



# PARENT HANDBOOK

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# TABLE OF CONTENTS

|                                       |    |
|---------------------------------------|----|
| Benefits of Early Childhood Program   | 3  |
| Multicultural Principles              | 3  |
| Our Team                              | 4  |
| Background                            | 4  |
| Mission, Purpose, Philosophy          | 4  |
| Feedback Policy                       | 5  |
| Language & Home Life Statement        | 6  |
| Resources                             | 6  |
| Things to Do & Know Before Starting   | 6  |
| Our Programs                          | 7  |
| Toothbrushing                         | 11 |
| Days the Center is Closed             | 11 |
| Clothing                              | 12 |
| Field Trips & Background Checks       | 12 |
| Preschool & Child Care Enrollment     | 12 |
| Wait List                             | 13 |
| Tuition & Payments                    | 13 |
| Withdrawal Policy                     | 15 |
| Yearly Registration Fee               | 16 |
| Key Cards                             | 16 |
| Sick Policy                           | 16 |
| Head Lice Policy                      | 17 |
| Serious Incident, Accident, or Injury | 18 |
| Child Abuse Policy                    | 19 |
| Toileting                             | 19 |
| Biting Policy                         | 19 |
| Severe Weather                        | 20 |
| Center Discipline                     | 21 |
| Exclusion Policy                      | 21 |
| Difficult Behavior                    | 22 |
| Parent Cooperation                    | 22 |
| Conferences/Parent Visits             | 23 |
| Screeners                             | 23 |
| Parent Advisory Meetings              | 24 |
| Non Discrimination Policy             | 24 |
| Video Surveillance Policy             | 24 |
| Allergy Alert! Nut Free Center        | 24 |

## **BENEFITS OF AN EARLY CHILDHOOD PROGRAM**

An Early Childhood Program provides an opportunity for children to play, work, and learn together. It provides the freedom to explore, develop, and express themselves.

Each child is able to:

1. Participate in group activities involving socialization processes with his/her peers and with other adults.
2. Develop a feeling of independence and separation from parents.
3. Use materials and equipment not readily available at home (especially those designed for gross motor and muscular coordination skills).

A child needs to feel good about himself and his activities and to experience many "successes" as reinforcement of his/her self-worth. At an Early Childhood Program he/she is encouraged to further develop physical skills and gain greater control of his/her environment. He/she experiences emotional satisfaction by developing more self-discipline and good habits. A child feels secure when he/she knows and trusts the limits. By observation and experimentation, he/she soon learns what actions and behaviors are acceptable at the Center, even if they differ from those at home.

## **MULTICULTURAL PRINCIPLES**

- Every individual is rooted in a culture.
- The cultural groups represented in the communities and families at CCDC are the primary source for culturally relevant programming.
- Culturally relevant and diverse programming requires learning accurate information about the culture of different groups and discarding stereotypes.
- Addressing cultural relevance in making curriculum choices is a necessary, developmentally appropriate practice.
- Every individual has the right to maintain his or her own identity while acquiring the skills required to function in our diverse society.
- Effective programs for children with limited English speaking abilities require continued development of the primary language while the acquisition of English is facilitated.
- Culturally relevant programming requires staff who reflect the community and families served.
- Multicultural programming for children enables children to develop an awareness of, respect for, and appreciation of individual cultural differences. It is beneficial to all children.
- Culturally relevant and diverse programming examines and challenges institutional and personal biases.
- Culturally relevant and diverse programming and practices are incorporated in all components and service.

## **OUR TEAM**

Qualified teachers and staff, acceptable to the authorized sponsoring group, in cooperation with the Director, will have direct charge of administering the program. The Education Team of the First Congregational Church, United Church of Christ, sponsors CCDC. Our staff (preschool and daycare) meets and/or exceeds all the qualifications required by the State of Michigan Department of Human Services, Bureau of Family Services. Appointments may be made with your child's teacher to discuss your child's progress. If at any time you have questions about the program or the Center in any way, or about your child, please stop in and talk with the Director or your child's teachers. We cannot answer your questions or help with problems unless we are aware of them.

## **BACKGROUND**

The Center has met in the educational unit of the First Congregational Church at 327 N. Washington Street, Owosso, MI since 1950. The CCDC is licensed by the State of Michigan to conduct such a Center. This means that the Center's standards of public health and safety and the necessary teacher qualifications have been met or exceeded. CCDC has been rated a 4 Star Rating through the Great Start to Quality Program.

## **CCDC'S MISSION, PURPOSE AND PHILOSOPHY**

### ***Our Mission:***

1. To provide a variety of activities within our curriculum which will further the growth and development of each child socially, emotionally, physically, and academically at his/her level.
2. To provide opportunities for parents to grow in the understanding of children and their needs through planned parent programs and by meeting and working with other parents and teachers who have as their common concern the interests and needs of the preschool child.
3. To meet the need for quality early childhood education and to contribute to the wholesome growth and development of the future citizens of the community.

### ***Our Purpose & Philosophy:***

Congregational Child Development Center is an early childhood educational program sponsored by the First Congregational Church United Church of Christ. Within this Christian environment, our program challenges the child's abilities at given developmental stages and encourages the child to develop their God given interests and talents. This early childhood program believes that each child is a Child of God, and therefore will be treated as a Child of God, with loving care and genuine concern for his/her well-being.

Congregational Child Development Center provides activities that are developmentally appropriate so that he/she can master, retain, and relate to that which is presented. We view "play" (the child's work) as a vitally important aspect of a child's development that must be provided for in any good early childhood program.

Our classrooms are arranged to provide materials and opportunities as well as allow areas for all types of play and learning to happen. We believe that a non-threatening, secure, and yet challenging environment is vitally important to the preschooler in order that he/she may grow and develop to their fullest potential.

