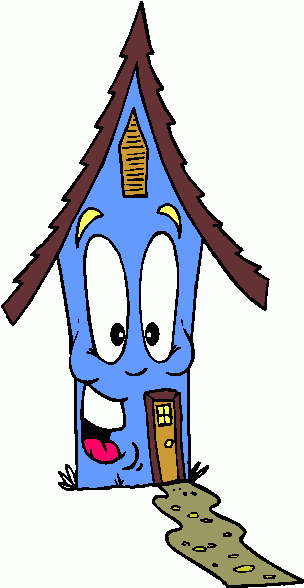
**Application for Enrollment**



**A Place for Love, Faith, and Learning!**

Application

For Admission

Submit completed application to the Grandma’s House Childcare office with the $25 nonrefundable application fee.

Welcome!

Thank you for expressing an interest in Grandma’s House Childcare. As part of the application process, we invite you to take a few moments and carefully read through this information packet. We also encourage you to come in and visit the center’s facility. We feel that the best way for you to get to know us is to see us in action. Please give our office a call if you have any questions. We look forward to serving you and your family in the future.

Contact Information:

Grandma’s House Childcare

107 Bremer (Old Tustin Elementary)

Tustin, MI 49688

231-829-9900

Becky Miller, Director

231-388-4129 cell

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grandma’s House Child Care** | | | | | | | | |
| **Application for Enrollment** | | | | | | | | |
|  | | | | | | | | |
| **Current date:** | | **Starting date:** | | | | | | |
| **Child’s full name:** | Last | First | | Middle | | Answers to | | |
| **Date of Birth:** | | Male | | Female | | | | |
|  | | | | | | | | |
| **Parent/guardian #1** | | | | | | | | |
| Mr./Mrs./Ms. | | Home phone: | | | | | | |
| Home address: | | Cell phone: | | | | | | |
| City/state/zip: | | Lives with student? | | | Yes | | | No |
| Relation to student: | | Billing party? | | | Yes | | | No |
| Employer/occupation: | | Work phone: | | | | | | |
|  |  |  | |  | | | | |
| **Parent/Guardian #2** | | | | | | | | |
| Mr./Mrs./Ms. | | Home phone: | | | | | | |
| Home address: | | Cell phone: | | | | | | |
| City/ state /zip: | | Lives with student? | | | Yes | | | No |
| Relation to student: | | Billing party? | | | Yes | | | No |
| Employer/occupation: | | | Work phone: | | | | | |
|  |  |  | | |  | | | |
| Other than parents, the child will be released only to persons indicated below (must include at least two local persons to call for illness, accidents, late pick-up, or other emergency reasons). Please list them in the order of preference for ustocontact. | | | | | | | | |
|  | | |  | | | | | |
| Mr./Mrs./Ms | | | Home phone: | | | | | |
| Home address: | | | Cell phone: | | | | | |
| City/ state /zip: | | | Lives with student? | | Yes | | | No |
| Relation to student: | | |  | |  | | |  |
|  | | |  | | | | | |
| Mr./Mrs./Ms. | | Home phone: | | | | | | |
| Home address: | | Cell phone: | | | | | | |
| City/state/zip: | | Lives with student? | | | Yes | | | No |
|  | | | | | | | | |
| Mr./Mrs./Ms. | | Home phone: | | | | | | |
| Home address: | | Cell phone: | | | | | | |
| City/state/zip: | | Lives with student? | | | Yes | | | No |
|  | |  | | |  | | |  |
|  | | | | | | | | |
| Special physical conditions/allergies we should be aware of: | | | | | | | | |
| Names and ages of other children in the family: | | | | | | | | |
| Has your child ever been in an early education center before? | | | | | | | Yes | No |
| If yes, where? | | | | | | | | |
|  | | | | | | | | |
| **Medical Information** | | | | | | | | |
| Name of child’s physician or clinic: | | | | | | | | |
| Physician or clinic address: | | Phone: | | | | | | |
| Name of medical insurance: | | | | | | | | |
| Date when child was last examined by a physician: | | | | | | | | |
|  | | | | | | | | |
| **Consent to Medical Care and Treatment of Minor Child** | | | | | | | | |
| I, *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*  hereby give permission for my child *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* to be given emergency treatment, to include first aid and CPR by a qualified staff member of Grandma’s House Childcare. I further authorize and consent to medical, surgical, and hospital care, treatment, and procedures to be performed for my child by my child’s regular physician, or when that physician cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician to safeguard my child’s health if I cannot be contacted. In such a case, I waive my right of informed consent to such treatment. I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment. I further authorize said center to take my child to a hospital, and I agree that I will pay all physician and hospital bills, and said center will not be responsible for them.   |  |  | | --- | --- | |  | | |  | | | **Signature of Parent/Guardian** | **Date** | |  |  | | **Photograph Release** | | | I release Grandma’s House Child care to photograph and/or videotape my child participating in daily activities, and to use the photographs and/or videos in photographic displays or other publications showing these daily activities. | | | **Signature of Parent/Guardian** | **Date** |   My child has permission to go on daily walks with the center staff on the White Pines walking trail or around Tustin. I understand that correct student/staff ratios will be followed. I understand that field trips outside of Tustin will be planned with family transportation or ride sharing arranged by the parents. Parent initials. \_\_\_\_\_\_\_\_\_ | | | | | | | | |
|  | | | | | | | | |

