or neglect of a child is suspected, staff are mandated to:

- notify immediate supervisor
- make an oral report to Children's Protective Services (855) 444-3911
- File a written report within 72 hours of the oral report

Excerpt from Child Protection Law (Act 238 of 1975) (Section 722.622) Definitions:

Child abuse means harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitations, or maltreatment by a parent, a legal guardian, or any other person responsible for the child's health or welfare or by a teacher, aide, or a member of the clergy.

Child neglects mean harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

- negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care
- Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person can do so and has, or should have, knowledge of the risk.

Section 3 (1a) A teacher or regulated childcare provider who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the department. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff of a hospital, agency or school, the reporting person shall notify the person in charge of that organization of his or her finding and that the report has been made and shall make a copy of the written report available to the person in charge.

Maintenance of Property

Pest Management R400.5940 (9)

When a pesticide application will be administered to the center all staff and families will be notified through the app 48 hours ahead of time. The notice will be posted on the parent's board.

- (a) An annual (renewed each September) notification will be provided to staff and families informing them that they will receive advance notice of pesticide applications.
- (b) The annual notification to staff and families must specify 2 methods by which the advance notice of pesticide application will be given.
- (c) An advance notice must contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture.
- (d) Liquid spray or aerosol insecticide applications may not be performed in a room of a childcare center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

Main Entrance is in the front of the building.