We further believe and recognize that children need and respond to encouragement, a friendly, caring smile, or any type of positive reaction to tasks attempted.

Lastly, because children are growing rapidly at this age, we believe there is a need for balanced nutritional snacks and a well-defined program in exercise and gross motor training exposure, as well as realizing the importance of rest.

### **FEEDBACK POLICY**

#### ***Purpose:***

The purpose of this policy is to establish a clear and respectful process for obtaining feedback from children attending CCDC. This feedback helps improve the quality of care, activities, and the overall learning environment, while promoting a positive and supportive atmosphere for all children.

#### ***Age-Appropriate Feedback Collection:***

Given the young age of our students, direct verbal or written feedback may not always be practical. As such, feedback will be gathered in age-appropriate ways that reflect the developmental abilities of the children.

##### **• *Toddlers (2.5-3 years)***

- Feedback is gathered primarily through **observational techniques**, noting changes in behavior, emotional responses, and engagement with caregivers and activities.
- Staff will use **non-verbal communication cues** such as facial expressions, body language, and crying or laughing to understand the needs and preferences of toddlers.

##### **• *Preschoolers (3-5 years)***

- Feedback will be collected informally through **conversations** during free play, structured activities, or group discussions, where children are encouraged to express their likes and dislikes.
- Use of **visual aids** (e.g., smiley faces, happy/sad faces, or pictures) to help children express how they feel about certain activities or experiences.
- **Structured play activities** that prompt responses such as "What was your favorite part of today?" or "Can you tell me what you liked best?"

##### **• *School-Age Children (6+ years)***

- School-age children will be encouraged to participate in **short surveys** or **feedback forms** using simple language and visuals.

- **Group discussions** during circle time or after activities to allow children to voice their thoughts on specific programs, events, or playtime experiences.
- Feedback will also be gathered through **one-on-one conversations** with teachers or staff.

### **LANGUAGE & HOME LIFE STATEMENT**

Upon enrollment, families are given an *All About My Child* form to fill out, which gathers information about their child's home language, family dynamics, interests, fears, and any other details they wish to share. This form is designed to initiate ongoing, reciprocal conversations and helps teachers create an inclusive classroom environment. On the child's first day, parents are also asked to bring a family photo to hang on the family wall in their child's classroom, fostering a sense of belonging and connection.

### **RESOURCES**

Informational resources on child development, parenting, inclusion and specific childhood issues and questions are available through the center director and or assistant director. The center can provide referrals to families who may need support from local community organizations or early childhood specialists, therapists, or pathologists. Please contact the director or assistant director for any names or phone numbers you may need.

### **THINGS TO DO & KNOW BEFORE PRESCHOOL BEGINS OR BEFORE STARTING DAYCARE**

1. Fill out ALL forms and pay the yearly registration fee. Have your child examined by a physician and the health form completed. This form is valid for one year and must be updated annually. Shot records are required BEFORE the child is enrolled. Make sure all forms are completed giving addresses and telephone numbers where requested. The State of Michigan Child Care Licensing Division checks these forms and they require that EVERY blank be completed. We realize there are duplications on the different forms but this is for your child's protection. In case of emergency, we want to be able to reach parents as quickly as possible.
2. Label everything (coats, mittens, boots, hats, water bottles, etc) with your child's name.
3. Please dress your child in "play" clothes. Tennis shoes or other rubber soled shoes are required for gym class for safety. Outside play will occur whenever the "real feel" temperature is above 20 degrees. Please make sure your child is dressed appropriately for this play time.
4. Children should not bring toys or trinkets to the Center. They are easily broken, lost and fought over. TOY GUNS AND OTHER TOY WEAPONS ARE NEVER ALLOWED. CELL PHONES/ELECTRONICS ARE PROHIBITED EXCEPT FOR SPECIAL DAYS ON THE SCHOOL AGE SUMMER CALENDAR!
5. Christmas vacation (young preschool is only off one week, GSRP is off both weeks) and spring break vacation will be the same as the Owosso Public Schools. All CCDC closings and cancellations will be announced on Brightwheel, email, and Facebook. Daycare will ATTEMPT to remain OPEN during snow days and the extended vacation holidays.

6. Birthdays will be celebrated simply; no guests (parents are invited, of course) or presents. The child may bring a special pre-approved birthday treat on that day (please see policies regarding birthday treats).
7. Parents will be notified when the children will be going on walking field trips, with a permission slip, and a note on the door when they leave.
8. Congregational Child Development Center has an "Open Door" policy. As parents, you are always welcome to come into the classrooms to observe or hopefully to participate.
9. If you ever have any questions or concerns, please feel free to call the CCDC office at 725-9092 to schedule an appointment and we can talk. It is our desire to offer the highest quality Early Childhood Program possible, and it is important that we hear your concerns and suggestions. Our office hours are M-F, 9:00AM to 5:00PM.
10. Our website, [www.ccdcrock.com](http://www.ccdcrock.com), is an amazing tool available for your use and has answers to many FAQ. It is maintained and updated regularly.

## **OUR PROGRAMS**

### ***MSU Approach Curriculum:***

The MSU approach organizes subject matter around unifying themes, such as bugs, dinosaurs, or castles. Each topic is studied in-depth across reading, writing, math, science, and other subjects. Teaching thematically helps children understand content as a whole, rather than isolated facts, improving retention. Thematic units engage all students by connecting to real-world experiences and prior knowledge, and allow teachers to address different learning styles. Research by Piaget, Vygotsky, and Bruner shows that integrating subjects engages the whole brain through active, hands-on learning. CCDC's early childhood programs use these methods to support each child's social, emotional, and cognitive development.