**FORM 10.5**

**Enrollment Agreement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Grandma’s House Childcare | | | | | |
| **Enrollment Agreement** | | | | | |
|  | | | | | |
| Grandma’s House Childcare agrees to provide qualified staff and facilities consistent with state licensing requirements for the care and education of your child. | | | | | |
|  | | | | | |
| I, *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* agree to register my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, into Grandma’s House Childcare | | | | | |
|  | | | | | |
| **I am registering for** (please check days): | | | | | |
| **Full days** | | | | | |
| Monday | Tuesday | | Wednesday | Thursday | Friday |
| **Half days** | | | | | |
| Monday | Tuesday | | Wednesday | Thursday | Friday |
|  | | |  | | |
|  | | | | | |
| I understand that tuition is due at least biweekly unless paid for in advance. | | | | | |
|  | | | | | |
| I agree to pay my tuition by the last working day of the month for the following month, with payments made: | | | | | |
| Weekly | Biweekly | |  | | |
|  | | | | | |
| A late fee will be added to the account if not cleared in a timely manner. The early education center’s services may be subject to termination for unpaid balances. | | | | | |
|  | | | | | |
| **Date:** | | **Signature of parent or guardian:** | | | |
|  | | **Signature of director:** | | | |

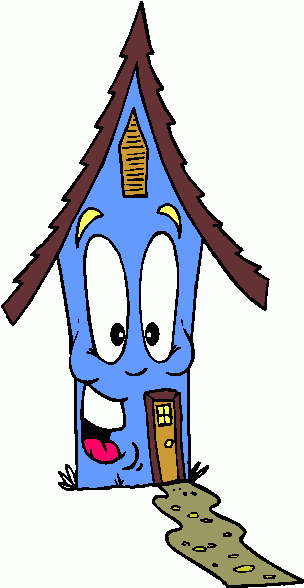
We, the parents of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the General Policy and the *Parent Handbook* and will cooperate with the policies and purposes of the school. We further understand that the Bible and general religious training are a part of the early education center’s program.

Father’s signature: Date

Mother’s signature: Date

A close up of text on a white background

Description automatically generated



**A Place for Love, Faith, and Learning!**

**Parent Handbook**

**Philosophy Statement**

Grandma’s House Childcare is a place where children will receive love, training based on the Bible, and opportunities to learn through wonder, discovery, and hands on experiences.

We see each child as a unique gift from God with a tremendous capacity for learning

at all ages and stages of growth.

Through partnership with families, the school district, and our community, we seek to provide developmentally appropriate early education that will establish the foundation for all of life.

107 Bremer

Tustin, MI 49688

231-829-9900

Becky Miller, Director

Cell: 231-388-4129 (daytime)

Home: 231-797-5124 (after hours)

**Letter of Welcome**

Welcome to Grandma’s House Childcare! We’re glad that you are a part of our family. Clear communication is one of the keys to a successful early education program. This handbook contains specific information and requirements set forth by Grandma’s House Childcare, ACSI (Association of Christian Schools International), and the State of Michigan. We believe that child care is an investment in your child’s present and future. Studies have shown that quality early childhood programs significantly and positively impact the emotional, physical, and cognitive growth of a child.

