



Community Day Care

Preschool - Kids Club - Summer Camp

Preschool Parent Handbook



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Preschool Introduction

Our Programs

Community Day Care and Preschool Center Inc. is a private nonprofit organization operating the following programs:

1. Community School Age Child Care - Kids Club. (Before and after school Program in Burns Park Elementary School, and Lawton Elementary School)
2. Year round child care care and preschool (CDC-House and CDC-Forrest)
3. Summer day camp for school age children

CDC Board of Directors

CDC is governed by a board of directors made up of current parents, alumni and community members who have an interest in our school and the community we serve. The board is a policy making board. The different committees of the board are finance, scholarship, governance, and development. If you would like more information about serving on the Board of Directors please see the Executive Director. Volunteer opportunities are also available to serve on committees those who would like to serve but cannot commit the required amount time to full Board service.

CDC History

CDC was founded in 1972 by families in the Burns Park Community. The families and staff of CDC have worked together. In 1973, CDC preschool expanded to include the summer day camp for school age children. In 1984, CDC also chartered a "before school" program at Burns Park Elementary School; a pilot program for the Ann Arbor Public Schools (AAPS). In the spring of 1985, the Ann Arbor Board of Education approved the operation of before and after school care programs in all the schools based on the response of this pilot study. In 2018, CDC opened another preschool.

Purpose of the Handbook

The program handbook contains the policies and procedures of Community Day Care & Preschool hereinafter referred to as CDC. It is meant to serve as a reference guide. It is not meant to cover every aspect of the child care program or every situation which may arise. For the purposes of this handbook, "Family" means the parent(s) or guardian(s) of the child in care. Families should feel free to contact the program director with questions concerning the contents of this handbook.



Changes to the Handbook

CDC reserves the unilateral right to add, delete, amend or modify the policies and procedures in this handbook upon thirty (30) days written notice to parents. Written notification of changes will be e-mailed to parents, posted on attendance board or placed in parent mailbox. Changes to the handbook and/or policies and/or procedures contained in the handbook are effective only if set forth in writing signed by the provider.

Handbook Disclaimer

This handbook is the exclusive property of CDC and is intended for the exclusive use of the family of children enrolled in the program. This handbook may not be copied, may not be distributed to any third party, nor may it be posted on the internet without the express written permission of CDC.

CDC Philosophy

We believe children should explore their environment in ways meaningful to them. Children benefit from a rich challenging atmosphere balancing teacher directed with child initiated experiences. The environment should be warm and loving, allowing for the exercise of creativity and imagination. Our staff strive to be sensitive to each child's developmental needs, while fostering a positive self image.

Mission statement

To educate, guide and nurture each child, while supporting families and creating community

Licensing Rights

CDC is licensed by the State of Michigan Department of Social Services. The licensing agency has the following rights:

1. To interview children and/or staff and to audit child and staff records without prior notice or consent.
2. To observe the physical condition of children including conditions which could indicate abuse, neglect or inappropriate placement, and if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the children.

Parent Notification of the Licensing Notebook

Requirement Child Care Organizations Act, 1973 Public Act 116 All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. • This center maintains a licensing notebook of all



licensing inspection reports, special investigation reports and all related corrective action plans. • The notebook will be available to parents for review during regular business hours. • Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare. (This policy will be signed as part of the online childcare registration for enrollment in any CDC program)

General Policies

Non-Discrimination Policy CDC will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, national origin, immigration status, religion, age, marital status, sex, sexual orientation, gender identity, socioeconomic status, disability, religion, or veteran status.

Hours of Operation and Ages Served

CDC-House is open to all children from 2 ½ years of age through 5 years of age. Part time and full time schedules are accepted, with a minimum of two half days required for enrollment. Hours of operation at the preschool are 7:30 – 5:30 Monday through Friday.

CDC-Forest is open to all children from 3 years of age through 5 years of age. Part time and full time schedules are accepted, with a minimum of two half days required for enrollment. Hours of operation at the preschool are 7:30 – 5:30 Monday through Friday.

Both programs are open year round contracted September to August.

Staffing

CDC employs people based on education and experience criteria, regardless of race, sex, religion, marital status, sexual preference, and ethnic or national origin. The center's staff consists of: the Executive Director, the Director of Development and School Age Programs, School Age Program Directors, School Age Program Staff (Activity Specialists), the Preschool Director, Preschool Teachers, and Teacher Aides.

Criminal History Checks

In order to ensure the safety of all children, all staff must be fingerprinted and reported to licensing. Volunteers that are in the building for longer than six hours per week also have a criminal history background check completed.