### ***The Child Care Program:***

The State of Michigan, Department of Human Services, Bureau of Family Services, licenses the Child care Program at CCDC. The program is open year round for children 30 months through 12 years old. All children are involved in a program of play and learning experiences, which are appropriate for the ages of the children. A balance of active and quiet activities will be provided, with individual and group activities, which are geared toward the emotional, social, physical, aesthetic, and individual growth of young children. CCDC will furnish breakfast, lunch, a mid-morning, and mid-afternoon snack. The Center also offers Motor Development training for half an hour.

- **Rest Time:** Napping facilities are available for those children who require naps. You may bring a SMALL blanket for your child to rest with during nap time hours. All rest time items must fit inside their locker. If your child does not nap they will be allowed to play in our small manipulative area or read a book.
- **Folders:** Every child has a folder in the Daycare, Toddler, and School Age rooms that are used to send home written information. All Preschool children will have a folder outside their classroom. If you do not know

where this folder box is located, please ask your child's teacher. It is important to check your child's folder daily.

- **Meals:** Breakfast is served from 7:30AM - 8:30AM. Children arriving later should already have eaten at home. Lunch and nutritious snacks are provided by CCDC. Check your classroom schedule. Lunch is served at 11:30AM in the toddler room and 12:00PM for the daycare/school age. Milk is made available, as needed. Parents must have a physician signed waiver for allergies and disabilities. Forms are available in the office and on our website. Exception: Approved birthday snacks are allowed on your child's birthday. Candy and chewing gum are not permitted in the Center. We are prohibited from allowing outside food and drinks to be brought into the Center. This includes "fast food".
- **Breastfeeding:** We at CCDC are committed to providing ongoing support to breastfeeding mothers and will respect a mother's decision to continue to breastfeed her child. In keeping with this philosophy, our facility will:
  - Provide a welcoming atmosphere that encourages mothers to initiate and continue to breastfeed, even after returning to school or work.
  - Provide a designated place for mothers to breastfeed their child on site (such as a rocking chair).
  - A refrigerator will be made available for storage of expressed breast milk.

### ***The Preschool Programs:***

The preschool term normally begins in September and ends the last Thursday in May. The preschool will be in session for approximately 35 weeks, not including the one week we close for Christmas vacation and the one-week we close for spring vacation. Class descriptions and schedules are as follows:

- **3-Day Preschool Classroom:** This class is designed for three to four year old children. In this class the child will be exposed to the alphabet, shapes, numbers, and colors. Classrooms will offer many "hands-on" opportunities in the areas of language, science, and math. The 3-Day Preschool class will run from 8:45AM to 12:00PM or 1:00PM to 4:15PM; Monday, Wednesday, Friday.
- **Pre-K Preschool Classroom:** This class is designed for four-and-a-half and five year old children. The child will be introduced to pre-kindergarten activities that excite the children about learning. The classroom will offer many "hands-on" opportunities in the areas of Language Arts, Fine Arts, Music and Art, Science, Math, and Social Studies. The activities in the class are designed to give the child experiences that will help them be ready for their next educational experience of kindergarten. This class meets Monday through Friday from 8:45AM to 12:00PM or 1:00PM to 4:15PM.

- **Pre-K For All (GSRP):**

The Great Start Readiness Program (GSRP) is Michigan's **free** Pre-K For All program for eligible four-year-olds by September 1st. Our GSRP class is a safe place where children learn how to get along with others, share, take turns, and make friends. Math, reading, and thinking skills are taught every day through fun, hands-on

activities. GSRP will help make sure your child is ready for kindergarten and beyond. This class runs Monday-Thursday from 8:30AM to 3:30PM.

### **The Toddler Room:**

The 30 month old's learning is thoughtfully and intentionally supported in the areas of language arts, mathematical thinking, science, social studies, the arts, motor skills and social-emotional learning. Children learn skills to help them take care of themselves and each other. Our teachers guide children in their discoveries and foster the skills of life-long learning. Toddler schedules require a minimum of 25 hours per week. Parents will provide all diapers (disposable only), wipes, formula (if applicable), and any special foods (restricted diet form must be filled out by your child's physician). Diapers will be checked and changed (if necessary) on a regular basis. A diapering log will be provided on the Brightwheel app.

### **School Age - Before and After School Care:**

Youth voice is a phrase that encompasses the belief that young people should be able to have the agency and necessary tools to identify their needs and take action to meet them. Programs for young people should be guided by input from young people themselves. Here are 4 ways that we are promoting Youth Voice:

- Listen: Work to create an environment where people feel comfortable speaking up.
- Ask Questions: Always ask questions, young people have a lot to teach us.
- Bring them Onboard: Let them help plan the activities for the week.
- Let them Lead: Let them lead the activities that are planned.

The school age classroom also follows the MSU Thematic Approach. A weekly lesson plan is posted in the summer to make sure the kids are having planned, intentional experiences in the following areas:

- Social-emotional
- Physical
- Academic
- Creative Expression
- Culture
- Character Development
- STEM - Science, Technology, Engineering, Mathematics

During the regular school year, CCDC participates in the Owosso Public School "After School Care Busing Program". School-age children are transported from this Center to their elementary school and from their elementary school back to this Center. During the summer the Center offers a full day program for the school-age child.

During the summer, there is a minimum of 10 hours per week that your child should be scheduled to keep your spot. A payment of \$20 per week will be required for each child who is out for longer than 2 weeks. In order to hold your spot CCDC requires a \$20 weekly payment or one payment of the total weeks not contracted. If there is an emergency or health related leave of absence, please speak with the Director about other options.