After reading it, please sign the handbook verification stating that you have received, read, and understood this information. This verification will be kept in your child’s file and must be turned in within 30 days of his/her enrollment at the center. The handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the school year.

Grandma’s House has a licensing notebook available to all parents during regular business hours. It is located in the office. This notebook contains all the licensing inspection and special investigation reports and related corrective action plans since we formed. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at [**www.michigan.gov/michildcare**](http://www.michigan.gov/michildcare)

**Purpose and Philosophy**

We believe that every child who needs childcare should have a place of love, faith, and learning. Children in our care will form loving relationships with the caring staff as they wonder, discover, and interact with other children. We believe that problem solving helps a child’s positive self-image, so we will encourage children to try to figure out solutions according to their developmental abilities. We also believe that every child is a unique creation of God and we will strive to treat each child as an individual.

Our program makes use of many play and learning materials that help children gain confidence in their abilities. We promote creativity, teamwork, self-control, and self-expression. Our curriculum will focus on early literacy skills, early science and math experiences, music and art exploration, gross and fine motor skills, and self-care skills.

We are family friendly! We welcome parent visits and input. Your family has had experiences that helped shape your child into who they are at this young age. We would love for you to share some of those experiences or special skills with the children.

During center hours, an answering machine may be used to answer calls. This avoids interruptions and helps staff stay focused on the children. Messages will be checked frequently and returned as soon as possible.

**Staffing**

Grandma’s House will consist of the director plus enough caregivers to meet state ratios based on center count. All staff will be trained in First Aid, CPR, blood-borne pathogens, safe infant sleep, shaken baby syndrome, with at least 16 hours of early childhood education training per year. All staff are screened with a comprehensive FBI fingerprinting and must have a current TB test on file. All staff must sign a statement that they are aware that child abuse and neglect is unlawful and must be reported, and that they have not been involved in any crime involving the abuse or neglect of a child.

Volunteers at the center will be limited to less than four hours a week and a caregiver or the director will be present and supervising at all times. Volunteers spending more than four hours per week at the center will be screened in accordance with state law with the FBI Fingerprinting and tested for tuberculosis and have signed the same statements as staff.

No unauthorized, unannounced, or unknown people will be allowed to enter the child care center during normal business hours. Parents are encouraged to visit anytime.

**Admission Policy**

We provide care for children primarily between infancy and five years. However we also provide after school care and summer supervision for school age children. In accordance with the Americans with Disabilities Act of 1990, we do not discriminate between children with and without disabilities. We also do not discriminate based on race, religion, or economic status.

**Group Size**

To enhance the quality of the care we provide, we have limited the number of children in each age group and are following strict guidelines to maintain the staff/child ratios as set by the state of Michigan licensing board. A copy of our license is on display. It is because of these strict child to staff ratios that we must maintain the placement policies and fee schedules. We are a business and depend on consistent weekly income to run efficiently.

**Primary Caregiver**

A primary caregiver will be assigned for every four infants and young toddlers and another caregiver for older children according to the ratios set by the state. Children will have as few different caregivers as possible in order to develop nurturing relationships over time. These primary caregivers will initially be assigned, but may be changed within the first few weeks if a child bonds with a different adult. This allows for consistency in discipline and care. When you have questions about your child, you will ask your primary caregiver first.

**Adjustment Period**

Attending a new childcare setting for the first time often causes anxiety for children. We recommend that you visit the early education center with your child before their first day, allowing him/her to meet some of the staff and see other children at play. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the early education center experience.

**Regulations**

In compliance with the State of Michigan Department of Human Services, Grandma’s House Childcare is required to have the following information in your child’s file. It is necessary to have this information updated on an annual basis.

**Health Status**

A dated, written statement about the child’s current health status, signed by an approved health professional, shall be obtained at least annually for each child until they begin kindergarten, or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child’s general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

**Immunization Form**

Information regarding all immunizations the child has had, including the month and year when each immunization was administered. Immunizations must be recorded on the certificate of immunization form supplied by the Michigan Department of Health. The immunization form shall be obtained at the time of admission. For school age children, parents can sign a form saying the immunizations are up to date and on file with the school. The center may access immunization records online as well.