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Administration

The Administrative Staff of CDC are available for questions or concerns between the hours of 9:00 AM and 5:00 PM. The office is housed at CDC-House. The location is 1611 Westminster Place, Ann Arbor, MI. 48104 Phone: 734-761-7101 Fax: 734-761-9610

The CDC-Forest director is available for questions or concerns between the hours of 9:00 AM and 5:00 PM. CDC-Forest is located at 4001 Ann Arbor-Saline Rd, Ann Arbor, MI 48108

<http://www.communitydaycareinc.org>



Privacy Policy

Information pertaining to a child and his/her family is kept confidential by the staff at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal subpoena. All children's records are kept in the locked file cabinet on site. Persons having access to these records include the executive director, preschool director, school age directors and staff. These staff members use these records when assessing children, interpreting the assessment data, and making decisions about the children's development. The file cabinet will be locked and access to the cabinet is limited to the above mentioned staff.

Open-Door Policy

CDC maintains an open door policy for all currently enrolled families. Parents/Guardians are welcome to visit any time during program hours.

Family Information

Enrollment Information

- 1) Families register at <https://www.ezchildtrack.com/parent4/ParentLogin.aspx?c=CommunityDayCareInc>
- 2) Current families have priority registration in January and February.
- 3) New families register beginning February 1st.
- 4) Director approves registration and confirmations will be received by April 1st.
- 5) Director uses the waiting list (if applicable) to determine order of registration

Required Forms

The following forms must be completed before your child can enter the program:

1. Emergency (Child Information) Card
2. Health Appraisal Form (Preschool only)—Standard FIA health form, must be signed by the doctor
3. Permission Slip—A form granting permission for field trips, giving first aid, and photo release etc.
4. Child Information Sheet (History Form)—This form asks for background information on your child or any special needs of which the staff should be aware.



What to Bring

1. **Lunch (if scheduled)** Please label the bag or lunch box and any lunch containers with your child's name. Licensing guidelines require lunches to be labeled with the date. Round objects should be cut in half lengthwise until the age of 4. We provide milk as well as soy or rice milk for lunch daily. Forks and spoons are also provided for children. We do not heat up lunches or have refrigeration available to keep lunches cold. Cold packs or frozen juice boxes work well. Gum, hard candy, popcorn, and soda are not permitted.
2. **A fitted crib sheet, blanket, and snuggle friend (if your child rests) in a reusable bag:** These items are required for children who are here during rest time. We send them home for laundering once a week.
3. **Bathing suit and towel:** If your child attends CDC during the summer, bring a bathing suit and towel labeled with your child's name. Leave it in the cubby.
4. **Toys from home:** Weapons of any kind are not allowed. Toys from home are discouraged and children are asked to keep them in their cubby. Transition items such as cuddly friends or favorite blanket are always welcome.
5. **Diapers:** If your child uses disposable diapers, please provide us with a supply with your child's name on it. If your child uses cloth diapers, please provide us with a supply in a bag with your child's name on it and a wet bag. The bag will be sent home daily.
6. **Label everything:** Although we make every effort to know each child's belongings, many children have the same clothing items. Initials in permanent marker or labels work well.
7. **Dress your child for play:** Smocks are available but children can be enthusiastic and may get mud, paint, or dirt on their clothing. Please dress your child in clothing that is suitable for big body movement and sensory experiences.
8. **Weather appropriate clothing:** We spend a great deal of time outside during all seasons. During the winter, it is particularly important that children bring snow pants, boots, hats, mittens, and warm coats. Please send your child to CDC in closed toed shoes. Tennis shoes or sandals with thick soles and straps work best. Being able to run, jump, climb, etc is important to your child's development.

Arrival and Saying Goodbye

1. It is common for children to arrive between 8:00-9:00 in the morning. This gives children ample opportunity to have snack and make choices throughout the building prior to get together and group time.
2. (CDC-House) Upon arrival enter the security code on the keypad. The code will be given to you at the beginning of the year to enter the building. Sign your child in and out on the attendance sheet. This sheet is used a checklist for emergencies (fire drills, etc.) and is an important center



record. Children have the opportunity to sign in on a magnet board. This allows them to see which children in their group have arrived to make a plan for play.

3. Help your child put belongings into his/her cubby.
4. Make a plan with your child on the way to school how you will say goodbye when you get to CDC. Usually a quick goodbye is best. Tell your child exactly what you will do when you get here and when you will return.
5. Let a teacher know when you are ready to leave so they can help you with the transition.
6. Always say good-bye.

Daily Schedule

Throughout all periods of the day you will see the five ingredients of active learning: materials, manipulation, choice, child language and adult support.

Choice Time 7:30am - 10:00am

Choice time is a segment of time each morning and afternoon during which we allow children of all ages to move freely among all the rooms in our building. Children are given maximum choice and freedom to explore various stimulating activities. Snack is another one of the choices offered at CDC; snack is open for approximately an hour in the morning and again in the afternoon. Children are able to have snacks whenever they choose during these times. In addition to snack, indoor classrooms and outside are available during choice time.

Group Time 10:00-12:15

During this part of the day the children stay with their primary teacher as well as their group. Children are grouped by age.

Get Together

Large group time is a segment of the day that adds to the sense of community in the classroom. It is a time when everyone comes together to participate in a shared music and movement experience.