**Motor Development Program:**

The Motor Development Program curriculum here at CCDC will involve guided instruction and exposure in the following categories of movement behavior:

- *Locomotive Movement: Walking, Bending, Running, Jumping, Galloping, Hopping, Leaping, Dodging, Skipping, and Climbing.*
- *Manipulative Movements: Ball Rolling, Ball Bouncing, Throwing, Catching, Volleying, Striking, Kicking, Trapping, and Punting.*
- *Stability Movements: Stretching, Turning, Swinging, Inverted Supports, Body Rolling Starting-Stopping, and Balancing.*

Organized games and relays will be used as a means of enhancing movement abilities appropriate to the child's development level. Rhythmic fundamentals and dance will also be an important content area.

This program is extremely well equipped and staffed. We feel most fortunate to have the opportunity to offer a program of this magnitude. The program promises to be fun-filled, along with a learning and growing opportunity for your child, one in which each individual child will develop a high level of self-esteem, and experience many levels of success. Motor development will be offered weekly. Each motor development class is approximately 10-30 minutes in length. We ask that the children wear or bring tennis shoes for their own safety. Our floors are slippery when leather or plastic sole shoes are worn. Jeans or sweats seem to allow the children more freedom of movement.

**Music Program:**

Children will have the opportunity to experiment and enjoy various forms of music through participation in the Music Program, taught by a trained and qualified instructor. Singing and listening to music, playing different rhythm instruments, dancing and stories are among the opportunities that will be explored by children in the Music Program. We offer a Christmas concert at the end of November and a spring concert in April.

**Weekly Chapel Time:**

Our Pastor, Debbie Grazier, leads our children in a joyful, age-appropriate service of praise using music, prayer, and Bible stories.

**Program Transition:**

Whenever a child starts at a new childcare setting, there's usually an adjustment period. Every child adapts differently, and the time it takes can vary. Kids need time to get familiar with the new adults, interact with other children, and adjust to the daily routine of the classroom.

- **Toddler Room:** When it's time for a child to transition out of this class, we inform the parent one month in advance of the planned move. Over the following two weeks, the child gradually acclimates to the new class by visiting for a few hours each day.

- **Preschool:** At the start of each school year, we host a Meet and Greet, giving parents and children the opportunity to explore their new classroom, meet their teachers, and learn about the daily routine.
- **Kindergarten:** During the summer before kindergarten, we begin discussing the exciting transition to a new school. In mid-February, we invite principals to visit and meet the children, sharing what to expect. We also talk with the kids about all the fun and exciting activities awaiting them at their new school.

### **TOOTHBRUSHING**

CCDC will provide an opportunity for your child to brush his/her teeth after a snack or after a meal. CCDC provides toothbrushes and toothpaste. Brushing teeth daily is very important. Not brushing can lead to an array of health problems.

### **DAYS THE CENTER IS CLOSED**

CCDC will be closed the following days:

- Good Friday
- The last Friday in August for teacher in service day (*subject to change depending on 1st day of school*)
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving/Day After Thanksgiving
- Christmas Eve/Christmas Day
- New Years Day

The Center may be closed depending on the number of children contracted for that week on the following days:

- Week of the Owosso schools' spring break
- Day before Christmas Eve through the day after New Year's Day
- Day before or after the 4th of July
- Unexpected severe weather days

The Preschool Program will also have one week off for Christmas vacation and one week off for spring break. These days are the same as Owosso Public Schools.

### **CLOTHING**

Please do not dress your child in his/her best clothes for preschool or child care. Doing so only inhibits the child in his/her play. Jeans, sweats, leggings, or shorts are recommended for the children as a great deal of time is spent on the floor. Play clothes are recommended since we do have many "messy" things for children to engage in during the day. Tennis shoes or other rubber-soled shoes are required for gym and on the playground. Extra

clothing is required for children who are not fully potty trained and highly recommended for all. All clothing, such as coats, sweaters, mittens, boots, hats, etc., should be clearly marked with the child's name. Coats, mittens, boots, shoes, and hats should be large enough and as simple as possible for the child to get on and off. The children are encouraged to dress themselves. Please DO NOT send your child in a shirt or coat with a "drawstring" hood or waist. These are extremely dangerous to the child when they are playing on equipment. Scarves are not permitted.

### **FIELD TRIPS & BACKGROUND CHECKS**

Background checks are required by any adult (including parents) who accompany the child on a CCDC field trip. Please allow 2 weeks for background clearance forms to be returned to CCDC. Parents will be notified when the children will be going on a walking field trip, with either a note from the teacher, or a note posted on the door of that class, and a message on the Brightwheel app.

### **PRESCHOOL & CHILD CARE ENROLLMENT**

Any child between the ages of 3 years and 5 years old may attend the preschool program and any child between the ages of 30 months through 12 years old may attend the structured child care program, regardless of race, color, or creed. CCDC serves Owosso and surrounding communities.

Children may enroll in preschool at any time during the year if there is an opening. 3-Day Preschool is limited to 18 children, Pre-K Preschool is limited to 12 children, GSRP is limited to 18 children with one teacher and one assistant teacher. This ratio, or better, will be maintained at all times. If all the preschool classes are full, we encourage you to enroll your child in our structured child care program or place your child's name on our waiting list. For information on enrolling in either program, contact the Director at 989-725-9092.

Children may also be enrolled at any time during the year in our structured daycare program if there is an opening. Our structured daycare program is developmental in nature. We have organized circle time between 8:45 AM - 9:00 AM each morning where children are greeted, conversation encouraged, the lesson for the day is presented, perhaps a story is read, a finger play or felt board story may be included, and the learning centers introduced.

### **WAIT LIST**

If an application is received and class space for enrollment is not available, the child's name may be placed on the waiting list *with a paid registration fee*. The Director, according to the enrollment and date of application, maintains the list. Enrollment eligibility is determined by availability of class spaces, date of application, and enrollment priorities. Placing a child's name on the waiting list does not guarantee enrollment.