**Emergency Form**

The parents’ (guardians’) home and work emergency contact information, the child’s known allergies to foods or medications, a release permitting emergency medical treatment, and a release for field trips shall be obtained at the time of admission. This information will also be available in your child’s profile on the Procare app.

**Authorization for Pickup**

Information giving permission for person(s) other than the parents to pick up the child from the center must be on file. The center must release a child to a child’s parent, unless there is a court order prohibiting that. Any person other than the child’s parent can be asked to show identification. It is a good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) not on the “Authorization for Pickup” form to pick up the child. In such cases, the parent must give written or verbal authorization over the phone. The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child. The center has specific instructions for the director and/or staff in the event an unauthorized person attempts to pick up a child. These instructions are located in the classroom. Authorized pick-up people can be added in the child’s profile on the Procare app.

**Handbook Verification**

A parent/guardian-signed verification that the parent has received, read, and agrees to abide by the policies and practices in the *Parent Handbook* is kept in the child’s file. This information shall be obtained at the time of admission or within 30 days after admission.

**Photo Release**

A parent/guardian-signed consent for your child to be photographed shall be in the child’s file.

**Video Release**

A parent/guardian-signed consent for each child to watch center-approved videos shall be in the child’s file.

**Sign-in/Sign-out Procedures**

Each child must be signed in and out by an adult that is listed as an approved pick-up person in their Procare profile. There is a tablet on the podium by the ramp at our front door. If that tablet is missing or not operational all rooms have a tablet for you to use.

To sign in:

* Select the child’s name from the roster on the Procare app
* Select your name from the list of approved pick-up people
* Select the child’s name and any siblings being signed in
* Select ‘Sign In-Out’
* Sign on the Screen
* Select the ‘Sign in’ Button at the bottom

The process is the same for signing out. These times must be accurate to provide accurate invoices for the next week. If any errors are made please inform a staff member for it to be corrected.

**PAYMENT PROCEDURES**

**Tuition Policy**

It is the policy of Grandma’s House Childcare that payment be made at least bi-weekly unless paid in advance. If an account becomes 30 days past due, the family has 10 days to bring the account within the 30-day limit. Failure to do so will result in the child’s being withdrawn from the school until the account is current. We understand that sometimes schedules change. Please ensure that the office has the correct drop off and pick up times on the schedule for your child.

**Termination of Care**

Parents are asked to submit in writing at least two weeks in advance when withdrawing a child from the center. After a three week initial trial period, Grandma’s House reserves the right to terminate care. Parents will be given a three week notice if the center feels at any time that placement here is not the best place for your child. Termination of care may be exercised for such things as chronic late payments, consistently bringing a sick child to daycare, or unmanageable behavior problems. Every effort will be made to make each child comfortable, but we realize that we may not be a good fit for every child or family.

**Late Pickup Fee**

Parents who fail to pick their children up by closing time will be charged a late pickup fee of $10 for every 10 minutes past closing time. If hours need to be adjusted, please talk to the director ahead of time.

**Days and Hours of Operation**

Grandma’s House Childcare will be open Monday through Friday from 6:00 a.m. to 6:00 p.m. It will be closed for the following holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the Friday following, Christmas Eve and Christmas Day. We may also be closed for several days to strip and wax the gym floor and clean carpets. Families will be given at least two weeks notice when this needs to happen.

**MEDICAL/EMERGENCY INFORMATION**

**Absences**

We plan our staffing and budget with the assumption that every child will attend on their scheduled days. If your child is unable to attend the center due to illness, please notify the office. If the center is not notified, you will be charged your regular rate. We understand that sometimes schedules change.

No fees will be charged for family vacations if you notify us ahead of time. Please discuss with the director whether you would like your child to attend on snow days or expect to keep them home on those days. As there may be different parents who need a spot for their children on these days, it is helpful to the staff to know your plans ahead of time.

**Sick Children**

Please do not bring your child to daycare if he or she is sick with anything other than a common cold or allergies. If your child is too sick to go outside, they are too sick for care. A child who is ill upon arrival at the center will not be admitted or will be separated from the other children until parent or guardian can pick the child up.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children shall be notified immediately by

the center. For any infectious disease, we ask that you seek your physician’s advice and always notify us of the disease.

If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent’s arrival.