Small Group Time

Small group time takes place for about twenty minutes each day. Each teacher has his/her own group, and group assignments generally don't change during the school year. Children are placed in groups according to their age. Teachers plan activities in all developmental areas for children in their group based on the children's interests and High Scopes Key Developmental Indicators. They also take into account the age, abilities, and interests of their individual children when planning.



Work Time (Plan-Do-Review Process)

The longest segment of group time, usually for an hour, is devoted to a planning time, work time and recall time sequence called the plan-do-review. At planning time children meet with their small group and an adult. Each child decides what to do during Work Time, meaning what area they'll play in, what materials they'll use, and who they will play with. They share their plan with their teacher. Work time is when they carry their plan out and then clean up. At recall time, they meet with their teacher to share and discuss what happened during group time. This will look different during different stages of your child's life at CDC. Child initiated projects are always encouraged. You can find more information about the benefits of Work Time in the Perry Preschool Study. One of the findings supports that planning and recall supports a child's executive functions including but not limited to mental flexibility, ability to pay attention and memory.

Closing Group Activities

Each group's closing activities vary upon the teacher and age of children. Some teachers do recall with the children sharing something about the activities they participated in during group time. Other groups may read a story, or transition in to lunch practicing self-help skills.

Lunch 12:15pm-1:00pm

At lunch time, children are settled around tables throughout the building to eat lunches brought from home under teacher supervision. When the weather permits, we eat at picnic tables in our outdoor play area.

Rest 1:00pm – 3:00pm

CDC offers rest time to all full-day preschool students, as required by state regulations.

Downstairs rest- Downstairs rest is structured to support children 2 ½-3 ½ years of age . Children who need to sleep are given time to fall asleep while all children are lying quietly on cots and listening to stories being read by one of our teachers. After those children are asleep, quiet activities are provided for those who remain awake.

Upstairs rest-Upstairs rest is structured to support children 4-5 years of age. Children who need sleep are given time to fall asleep while the children are lying quietly on their mats listening to stories being read or music. Children are then given quiet choices to participate on their mat before a group story is read.

Choice Time 2:15pm – 3:15pm

Same as in the morning (see above) for children who come or stay for the afternoon session.



Group Time 3:15-4:30

Same as the morning (see above) for those children attending the afternoon session. Generally, each group's group time depends on their age group. While some groups offer a get together and a small group time, others will offer a longer work time for the Plan-Do-Review sequence. The teachers make the decision with their children's interest and development in mind.

Closing Activities/Story 4:30pm - 5:15pm

During the afternoon pick-up period, two classrooms are offered and a small healthy snack.

CDC House Classroom Descriptions

Sunroom: In the "Sunroom" teachers help children make a plan in the House Area, Water Table, Building Area, Toy Area, and Book Area. Children will find playdough for manipulating in the house area. The Music Room is available during group times in the lower loft.

Bookroom: You will find a House Area, Toy Area, Book Area, a Listening Center, and Puzzle Area. Language development activities are planned for the "Bookroom". Books are rotated as children's interests change. Teachers rotate puzzles, flannel board activities, board games, and other language-stimulating activities such as a dollhouse or small animals and blocks.

Snack Area: Snack is another one of the choice areas offered at CDC. Snack consists of at least two food groups. Snack is open for approximately an hour in the morning and again in the afternoon. Snack is looked at as a social time as well as a time to gain independent skills. Children pour their own water or milk and ask each other to pass food that is on the table. Children are able to have snacks whenever they choose during these times. When the snack area is closed, it serves as a creative art space as well as a place for manipulatives.

Little Basement: You will find a House Area, Toy Area, Block Area, Book Area, and Art Area. The "Little Basement" is a space for messy art projects and sensory experiences.

Big Basement and Outside: In the "Big Basement" and outside, our teachers plan for gross motor, movement, music activities, as well as unit and large block play. In the "Big Basement", climbers are set up, as well as mats for tumbling and a rock wall encourages upper body strength. Teachers plan activities such as making a marching band, dancing to music, or having a "gymnastics meet". Our outside space is situated on two and a half lots, features plenty of shade trees, a huge sandbox, a climber with slides, monkey bars, swings and a tunnel for exploring. There is plenty of room to run and jump as well as a soft area to ride bikes on. The outside is opened every day, weather permitting.



Snacks

Snacks are served both mornings from 8:30– 10:00 and afternoons from 2:15 - 3:15. Morning snack consists of foods like eggs, bagels, waffles, pancakes, etc. Afternoon snack consists of pasta, vegetables and dip, yogurt, soup, etc. Fresh fruit or vegetables are always available for snack. We serve whole grains and organic produce whenever possible. Cereals do not exceed more than 5g of sugar per serving. Water is served with both snacks and milk is served in the morning. We also offer a “late snack” at 4:30 for children who are still in our care.

