

Little Pupps Preschool

Policies and Procedures

Mission Statement:

We strive to provide the highest quality care and academic training while creating a nurturing and supportive community of children, parents and staff. Through a comprehensive and well planned program that attends to the whole child in every area of development, we seek to enrich each child's learning experience enabling the student to develop at his/her own rate. We will provide the best possible start for our students as they begin their academic journey as Little Pupps at Barkell Elementary.

Philosophy Statement:

Our philosophy is based on a blend of play-based learning and traditional academic training methods appropriate for young children. We see each child as unique individuals, constantly growing and changing in all areas. Families are an integral part of our program and we know parental involvement is the key to success. Our curriculum utilizes the language-experience approach (LEA) which promotes pre-reading and writing skills building on the child's prior knowledge. Children will explore science and culture through literature-based themes providing an emphasis on character development. Admission Criteria & Withdrawal: Children must be at least 3 years old prior to their first day of attendance. All enrollment forms must be completed before the first day of attendance, as well as immunization records and a child health assessment signed by the child's doctor.

Schedule of Operations:

Little Pupps Preschool will be open Monday through Friday from 8am - 4pm. Open the school calendar year. On scheduled early dismissals Little Pupps is open 8am-4pm.
Holidays: We follow the school calendar.

Daily Schedule:

Our daily schedule will vary slightly from time to time according to the needs of the children. Mostly this is what you'd see when we start the day:

A greeting time then onto circle time for opportunities to learn. After this academic teaching, we have free play and then a morning snack. There will either be art time before or after lunch depending on the day. The children will have outdoor recess just before lunch. Lunch may be provided by Hancock schools and will follow the schools lunch calendar or a lunch from home. There will be a rest time after lunch and then snack when they wake up. After rest time there will be a time for exploration with varying academic play activities. The day ends in either free play indoors or outside depending on weather. Our daily routine is posted in the classroom.

Nap/Rest Time:

All children are required to have a rest time. Not all children are required to sleep. Children are not held for nap time and we do not co-sleep. Every child sleeps on a cot or mat. If a child does not fall asleep after 45 minutes, they will have the opportunity to participate in quiet activities such as reading books, coloring, or puzzles.

Scheduling & Tuition Policy:

Schedules will be filled out at the beginning of every new school year. Changes may be made during the school year.

Tuition rates are as follows:

Tuition rates are paid biweekly. The weekly cost is \$175 per week. Daily rate is \$40 per day. This is a flat rate. It is not based on the amount of hours your child is enrolled. There will be a \$25 fee for picking up your child past 4pm, and \$5 therein every 15 minute period after that. Please see me if care is needed before 8am. Arrangements may be made. A fee of \$25 will be charged if dropped off before 8am without previous arrangements. We accept payment by paper check only for your safety. A fee of \$25 will be charged if the check is returned.

Vacation/Sick Time:

Each student will be allotted 5 vacation/sick days per school year. Days are not accrued.

Discipline Policy:

Caregivers will use positive guidance, redirection and advance planning in an attempt to prevent problems. Encouragement of appropriate behavior and clearly stated rules are utilized to foster the child's ability to become self-directed. Caregivers will encourage children to respect others, to be fair, respect property and be responsible for their actions. Caregivers will guide the children to develop self-control and orderly conduct.

Prohibited Forms of Discipline: R.400.1804 states: All of the following methods of handling children in care are prohibited: (a) Physical force or any other form of corporal punishment,

including spanking (b) Restricting a child's movement by binding or tying him or her (c) Using mental or emotional cruelty as a means to discipline a child. (d) Withholding necessary food, rest, or toilet use (e) Confining a child in an area such as a closet or locked room. All the above forms of punishment will not be used or permitted even if parental permission is granted. Instead, when a child invades the boundaries of respect, the following types of actions may be used: Distracting the child's attention from the unacceptable activity to a constructive one, talking to the child about their feelings he/she is having, suggesting other solutions to the problem the child is having, Removing the child from the source of conflict. Children are given the opportunity to choose. Specifically, they are given the choice to perform an appropriate action by themselves, or to have assistance in performing the action. In the event of a serious behavioral incident as deemed by the caregiver, a conference will be held with the parent to determine the most appropriate plan of action. This plan will attempt to be a consistent plan to be used both at home and at the child care home. Working together, we will attempt to resolve the issue. If the plan of action fails to produce a change in behavior to desired results, a new plan of action will be determined, and at this point in time, alternative care outside of our services may be deemed necessary. We are not allowed to use these forms of discipline here and neither are you while you are on property.