If a child displays any of the following symptoms, he/she must be kept at home:

|  |
| --- |
| Fever |
| Diarrhea or vomiting in the last 24 hrs |
| nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection. |
| sore throat with fever or throat spots |
| cough accompanied by fever, chills, vomiting, nausea, and the coughing up of green or yellow mucus |
| eye drainage of any type should be checked by a doctor to rule out infection |
| unusual rashes should be checked by a doctor to rule out bacterial infection |
| child not feeling well, such as lethargic behavior and/or crying |

The child may return to the center after illness when one of the following happens:

|  |
| --- |
| fever has broken for 24 hours |
| nausea, vomiting, or diarrhea has subsided for 24 hours |
| at least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection |
| child is feeling well again and normal behavior has returned |

**Medication**

Medication shall be given or applied only when the child’s parent(s) or guardian(s) has provided a written order or a prescription from a physician. Without a written prescription from a physician, the center will not administer over-the-counter medications to the child, including cough syrup, aspirin, and allergy medications. All prescribed medications must be in their original containers, and parents or guardians must sign the Medication Release stating the kind of medication, the amount to be given, and the time it is to be administered.

For children under 2 years old, a doctor’s permission is required for any medication that advises a doctor’s recommendation before administering.

**Allergies**

All allergies to medication and/or other substances must be stated on the emergency and medical forms. We must have a signed note from a physician explaining any food allergies that a child may have. The physician must recommend alternate food choices for the child. Information about children with allergies will be posted in all classrooms, in the kitchen, and on Procare.

**Accidents**

All head teachers are certified in infant/child care and infant/child first aid. A first aid kit is on site and emergency numbers are posted. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent. Please keep the contact information for parents and alternate contact people current. An emergency is compounded in a child’s mind if his parents cannot be reached. In the event of a serious injury, an ambulance will be called, you will be notified, and your child will be cared for until emergency help arrives.

**Weather Guidelines**

We plan to go outside each day, so please send appropriate clothing for your child. Layers are best as weather can vary widely in one day. Please send walking shoes, not flip-flops or sandals. During the winter months, each child must have a winter coat, hat, gloves or mittens, snowpants, and boots. If you would like your child to wear sunscreen or bug spray during summer months, it must be provided and a permission slip must be signed.

**Snow Days**

When severe weather conditions exist, please listen for closing information. It will be the goal of the center to remain open on snow days, but the time may be delayed to allow the staff to arrive safely. Based on space, there may be spots available for drop-in children on these days. Please call ahead to make sure of availability.

**Power Outages**

If the power goes out during the day, staff will try to determine the projected length of the outage. If it is temporary and water is available for drinking, the day will go on as planned. If it expected to be a widespread and prolonged outage, parents will be contacted and expected to pick up children.

**Tornadoes**

In the event of a tornado warning, students will be escorted to a safe shelter in the bathroom of the preK room or the inner office rooms for the infants and instructed in proper safety procedures. Tornado drills will be conducted as required by state law two times between April and October. In the event of an actual tornado, staff will remain with the children until all parents have been contacted and picked up their children.

**Fire Drills**

Fire drills are held on a quarterly basis in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. In the event of a fire, students will be evacuated according to the posted emergency plan. They will take shelter in the senior center or community center and parents will be contacted.

**Child Abuse**

The staff of Grandma’s House Child Care are required by Michigan State law to report any suspicion of child abuse and/or neglect to DHS within 24 hours and to follow with a written report within 72 hours. Parents will be notified in the event anyone at Grandma’s House is involved in the abuse or neglect of a child.

**Center Learning Activities**

The learning activities follow a broad monthly theme which is integrated into the weekly lesson plans. These themes include Bible-based character-building studies, open-ended art projects, integrated science, math, and literacy and much more. All activities are presented in an age-appropriate manner.