Written Nutrition Plan

- Fruits and Vegetables are served during both morning snack and afternoon snack. Organic produce is purchased as much as possible.
- Whole grains are always served
- We serve meat alternative proteins such as tofu, beans, eggs, soynut butter
- Yogurt must contain no more than 23g of sugar per 6 ounces
- Cereal must contain no more than 8g of sugar per dry ounce

Field Trips

Occasionally teachers plan walking field trips such as a walk around the block or to one of the local parks. Teachers may also plan to ride on the AATA bus to a specific location such as the library or a restaurant downtown. Whenever a non walking field trip is scheduled you will receive written notification at least 24 hours in advance. We appreciate any help you can give us when we plan these outings. Occasionally we take an all school field trip. When this happens you are welcome to join us and drive your child. Transportation for field trips is provided by parents who will drive their own child or a school bus company that we contract.

Birthdays

Birthdays are an important event in your child's life! We like to help them celebrate their big day. Each child will be able to bring books to read with their group and pick a healthy snack from the birthday recipe book to cook with their group. Special party flatware is used to make the event even more special...and of course, a birthday crown!

Religious Holidays

CDC does not celebrate any religious holidays. We talk about family traditions, cultures, and our family heritage. We encourage all families to share their traditions and cultures with us during the year. Talk with your child's teacher or the director if you would like to share something with us.



Closures

Holidays: Presidents Day, Labor Day, Memorial Day, Thanksgiving Day and the day after, Fourth of July, and December 24 through January 1. When a holiday falls on a Saturday or Sunday, CDC reserves the right to close to observe the holiday either the preceding Friday or the following Monday. The program will provide thirty day's notice of a Friday or Monday closure due to a weekend holiday.

Professional Development: CDC is closed the Thursday and Friday before Labor Day for cleaning, training, and preparing for the school year. Staff will also attend the Michigan Association for the Education of Young Children conference. The date will be announced at the start of the school year

Weather: If the Ann Arbor Public Schools (AAPS) are closed due to road conditions, all CDC programs will be closed. We do not close if AAPS is closed because of extreme cold weather. If the Ann Arbor Public Schools are closed for any other reason, the school-age programs will be closed but the preschool may be open. Payment is expected for any snow days or other emergency school closing.

Family Communication

Communication from Director: Parent/Guardian communication is essential to the program's success. The Director typically communicates with families via e-mail. If you feel you need the information printed, please let us know and we are happy to arrange this. The information typically provided is information about the program, special events, parent talks or meetings. Any policy changes are also emailed to you.

Communication from your child's teacher

Communication between your child's teacher and you is one of the quintessential things we can do to further their success. Teachers send journals monthly that may include anecdotes, developmental growth, stories about your child, pictures and an update on goals. If you have any questions feel free to respond directly to the teacher. This two way communication will enhance both your experience and your child's. Each teacher also has a Weebly website that includes plans for the week, resources and pictures.

Family Involvement

We believe that working with families in multiple ways help to enrich your children's early childhood experience. CDC offers many ways for you to feel welcomed and involved. They are great opportunities for you to spend time with your family and get to know other families in our community.



Volunteering

From helping out with field trips to taking part in a group project, we welcome you into the classroom. We are happy to have you support the classroom throughout the day.

Events

We offer many events throughout the year for you and your family. Some of our traditional family events include; Pancake Breakfasts, Friendship Feast, Fall Potluck, and Movie Night. At the beginning of each school year, we provide a calendar of events for planning purposes. Each year provides different experiences for our families.

Conferences with your child's teacher and Assessment Report

Parents will receive a copy of their child's COR (Child Observation Record) three times per year in the fall, winter and spring. Parent conferences are held two times per year, in the winter and in the spring. Parents will meet with their child's teacher for 20 minutes to set goals, share observations and have any questions answered about your child. If you have concerns before the scheduled conferences please contact us immediately to schedule a conference with your child's teacher.

E-Mail address

Providing us with an email that you check daily is preferred. We use email to send communication from the director and teachers, tuition invoices, regular updates and reminders, emergency information concerning closures, lockdowns, etc.

Voice Mail

Voice Mail Messages can be left at any time. The messages are checked several times throughout the day.

Home Visits

CDC offers home visits to all children during the first 4 to 6 weeks of entering our program, or when changing group teachers. Your child's teacher will come to your home and spend 30 minutes with your child. This time is totally directed by your child and is designed to build a relationship between the teacher and the child. These visits are strictly optional.

CDC Neighbors

As a courtesy to our neighbors, please do not turn around in their driveways or block their driveway when dropping off or picking up children. Parking is only allowed on our side of the street. At 5:00 parking can sometimes be an issue. Please be patient and drive around the block or park on Henry St.



Remember children are exiting the building and there is always a possibility of someone darting into the street. Treat our street as a one way street. If you need to turn around please drive around the block.

Work Team

Parent Work Team days happen twice a year on a Saturday from 9-12. During these work team days we do cleaning, yard work, etc; this helps to keep the building looking good and helps to keep our costs down.

School Closing

Snow Days CDC is closed if the AAPS are closed due to road conditions. Call the office if you are unsure. Closures will be left on the voice mail. School closing information is also announced on Channel 4 WDIV TV as well as a google group email blast.