Supervision:

No child will be left unsupervised at any time while attending. Caregivers will count children during transitions out of the classroom to confirm the safety of all children. The child to staff ratio at 3 years of age and older is one staff member to ten children. Any substitutes will act accordingly to the same policies as any regularly hired staff and will hold the same authority as the regularly hired staff. According to the law, all staff members are mandatory reporters of suspected child abuse or neglect. If there is suspicion of abuse/neglect we are required to report this to child protective services. It is our duty to keep every child safe at all times.

R 400.8185 Primary Care As cited from the LARA Handbook.

(1)As used in this rule, "primary caregiver" means the child care staff member to whom the care of a specific infant or toddler is assigned. The primary caregiver is responsible for direct care, verbal and physical interactions, primary responses to the child's physical and emotional needs, and continued interaction with the child's parents regarding the child's experiences. (2)The center shall implement a primary care system so that each infant and toddler has a primary caregiver. (3)Each infant and toddler shall have not more than 4 primary caregivers in a week. For centers operating less than 24 hours a day, an exception may occur during the first hour after the center opens and the hour before closing. (4)Information regarding a child's food, health, and temperament must be shared daily between primary caregivers when more than 1 primary caregiver is assigned to any infant and toddler. (5)Primary caregiving assignments must be documented and provided to parents. (6)An exception to this rule may be made when the center is transporting children and is in compliance with R 400.8760 (1) and (2).

Staff Expectations:

All staff are required to have a background check and have proper training per licensing requirements.

Termination of Enrollment:

Termination can be made voluntarily by the parent or at the discretion of the staff for the following reasons:

- Non-payment of tuition or bad checks
- Failure to complete necessary forms and medical assessments
- Ongoing or excessive/disruptive behavior

-Non acclimation of the child to the child care setting Through ongoing communication with parents, it is our hope that a child's enrollment would never need to be terminated. Steps will be taken prior to termination for children who are excessively disruptive, harmful to self/others, or genuinely seem unhappy in this child care setting. Prior to termination the staff will document all incidents, review documentation with parents, consult with parents to discuss the behavior and work to find an appropriate solution, and allow a 2 week trial period to observe changes in behavior.

Food Service Policy:

School lunch may be purchased or brought from home. Morning and afternoon snacks are provided. All food and beverages provided will be of sufficient quantity and nutritional quality to provide for the dietary needs of a child according to the Child and Adult Care Food Program as administered by the Michigan Dept. of Education based on 7 C.F.R. Part 226, 1-1-11 edition of the United States Dept. of Agriculture, Food & Nutrition services guidelines. Snacks will consist of a selection of fruit, vegetables and whole grains. The staff will make every effort to follow any special dietary needs of a child however, parents may be required to provide specific foods for special needs.

Meals:

All children will eat breakfast and lunch in the school cafeteria. This menu is handed out monthly. Parents may order and pay for school breakfast and lunch weekly or choose to bring it from home.

Diapers/Potting Training:

Children must be potty trained

Clothing:

We encourage children to explore the world around them, even when it's messy, we ask that children not come in clothes that cannot get stained. We also ask that children have at least one extra set (2 sets for children in diapers) of clothing in case they need to get changed. Clothing should fit children properly and can easily be manipulated. Clothing should also be appropriate for the weather and time of year.

Emergencies, Accidents, Evacuation & Illnesses:

We will participate in regularly scheduled school drills, including fire, tornado and lock down drills. In addition, we will practice two extra drills for fire, tornado and lock-downs. A first aid kit is available in the classroom. Staff is trained in first-aid and CPR and holds a current certification. Emergency phone numbers for children will be kept on the teacher's ID lanyard for immediate access and will be worn when leaving the room. In the case of an evacuation, all students will be moved to Glad Tidings Assembly of God Church for parents to pick up when notified. An emergency bag will be taken by the teacher upon leaving the building. Any child needing special accommodations will have a written policy for evacuation developed by parents & staff at the beginning of the school year. If an emergency arises, every attempt to reach parents will be executed as quickly as possible. If parents and everyone listed on the child's emergency record are unavailable, the child's doctor or Portage Health Emergency Dept. will be called. In the event a child requires outside medical care for injuries sustained at the center, the State of Michigan Licensing Department must be notified as well by phone within 24 hours and in writing within 72 hours of the event. Please notify the staff if you seek medical attention for your child for anything that occurred during school hours. If an accident does not require medical care, parents will receive a written incident report at the end of the day. The center will have emergency procedures posted. The entire school emergency procedures are available in the Licensing Notebook for parents' review. Children will not be permitted to attend if they cannot participate in all the activities normally scheduled due to illness. The staff also need to be made aware of any medication taken prior to coming to school. Please do not send your child to school if they have vomited or had a fever during the previous night. Please have them stay home if they have a sore throat, upset stomach, nausea, frequent loose stools, rash, fever or weeping eye discharge. If your child will not be attending due to any of these reasons, please notify the center in the morning. If your child exhibits any of these symptoms during the day, you will be asked to pick him/her up. If you cannot be reached, we will call on the contacts listed on your emergency contact list to retrieve your child. Caregivers will administer medication if needed as long as the child has been given medication before with no side effects. Caregivers can only give medication if parents fill out a medication consent form. All medication must be in the original, labeled prescription bottle or manufacturer container that holds dosage information. Parent notification of incidents, accidents, illness, or disease required; isolation; sanitation. Caregiving staff shall notify a parent of a child who is exposed to a communicable disease so that the child may be observed for symptoms of the disease. Caregiving staff shall isolate a child