Daily Schedule: (The infant/toddler schedule differs based on their needs for naps and shorter activities and is posted in their room. The school age children have a separate schedule during the summer to allow for access to the gym and playground)

6:00 Opening Time

8:00-8:30 Breakfast

8:30-9:00 Free Play (with art/math/science activities available)

9:00-9:35 Circle Time/Story/Music

9:35-10:00 Recess and wash hands for Snack time

10:00-10:15 Snack

10:15 -11:45 Outside Play or center/small group activities depending on weather

11:45-12:00 Wash up for Lunch

12:00-12:30 Lunch

12:30-1:00 Books and puzzles

1:00 – 3:00 Rest Time for kids up to kindergarten age

1:00 – 3:00 Reading, puzzles, games, art activities for older kids

3:00-3:15 Snack for center kids

3:15-3:45 Outside time weather permitting

3:15-4:00 Snack for after school children and outside time weather permitting

4:00-6:30 Pick up times vary, homework, music and free play

**Meals and Snacks**

We participate in the Child and Adult Care Food Program (CACFP), a nutrition program funded by the US Dept. of Agriculture and sponsored by Mid Michigan Child Care Centers, Inc. The purpose of this program is to promote good eating habits among children. We follow USDA minimum standards in the planning and serving of meals to the children at childcare. A monthly menu is available with alterations noted as needed. If your child has food allergies, please notify us especially if it will affect the food choices of other children. Each family will be expected to register their child at the time of enrollment. For further information on the program, you may go to their website [www.midmichigancc.com](http://www.midmichigancc.com) or call 1-800-742-3663.

If your child is using a bottle, **prepared** bottles must be brought each day labeled with your child’s name. We are not allowed to prepare bottles, so please provide enough to last in case you will be later than expected. All sippy cups, lunch boxes, etc. must be labeled with first and last name of the child.

**Supplies and Equipment**

Grandma’s House is designed and implemented with optimal childhood development in mind. We provide a variety of toys, books, and creative tools for your child to use. If you have toys or books in good repair that your child has outgrown, please talk to the director about donating those items.

We ask for families to provide the following items for children:

Several changes of clothing (change out for seasons please)

Slippers or shoes for inside (especially in winter)

A pillow and blanket for rest time

A bag or backpack for the locker (for projects, changes of clothes, etc)

All necessary winter gear

**Clothing**

Grandma’s House Child Care believes that children learn best through wonder, discovery, and experience. This means that your child will get messy! Please send your child in clothing appropriate for exploration with many materials. If your child is an infant or potty training, please supply several sets of clothing in case of an accident. Please label boots, shoes, snowpants, mittens with their name or initials. We all shop at the same stores and many times several children have the same items.

**Potty Training**

Our staff is happy to assist you in your efforts to potty train your child. However, the primary responsibility is yours. You must have at least two weeks of successful potty training at home before we begin training your child. Pull ups or underwear with plastic pants are required. Please dress your child in clothing that makes it easy for them to remove independently as they are usually in a hurry! Occasional accidents are to be expected. All soiled clothing will be bagged and sent home.

**Parent Involvement**

We welcome parent involvement in the early education center classroom, and we feel that parent involvement benefits not only the center but the parent and child as well. Parents are encouraged to participate as classroom helpers on a regular basis. Parent participation enables the teacher to offer a variety of creative activities for students. The State of Michigan requires that all parents who participate in the center classroom must have a current negative TB test on file. All parent volunteers must sign in when they come to work in the classroom. Some ways that parents can participate in the early education experience are driving and chaperoning on field trips, helping with special-day themed events, serving on the teacher-appreciation committee, and much more. Parents driving on field trips must have evidence of insurance in their child’s file.

**Field Trips**

Field trips are an integral part of the early education center experience. They enhance learning by offering opportunities not available in the classroom. Parents will be given opportunities to suggest possible field trips and will be notified of a forthcoming field trip at least two weeks in advance. All field trips must be parent/family transport or families may arrange transportation with each other. Grandma’s House is not allowed to transport children.

**Special Event Days**

Throughout the school year the center’s staff plans special activity days to enhance the monthly classroom themes. Parents are encouraged to participate by helping in the classroom or by providing special snacks or activities.

**Parent Communication**

We want to do our best to keep all our families informed about what is happening here. Parents can communicate with their child’s caregivers through Procare. Pictures and activities are also posted in their activity logs. Newsletters are sent out quarterly via email and will be posted throughout the building. You can also find our Facebook page, Grandma’s House Childcare.

**Message Board**

At the front door we have a whiteboard where we write any quick reminders or upcoming closure dates.