Parent Educational Talks

During the school year we will host various informational meetings on a variety of topics relating to children and child development. Sign up sheets will be emailed via SignUpGenius Child care is sometimes provided for these events.

Contributions to CDC

CDC is a 501(c)3, charitable nonprofit agency. Major items or money donated to the organization are tax deductible. CDC strives to provide a robust scholarship program for families who qualify; much of the donated funds allows CDC to provide scholarship money to families in need who would not otherwise be able to participate in programming. Please consider making a recurring contribution to children through the CDC scholarship program by requesting to add an additional amount to your monthly invoice. Requests can be sent to the Executive Director or the Director of Development. CDC can also be designated on your United Way Contribution form as a donation recipient.



Health and Safety Policies

When Should Hands be Washed:

1. After touching ears, nose, mouth, hair
2. Any contact with infected or otherwise unsanitary areas of the body
3. After use of a tissue
4. Hand contact with soiled clothing or material
5. Handling money
6. Before eating
7. After using the restroom

Handwashing Procedures

1. Step one: WET, Wet hands first.
2. Step two: SOAP. Use soap, preferably anti-bacterial.
3. Step three: SOAP/LATHER. Lather well beyond the wrist...make lots of bubbles!
4. Step four: WASH. Work all surfaces thoroughly including wrists, palms, back of the hands, fingers and under the fingernails. Rub hands together for at least 15-20 seconds. TIP: Sing the ABC song once or twice.

Cleaning and Sanitizing Equipment

The following is the method by which materials are cleaned and sanitized.

1. Scrub all surfaces to remove any soil.
2. Wash the surface with soapy water and a single service towel then rinse with water and a separate single service towel. Finally, wipe with a sanitizing solution We uses bleach/water solution for sanitizing and disinfecting.
3. Equipment should also be cleaned with a sanitizing solution.
4. All toys and equipment are cleaned in a disinfectant solution yearly and also when equipment has come in contact with body fluids.

Handling Bodily Fluids

HIV has been found in significant concentrations of blood, semen, vaginal secretions and breast milk. Other body fluids, such as feces, urine, vomit, nasal secretions, tears, sputum, sweat, and saliva DO NOT transmit HIV UNLESS they contain visible blood. However, these body fluids do contain potentially infectious germs from diseases other than AIDS. If you have contact with any of these body fluids, you are at risk of infection from these germs.



Here are some guidelines for dealing with situations where contact with body fluids may occur. Following these suggestions should also help prevent the spread of the flu, colds or other communicable diseases.

1. Treat all bodily fluids as if they are infected with a life threatening disease.
2. Always use disposable rubber or latex gloves.
3. When the job is complete, take the gloves off by pulling the cuff over the fingers then turn inside out.
4. Dispose of the gloves by sealing in a plastic bag before placing in a trash can.
5. Until you have a gloved hand, encourage anyone with a bleeding wound or nose bleed to apply pressure to their own wound or nose and cover their own wound with bandaging.
6. A first aid kit is available at all times. In the first aid kit you will find rubber gloves, a plastic bag, a diaper for serious bleeding, and bandaging.
7. Thoroughly wash your hands and other parts of your body that came in contact with bodily fluids with hot water and soap even if gloves were used.
8. Disinfect the area where bodily fluids have been with one part bleach and ten part hot water.

NOTE: If an employee is exposed to blood, a blood exposure report is to be completed. All employees are encouraged to receive the Hepatitis B vaccine. The vaccine is provided at no cost to the employee. If the employee has declined the vaccine, and is involved in a blood incident, a new declination form and or a consent form must be completed by the employee.

Diapering

1. For children who are unable to use the toilet, CDC is equipped to change diapers and soiled clothing in a safe and sanitary fashion.
2. Staff members whose primary function is preparing food do not change diapers until their food preparation duties are completed for the day.
3. Diapers, underwear, and other clothing are changed when wet or soiled. Staff check children for signs that diapers or pull-ups are wet or contain feces when sleeping children awaken, and they check at least every two hours when children are awake
4. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
5. At all times, caregivers have a hand on the child when the child is being changed on an elevated surface.
6. Diapering procedures are posted in the designated changing areas and followed by all staff
7. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects—and especially not for any object involved with food or feeding.
8. Containers that hold soiled diapers and diapering materials must be kept closed and are not accessible to children.



Sick Children

Please do not send a sick child to the program. Not only is it better for the child's emotional and physical well-being to remain at home, but a contagious child can affect the health of everyone in the program. If a child becomes ill while in the program, he/she will be isolated from the other children. A parent or designated adult will be contacted to pick up the child.

The following should be helpful in deciding when it is appropriate for your child to attend the program before, during and after an illness. These policies were written with the health of everyone in mind.