who is too ill to remain in the group in an area where the child can be supervised and made as comfortable as possible. Bedding, toys, utensils, toilets, and lavatories used by an ill individual shall be appropriately cleaned and sanitized before being used by another person.

Special needs:

We are committed to accepting all children into our group, regardless of ability. All children are unique and we hope to provide the support that each child needs through a partnership with families and other professionals. Children learn best when they direct their own play and are allowed to participate in activities which interest them. We plan activities according to what we observe from the children and make adaptations or modifications as necessary to meet the needs of all the children. We are happy to work with and welcome any therapists, teachers, or other professionals that are needed to support the development of any children with disabilities or special needs. The needs of all children are the priority. If, at any time, the needs of one child compromises the care of other children, the placement of that child will be evaluated.

Communication, Sign-In & Sign-Out Procedures:

Parents or other authorized adults must sign child in and out of the classroom each day. Because of the buses at the rear entrance of the building, please observe the policies regarding where you may park and enter the building. If you need to come to our classroom during the day, please enter only through the front doors where you will be buzzed in for security reasons. Release of a child will only be given to those listed on the child information record filled out by you. Individuals not listed will not be permitted to take the child from the facility without written consent from you. This person will also need to show proof of identity with a photo ID. If any unauthorized attempt is made to pick up a child without verification, the child will be detained by the staff and the parents notified. Communication between families and staff is promoted through written means as well as informal conversations. Parents and staff alike are encouraged to discuss any changes in behavior or any other information about the child while keeping within the rules of confidentiality regarding other children and their families that attend the center.

Staff & Volunteer Policy:

All staff and volunteers will be of responsible character and suitable to meet the needs of a child. All paid staff will have a background check, a TB test and CPR/First Aid training at a minimum. All volunteers (including parents and relatives of enrolled children) must sign the Volunteer Screening Statement. No volunteer will have any unsupervised contact with children in our care at the center. Staff will follow the guidelines about not attending when they are sick. All staff and students will use the following exclusion guidelines when deciding to attend or stay home.

Exclusion guidelines for Child Illness:

Fever: May return to school after 24 hours of being fever-free without medication.

Common cold: No exclusion required

Diarrhea: May return to school when issue has resolved.

Cough (without fever & not associated with a communicable disease): No exclusion required

Vomiting illness: May return after 24 hours after issue has resolved.

Persistent stomach pain: May return when pain resolves or doctor's permission.

Rash with fever or behavior change: May return when doctor gives permission.

Conjunctivitis (pink eye): May return after treatment is initiated. Head Lice: May return after treatment is initiated

Scabies: May return after treatment is complete

Tuberculosis: May return with doctor's permission Impetigo: May return 24 hours after treatment is initiated

Strep Throat: May return 24 hours after treatment is initiated

Chicken Pox: May return when all sores are dried and crusted over

Pertussis (Whooping Cough): May return 5 days after treatment is completed

Mumps: May return 5 days after onset of salivary gland swelling or doctor's permission.

Hepatitis A: May return 1 week after onset of jaundice and/or illness, or with doctor's note

The Program Licensing Notebook:

The Notebook contains all the academic and employment credentials of the staff, background check information, TB test records, CPR & First-Aid certification, and the school discipline and emergency procedures. The Notebook is available for parents at all times to review. There is also a copy of the Michigan State Licensing Rules for Child care Centers if parents would like to review these policies as well. The Licensing Notebook also contains all the licensing inspection reports, special investigation reports and related corrective action plans. This Notebook is available for all parents to review during regular operational hours. Licensing inspection and special investigation reports from the last two years can be found at www.michigan.gov/michildcare.

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