**Discipline**

We believe that children learn best through experiences. We believe that the staff must supportively guide and redirect the children to help them learn to cooperate with other students. This allows children to have positive educational experiences which encourage and enhance their growth and development. We believe that this can be accomplished through:

1. GROUP MANAGEMENT TECHNIQUES. Limiting the number of children in each area of the room avoids overcrowding and allows for sufficient materials and the opportunity for constructive interactions, which reduces opportunities for negative behaviors.

2. PROXIMITY. Sometimes just saying their name or a touch on the shoulder can let a child know of your presence and this will in turn put him/her back on task, such as attending to the lesson at circle time.

3. POSITIVE REDIRECTION. If a behavior is inappropriate, we use redirection. For example, if Peter is throwing blocks, we would say, “Peter, build with the blocks.” If necessary, we would teach the appropriate behavior to him. Sometimes, we give children choices, which help them to choose appropriate behaviors. For example, “Peter, build with the blocks, or choose to play somewhere else.”

4. TIME OUT. After exhausting these methods, if a child still has a problem with inappropriate behaviors, the child is asked to sit on a thinking chair, which is a time out place to think about what she/he has done. With the help of a teacher’s discussion with him/her, a better way to interact with the other children, materials, etc. is discussed. Thinking time lasts for one minute per year of life. For example, a four-year-old would sit for four minutes. No child will be placed in time out without an adult interacting with them.

In agreement with state guidelines the following are prohibited:

* Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
* Restricting a child’s movement by binding or tying him or her.
* Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
* Depriving a child of meals, snacks, rest, or necessary toilet use.
* Excluding a child from outdoor play or other grows motor activities
* Excluding a child from daily learning experiences
* Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child’s development or special needs, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property.

**OTHER**

**School Visitors**

Parents are encouraged to visit the school at any time. All visitors must sign in upon arrival.

**Solicitation**

The center may not be used as a setting for solicitation.

**Gum/Candy**

Please do not allow your child to bring candy or gum to school at any time.

**Personal Hygiene**

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. All staff and children will wash hands before after diapering, toileting, nose or face wiping, eating, handling food, and handling contaminated materials. Handwashing procedures are posted by the sinks. Disposable paper towels are used for drying hands.

The diapering area will be cleaned and sanitized after each use. The used diaper receptacle will be emptied each evening or sooner as needed. A diapering procedure is posted.

Toys and bedding will be cleaned and sanitized weekly or as needed with a bleach and water solution.

Bottles and nipples will be rinsed in hot water and sent home for parents to wash. Bodily fluids (vomit, blood, excrement) will be cleaned up and the area sanitized immediately.

**Pest Management**

As per state law, parents will be notified in advance if the center will be treating the facility or yard for pest control (insects, mice, etc.). Any pest control will be administered after the center closes on Friday. If emergency pest control applications are required, the center may close until children can safely return.

**Toys**

Please do not allow your child to bring toys to school except on designated share days.

**Grandma’s House Child Care Rates**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Hourly Rate** | **“On-Time” Discount**  **(Payment Made Every two weeks)** | **Sibling Discount**  **(Oldest Child at Hourly, every child after is discounted)** |
| **Infants to 3 years** | **$5.00 per hr** | **$4.75 per hr** | **$4.28 per hr** |
| **3 years-12 years** | **$4.00 per hr** | **$3.75 per hr** | **$3.38 per hr** |

The Department of Human Services reimburses for childcare at a significantly higher rate than what is shown here. However, our center offers discounts in an attempt to keep the rate affordable. The discount is the amount in parentheses.

Based on arrangements made at enrollment, parents can pay biweekly or weekly. We can accept cash or check in our main office, and card or bank transfer through Procare. We send out invoices every Monday for the previous week’s hours. All discounts (including Sibling discounts) will be removed, and the full rate applied if your payment is more than a week past when it was due.

All families will pay the hourly rate for only the hours that the child is here. Please contact us if your child is sick or not attending on a scheduled day. If no one calls the office (231-829-9900) or messages through Procare, you will be charged for scheduled hours. During Christmas vacation or spring break, you will be charged for all scheduled hours after the scheduling deadline.

Please make sure the office has the correct drop-off and pick-up hours to ensure that we have the proper number of staff to cover ratios. Our staff hours are based on the schedules we have. If you are early or late, it may be necessary to pay overtime.

Handbook revised effective May 4, 2023