1. Change in behavior: If this is the only symptom, send your child to the program, but be prepared to be notified if your child has developed other symptoms and needs to be picked up.
2. Fever: If your child's fever is higher than 100.5 degrees orally then he/she should not attend the program until 24 hours after the temperature has remained normal and the child feels well.
3. Upper respiratory disturbances: A child with a simple cold may attend the program only if they are fully able to participate in the daily regimen of the program. If they are lethargic, please keep him/her at home.
4. Gastrointestinal disturbances: If your child vomits or has diarrhea he/she should stay at home and may return after 24 hours of no vomiting or diarrhea.
5. Pain: A child who is in pain cannot be comfortable or adequately cared for in a child care setting; therefore, the child should stay at home until the pain has been investigated and the child feels well enough to return and fully participate in the normal routine.
6. Rash: If your child has any rash it must be identified by a physician. Your child can return upon documentation from a physician.

If your child has a minor illness or has one of the above six symptoms and you are unsure about sending your child to the program, please call the main office.

Notification of Illness

If your child has a contagious illness and will not be at the program, please call to report so we can post the information to families as required by the State of Michigan.

Illnesses that Exclude a Child from Attending

1. Chicken pox: The child may return after all skin lesions have dried; usually one week after the lesions have started.
2. Mumps: The child may return after the swelling is completely gone.
3. Strep throat: The child may return 24 hours after the first dose of medication is given.



4. Hepatitis: The child may return after a statement of good health has been given by the attending physician.
5. Impetigo: The child may return after the first 24 hours of treatment.
6. Ringworm: The child may return after the first 24 hours of treatment.
7. Measles or German measles: Child may return when the rash disappears.
8. Lice or scabies: Child may return after treatment. All nits from lice must be removed prior to returning.

If your child will be absent because of any of the above illnesses, please call the main office. The staff will post a sign near the door to alert parents about any contagious diseases. To insure confidentiality no names will be posted.

Physical Exams

Each child must have a physical examination by a doctor or health clinic within 30 days of their start date and every 1 year thereafter. If the health form is not on file, exclusion will occur until the form is received by this office.

Medication

Medication including prescription drugs or individual special medical procedures will be given or applied only with prior written permission from a guardian and with written doctor's instructions. Prescription medication must be in the original container and have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions. We will not honor any instructions from a guardian which contradict the instructions of the physician. We will maintain a record as to the time and amount of any given medication. Staff has been trained in the "Five Rights of Medication Administration". Medication will be stored out of reach from children in a locked container or refrigerator if necessary.

PLEASE NOTE: Due to any allergy or reaction from a medication, STAFF WILL NOT ADMINISTER THE FIRST DOSE OF ANY MEDICATION. Also we are unable to give Motrin or Tylenol for fever, cough medicine or other medication that only masks a symptom of illness in which the child should stay home from the program.

Immunizations

Children are required to have immunizations as determined by the State of Michigan Department of Public Health before they enter CDC. If you choose not to have your child immunized, a waiver must be signed and a copy is sent to the Health Department. The Health Department requires a class regarding the importance of immunizations before giving families a waiver. Please see the director for these forms. A child who has been exempted from a vaccination is considered susceptible to the disease or



diseases for which the vaccination offers protection. That child will be subject to exclusion from the program if an outbreak of a vaccine-preventable disease to which he or she is susceptible occurs.

Allergies

Please inform the director of any allergies and/or food restrictions. All staff members are informed of the children's allergies, and allergy lists are posted in each room. If your child has a food allergy we will substitute alternative foods for snack or you may choose to bring your own snacks.

Medical Emergencies, Injuries or Accidents

Parents will be contacted immediately if their child is hurt and requires medical treatment. If we cannot reach you, we will contact the individuals listed on your emergency card. Appropriate first aid will be given while we wait for a parent to arrive.

If emergency care is required, we will call 911, and a staff member will accompany your child to the nearest appropriate medical facility as indicated on your emergency card.

Parents will also be notified for injuries that are not of an emergency nature (pinched fingers, bumps on head...) that might require a physician's consultation but are not serious. We believe that these decisions should be made by each family individually.

An accident report form will be completed for all minor accidents or injuries within 24 hours of the incident. Families are asked to read the form and return it signed. It then will be placed into the child's file as record of the injury.

Reporting Child Abuse and Neglect

The law requires all child care providers to report any suspected cases of child abuse or neglect and comply with current state guidelines. Click link for more information.

https://www.michigan.gov/documents/dhs/Pub-112_179456_7.pdf

Pick-Up

- When picking up your child, please make sure you tell a teacher and sign him/her out near the front door.
- When picking your child up from the outside, enter and exit the building through the kitchen door. The gate from the playground to the front yard is an emergency exit only.
- Do not use this gate to enter or exit the playground.
- Check your child's cubby for wet clothes and other belongings.
 - Please allow 10 – 15 minutes for your child to get ready to leave. We close at 5:30 so give yourself enough time to chat with teachers, look for belongings, say goodbye to friends, etc.
- If someone other than yourself will be picking up your child, please notify staff of the change.