## **TUITION AND PAYMENTS**

Tuition for child daycare is based on an hourly fee. Detailed child daycare policies and procedures are available on the childcare contracts.

In preschool, a monthly payment (tuition) is due on the first school day of each month, in advance or, if it is more convenient for you, you may pay half the tuition on the 1st of the month and the balance on the 15th of the month. In addition, you may pay for the entire preschool year in September, or half of the year in September and the other half of the year in January.

**NO REFUNDS** will be considered as the preschool is operating on the lowest tuition possible to maintain high standards of preschool education. We are a non-profit organization. Tuition is used only for the operation of the preschool, teachers' salaries, supplies, equipment, and a portion of the utilities and insurance.

The preschool tuition will be the same each month (September through May). Although you are paying the same amount of tuition each month, you are not paying for the one week we are off for Christmas vacation and the one week we are off for spring vacation. The tuition for these two weeks is deducted when the tuition for the year is figured; then the yearly tuition is divided by nine months, thus the monthly tuition figure. Preschool tuition is still due in full regardless of any unforeseen closures. You will not be charged during preschool time in daycare on snow days.

Payment Methods Accepted: **WE DO NOT UTILIZE THE BRIGHTWHEEL BILLING OPTION.** Cash, check, money order, or credit card. Credit card payments can be made either in the Center or online at our website:

<https://www.ccdcrocks.com/payments>

### ***Daycare Program Schedule Contract:***

Parents will need to contract in advance for daily hours of care (in 15 minute intervals) to assure adequate staffing to meet the needs of your child and licensing regulations. Contracts need to be signed on Wednesday for the following week. This is your bill. You pay the week before care. Your child may attend the Center beyond your contracted hours, based on space availability. You will need to check space availability prior to bringing your child. We cannot guarantee care for contracts turned in after Wednesday. All parents must contact CCDC on snow days to verify attendance. You will still be charged your contracted hours.

### ***Daycare Payment:***

Payment is required for the number of hours you contract for, whether or not your child uses the full time. You will have a regular, weekly amount based on the number of hours you contract for. We must have 1 week notice for vacations. In the case of vacation, payment is due before you leave. In the case of illness, payment is due the day your child returns to daycare. A payment of \$20 per week will be required for each child who is out for longer than 2 weeks. In order to hold your spot CCDC requires a \$20 weekly payment or one payment of the

total weeks not contracted. If there is an emergency or health related leave of absence, please speak with the Director about other options.

***Daycare Payment Schedule:***

Payments of child care fees are to be made, in advance, by Friday for the following week. Payments will be made on the basis of the contracted hours of child care needed. If your child attends child care beyond the scheduled number of hours, payment for the additional time is due with the following week's fee.

***Daycare Credit Coupons:***

You will be given 5 coupons FOR DAYCARE ONLY. Please keep these in a safe place as they will not be reprinted should you misplace them. If you are using credit coupons, you must call or message Brightwheel prior to your normal arrival time to tell us your child will not be in and that you are using one of your coupons. Coupons can be used for any absences including illnesses and snow days. Please turn in your coupon(s) up to one week after the missed date. If you do not tell us you are using a coupon or do not turn in your coupon(s), your account will be charged for that day.

***Daycare Drop-in Care:***

Please call ahead to ensure that space is available. For children enrolled in the preschool or daycare programs, the fee for "drop-in care" will be at the regular rate per hour plus a \$10.00 drop in charge (if care is not scheduled before Friday at 6:00 PM). These charges will be added to your account and will be due with the following week's daycare fees.

***Daycare Late Pick-Up Charge:***

A charge will be assessed to you if your child is picked up after the Center closes. This rate of \$10.00 will be billed in 15 minute increments (5:30-5:45, 6:15-6:30, 6:30-6:45, etc). This policy will be applied in all late pick-up cases.

***Preschool Late Pick-Up Charge:***

A daycare charge will be assessed to you if your child is picked up more than 10 minutes late. Your child will be taken upstairs to our child care program until a parent or a designated person arrives. This policy will be applied in all late pick-up cases. Payment for late pick-up will be expected at that time or your next payment.

***Late Fees and Actions:***

Late Payments:

- \$20 per week if payment is not made on time.
- If payment is not received by the Friday after it is due, your child cannot attend until the account is paid in full.

Late Contracts:

- \$10 if contracts are turned in after Thursday at 12:00 PM before the week of care.
- \$15 if contracts are turned in on Friday.

- \$20 if contracts are turned in on Monday, the week of care.

Schedule Changes:

- \$10 fee for any changes requested after Thursday.

***Returned Check Fee:***

If we receive a returned check from our bank for a payment you made, you will be invoiced for the original amount of the check plus a \$25 fee per check. The payment of the invoiced amount will be due within 10 days of invoice date. We will NOT re-submit the original declined check.

***Staff as After Hours Child Care Providers:***

We do not encourage staff providing child care after Center business hours. If you do ask a staff member to provide care, Congregational Child Development Center is not responsible for the care provided to your child outside of the Center.