- Read notices posted on the attendance board daily.
- We require an adult to come into the center to pick up your child. As an important safety procedure, we do not allow children to open the front door or any of the gates at any time. Do not allow your child to leave the building without you at any time.
- Do not allow your child to climb on the front gate to open it.
- If you are unable to pick up your child by closing, alternate arrangements for pick up must be made. If the child is not picked up by closing, all persons listed on the emergency card will be called. If a child has not been picked up after one hour past closing and all other options have been exhausted, Child Protective Services will be contacted.

Child Release Policy

As a condition of providing child care services, families must supply the names of an individual to whom CDC may release the child to in the event of an emergency.

CDC will only release a child to those names on the child information record. If a child needs to be released to someone not listed on the child information record, a parent must provide a written note signed and dated with name of person picking up, or call CDC authorizing the person to whom the child can be released.

Before CDC will release a child, if the individual is unknown to CDC or anyone of the CDC staff, we will require photo identification in the form of a valid driver's license. Non-photo identification will not be accepted.

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

CDC and CDC's staff respect the family's privacy. However, where other questionable child release situations occur, CDC has a duty to maintain its role as the child's advocate. With respect to child custody disputes, until custody has been established, documentation has been provided CDC, neither parent may limit the other parent from picking up the child, and the provider will release the child to a known identifiable parent.

The person picking the child up is expected to have proper safety restraints in their car (depending on the child's age- car seat or booster seat.)



Late Pick-Up

If you are unable to pick up your child by closing, alternate arrangements for pick-up must be made. If the child is not picked up by closing, all persons listed on the emergency card will be called. If a child has not been picked up by 1 hour after closing and all other options have been exhausted, Child Protective Services will be contacted.

Inappropriate Parent Conduct

Families must be aware that adults serve as role models for children. Additionally, CDC is responsible for protecting the children in our care, and for providing a safe workplace for staff members. Therefore, it is critical that, while on program property, families conduct themselves in a professional and rational manner at all times. CDC reserves the right to immediately terminate the child care agreement if a family member behaves inappropriately.

Grounds for Immediate Dismissal

(Please note, however, that this is not an exhaustive list of inappropriate behaviors):

- Acts of violence, including assault and battery
- Harassment of or threats against the staff, other parents or children
- Possession of illegal substances or firearms
- Verbal or physical abuse of any child
- Profanity or indecent exposure

Updating Child Info Forms

Parents are responsible for updating the emergency cards. Please inform us of any phone, address or emails that change. This is one of the most important documents we have about your child. Be sure to review the information periodically. You are required to update information annually by reviewing all forms, making all necessary changes, initialing, and dating each form.

Sunscreen and Insect Repellent

We apply a minimum of SPF 35 to children every two hours during warm weather months and apply insect repellent when mosquitoes are present on the playground. We supply these products. You are welcome to supply your own sunscreen or insect repellent if you'd prefer. Be sure to label it with your child's name and give it to one of the staff.



Health-Related Resources

- www.health.gov This is the Department of Health and Human Services website.
- www.webmd.com This website has information about medicine, illness, and disease. You can also find healthcare information.
- www.health.state.ny.us/diseases/communicable/ This website has information about communicable diseases.
- *Healthy Young Children* This book contains information about contagious disease, incubation and treatment and identification. You can find a copy at the administrative office.

Fire Drills

A fire drill is conducted each month to ensure staff and children know the emergency evacuation procedures. Children are escorted out of the building and down the sidewalk to the corner of Westminster and Henry. Attendance is taken once everyone is there and seated on the sidewalk. Notification of fire drills will be posted on the attendance board and emailed to parents. The building is equipped with smoke detectors, a fire alarm and fire extinguishers.

Tornado Procedures

Tornado drills occur once a month during April – September. In the event of a tornado warning all children are taken to the Little Basement. We sit against the middle inside wall. Books and songs are sung together.

Other Emergencies

We have procedures and policies in place for managing serious emergency incidents at our centers. Our staff have been trained in critical incident response and receive regular renewal training on this topic. We are in communication with the emergency preparedness systems for our communities.

Discipline

How Do We Handle Conflict Between Children?

We use HighScope's six step model for conflict resolution. This is a technique developed to assist children in resolving their own problems. Acting as a facilitator, the teacher supports children as they become responsible for discussing and solving differences that normally arise during social interaction.

Biting

Biting is a normal developmental stage children go through when they do not have the language skills to express their frustration. If a biting incident occurs, we talk about how much it hurts to be bitten and also have the child who was bitten talk about how it made him/her feel. When biting is a persistent problem with a child, we will have staff member shadow the child until the behavior stops.



Serious Disciplinary Problem

A serious disciplinary problem exists when at the sole discretion of the director, a child consistently inflicts physical or emotional harm on other children or themselves, physically abuses staff, or otherwise refuses, or proves unable to conform to the rules and guidelines of the program. If a child has a chronic behavior problem, the staff will first assess the function of the behavior. Once the behavior has been assessed, staff will work for a time with families, professionals, and the child to develop an individualized plan to address the behavior. Positive behavior strategies will be implemented in the program to support the needs of the child. It is our goal to limit or eliminate the use of suspension, expulsion, and other exclusionary measures and do so only after all interventions have been exhausted and there is an agreement that exclusion is in the best interest of the child. Upon expulsion the family will be offered assistance in accessing services for the child and suggestions for an alternative placement. This policy is in compliance with both federal and state civil rights laws.

Idling Cars

When picking up your child from CDC please shut your engine completely off. Exhaust emitted into the atmosphere from **idling vehicles** poses real health risks as exposure can cause lung and respiratory problems. Exhaust also aggravates asthma and allergies. In addition to these factors, the carbon dioxide emissions from exhaust contribute to global warming.

Pesticide Application and Pest Policy

An annual notification to parents and/or guardians informing them that they will receive advance notice of pesticide applications. The annual notice will be provided in the enrollment paperwork through EZ Child Track that is completed annually in August. Another notice will be sent in September as a reminder. The first method of notification will be on the family board and the second will be through email. If Community Day Care applies pesticide we will include information about the target pest, why we are using this pesticide, the location of the pesticide, the date of application, contact information for the center as well as a toll free number (1-800-292-3939) for a national pesticide information center.

We will not use liquid or aerosol insecticide application in a room of the center unless the room will be unoccupied by children for not less than four hours or longer if required by the pesticide label and use of directions.

Please note:

- No insecticides are applied by staff. If a problem with stinging insects develops we call a licensed pest control company to find the source and remove or spray them after the center is closed.



- Herbicides are not used within the fenced playgrounds. Areas will be mulched and weeding will be done by hand.

Financial Policies

Registration Fee

A new family will have an initial registration fee of \$75.00, and every year there after every family will have a \$50.00 fee to re register annually. These fees help to defray the administration costs and the time it takes to gather and enter all necessary information we need on every child annually.

CDC's Sliding Scale

As part of our commitment to enhancing the diversity of the CDC community and to make quality care available to families who could not otherwise afford it, CDC uses a sliding fee scale where tuition depends on family income. Please ask the Executive Director for a scholarship application.

Hardship Grants

CDC has a limited amount of hardship grants that are available for any family to apply. The idea behind the grant is to help families in need that have unforeseen financial difficulty for a limited amount of time (i.e. job loss, death in family). The process for qualification is a letter explaining the financial hardship, as well as income documentation, and a scholarship application. Hardship grants are reviewed quarterly. Further information can be obtained by the Executive Director.

Tuition

Families will be invoiced for tuition for the same amount every month from September through August. Tuition is based upon the budgeted cost of care for the center and is due the first of each month. Tuition remains constant throughout the fiscal year, including months that have holidays, workdays, or inclement weather closings in them.

Schedule Change Policy

Reduction in schedule requires a four week written notice. You are responsible for the tuition based on the greater schedule four weeks from the date the notice is received. Additions to schedules can be made at any time if space is available. You will be charged \$15.00 per schedule change successively. Final requests for schedule changes for the NEW SCHOOL YEAR must be submitted by June 1st for the PRESCHOOL. Beginning with the 1st day of the fall term, the four week notification to drop time goes into effect.



Payments

Payments may be made through your online EZ Track account. Credit cards or e-checks are accepted. Automatic withdrawals for tuition can also be set up through your online account. When paying by a check, please include the child's name on the check if it differs from yours. Checks can be mailed to the main office (1611 Westminster Pl, Ann Arbor MI 48104) or dropped in the locked checkbox located near the front door.

Balances

All outstanding balances in any program must be paid in order to re enroll for the fall term.

Withdrawal Policy

A one month notice of intent to withdraw from CDC is required. You are responsible for one month tuition from date of notice.

Late Payments/Returned Checks

A \$25.00 fee will be charged for any payments not received by the designated due date. Returned Checks A \$25.00 fee will be charged for each returned check.

Vacation

There is no scheduled vacation allotment. We enroll for summer

Joint Custody

If separated or divorced parents have joint custody, each parent will contract separately with the center. The rates for preschool will be based on each parent's income. The number days/weeks for which each parent is financially responsible is to be determined by the parents and reported to the program director. Split-payments can also be set up with your family's specific percentages for each parent by contacting the Executive Director.

Late Pick-Up Fee

A \$25.00 per child late pick up fee is assessed during the first 15 minutes for families whose children are still at the site after the program closes. A \$1.00 a minute is charged for each additional minute. After the third offense corrective action will be taken which could result in disenrollment. These fees apply even if the center was informed that the child would be picked up late.



Drop In

Drop-in service is available only when space permits. Due to licensed enrollment limits, space may not be available. To determine if drop-in is available to you, contact your child's teacher or call the main office 24 hours in advance. Drop-in fees are billed separately and have a separate rate. Check the tuition schedule for drop in pricing.

Releasing Financial Information

Financial information will ONLY be released to those signed at the bottom of the enrollment form.

Financial Obligations

Families with an outstanding balance will not be permitted to enroll in ANY of CDC program. Accounts must be current and in good standing.