***Outstanding Balance Collection Policy:***

In the event of an outstanding payment, CCDC will send reminder notices indicating the amount owed and the due date. These attempts may include phone calls, emails, brightwheel, and letters. You are required to provide a valid credit card to be kept on file via our payment site Vanco. By providing your credit card information, you authorize CCDC to charge the card for any outstanding payments after **3** unsuccessful attempts to collect payment through other means. CCDC will make reasonable efforts to contact you to collect payment. However, if payment remains outstanding after **3** attempts to contact you, CCDC reserves the right to charge your card on file for the outstanding amount. Prior to charging your card on file, CCDC will notify you of our intention to do so. This notification will serve as a final reminder to settle the outstanding balance. If you believe there is an error in the amount charged to your card on file, you must notify CCDC within **3** business days of the charge. CCDC will investigate the dispute and, if necessary, refund any overcharged amount. It is your responsibility to ensure that the credit card information on file in Vanco is accurate and up-to-date. CCDC reserves the right to modify this payment collection policy at any time. Any changes to the policy will be communicated to you in writing. By engaging in services with CCDC, you agree to abide by the terms outlined in this payment collection policy. For questions or concerns regarding this policy, please contact Lisa Mowl at 989.725.9092

**WITHDRAWAL POLICY**

When your child is enrolled in the preschool, it is expected that he/she will remain for the full school year. However, if it should become necessary for you to withdraw your child, you must give at least two weeks notice, in writing, or you will be billed for two weeks of tuition. If your child is withdrawing from our daycare program, you must give at least two weeks notice, in writing, or you will be billed for two weeks of childcare tuition. This is necessary to give us time to adjust our financial arrangements.

**YEARLY REGISTRATION FEE**

An annual registration fee per child is due upon enrolling in the child care or preschool program (there is no registration fee for GSRP). The registration fee is due before attending either program or again every year thereafter if your child continues to attend CCDC. The registration fee covers from September to September. There is also a school age summer registration fee which is due in May and includes field trip costs and a t-shirt. There is also a summer registration fee for preschool. **Registration fees are non refundable for any reason.** Spots for the following year will not be held without a paid registration fee. Spots are filled on a first-come, first-served basis.

### **KEY CARDS**

Key cards for entering the building are REQUIRED to be purchased for anyone who is picking up and/or dropping off your child on a regular basis. This is for the safety and security of the children and our staff. Key cards are available for purchase in the office for a \$10.00 CASH ONLY deposit. Deposits are refunded if the key cards are returned undamaged *within two weeks* of leaving CCDC. It is your responsibility to ensure your card does not get lost or damaged as you will need to purchase a new card. Many parents choose to purchase a badge protector or simply carry them in their wallet/purse. There will be an automatic NON REFUNDABLE \$10.00 fee added to your account if you fail to purchase a key card within 2 weeks of enrollment.

### **SICK POLICY**

#### ***PLEASE DO NOT BRING YOUR CHILD TO THE CENTER WHEN HE/SHE IS SICK.***

Please call the Center at 989-725-9092 or message our Brightwheel app if your child will not be in on a scheduled day. We must report all illnesses to the Health Department.

The following criteria will help you to determine what we mean by "sick":

1. FEVER OVER 100.4 DEGREES
2. NEW UNCONTROLLED COUGH (FOR CHILDREN WITH CHRONIC COUGH DUE TO ALLERGIES OR ASTHMA, A CHANGE IN THEIR COUGH FROM BASELINE) OR GREEN NASAL DISCHARGE
3. VOMITING
4. DIARRHEA
5. UNIDENTIFIED RASH

The following guidelines will be followed to determine when a child may return to group care after an illness:

1. The child's temperature has been BELOW 100.4 DEGREES FOR 24 HOURS WITHOUT TYLENOL OR SIMILAR MEDICATION.
2. The child has been on ANTIBIOTICS for 24 HOURS.
3. It has been 24 HOURS since the last episode of VOMITING and/or DIARRHEA.
4. The symptoms relating to thick nasal discharge, coughing, or eye discharge have eased or medication is being given.

5. The rash has subsided or has been confirmed as non-contagious by a PHYSICIAN'S WRITTEN STATEMENT.

If your child becomes ill while at the Center, you will be called to pick your child up. The Director (or a designated representative) will determine whether a child should remain at the Center. A child who appears contagious may be isolated from the rest of the group, until the parent can pick him/her up. Generally, a child will be sent home if he/she appears contagious or is uncomfortable enough to require constant one-on-one adult attention.

We suggest that alternative arrangements be planned for those occasions when your child is sick. It is important that your child be picked up as soon as possible; within an hour.

Should your child contract an infectious illness, we ask that you notify the Center so that we can forewarn other parents to be on the lookout for symptoms in their children. Thank you for your cooperation concerning this policy on sick children. It is through complete adherence to this policy that we can most successfully contain the spread of contagious diseases.

#### ***Administration of Medication:***

- Any medication to be administered to a child must have a written medication form filled out by the child's parent or guardian. This includes topical, ointments, creams, and lip balms.
- Non-prescription medication must be in its original bottle/container.
- Prescription medication must be in its original container with appropriate labeling.
- All medication must have the CHILD'S NAME, DOSAGE, AND DIRECTIONS for administration on the container.
- Any medication that travels between families that is kept in your child's bag MUST be in a locked container (parent provided).
- It is the policy of CCDC that if a child is healthy enough to attend school, he/she must also be healthy enough to go outside. We have an adult to child ratio to maintain and unfortunately are unable to accommodate a "stay inside" policy for one or two children. \*STAFF INCLUDED IN THIS POLICY

#### **HEAD LICE POLICY**

Head lice seems to be with us all year. We are on the lookout in hopes of stopping them before they have a chance to spread. We will have a regular head check and will continue this screening throughout the school year. You can help by periodically examining your child's head and letting us know immediately if head lice are discovered. We will then check all of the children in your child's classroom to try to stop them before they spread further.

Anyone discovered to have head lice will be sent home with a list of instructions for treatment. Children will not be allowed back into school until they have been properly treated. We will check each child upon returning to see if they are free of nits. **Your child may not return to school with nits in his/her hair.**

If your child should be sent home with head lice, please don't panic. Head lice are pests but are not harmful and ANYONE can get them. The old stigma that only dirty people contract lice does not apply to head lice. Millions of people in the United States get them each year and the numbers have been increasing.

We will keep you informed by sending home information about lice throughout the school year. We will be encouraging preventive practices. Getting this nationwide problem out in the open, and all of us working together with accurate information will help eradicate these troublesome little insects that upset so many families and schools every year. Please let us know if you have any questions or if we can be of assistance in any way.

***Center Policy Concerning Readmission:***

Children may return to the Center following initial treatment. They will be readmitted ONLY when a hair and scalp examination conducted by a staff member, with a parent or guardian present, shows their hair to be free of nits and lice. A statement signed by a parent indicating that treatment has been carried out properly by using an approved remedy will also be required. A CCDC staff member will examine children returning to the Center eight to ten days following initial treatment with a parent or guardian present.

The treatment should be used correctly. Not all remedies are applied in the same way or for the same length of time. DIRECTIONS SHOULD BE FOLLOWED TO THE LETTER. Questions about directions should be referred to a doctor or nurse. Overuse may be harmful.

**SERIOUS INCIDENT, ACCIDENT, OR INJURY**

In case of incident, parents will be notified the same day as to the nature of the incident. In case of serious accident or injury to your child, the following procedures shall be followed:

1. The parent shall be notified as soon as the situation allows as to the nature of the accident or injury.
2. If the parents cannot be contacted, the person designated on the Emergency Card will be called.
3. If the designated person on the Emergency Card cannot be notified, the designated doctor will be called.
4. Depending on the seriousness of the injury or accident, one of the following procedures will be followed:
  - *The child will be taken to the office and be supervised until the parent or other authorized person arrives to take charge of the child.*
  - *If the child is unable to be moved, an ambulance will be called immediately and the child will be transported to the designated hospital.*
  - *The child will be transported directly to the emergency room of the hospital designated on the Emergency Card.*
  - *Transportation expenses will be the responsibility of the parents.*
5. If the child is transported to the designated hospital, the child's physical form and Emergency Card will travel with the child.

**CHILD ABUSE POLICY**

Michigan law has established caregivers as mandated reporters of suspected child abuse. By law we must follow the procedures when an employee suspects abuse. At the Center the children's well being is observed daily by staff members. If abuse or neglect is suspected the Director will report suspicions to the Department of Human Services without notifying the family.

### **TOILETING**

Generally, staff will assist you in carrying out the toileting routine upon which you have decided. However, please discuss this with your child's teacher to ensure that the teacher is comfortable implementing the plan. Children will wash their hands with liquid soap and running water after being toileted. Staff members will also wash their hands with liquid soap and running water after assisting children with any toileting routine. Individual paper towels shall be used to dry hands. When handling clothing soiled with feces, urine, vomit, or blood, staff members will wear gloves and bag clothing in sealed plastic bags, storing them apart from other items. All children who attend the preschool program are required to be potty trained.

### **BITING POLICY**

A child biting another child is one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved. Biting can be a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the Center, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms.

#### ***When a Child is Bitten:***

##### **For the Biter**

1. The biter is immediately removed with no emotion, using words such as: *"biting is not okay; it hurts."* Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. *"I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people." Or, "That hurts Johnny when you bite him; he is sad."*
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

##### **For the Victim**

1. Separate the victim from the biter.

2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

***If Biting Continues:***

1. Room staff meet with the Director on a routine basis for advise, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. "Shadow" children who indicate a tendency to bite:
  - *Head off biting situations before they occur.*
  - *Teach non-biting responses to situations and reinforce appropriate behavior.*
  - *Adapt the program to better fit the individual child's needs.*
5. "Shadow" children who have a tendency to be bitten:
  - *Head off biting situations.*
  - *Teach responses to potential biting situations: "No" or "Don't hurt me!"*
6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
8. Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate.
9. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans.
10. If an occurrence happens more than 3 times in one day the parent/guardian will be called to pick up the biting child. The child may return the following class day. If it is deemed in the best interest of the child, Center, and other children, termination of the child from Center enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.

**SEVERE WEATHER POLICY**

***Tornado Policy:***

We will follow the Owosso Public Schools' policy. If a tornado WATCH is issued the teachers will begin to take precautionary measures. The children will remain at the Center until parents come to get children or until an all clear is issued. If a Tornado WARNING is issued, the children will be sheltered at the Center until an all clear has been issued. Please do not come to pick up your child until an all clear has been issued for a WARNING. We do have tornado drills in the spring so that the children will know where to go and what to do in case a warning is issued.

***Fire Drills (Preschool & Daycare):***

We will have fire drills quarterly. Since the children will have to go outside without their coats, we will try to choose days when the weather is comfortable. During the winter months, we will only go to the outside exits.

***Snow Days & Delays (e.g., snow, ice, cold weather, etc):***

We follow the Owosso Public School calendar when it comes to snow days. CCDC will remain OPEN during Owosso Public Schools' "snow" days (unless we have no power, water, or heat). If Owosso declares a snow day, we do not have preschool. If you need daycare that day, send us a message on Brightwheel \*ONLY\* to make sure we have spots available. If Owosso has a delay, preschool starts at its normal time.

***State of Emergency:***

CCDC will be CLOSED during ANY weather related state of emergency declared by the federal, state, county, or city officials, regardless of reason. If your child is contracted on a day that is declared a state of emergency, you are required to pay for the day/days. The CCDC staff is paid for all state of emergency closures.

**CENTER DISCIPLINE**

Our staff uses positive methods of discipline, which encourages self-control, self-direction, self-esteem, and cooperation. Our staff is prohibited from using any of the following as a means of punishment:

1. hitting, shaking, biting, pinching, or inflicting any form of corporal punishment
2. restricting a child's movement by binding or tying him/her
3. inflicting mental or emotional punishment
4. depriving a child of snacks, necessary toilet use, outdoor time, or rest
5. confining a child in an enclosed area such as a closet, locked room, box, or similar cubicle

Non-severe discipline or restraint may be used when reasonably necessary, based on the child's development, to prevent a child from harming other persons or to prevent a child from harming himself/herself, excluding those forms of punishment prohibited by 1 through 5 above.

**EXCLUSION POLICY**

The goal of our policy is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. For children with persistent or serious challenging behaviors, individualized plans designed to support inclusion and success are developed jointly with families and your child's teacher. CCDC makes every effort to ensure that our program is the best fit for a child's needs, and that children can participate fully and comfortably with us. If it is determined that a child's safety requires additional staffing beyond our typical adult to child ratios, exclusionary measures may be considered. Exclusionary measures are not considered until all other possible interventions have been exhausted, and unless there is agreement that another placement is in the best interest of the child. If exclusionary measures must be taken, we will assist families in accessing services and identifying an alternative placement.

## **DIFFICULT BEHAVIOR**

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

### ***Initial Consultation:***

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

### ***Second Consultation:***

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

### ***Dis-enrollment:***

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be dis-enrolled from the Center at the discretion of the Center Director.

*NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.*

## **PARENT COOPERATION**

Morning young preschool children should be dropped off OUTSIDE at 8:45 AM. Afternoon preschool children should be dropped off OUTSIDE at 1:00 PM. They will have 30 minutes of outdoor time. The teachers will then bring them in and begin class. Teachers must arrive at least 15 minutes before class to prepare for the day. Children cannot be supervised before class begins. Teachers are preparing and cannot supervise children before class begins.. We ask that you wait with your child in the car if you arrive prior to the time listed above. Please do not allow your child to go into the playground unsupervised. Children are dismissed from preschool promptly at 12:00 PM or 4:15 PM. Please sign in/out on our Brightwheel app and check folders. *Once the weather turns cold, preschool will meet inside their classroom. GSRP children should be stopped off at their classroom.*

The daycare facility opens at 6:15 AM each day throughout the year. Please do not bring your child in before this time. Our staff arrives at 6:00 AM (or earlier) in order to prepare for the day. They cannot watch your child at any time earlier than 6:15 AM. We ask that you walk your child into the center and into their classroom, then check

in on the Brightwheel app. The daycare closes promptly at 6:15 PM each day, or when the last child leaves for the day.

***Please be aware that according to the State of Michigan Department of Human Services Bureau of Children and Adult Licensing, there is NO SMOKING and NO VAPING allowed at any time on the premises. This includes our parking lot.***

### **CONFERENCES/PARENT VISITS**

Individual parent/teacher conferences are offered twice a year. Other conferences may be scheduled by appointment. Each child, along with their COR Advantage assessments, will be screened by the Ages & Stages Questionnaires. Parents are encouraged to visit the classroom and participate in classroom activities when approved by classroom teachers and Director. Congregational Child Development Center has permission to communicate with Shiawassee County public school leaders to discuss your child's development and assessments during the time they attended CCDC programs.

### **SCREENERS**

As part of our continued efforts to provide a developmentally appropriate program all children will be provided an Ages and Stages Questionnaire screening (ASQ-3 and ASQ-SE) within 45 days of entering our program and annually thereafter. Using a standardized screening helps us inform parents and teachers about children's abilities and strengths and provides information for planning and individualization in the classroom. Children aged 3 to 5 shall be referred to their local school district.

Screeners and assessments help teachers plan appropriately challenging curriculum and be able to respond to each child's strengths and needs.

COR Advantage assessments are completed twice a school year. Once in November and once in February. These are done before parent teacher conferences.

Progress Report Statement: Parents/Guardians will receive two written progress reports, called *Glow and Grow*, each year. The first is provided in November, and the second at the end of February. These reports are shared during conferences, allowing teachers to discuss the areas where children are excelling and the areas where additional support is being provided.

### **PARENT ADVISORY MEETINGS**

Involving families in our program is a top priority. This helps children, parents, and our staff make the strong connection between home and Center. We are an extension of the family, developing a partnership where

sharing support, ideas, and genuine love for children is of the utmost importance. We encourage parents to visit and participate in school activities. Parent Advisory Committee meets bi-monthly.

### **NON DISCRIMINATION POLICY**

In providing services to children and their families, Congregational Child Development Center does not discriminate on the basis of race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin or sexual orientation.

### **VIDEO SURVEILLANCE POLICY**

To ensure the safety and security of all children, staff, parents, visitors, and our daycare facility, Congregational Child Development Center is equipped with a 24-hour video surveillance system. Security cameras are installed in classrooms, the gym, and the outdoor play area, allowing for video monitoring of the premises at any time. The cameras are strategically placed throughout the facility to enhance the safety of individuals and property.

Some of the benefits of having security cameras in daycare centers include:

- Promoting the safety of children and staff by deterring potential crimes.
- Encouraging better behavior and performance when cameras are present.
- Allowing the Director to monitor the facility more effectively and supervise staff interactions with children and colleagues.

To respect the privacy of all children, parents, and staff, our surveillance system is strictly for internal use. Only the Director and Assistant Director have access to the video footage, which can be viewed either on-site in the Center's office or remotely by the Director or Assistant Director when off-campus.



**WE ARE A NUT FREE FACILITY! PLEASE DO NOT SEND WITH YOUR CHILD: PEANUTS/TREE NUTS OR ANY PRODUCTS CONTAINING THESE ITEMS. PLEASE READ LABELS CAREFULLY!**

PLEASE BE AWARE THAT CCDC IS USED BY OTHER GROUPS! Although we can monitor what parents and staff bring into the Center, we cannot guarantee that nuts will not be brought in by other groups when the Center is closed. These groups are notified of our policy, but we cannot monitor it.